

\*\*\*REVISED MARCH 13, 2006\*\*\*

## CURRICULUM COMMITTEE MEETING REPORT

2005-2006 Membership

Mark Bergeson, Social Sciences, Humanities, and Education  
Harry Blair, Math  
Pat Boerner, Student Support Services  
Brendan Glaser, Chair and Dean for Workforce and Continuing Education  
Geary Greenleaf, Dean for Instructional Programs  
Sharon Layton, Health Sciences, Physical Education, and Public Services  
David McCarthy, Language and Literature  
Therese Montoya, Advising and Testing  
Charlotte Persons, College Prep  
Joel Schaaf, Natural Sciences  
Tim Veteto, Industrial Technology  
Betty Vickrey, Business & Information Technology  
John Knudsen, Student Representative

To: Committee Members  
From: Brendan Glaser, Chair  
Subject: Minutes for March 08, 2006 Meeting  
Date: March 09, 2006

Copies to:  
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Marleen Musso Karla Rivers  
Darcy Smith Laurel Williamson  
Yun Lapray JoAnne Booth

The Curriculum Committee met Wednesday, March 08 at 3 p.m. in LIB 103.

**Members Present:** Mark Bergeson, Harry Blair, Pat Boerner, Brendan Glaser, John Knudsen, Sharon Layton, David McCarthy, Therese Montoya, Charlotte Persons, Tim Veteto, and Betty Vickrey.

**Also Attended:** Lynell Amundson, David Cordero, Linda Cullom, David Rosi, Jim Stanley and Fran Nelson, Recorder

Brendan Glaser called the meeting to order at 3:05.

Minutes from the February 08 meeting were accepted by consensus.

The proposal from Jim Stanley, Business and Information Technology, to delete "Health 100 or Health 106" as general education requirement for Accounting Technician, Business Management, Business Technology and CIS (all programs) was tabled until the April meeting to allow time to check accreditation and state board degree requirements. Brendan Glaser will research guiding structures and latitude.

*Charlotte Persons moved to table pending findings to be reported in April, Betty Vickrey seconded. Motion passed unanimously.*

Jim Stanley, Business and Information Technology, presented a proposal to amend the current DTA to include a second Natural Science course specifically from Biological, Earth or Physical Science categories. This change is necessary to meet requirements per the statewide agreement on Business DTA's.

*Betty Vickrey moved to approve, David McCarthy seconded. Motion passed unanimously. Effective Spring 2006.*

David Cordero, Natural Science, Math & Engineering presented a proposal to revise GEOL 118, Historical Geology, to remove the prerequisite. A prerequisite requiring that students had taken a prior Earth Sciences course has been tried for several years and it resulted in very low enrollment – so low the class was in danger of not being offered. Also requested was the removal of the words “Be able to” in each of the Enabling Objectives.

*David McCarthy moved to approve, John Knudsen seconded. Motion passed unanimously. Effective Fall 2006.*

HDEV 127, Student Support Services, which had been approved at the February meeting was visited once again to make a final revision to reflect Lab hours of 22-66.

*Charlotte Persons moved to approve, Betty Vickrey seconded. Motion passed unanimously. Effective Winter 2006.*

Lynell Amundson, Business and Industry Services, presented for Rick Atkins, a proposal for a new course, FISC 230, Wildland Firefighter II Refresher. This course was previously offered as non-credit through B & I but now is required by the state and will be given .7 credit/5lecture/5lab creating an official record and creating FTE's. This pass/fail course is required annually for individuals carrying Wildland Firefighter Certification.

*Betty Vickrey moved to approve, Sharon Layton seconded. Motion passed unanimously. Effective Spring 2006.*

David Rosi and Linda Cullom, Business/Business Technology presented a proposal to delete BTEC 131, 10-Key Operations and BTEC 132, Applications for the Electronic Calculator. These two courses are being combined into one course, BTEC 130, Electronic Calculators.

*Charlotte Persons moved to approve, David McCarthy seconded. Motion passed unanimously. Effective Fall 2006.*

David Rosi and Linda Cullom presented a proposal for the new course BTEC 130, Electronic Calculators, a variable 1-2 credit/22-44 lab course, which will take the place of deleted courses BTEC 131 and 132.

Charlotte Persons moved to approve with the deletion under Enabling Objectives of “Schedule their learning time in the self-paced lab to complete the coursework within the quarter”, John Knudsen seconded. Motion passed unanimously.  
Effective Fall 2006.

David Rosi and Linda Cullom presented a series of revisions to various BTEC courses.

*Please see the following table for those courses that were addressed, moved, seconded and passed unanimously.*

*Effective dates are shown on the table.*

The meeting adjourned at 4:35.

Course Number Course Title	Changes requested to Course Description	Changes requested to Prerequisite	Motion by	Seconded by
BTEC 101 Basic Word Processing/Formatting		Now reads: BTEC 100 with grade of C or better or instructor's permission	John Knudsen	David McCarthy
BTEC 105 Keyboarding Speed/Accuracy Building		Now reads: BTEC 100 with grade of C or better or instructor's permission	John Knudsen	David McCarthy
BTEC 106 Proofreading Skills		Now reads: ENGL 100 with grade C or better or instructor's permission,	Charlotte Persons	Betty Vickrey
BTEC 111 Intermediate Word Processing		Now reads: BTEC 101 with a grade of C or better or instructor's permission, and a minimum keyboarding speed of 35 wpm or concurrent enrollment in BTEC 105.	John Knudsen	David McCarthy
BTEC 112 Advanced Word Processing		Now reads: BTEC 111 with a grade of C or better or instructor's permission, and a minimum keyboarding speed of 40 wpm or concurrent enrollment in BTEC 105.	John Knudsen	David McCarthy
BTEC 113 Applied Word Processing & Desktop Publishing		Now reads: BTEC 112 with a grade of C or better or instructor's permission, and a minimum keyboarding speed of 40 wpm or concurrent enrollment in BTEC 105.	John Knudsen	David McCarthy
BTEC 147 Intro to Desktop Publishing		Now reads: BTEC 145 with a grade of C or better or instructor's permission.	John Knudsen	David McCarthy
BTEC 161 Intro to ICD-9 Coding...(Part I)		Now reads: BTEC 181 with grade C or better or instructor's permission	David McCarthy	Mark Bergeson
BTEC 162 Intro to ICD-9 Coding...(Part II)		Now reads: BTEC 161 with a grade of C or better or instructor's permission.	John Knudsen	David McCarthy
BTEC 169 Intro to Basic CPT Coding	Replace "will learn how" with "learn"	Now reads: BTEC 162 with grade C or better or instructor's permission	Pat Boerner	Sharon Layton

<b>Course Number Course Title</b>	<b>Changes requested to Course Description</b>	<b>Changes requested to Prerequisite</b>	<b>Motion by</b>	<b>Seconded by</b>
BTEC 172 Medical Office Procedures		Now reads: ENGL 100 or instructor's permission, MATH 070 or instructor's permission, and BTEC 171, each with a grade of C or better.	John Knudsen	David McCarth
BTEC 173 Computers in the Medical Office	Replace "input" with "enter"	Now reads: BTEC 172 with grade C or better	Mark Bergeson	David McCarth