

CURRICULUM COMMITTEE MEETING REPORT

Mark Bergeson, Humanities
Harry Blair, Math
Pat Boerner, Student Development
Kristy Enser, Instruction Office Manager
Andrea Gillaspy, Learning Commons
Brendan Glaser, Dean for Workforce and Continuing Education
Kyle Hammon, Dean of Instructional Programs, and Chair
Joan Herman, Language and Literature, College Prep
Karen Joiner, Health Sciences, Physical Education, Public Services, and Education
Jon Kerr, Dean of Instructional Programs
Louis LaPierre, Natural Sciences
Lynn Lawrence, Registrar
Therese Montoya, Advising and Testing
Courtney Shah, Social Sciences
Jim Stanley, Business & Information Technology
Tim Veteto, Industrial Technology
Cleat Hustoft, ASLCC Student Representative

To: Committee Members	Copies to:
From: Kyle Hammon	Library
Subject: Minutes from March 11, 2009 Meeting	Laura Brener
Date: March 12, 2009	

The Curriculum Committee met Wednesday, March 11, at 3 p.m. in the IOB conference room.

Members Present: Mark Bergeson, Harry Blair, Pat Boerner, Kristy Enser, Brendan Glaser, Kyle Hammon, Joan Herman, Sharon Layton (for Karen Joiner), Jon Kerr, Louis LaPierre, Lynn Lawrence, Therese Montoya, Courtney Shah, Jim Stanley, and Cleat Hustoft, ASLCC Representative

Also Attended: Fran Nelson, Recorder

Absent: Therese Montoya and Tim Veteto

Chair Kyle Hammon opened the meeting at 3:05.

Proposals from Linda Cullom, presented by Jim Stanley:

Course Suspension

BTEC 232, Legal Transcription

1-3 credits, 22-66 lab

Discussion:

Suspension was recommended by the Advisory Committee since this course is no longer in demand in the community. This course may be resurrected in the future since this course would add a positive aspect to the Administrative Assistant COP option.

Resolution:

Andrea Gillaspy made a motion to suspend, Joan Herman seconded. Motion carried. Effective Spring 2009.

Certificate Deletion

Legal Transcription, COP

Discussion:

Deletion was recommended by the Advisory Committee due to job market in the area. There is no longer a demand in the community.

Resolution:

Brendan Glaser made a motion to suspend, Andrea Gillaspy seconded. Motion carried. Effective Spring 2009.

ACTION ITEM FOR April 08 meeting –

Library to remove books on Transcription. Andrea to follow-up with Linda Cullom.

Proposal from Kam Todd:

Certificate Revision

Manufacturing Occupations Core, COP

Remove HDEV 110 from Program Requirements

Discussion:

HDEV 110 has not been taught in a long time due to low or not consistently projectable enrollments. Removal of the course won't change the scope of the certificate or core employability. For I-BEST students there is a need to keep the students moving sequentially through the program and HDEV 110 proved to be a barrier. All efforts will be made to get career exploration (Job Finding Skills) information to the students by other means. Total program credits are reduced from 50-52 to 47-49 (45 is minimum number of certification credits).

Resolution:

Pat Boerner made a motion to approve, Andrea Gillaspay seconded. Motion carried. Effective Spring 2009.

Proposals from Dale Groff presented by Kyle Hammon:

Revise Course Plans

MUSC 182 , Contemporary Musicianship and Applications II	3 credits, 33 lecture
MUSC 183 , Contemporary Musicianship and Applications III	3 credits, 33 lecture
MUSC 281 , Contemporary Musicianship and Applications IV	3 credits, 33 lecture
MUSC 282 , Contemporary Musicianship and Applications V	3 credits, 33 lecture

Discussion:

Course descriptions, student outcomes and student assessment on all four course plans have been amended by adding reference to MIDI (Musical Instrument Digital Interface). MIDI is a system that enables electronic musical instruments such as keyboard controllers, computers, and other electronic equipment to communicate, control, and synchronize with each other. Exposing students to MIDI will develop their proficiency in the Digital Audio Program.

Resolution:

Harry Blair made a motion to approve, Courtney Shah seconded. Motion carried. Effective Spring 2009.

Proposals from Megan Jasurda:

Add New Courses

PHED 105 , Pilates & Yoga	1 cr, 22 lab
PHED 205 , Pilates & Yoga	1 cr, 22 lab

Discussion:

These courses will enrich and expand the physical education offerings available to students in the DTA. Pilates & Yoga routines will be practiced together to create a balanced and effective strength and flexibility workout. The exercises will emphasize core strength, back strength, posture, balance, and toning major muscle groups. Fulfills an elective college credit and is a transferable elective to a 4-year institution. Prerequisites, student outcomes and assessment methods will be amended to more clearly reflect course content.

Resolution:

Mark Bergeson made a motion to approve with suggested amendments, Andrea Gillaspay seconded. Motion carried. Effective Spring 2009.

Action Items Cleared:

Item from January 14, 2009 – revisions to prerequisites on AH course plans and on the following certificates as discussed and approved. “HOC Program Planners will be revised to ensure program requirements correlate across all documents. The suggestion was made to add a statement such as *High School diploma or GED certificate may be required by employer*”. Effective Spring 2009.

HOC for the Unemployed Healthcare Worker, COC

HOC for the Employed Healthcare Worker, COC

Informational Items:

➤ **Curriculum Review**

To meet accreditation requirements every effort will be made to perform a regular review of course plans to keep content updated by developing a culture of evidence. A 4-year grid has been prepared and will be transmitted via email attachment to faculty showing a suggested cycle that diagrams how this task can be achieved. Faculty participation is strongly encouraged. The goal is to have at least one discipline reviewed in its entirety within one year. The area of Professional/Technical is under continuous review and criteria is updated on an ongoing basis with review occurring every three to five years depending on funding sources.

➤ **Student Outcomes**

To aid in the ongoing quest for appropriate “action” verbs the document entitled “Bloom’s Taxonomy Writing Outcomes” can now be accessed from the Course Plans page on the website. A link to this document has been embedded within the document entitled “Preparing Proposals.....”. Further, the document also contains an embedded link to each Gen Ed Outcome.

➤ **Courses reviewed, information transferred to new forms, and Prof/Tech Requirements updated.**

No other changes.

NURS 101, Nursing Foundations

NURS 104, Family Nursing

NURS 111, Nursing Foundations – Clinical

NURS 113, Basic Nursing II – Clinical

NURS 114, Family Nursing – Clinical

NURS 121, Nursing Foundations – Review

NURS 124, Family Nursing - Review

NURS 202, Advanced Comprehensive Nursing II

NURS 222, Advanced Comprehensive Nursing Clinical II

NURS 223, Advanced Comprehensive Nursing Clinical III

NURS 232, Advanced Comprehensive Nursing II – Review

NURS 233, Advanced Comprehensive Nursing III - Review

➤ **Courses reviewed, information transferred to new forms, and Gen Ed Outcomes updated.**

No other changes.

ABE 010/016, 020/026, 030/036, 040/046, 050/056, 060/066, 071/072

ESL 010/016, 020/026, 030/036, 040/046, 050/056, 060/066, 071/072

➤ **Reminder** - Catalog will be printed this summer and need all course descriptions reviewed and revised if necessary **no later than April meeting.**

➤ **Reminder** - All course plans need to be converted to the new form listing applicable Gen Ed Outcomes and/or Prof/Tech Requirements.

Action Items carried forward:

MASP 221 and MASP 222 – Brendan Glaser / Kam Todd

Revise outcomes and assessment to reflect course descriptions.