

CURRICULUM COMMITTEE MEETING REPORT

Mark Bergeson, Humanities
 Dawn Draus, Math
 Kristy Enser, Instruction Office Manager
 Andrea Gillaspy, Library Services
 Brendan Glaser, Dean for Workforce and Continuing Education
 Kyle Hammon, Dean of Instructional Programs, and Chair
 Joan Herman, Language and Literature
 Karen Joiner, Nursing and Allied Health
 Jon Kerr, Dean of Instructional Programs, Director of Library Services
 Helen Kuebel, Assistant Dean and Director of Nursing
 Louis LaPierre, Natural Sciences
 Lynn Lawrence, Registrar
 Therese Montoya, Advising and Testing
 Charlotte Persons, Transitional Studies
 Courtney Shah, Social Sciences
 Jim Stanley, Business & Information Technology
 Mary Stone, Student Development Department
 Larry Woodruff, Industrial Technology
 Alina Nesbjorkina, ASLCC Student Representative

To:	Committee Members	Copies to:
From:	Kyle Hammon	Library
Subject:	Minutes from January 13, 2010 Meeting	Laura Brener
Date:	January 14, 2010	Meghan DeGallier

The Curriculum Committee met Wednesday, January 13, at 3 p.m. in LIB 103.

Members Present: Mark Bergeson, Dawn Draus, Kristy Enser, Andrea Gillaspy, Kyle Hammon, Joan Herman, Karen Joiner, Lynn Lawrence, Louis LaPierre, Therese Montoya, Courtney Shah, Jim Stanley, Mary Stone, Larry Woodruff

Also Attended: Rhonda Meyers, Nadine Lemmons, and Fran Nelson, Recorder

Absent: Brendan Glaser, Jon Kerr, Helen Kuebel, Charlotte Persons, and Alina Nesbjorkina, ASLCC Representative

The meeting opened at 3:00 with welcome comments from chair, Kyle Hammon. Handouts presented to the committee included a condensed overview of the Instructional Curriculum Review process and a list of point/lead people assigned to various disciplines that are scheduled for review. Kyle will contact those individuals who were carried over from the 08/09 schedule to ensure their respective areas are moving toward completion. He will also be contacting those individuals assigned for 09/10 review to monitor/mentor their progress. Review of 25% of course plans per year would be ideal. Certain prof/tech course plans, i.e. WELD and NURS are continually updated due to outside accreditation requirements. The form on the back of the 2-page handout shall be filled out and attached to any packets of updated course plans for presentation to the Curriculum Committee. Detailed Curriculum Review criteria and forms may be accessed from the Internal Page and clicking on:

1. Committees / Curriculum / Course Plans – or –
2. Faculty Resources / Faculty Tools / Course Plans

Proposal from Rhonda Meyers to:		
1. revise pre-req:	BIOL& 241, Human Anatomy and Physiology I	6 cr, 49.5 lec, 33 lab
Discussion: Pre-req to read: BIOL& 170 or equivalent with a grade of C or above or instructor permission. Raising the grade from C- to C will improve the success rate for students taking BIOL& 241 as it will build a strong base background. Clark College has the requirement of C or above for this course as do most community colleges. Members feel the move to C vs. C- is crucial for success as has been proven by various ENGL and MATH courses. The course syllabus for BIOL& 170 should clearly state what percentage value is given to the letter grade.		

Resolution:

*Mark made a motion to approve, Andrea seconded. Motion carried.
Effective Spring 2010.*

Proposal from Karen Joiner to:		
2. revise pre-req:	NURS 246, Skills Laboratory	2 cr, 44 lab
Discussion: This course is a skills lab for eLearning students that has now been expanded to accommodate RONE students. The prerequisites are merely clarified to reflect current practice. Prerequisites now read: Acceptance into LPN2RN eLearning or RONE option of nursing program. Enabling objectives have also been updated.		

Resolution:

*Andrea made a motion to approve, Courtney. Motion carried.
Effective Winter 2010.*

Proposals from Nadine Lemmons to:		
3. revise certificate:	Administrative Support, COP	48 credits minimum
4. revise degree:	Administrative Assistant, AAS	91 credits minimum
Discussion: Changes on these are the same and result from BTEC Advisory Committee recommendations. BTEC 211 (Machine Transcription, 2 cr) will be deleted and replaced with BTEC 148 (Introduction to Outlook, 2 cr). Total credits are unchanged. Transcription is no longer an important skill set for industry employers as technology continues to improve the capability of charting and documentation.		

Resolution:

*Karen made a motion to approve, Lynn seconded. Motion carried.
Effective Fall 2010.*

5. revise certificate:	Medical Billing and Coding Specialist, COP	59-61 credits
Discussion: CS 121 (Intro to Spreadsheets/Excel, 5 cr) is added to give the students necessary skills to meet industry needs with the development of electronic medical records. Excel proficiency was identified by the BTEC Advisory Committee as an important skill for prospective employees. Is bumping up the credits to 59-61 excessive/problematic for a 1-year certificate when 45 has been established as the norm? If SBCTC flags this as an issue then the number of requirements will be reevaluated. This has not been an issue in the past and this is a highly employable certificate as written.		

Resolution:

*Karen made a motion to approve, Andrea seconded. Motion carried.
Effective Fall 2010.*

6. revise degree:	Medical Administrative Support, AAS	90 credits minimum
Discussion: Proposal is to delete the transcription classes since they are no longer an important skill set for industry employers as technology continues to improve the capability of charting and documentation. BTEC Advisory Committee recommended discontinuing transcription requirements and replacing with skills more relevant to current needs. Delete: BTEC 185 (Medical Machine Transcription, 3 cr) BTEC 186 (Advanced Medical Machine Transcription , 3 cr) BTEC 211 (Machine Transcription, 3 cr) Replace with: BTEC 125 (Filing - addition of third credit - bring total credits to 3) BTEC 148 (Introduction to Outlook, 2 cr) BTEC 164, Legal Aspects of the Medical Office, 2 cr)		
Resolution: <i>Mary made a motion to approve, Mark seconded. Motion carried. Effective Fall 2010.</i>		
Informational Items due to credit revision to MFG 105 (November 2009) & approved by SBCTC:		
7. revise certificate:	Fundamentals of Manufacturing, COC	24-28 credits minimum
8. revise certificate:	Process Manufacturing, COP	62 credits minimum
9. revise certificate:	Manufacturing Occupations, COP	47-49 credits minimum
10. revise degree:	Advanced Manufacturing Technology, AAS	100 credits minimum
<i>Effective Fall 2009.</i>		
Proposal from Debby Neely, presented by Kyle Hammon, to:		
11. revise title:	ART 162, Photoshop for Web and Print (was Beginning Photo Shop Design)	3 cr, 22 lec, 22 lab
Discussion: Title change better reflects the course content and current practice. Gen Ed Outcomes are also updated.		
Resolution: <i>Courtney made a motion to approve, Jim seconded. Motion carried. Effective Spring 2010.</i>		
Discussion Item: “Changes in Elective Credit for DTA”		
We will be acting on this item as a “process” change only - not <u>whether</u> a course is determined restricted or unrestricted - but <u>how</u> . The DTA involves SBCTC - LCC contributes to the discussion if courses are part of a DTA. The ultimate decision if a course is on or off the restricted list is a SBCTC decision. Please note Appendix B in the ICRC which states: “Courses in the subject areas listed below will be accepted in transfer at all Washington baccalaureate colleges participating in Associate degree transfer agreements provided the courses are included in an Associate degree that is approved under the ICRC guidelines. Courses in some of these subject areas will not be transferable to certain institutions if presented without an Associate degree. PLEASE NOTE: This list represents an intercollege agreement, and is not meant to reflect the transfer policy of any individual institution. The list should be used to provide information to students who are uncertain about their transfer plans. Students with definite plans to transfer to a particular institution should consult the information (such as a transfer guide) published by the institution.”		

Question to consider of a course - is it providing theoretical background? What is rationale of a “unanimous” vote? Kyle sits on the ATC - will check and advise.

Informational Items approved by SBCTC:

12. revise degree:	Associate in Mechanical/Civil/Aeronautical/Industrial/Materials Science Engineering, AS-T/MRP	99-105 credits minimum
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Discussion:

Delete from Pre-Major Requirements:

CS 270 (Data Structures I, 5 cr)

Add to Pre-Major Requirements:

CS 170 (Fundamentals of Computer Programming, 5 cr)

Add to Electives:

ENGR 106 (Engineering Problems, 5 cr)

MATH 154 (Calculus IV, 3 cr)

Changes bring requirements into a more doable degree which conforms with and has been approved by SBCTC.

Resolution:

Effective Fall 2009.

Meeting was adjourned at 3:45. The next meeting will be Wednesday, February 10, 2010.