



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 & 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
 Chad Meadors, Advising and Testing
 Charlotte Persons, Transitional Studies
 David Rosi, Business & Information Technology
 Courtney Shah, Social Sciences
 Mary Stone, Student Support Services
 Larry Woodriff, Industrial Technology
 Justin Williams, ASLCC Student Representative

To:	Committee Members	Copies to:
From:	Kyle Hammon	Library
Subject:	Minutes from December 08, 2010 Meeting	Laura Brener
Date:	December 09, 2010	Meghan DeGallier

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

Members Present: Mark Bergeson, Dawn Draus, Kristy Enser, Andrea Gillaspy, Brendan Glaser, Kyle Hammon, Joan Herman, Karen Joiner, Jon Kerr, Louis LaPierre, Chad Meadors, David Rosi, and Courtney Shah

Also Attended: Colleen Allwine, Connie Ramos (as part of her tenure track obligation), and Fran Nelson, Recorder

Absent: Helen Kuebel, Lynn Lawrence, Charlotte Persons, Mary Stone, Larry Woodriff, and Justin Williams, ASLCC Student Representative

Kyle opened the meeting at 3:00 with a reminder to those who are on the January docket to present Prof/Tech Curriculum Reviews: Machine Trades and Welding. The Review Schedule can be located by clicking: [Curriculum Review Schedule](#)

Colleen Allwine:	
1. new certificate	Early Childhood Education-Level I, COC, 14 credits
	Allows students completing the first quarter of the 43 credit program to meet the Washington State Training and Registry System essential foundations for childcare workers. This is the first step to employability, enabling completers to work as substitutes and assistants in a preschool, childcare center, Head Start, or licensed in-home day care.
2. new certificate	Early Childhood Education-Level II, COC, 29 credits
	Will be awarded to students completing the second quarter of the 43 credit program and allows students to be employed as a Lead Teacher in a preschool, childcare center, Head Start, or licensed in-home day care.

3. revised certificate	Early Childhood Education-Level III, COC, 43 credits	
	Replaces “Early Childhood Education COC, 44 credits”, deletes program requirement of ECED 109, 3 credits, and adds ECED 110, 2 credits for a new certificate credit total of 43. Students completing all three quarters fulfill the requirements to work as Assistant Directors or Directors at child care facilities.	
<p>Discussion: Two new short certificates have been created in order to increase the number of entrance and exit points to employment in LCC’s existing, I-BEST approved, ECE COC pathway. These shorter certificates will make students more employable early on in their education journey and increase their motivation to continue by providing completion milestones along the way. In some cases it takes students up to six years to complete the two year program due to time constraints. These proposals were originally presented in October but tabled pending completion of certificate mock-ups and addition of Advisory Committee minutes. Certificates have been approved by SBCTC.</p>		
<p>Resolution: <i>Courtney made a motion to approve; Mark seconded. Motion carried with two abstentions. Effective winter 2011.</i></p>		
<p>Proposals for course revisions from Joan Herman resulting from Curriculum Review dated May 2010:</p>		
4.	ENGL 231, Creative Writing Updated Gen Ed Outcomes, added to Distribution List as Humanity, and updated Assessment Methods.	5 cr, 55 lec
5.	ENGL 232, Creative Writing Updated Gen Ed Outcomes, added to Distribution List as Humanity, and updated Assessment Methods.	5 cr, 55 lec
6.	ENGL 234, Writing: Life Stories Revised course title, updated course description, Gen Ed Outcomes, added to Distribution List as Humanity, and updated Assessment Methods.	5 cr, 55 lec
7.	ENGL 240, American Literature Updated Gen Ed Outcomes, added to Distribution List as Humanity, updated Course Outcomes, and updated Assessment Methods.	5 cr, 55 lec
8.	ENGL 251, English Literature I (pre-1800) Revised course title, updated Gen Ed Outcomes, added to Distribution List as Humanity, updated Course Outcomes, and updated Assessment Methods.	5 cr, 55 lec
<p>Discussion: For those authors referenced in course description of ENGL 251 library staff will research availability and condition of existing titles. There may be a need to recommend purchase of new or replacement titles to the Collection Development Committee at a later date. Library staff will collaborate with Language and Literature department on this matter. Items 4 through 8 were considered for approval as a block.</p>		
<p>Resolution: <i>Karen made a motion to approve with suggested amendments; Dawn seconded. Motion carried. Effective winter 2011.</i></p>		

David Rosi:		
9. new certificate	Basic Office Skills II, COC, 19 credits	
	Short certificate will encourage retention through completion, as well as give students a set of milestones to proceed through their education. Upon completion of this COC, students can choose to continue further and work toward completion of the COP or further on to an AA. Successfully achieving this COC will give students a few employable skills early on in their educational journey and increase their motivation to continue. Every course on this COC is part of the Administrative Support, Medical Office Reception, and Medical Billing/Coding COP's. The outcomes and objectives are pared down from the 2-year degrees. Students completing this COC will have gained a beginning point in the job market and may use this completion as a stepping stone to achieving their goals. This COC is a great retention strategy. CASAS testing proves student improvement after completion of this sequence of courses. The Advisory Committee, consisting of five individuals, all responded favorably to add this certification.	
<u>Resolution:</u> <i>Mark made a motion to approve; Joan seconded. Motion carried.</i> <i>Effective winter 2011.</i>		
Informational Item		
10. Revision	ENGL 104 , Accelerated Review of Grammar/Punctuation (It is not the intent of this course to have instructor permission to enroll. Rigor of this course has been increased enough to justify a course number greater than 100. This course is college level.)	1-2 cr, 22-44 lab Delete prerequisite.

ACTION ITEMS:

- Discussion Conclusion:
The ICRC provides guidelines as documented in their handbook – please follow this link:
<http://www.washingtoncouncil.org/icrcdocuments.htm>
Kristy sent an email to committee members that contained the ICRC handbook which listed specific appendices and page numbers with pertinent information that may help clarify questions concerning policy.
- Common Course Number of ENGL 102

The meeting adjourned at 3:35. The next meeting is scheduled for Wednesday, January 12, 2011 @ 3:00 in LIB 103.