

# CURRICULUM COMMITTEE MEETING REPORT

Mark Bergeson, Humanities  
 Dave Cordero, Natural Sciences  
 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  
 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  
 Justin Williams, ASLCC Student Representative

<b>To:</b>	Committee Members	<b>Copies to:</b>
<b>From:</b>	Kyle Hammon	Library
<b>Subject:</b>	Minutes from June 09, 2010 Meeting	Laura Brener
<b>Date:</b>	June 23, 2010	Meghan DeGallier

The Curriculum Committee met Wednesday, June 09, at 2:30 p.m. in LIB 103.

**Members Present:** Mark Bergeson, Pat Boerner (for Mary Stone), Dave Cordero, Dawn Draus, Kristy Enser, Andrea Gillaspy, Kyle Hammon, Joan Herman, Helen Kuebel, Karen Joiner, Jon Kerr, Lynn Lawrence, Therese Montoya, Charlotte Persons, Courtney Shah, Jim Stanley, and Justin Williams, ASLCC Student Representative

**Also Attended:** Don Correll, Elizabeth Engel, David Rosi, Kelly Smith, Adam Wolfer, and Fran Nelson, Recorder

**Absent:** Brendan Glaser, Larry Woodruff,

Kyle opened the meeting at 2:30.

<b>Curriculum Review:</b>	
1. Don Correll	<b>Drama (DRMA)</b>
<b>Discussion:</b>	
<p>Courses provide an understanding of how the theatre connects to the student’s world and that theatre reflects upon the effects of societal events in any given era. Courses are all appropriate in that they offer basic knowledge within the many different areas of theatre. No major modifications are necessary at this time. As part of the Action Plan, a proposal has been prepared for one new course, one renumbered course, and various general updates as listed below. Karen Joiner will be working with Don to update wording of Student Outcomes on these courses.</p>	
<b>Resolution:</b>	
<p><i>Courtney made a motion to approve; Jim seconded. Motion carried. Effective spring 2010.</i></p>	

2. new course	<b>DRMA 119</b> , Introduction to Theatre Design and Technology	5 cr, 55 lec
<b>Discussion:</b> Course is designed to introduce students to design areas of theatre using computer technology advancements that have become standard in the theatre. Some of the technical requirements already exist in Center Stage and the Wollenberg Concert Hall. The Digital Audio program in the Rose Center has the needed workstations that are already equipped with the necessary audio programs. Additional programs for lighting and costumes can be installed on the computers. Estimated cost is \$1,000.00 plus cost of software. All additions/revisions of equipment to be authorized by Ray Lindsey.		
<b>Resolution:</b> <i>Dawn made a motion to approve with pending amendments; Karen seconded. Motion carried. Effective fall 2010.</i>		
3. new course	<b>HUM 107</b> , How to See a Play	1 cr, 11 lec
<b>Discussion:</b> Course previously offered on a one-time and/or temporary basis as HUM 250. Course description revised to be more indicative of course content. It is advantageous to have this course on the distribution list as a Humanity. Don will provide information relating to this course's transferability. Minor wording changes were made to the Student Outcomes.		
<b>Resolution:</b> <i>Charlotte made a motion to approve as amended; Andrea seconded. Motion carried. Effective fall 2010.</i>		
4. suspend course	<b>DRMA 121</b> , Introduction to Costume Design	5 cr, 55 lec
5. suspend course	<b>DRMA 215C</b> , Masks	5 cr, 55 lec
<b>Discussion:</b> Courses have not been taught for approx 10 years and will not be taught in the near future. It is important to suspend rather than delete because they are part of the production of plays.		
<b>Resolution:</b> <i>Dave made a motion to approve; Mark seconded. Motion carried. Effective fall 2010.</i>		
6. revise course	<b>DRMA&amp; 101</b> , Introduction to Theatre	5 cr, 55 lec
<b>Discussion:</b> Course description revised to be more indicative of course content. Gen Ed Outcomes were updated to include Communication. Course counts as a Humanity on the distribution list and will be considered for addition to the diversity list at a later date. It is also noted the course may require library resources (databases, etc.).		
<b>Resolution:</b> <i>This item (6) effective winter 2011.</i>		
7. revise course	<b>DRMA 106</b> , Introduction to Acting I	5 cr, 55 lec
8. revise course	<b>DRMA 107</b> , Introduction to Acting II	5 cr, 55 lec
9. revise course	<b>DRMA 108</b> , Introduction to Acting III	5 cr, 55 lec
10. revise course	<b>DRMA 116</b> , Stagecrafts I	5 cr, 55 lec
11. revise course	<b>DRMA 117</b> , Stagecrafts II	5 cr, 55 lec
12. revise course	<b>DRMA 118</b> , Stagecrafts III	5 cr, 55 lec
13. revise course	<b>DRMA 196</b> , Rehearsal and Performance I	1-5 cr, 11-55 lec
14. revise course	<b>DRMA 197</b> , Rehearsal and Performance II	1-5 cr, 11-55 lec
15. revise course	<b>DRMA 198</b> , Rehearsal and Performance III	1-5 cr, 11-55 lec
16. revise course	<b>DRMA 206</b> , Acting I	5 cr, 55 lec
17. revise course	<b>DRMA 207</b> , Acting II	5 cr, 55 lec
18. revise course	<b>DRMA 208</b> , Acting III	5 cr, 55 lec

19. revise course	<b>DRMA 296</b> , Rehearsal and Performance IV	1-5 cr, 11-55 lec
20. revise course	<b>DRMA 297</b> , Rehearsal and Performance V	1-5 cr, 11-55 lec
21. revise course	<b>DRMA 298</b> , Rehearsal and Performance VI	1-5 cr, 11-55 lec
<b>Discussion:</b> Items 7/21 are not required in any specific order. Courses provide three options to reach the same outcome. Roman numerals I, II, and III will be added to course titles for differentiation. Course outcomes are currently being refined. There are no other significant changes.		
<b>Resolution:</b> <i>Karen made a motion to approve items 6/21 with pending amendments; Jim seconded. Motion carried. Items 7/21 effective fall 2010.</i>		
22. revise course	<b>DRMA 210</b> , Masks	5 cr, 55 lec
23. revise course	<b>DRMA 255C</b> , Theatre Project	5 cr, 55 lec
<b>Discussion:</b> Student Outcomes are currently being refined. Prerequisites will be updated to include 3-sequence courses DRMA 196/197/198 or DRMA 296/297/298. DRMA 255C will be considered a Humanity on the distribution list.		
<b>Resolution:</b> <i>Dawn made a motion to approve items 22/23 with pending amendments; Karen seconded. Motion carried. Effective Fall 2010.</i>		
<b>Proposals from Elizabeth Engel:</b>		
24. revise degree	<b>Medical Assisting, AAS</b>	90 credits minimum
<b>Discussion:</b> Change elective options from courses numbered 050 and higher to 100 and higher to reflect current number system with college level courses being 100 and higher; include MATH as an elective option; students to obtain a grade of C or higher for any course counting toward the degree (not just prerequisites); omit BIOL 241/242 as alternates to MEDA since this can be confusing in counting credits and can be cumbersome to some students; add language concerning criminal background check and CPR/First Aid requirements; AH 104/114 are added to prerequisites. Total credits reduced from 97 to 90.		
25. revise certificate	<b>Medical Assisting, COP</b>	61 credits
<b>Discussion:</b> Students are to receive C or higher for any course counting toward the certificate (not just prerequisites); AH 104/114 are added to prerequisites; MATH 105 is a prerequisite ("higher" is not appropriate); omit BIOL 241/242 as alternates to MEDA since this can be confusing in counting credits and can be cumbersome to some students; update language concerning criminal background check and CPR/First Aid requirements. Total credits reduced from 68 to 61.		
<b>Resolution:</b> <i>Jim made a motion to approve; Dave seconded. Motion carried. Effective fall 2010.</i>		
<b>Proposal from Kelly Smith:</b>		
26. new course	<b>PHED 120/220</b> , Cross-Training	2 cr, 44 lab
<b>Discussion:</b> Course added in an afternoon time slot which appeals to a broader cross section of students. Implements individualized work-out routines, fitness, conditioning, and endurance. Suggestions were made to the course description and Student Outcomes. Lab fee of \$5.00 (covers purchase of towels and locks) will be applied after Board approval.		
<b>Resolution:</b> <i>Pat made a motion to approve as amended; Dave seconded. Motion carried. Effective fall 2010.</i>		

<b>Proposals from David Rosi:</b>		
27. revise course	CS 102, Introduction to Internet Theory, Application, and Web Page Design	5 cr, 44 lec, 22 lab
<b>Discussion:</b> Course title is changed by replacing “Intermediate----” with “Introduction to----” since this course does teach introductory web design concepts and not intermediate. Gen Ed Outcomes include Communication, Critical Thinking, Interpersonal Skills and Numeracy.		
28. revise course	CS 260, Introduction to Network Security	5 cr, 33 lec, 44 lab
<b>Discussion:</b> Class is taught as hybrid with lab time for working on projects and lecture/lab hours are being changed from 55 lec to 33 lec/44 lab to more accurately reflect teaching modality. Gen Ed Outcomes include Communication, Critical thinking, Interpersonal Skills and Numeracy.		
<b>Resolution:</b> <i>Andrea made a motion to approve as amended; Justin seconded. Motion carried. Effective fall 2010.</i>		
29. revise course	CS 144, Principles of PC Operating Systems	4 cr, 33 lec, 22 lab (was 3 cr, 22 lec, 22 lab)
<b>Discussion:</b> New material will be included to fulfill the objectives covering Networking Operating Systems, Security, and Remote Access. While this is not comprehensive in nature, all IT professionals must be familiar with these topics. The additional lecture credit does not change the course objectives; however, it is necessary to cover a wider range of material. This class is required for all CS majors and those working toward A+ certification. Minor revisions were suggested for the course description, student outcomes, assessment, and Gen Ed Outcomes include Communication, Critical thinking, Interpersonal Skills and Numeracy. Changes to the credits in this course plan trickle down to two degree changes: 30. <b>Computing Specialist, AAS</b> - total credits changed from 92-95 minimum to 93-96 minimum. 31. <b>Computing Specialist, AAS-T</b> - total credits changed from 92-95 minimum to 93-96 minimum.		
<b>Resolution:</b> <i>Andrea made a motion to approve as amended; Joan seconded. Motion carried. Effective fall 2010.</i>		
<b>Curriculum Review:</b>		
32. Nonnie Weaver	Chemical Dependency (CDS)	
<b>Discussion:</b> Courses are in alignment with WAC requirements and with the rest of the state community colleges. The current curriculum was reviewed and updated in 2007. A survey course is being considered for development (CDS 101: Introduction to Chemical Decency Counseling. Another course being considered would be entitled “Individual Counseling” which would keep the program more in alignment with WAC requirements since having a course specifically designed for individual counseling would be beneficial for students. Items for addition to the Action Plan are: 1) It would be beneficial to students if the library was open more during evening hours, and 2) A suggested resource list will be provided to Library Services.		
<b>Resolution:</b> <i>Charlotte made a motion to approve; Helen seconded. Motion carried. Effective spring 2010.</i>		
33. delete course	CDS 235, Advanced Family Counseling	3 cr, 33 lec
<b>Discussion:</b> Course has not been offered in nearly 10 years and is no longer needed.		
<b>Resolution:</b> <i>Courtney made a motion to approve; Jim seconded. Motion carried. Effective fall 2010.</i>		

34. revise course	<b>CDS 110, Alcohol/Drug Pathophysiology &amp; Pharmacology</b>	3 cr, 33 lec
35. revise course	<b>CDS 111, Record Keeping &amp; Case Management</b>	3 cr, 33 lec
36. revise course	<b>CDS 113, Treatment Principles of Chemical Dependency</b>	3 cr, 33 lec
37. revise course	<b>CDS 220, Co-Occurring Disorders: Mental Health Disorders in CDS</b>	3 cr, 33 lec
<b>Discussion:</b> Course descriptions/context verbiage refined, courses marked as Restricted on the distribution list, Gen Ed outcomes include Communication, Critical Thinking, Interpersonal Skills; Prof/Tech requirements include Human Relations and Communications in addition to Voc Prep Course. Concurrent requirements on CDS 113 will read: Previous or current enrollment in CDS 101; and CDS 110 concurrent requirement will be stricken in its entirety. Joan will work with Nonnie on rewording Student Outcomes.		
<b>Resolution:</b> <i>Karen made a motion to approve with pending amendments; Andrea seconded. Motion carried. Effective fall 2010.</i>		
<b>Curriculum Review:</b>		
38. Adam Wolfer	<b>Chemistry (CHEM)</b>	
<b>Discussion:</b> All courses have been revised over the last several years so only minor changes are recommended at this time. Action plan includes plans to develop a general physical science course intended as a transfer-level science course for non-science majors; developing an introductory chemistry course to help underprepared science majors prepare for majors-level chemistry; and to continue to coordinate with area institutions to maximize the effectiveness and transferability of chemistry courses.		
<b>Resolution:</b> <i>Andrea made a motion to approve; Charlotte seconded. Motion carried. Effective spring 2010.</i>		
39. revise course	<b>CHEM&amp; 161, General Chem w/Lab I</b>	5 cr, 33 lec, 44 lab
<b>Discussion:</b> As a result of the curriculum review the math requirement for CHEM& 161 is being upgraded from “competence in algebra is necessary” to “MATH 092 (or concurrent enrollment)”.		
<b>Resolution:</b> <i>Dave made a motion to approve; Jim seconded. Motion carried. Effective fall 2011.</i>		
<b>Proposals from Dawn Draus:</b>		
40. delete course	<b>MATH 070, Review of Math Fundamentals</b> <i>Effective Fall 2010</i>	5 cr, 55 lec
41. delete course	<b>MATH 091, Pre-Algebra</b> <i>Effective Fall 2010</i>	5 cr, 55 lec
42. delete course	<b>MATH 092, Elementary Algebra</b> <i>Effective Winter 2011</i>	5 cr, 55 lec
43. delete course	<b>MATH 099, Intermediate Algebra</b> <i>Effective (end of) Winter 2011</i>	5 cr, 55 lec
44. new course	<b>MATH 079, Pre-College Math I</b> <i>Effective Fall 2010</i>	5 cr, 55 lec
45. new course	<b>MATH 089, Pre-College Math II</b> <i>Effective Fall 2010</i>	5 cr, 55 lec
46. new course	<b>MATH 099 Pre-College Math III</b> <i>Effective Spring 2011</i>	5 cr, 55 lec

**Discussion:**

Receipt of a Gates Grant has allowed a redesign of pre-college math curriculum by decreasing the amount of time and money students spend preparing for college level math. Overlap between courses (070, 091, 092 and 099) will be removed and split into 15 one-credit modules (079, modules 1-5; 089, modules 6-10; and 099, modules 11-15). Phase out of current system will begin in fall 2010. These changes will affect prerequisites on numerous course plans, certificates, and degrees across the disciplines and such changes will be presented to the Curriculum Committee as informational as they occur. Dawn prepared a matrix to aid in this process. Minor wording changes were suggested to the course descriptions.

**Resolution:**

*Karen made a motion to approve as amended; Justin seconded. Motion carried.  
Effective dates shown above.*

**Proposals from Jim Stanley:**

47. new course	<b>ACCT 244</b> , Individual Income Taxation	5 cr, 55 lec
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**Discussion:**

Course is designed to facilitate students' understanding the theory behind computerized tax returns. Other community colleges in the state offer a federal income tax course and LCC's best opportunity for enrollment in such a course is now. Course is numbered in the 200's due to the high level of critical thinking and complexity in understanding the material. Prerequisites will be listed as MATH 079. Gen Ed Outcomes will include Critical Thinking and Numeracy. The addition of this course will affect the following degree:

**48. ACCOUNTING TECHNICIAN, AAS**

Proposal to delete BTEC 130 and BTEC 145 from the degree (total of 5 credits) and replace with ACCT 244 (5 credits). Dan Rua, Business/Accounting advisory board member and local CPA proposed this idea. Kristy and Jim will adjust suggested course scheduling on the degree form. Total degree credits remain 95-96.

**Resolution:**

*Andrea made a motion to approve; Lynn seconded. Motion carried.  
Effective fall 2010.*

**Proposals from Nadine Lemmons by Kristy Enser:**

49. delete certificate	<b>Medical Transcription, COP</b>	47 credits minimum
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**Discussion:**

The BTEC Advisory Board recommended this certificate be omitted from the BTEC offerings as this career path is no longer in demand and will be phased out. Courses were previously deleted but deletion of the certificate was inadvertently overlooked.

**Resolution:**

*Karen made a motion to approve; Dave seconded. Motion carried.  
Effective fall 2010.*

**Proposal from Maggie Stuart by Jon Kerr:**

50. new course	<b>COLL 104</b> , College Knowledge	1 cr, 11 lec
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**Discussion:**

This course is designed to meet the needs of students transitioning from pre-college programs into College courses. Students develop an education plan and access resources to implement that plan. Offering the course with several start dates quarterly allows students completing their GED mid-quarter to access instruction when needed in order to prepare for entry into college programs the next quarter. Suggestions were made for revising the course description.

**Resolution:**

*Justin made a motion to approve as amended; Joan seconded. Motion carried.  
Effective fall 2010.*

<b>Curriculum Review:</b>		
51. Andrea Gillaspay	<b>Library (LIBR)</b>	
<b>Discussion:</b> All courses in the current catalog have been offered in the most recent 12 months. LIBR 101 has had increasing enrollment but LIBR 105 (hybrid course) was cancelled two of the three quarters offered. Librarians also teach stand-alone sessions incorporating Information Literacy outcomes into other disciplines as requested. As a result of this curriculum review it is proposed that the following course be suspended:		
52. suspend course	<b>LIBR 105</b> , Finding & Evaluating Online Information	2 cr, 11 lec, 22 lab
<b>Discussion:</b> This course has been cancelled two of the three quarters offered due to lack of enrollment.		
<b>Resolution:</b> <i>Lynn made a motion to approve; Jim seconded. Motion carried. Effective fall 2010.</i>		

**Action/Discussion Item for October Agenda**  
**Discuss distribution list standards, criteria, and ICRC guidelines.**

The meeting adjourned at 5:15.