



# 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  
 Student Support Services  
 Larry Woodruff, Industrial Technology  
 Michelle Fuller, ASLCC Student Representative

<b>To:</b>	Committee Members	<b>Copies to:</b>
<b>From:</b>	Kyle Hammon	Library
<b>Subject:</b>	Minutes from April 13, 2011 Meeting	Laura Brener
<b>Date:</b>	April 14, 2011	Meghan DeGallier

**Members Present:** Mark Bergeson, Cary Rhode (for Dawn Draus), Kristy Enser, Andrea Gillaspy, Joan Herman, Karen Joiner, Jon Kerr, Helen Kuebel, David Cordero (for Louis LaPierre), Lynn Lawrence, Chad Meadors, Charlotte Persons, David Rosi, Courtney Shah, Larry Woodruff, and Michelle Fuller, ASLCC Student Representative

**Also Attended:** Linda Cullom, Dennis Shaw, Nonnie Weaver, and Fran Nelson, Recorder

**Absent:** Brendan Glaser

The Curriculum Committee met Wednesday, April 13 at 3 p.m. in LIB 103. ASLCC student representative Michelle Fuller was introduced to and welcomed by the group. A brief overview of the committee’s charge was presented by Laura Brener and Kyle. “Consent Items” would include items that had previously been listed as “Informational Items” – proposals the committee doesn’t need to hear, i.e. non controversial items needing no discussion. Revisions in regard to spelling, grammar, syntax, and/or wordsmithing will be issues dealt with outside the meeting. When a proposal leaves the hands of the originator it should be complete and most certainly when the document is signed by the department chair and dean. It was further determined that the Curriculum and/or Prof/Tech review documents would not be Consent Items since the Action Plan of each needs to be addressed to the committee. A department representative and/or dean over that department would need to be present for that action.

<b>Call to Order and Determination of Quorum</b>		
<b>Approval of Agenda (ACTION) – Approved by consensus</b>		
<b>Consent Items (ACTION) – Approved by consensus</b>		
1. revise course	<b>SPCH 110</b> , Introduction to Public Speaking (context – or – other information will show that this course: is on the Humanities list.)	5 cr, 55 lec
2. revise course	<b>MEDA 102</b> , Medical Vocabulary II (update description)	3 cr, 33 lec
3. revise course	<b>MEDA 120</b> , Survey of Human Anatomy & Physiology (update prerequisites due to Pre-College Math realignment)	5 cr, 55 lec
4. revise course	<b>MEDA 122</b> , Law and Ethics for the Medical Office (update prerequisites due to Pre-College Math realignment)	2 cr, 22 lec

5. revise course	<b>MEDA 145</b> , Medical Laboratory Techniques (update prerequisite wording-capitalization)	6 cr, 44 lec, 44 lab
6. revise course	<b>MEDA 165</b> , Medications in Medical Assisting and Diseases (update outcome wording and assessment methods)	4 cr, 33 lec, 22 lab
7. revise course	<b>MEDA 190</b> , Medical Assisting Externship (update outcome wording)	5 cr, 165 clinical
8. revise course	<b>BTEC 101</b> , Basic Word Processing/Formatting (revise prerequisite wording)	1-5 cr, 22-110 lab
9. revise course	<b>BTEC 105</b> , Keyboarding Speed/Accuracy Building (revise prerequisite wording)	1-4 cr, 22-88 lab
10. revise course	<b>BTEC 109</b> , MS Office Upgrade (revise title, description, prerequisites, outcomes)	1 cr, 22 lab

**Items on which Committee deliberated:**

**Curriculum and/or Professional/Technical Review Documents:**

11. Larry Woodruff	<b>Automotive Technology</b>	
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Action Items: Department will continue to review course plans and update as necessary to stay current with NATEF standards. Department regularly holds and is current with Advisory Council meetings.

12. Liz Engell	<b>Medical Assisting</b>	
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Action Items: The department made major revisions spring 2010 but their self-study process may reveal need for new items/features, i.e. hybrid courses. The department strives to remain in compliance with the accrediting review board criteria in preparation of the annual report for the Medical Assisting Education Review Board (MAERB).

**Proposals from Larry Woodruff as result of AMTC Prof/Tech review:**

13. revise course	} <b>AMTC 202</b> , Automotive Computer Systems (title, description, gen eds, prof/tech reqs)	10 cr, 55 lec, 110 lab
14. revise degree		115-129 cr min
15. delete course		5 cr, 55 lec

*Resolution:*  
*Helen made a motion to approve, Karen seconded. Motion carried.*  
*Course Plans Effective Spring 2011.*  
*Degree Effective Fall 2011.*

**Proposals from Liz Engell, presented by Karen and Helen, as result of the MEDA Prof/Tech review:**

16. revise course	<b>AH 114</b> , Healthcare Communication Skills (update description and outcomes by adding website research info)	2 cr, 22 lec
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Rationale: Students need to know how to choose a credible website for their present and future learning, and for patient education purposes.

*Resolution:*  
*Courtney made a motion to approve, Joan seconded. Motion carried.*  
*Effective Spring 2011.*

17. revise certificate	} <b>Medical Assisting-COP</b> (add option to MEDA 122 of program reqmnts-or BTEC 164)	61 cr
18. revise degree		90 cr

Rationale: BTEC 164 has the same course description and outcomes as MEDA 122. The proposal is to allow BTEC 164 as an equivalency to MEDA 122 for both the AAS and the COP in Medical Assisting.

*Resolution:*  
*Helen made a motion to approve, Chad seconded. Motion carried.*  
*Effective Fall 2011.*

19. revise course	<b>MEDA 101</b> , Medical Vocabulary I (update description, context and outcomes)	3 cr, 33 lec
20. revise course	<b>MEDA 161</b> , Examining Room Procedures I (update prerequisites and outcomes)	4 cr, 33 lec, 22 lab
21. revise course	<b>MEDA 162</b> , Examining Room Procedures II (update prerequisites)	3 cr, 22 lec, 22 lab
Rationale: Housekeeping changes only to these - consider approval as a block.		
<i>Resolution:</i> <i>Karen made a motion to approve contingent on addition of Gen Ed Outcomes to MEDA 101, Helen seconded. Motion carried. Effective Spring 2011.</i>		
<b>Proposals from Michael Strayer as part of the PSYC Curriculum review action plan:</b>		
22. delete course	<b>PSYC 240</b> , Compulsive Sexual Behavior	3 cr, 33 lec
23. delete course	<b>PSYC 209</b> , Interviewing Techniques	5 cr, 55 lec
<i>Resolution:</i> <i>David Rosi made a motion to approve, Charlotte seconded. Motion carried. Effective Spring 2011.</i>		
<b>Proposal from Dennis Shaw:</b>		
24. new course	<b>SOC 225</b> , Race and Ethnicity:DIV (Intermittent Capstone <u>and</u> Permanent Diversity)	5 cr, 55 lec
Rationale: This course will promote a comprehension of the varied expressions of race and ethnic identity and the impact this has upon human societies. Central to this analysis will be a crucial understanding of the role that racial and ethnic affiliation plays in the structure of many human societies and how it influences the economic, political, social and cultural patterns of our behavior. Another 200 level (more specific to the topic) course was needed at LCC. No prereqs but basic essay skills are necessary. The Diversity proposal form shall be amended to reflect meeting criteria 1A (multicultural experience in the US) and 1C (history, culture, or religion of non-European civilizations such as Asia, Africa, or Latin America).		
<i>Resolution:</i> <i>Mark made a motion to approve contingent on amending the diversity proposal form, Dave Cordero seconded. Motion carried. Effective Fall 2011.</i>		
<b>Proposals from Linda Cullom:</b>		
25. revise course	<b>BTEC 260</b> , Office Procedures (description, gen eds, prof/tech, outcomes)	5 cr, 55 lec
26. delete course	<b>BTEC 113</b> , Applied Word Processing & Desktop Publishing (content/objectives now incorporated in BTEC 260)	5 cr, 55 lec
27. revise degree	<b>Administrative Assistant-AAS</b> (delete BTEC 113 & add BTEC 147 to program reqmnts reducing cr from 65 to 63, add 1 credit to electives)	90 credits minimum (was 91 credits minimum)
Rationale: BTEC 113 has had very low enrollment over the last five years. Some objectives from this course have been added to BTEC 260. Desktop publishing objectives can be met by adding BTEC 147 Desktop Publishing course that is offered every quarter in the BTEC lab. This change is shown in the revision to the AAS - deleting BTEC 113 (5 cr), add BTEC 147 (3 cr), add 1 credit of elective study.		
<i>Resolution:</i> <i>Karen made a motion to approve, Mark seconded. Motion carried. Effective Fall 2011.</i>		
28. revise course	<b>BTEC 147</b> , Introduction to Desktop Publishing (revise description and outcomes)	1-3 cr, 22-66 lab
29. revise course	<b>BTEC 171</b> , Medical Reception Procedures (revise prerequisites and context)	3 cr, 33 lec
Rationale: BTEC 147 modified to eliminate functions and tools that no longer exist in the updated versions of the MS Office Suite. BTEC 171 prerequisite changed from 'none' to 'ENGL 100 or higher or instructor permission' to maintain consistency with the following class in this sequence (BTEC 172). ENGL 100 will better equip students to understand and communicate their understanding of the course outcomes. These changes support the program.		

<i>Resolution:</i> <i>Karen made a motion to approve, Courtney seconded. Motion carried.</i> <i>Effective Fall 2011.</i>		
<b>Proposals from Nonnie Weaver:</b>		
30. revise course	<b>CDS 101, Introduction to Addictions and Chemical Dependency</b> (revise title, credit and lecture hours, add to Social Science distribution list, update outcomes and assessment methods)	5 cr, 55 lec
Rationale: The field of chemical dependency has grown and the amount of information and research makes it difficult to teach the subject within 3 credits. CDS 101 is now part of the DTA and would be more suitable for transfer at 5 credits. These changes are in alignment with those of other WA state community colleges who have changed this to a 5 credit course. Revising the course title aligns with Distribution List requirements (course is similar to Introduction to Criminal Justice which is on the Social Science Distribution List). The ICRC accepts Intro to Chemical Dependency courses as they have social implications. This particular course would be the 3 <sup>rd</sup> social science option for NURS. Placing this course on the Social Science Distribution List is at the discretion of our own local judgment in addition to any ICRC guidelines. An outcome has been added to 'Identify and recognize recovery and support systems for chemical dependency'.		
<i>Resolution:</i> <i>Karen made a motion to approve with amendments, David Rosi seconded. Motion carried.</i> <i>Effective Spring 2011.</i>		
31. revise degree	<b>Chemical Dependency Studies-AAS</b> (revise communication and program requirements, and add option of PSYC 220)	92-95 cr minimum
Rationale: Communications requirement of ENGL 100 is changed to ENGL& 101 providing a higher level of writing skills. Students are required to write extensively. Computational requirement is updated from MATH 092 to read MATH 098/099, Program requirement of CDS 101 is changed from 3 to 5 credits and PSYC 220 (5 cr) is added as an option in the four-series selection list. Program Requirements now total 61-63 credits for a total of 92-95 credits.		
<i>Resolution:</i> <i>Courtney made a motion to approve with amendments, Dave Cordero seconded. Motion carried.</i> <i>Effective Fall 2011.</i>		
<b>Proposals from Helen Kuebel:</b>		
32. delete degree	<b>Registered Nurse-LPN2RN-Campus Based-AAS</b>	125 cr minimum
33. add degree	<b>Registered Nurse-LPN2RN-Campus Based-Transfer-AAS-T</b>	125 cr minimum
34. delete degree	<b>Registered Nurse-AAS</b>	123 cr minimum
35. add degree	<b>Registered Nurse-Transfer-AAS-T</b>	123 cr minimum
36. delete degree	<b>Registered Nurse-LPN2RN-eLearning-AAS</b>	127 cr minimum
37. add degree	<b>Registered Nurse-LPN2RN-eLearning-Transfer-AAS-T</b>	127 cr minimum
38. delete degree	<b>Registered Nurse-RONE-AAS</b>	127 cr minimum
39. add degree	<b>Registered Nurse-RONE-Transfer-AAS-T</b>	127 cr minimum
Rationale: Currently LCC's nursing program offers an AAS, which is a 'terminal degree'. Employers in the state are moving toward, or have moved to, requiring a baccalaureate degree at the time of hire or within a stated amount of time. The Master Plan for Nursing Education in Washington recommends that students attain at least a BSN. The current AAS degrees will be deleted and replaced with AAS-T degrees. Additional courses will not be required. These degrees will now be presented to SBCTC for approval.		
<i>Resolution:</i> <i>Dave Cordero made a motion to approve, Charlotte seconded. Motion carried.</i> <i>Effective Fall 2011.</i>		
<b>Items Tabled:</b>		
<b>Curriculum and/or Professional/Technical Review Documents:</b>		
40. Kam Todd	<b>Machine Trades</b>	
41. Allan Evald	<b>Welding</b>	

The meeting adjourned at 4:45 p.m. The next meeting will be held on Wednesday, April 27, 2011 @ 3:00 in LIB 103. This will be the last meeting for items to be considered for print in the next catalog.