

Curriculum Committee Minutes



| Meeting Date | | Meeting Time & Location | |
|--|--|--|--|
| March 2, 2009 | | 3:00pm – Building 27, Room 120 | |
| Chair | Co-Chair | Recording Secretary | |
| Dr. Barbara Peterson, Instructor, Human Services Program | Dr. Dave Howard, Counselor, Counseling/Advising | Jamie Palermo Curriculum Coordinator | |
| Members Present | | | |
| Barbara Peterson, Chair Dave Howard, Co-Chair – Counseling Mike Mixdorf – Health, Justice & Human Services Susan Schneider – Business Robert Hijiya – Humanities Trung Tran – Math Tim B. Keely - Science | | Bernard Comeau – Social/Behavioral Sciences Jeff Bonnell – Professional Technical Rachel Goon – Library Rosalie Robinson – ABE Colleen Spezia – ad hoc Mary McCabe – ad hoc Jamie Palermo – Recording Secretary/Curriculum Coordinator | |
| Guests Present | | | |
| Erik Laurentz Kelley L Meeusen Paula Norby | | | |
| Agenda Items | | | |
| <p>1. Approval of minutes – February 2, 2009 Motion was made by Jeff Bonnell to approve these minutes and was seconded by Robert Hijiya. Motion unanimously carried.</p> <p>2. Approval of agenda – Mike Mixdorf brought a late addition (RS-214 update) to the agenda. Amended agenda was unanimously approved.</p> <p>3. TABLED Courses from previous meetings</p> <p>ADJ-112 Child Abuse & Domestic Violence – <u>update</u>: will not be offered READ-101 Literature Circle – <u>update</u>: will be submitted as HUM-111 at the next meeting MO-140 Medical Transcription I – (tabled 2/09) <u>no update</u> MO-141 Medical Transcription II – (tabled 2/09) <u>no update</u> MO-142 Medical Transcription III – (tabled 2/09) <u>no update</u></p> <p>4. DELETED Courses</p> <p>READ-081 READ-082 ENGL-086</p> <p>Motion was made by Dave Howard to approve the deletion of these courses, and was seconded by Mike Mixdorf. <u>Motion unanimously carried.</u></p> <p>5. NEW Courses</p> <p>WCCW Memo for Course Proposals</p> <p>BT-089 Business Grammar 089 BT-090 Business Grammar 090</p> | | | |

| | |
|--------------------------|---|
| BT-101 | Keyboarding 101 |
| BT-102 | Document Processing |
| BT-109 | Business Communications |
| BT-151 | Business Student Preparation |
| BT-160 | Job Preparation Techniques |
| CATT-102 | Introduction to Outlook |
| GBUS-103 | Basic Business Math & Electronic Calculators |

Paula Norby spoke on behalf of these new courses. Mission Creek currently offers these courses and she discussed how the women could potentially move from WCCW to Mission Creek and it would benefit the women if these courses were held at both locations. Motion was made by Mike Mixdorf to approve these new WCCW courses, and was seconded by Tim Keely. **Motion unanimously carried.**

| | |
|--------------------------|---|
| HORT-116 | Organic Farming and Gardening Skills |
| HORT-117 | Applied Soil Science |
| HORT-118 | Economics of Organic Farming and Gardening |

Paula Norby spoke on behalf of this new certificate in farming organic gardening. These students will work at Mother Earth farms and learn to grow their own food in a sustainability effort. It was discussed and agreed that the prefix to these courses should change to HORT – **see links above for changes**. Motion was made by Dave Howard to approve these new WCCW courses with the changes made, and was seconded by Rachel Goon. **Motion unanimously carried.**

[HIM-253](#) **HIM Clinical Capstone**

Kelley Meeusen spoke on behalf of this course. He explained that this course isn't technically new, but that the title and course number have changed, but he didn't know what happened to the course it was previously or even what number it was. The committee had questions regarding the type of credits offered, whether they should be lab credits or remain as lecture credits. Due to the fact the chair of this program was out of town during this meeting, and this course has already been scheduled for spring quarter, the committee agreed to provisionally approve it until all the questions are answered. Motion was made by Jeff Bonnell to provisionally approve this new HIM course, and was seconded by Mike Mixdorf. **Motion unanimously carried.**

| | |
|--------------------------|---|
| PHIL-200 | Asian Philosophy |
| PHIL-200 | Asian Philosophy (Multicultural Justification) |

Bernie Comeau spoke on behalf of this course. He explained that this course was inadvertently deleted last year during the CCN and the updating of all Multicultural courses. Motion was made by Bernie Comeau to approve this new PHIL course and the multicultural justification, and was seconded by Mike Mixdorf. **Motion unanimously carried.**

6. UPDATED Courses

[ADJ-108](#) **Special Topics for Corrections (Title, Prerequisite)**

Erik Laurentz spoke on behalf of this course. Because of the title change and the removal of ADJ-106 from the prerequisite, it was felt the course description to be changed to reflect this being one of two courses rather than the second of two courses – **see link above for change**. Motion was made by Rachel Goon to approve this updated ADJ course with change made, and was seconded by Robert Hijiya. **Motion unanimously carried.**

[HSP-130](#) **Recovery Education (Title, Prerequisite, Description)**

Barbara Peterson spoke on behalf of this course. Motion was made by Barbara Peterson to approve this updated HSP course, and was seconded by Jeff Bonnell. **Motion unanimously carried.**

[MUSC-130](#) Private Vocal or Instrumental Instruction (Description)

[MUSC-230](#) Private Vocal or Instrumental Instruction (Description)

Motion was made by Dave Howard to approve these updated MUSC courses, and was seconded by Mike Mixdorf. **Motion unanimously carried.**

7. OTHER Committee Business

- a. Review Admission Requirements – this has been delayed until the meeting in April
- b. RS-214 Imaging Pathology – this course was added as a change to the agenda at the beginning of this meeting. Mike Mixdorf spoke on behalf of the course. Motion was made by Jeff Bonnell to approve this updated RS course, and was seconded by Rachel Goon. **Motion unanimously carried.**