

CURRICULUM COMMITTEE MEETING REPORT

Mark Bergeson, Humanities
 Mindy Boucher, Transitional Studies
 Renee Carney, eLearning Manager
 Dave Cordero, Natural Science, Health & Engineering
 Dawn Draus, Math
 Kristy Enser, Instruction Office Manager
 Troy Farnham, Library & Archives
 Brendan Glaser, Dean for Workforce and Continuing Education
 Kyle Hammon, Dean of Instructional Programs
 Karen Joiner, Chair, Dean of Instruction, Director of Nursing Programs
 Lynn Lawrence, Registrar
 Mary Leach, Language & Literature
 Chad Meadors, Advising and Testing
 David Rosi, Business & Information Technology
 Courtney Shah, Social Sciences
 Maggie Stuart, Interim Dean of Instructional Programs, Director of Library Services
 Larry Woodruff, Industrial Technology
 Sue Yarbrough, Nursing & Allied Health
 Seth Stewart, ASLCC Student Representative and ASLCC President

To:	Committee Members	Copies to:
From:	Karen Joiner	Library
Subject:	Minutes from February 08, 2012 Meeting	Laura Brener
Date:	February 09, 2012	Meghan Averett

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

Members Present: Mark Bergeson, Mindy Boucher, Renee Carney, Dave Cordero, Dawn Draus, Kristy Enser, Troy Farnham, Brendan Glaser, Kyle Hammon, Karen Joiner, Lynn Lawrence, Mary Leach, David Rosi, Maggie Stuart, Larry Woodruff, Sue Yarbrough, and Seth Stewart, ASLCC Student Representative

Also Attended: Kurt Harbaugh, Joan Herman, David Ramsey, Dani Trimble, and Fran Nelson, Recorder

Karen opened the meeting at 3:05 and provided clarification on the approval process for meeting minutes. Upon transmittal of the minutes draft the committee members are given approximately five calendar days to make any edits. At the end of those five days the edited minutes will be transmitted to all faculty as final and considered approved by consensus. The minutes are then posted to the website. The agenda was presented for approval. Seth made a motion to approve, Brendan seconded. Motion carried.

Informational Item:		
1. revise form	Course Plan Proposal Form (delete "Additional Prof/Tech Requirements" checkboxes)	
Discussion: This section "Additional Prof/Tech Requirements" is no longer used. General Education Outcomes checkboxes will be used in consideration of all courses. The revised form is on-line.		
Proposals from Liz Engel to:		
2. revise course	MEDA 122 , Law & Ethics for the Medical Office (description, prerequisite, outcomes, assessment)	2 cr, 22 lec
Discussion: This course is required for a COP in Medical Assisting. Description is revised for clear definition of course intent. Prerequisite revised to read: <i>Instructor Permission</i> . A special entry code will be provided to avoid any barriers for student registration.		
Resolution: <i>David Rosi made a motion to approve; Sue seconded. Motion carried.</i> <i>Effective Spring 2012.</i>		

3. revise course	MEDA 165 , Medications in Medical Assisting & Diseases (credit/lab hours, description, prerequisite, outcomes)	5 cr, 33 lec, 44 lab (was 4 cr, 33 lec, 22 lab)
<p>Discussion: In response to frequent feedback from students, graduates and clinical preceptors credit hours have been increased from 4 to 5 and lab hours from 22 to 44. Lecture hours remain at 33. Prerequisite revised to read: <i>MEDA 120 or BIOL& 241 and BIOL& 242, MEDA 162</i>. Description and outcomes are revised for clarification purposes.</p>		
<p>Resolution: <i>Dave Cordero made a motion to approve; Dawn seconded. Motion carried.</i> <i>Effective Spring 2012.</i></p>		
4. revise course	MEDA 190 , Medical Assisting Preceptorship (title, concurrent reqmnts, outcomes, assessment)	5 cr, 165 clinical
<p>Discussion: In an effort to standardize language in the Nursing and Allied Health department the course name will be changed to: Medical Assisting Preceptorship (was Medical Assisting Externship). Course description is similar to the Nursing Preceptorship so the names of the courses should match. <u>Preceptorship</u> (has wider understanding than <u>externship</u> Concurrent requirement of MEDA 195 is added. This course is required for the COP in Medical Assisting. Outcomes and Assessment wording revised for clarification.</p>		
<p>Resolution: <i>Kyle made a motion to approve; Dave Cordero seconded. Motion carried.</i> <i>Effective Spring 2012.</i></p>		
5. revise course	MEDA 195 , Medical Assisting Seminar (credit/lec hours, descrip, prerequisite, concurrent reqmnts, outcomes, assessment)	1 cr, 11 lec (was 2 cr, 22 lec)
<p>Discussion: Credits reduced from 2 to 1 as the additional credit was not necessary for meeting course objectives and program-accreditation requirements. Prerequisite now reads: <i>MEDA 145, MEDA 165</i>. Concurrent requirement: <i>Enrollment in MEDA 190</i>. Description, Outcomes and Assessment wording revised for clarification.</p>		
<p>Resolution: <i>Kyle made a motion to approve; Dave Cordero seconded. Motion carried.</i> <i>Effective Spring 2012.</i></p>		
<p>Addendum to items 2 through 5: Medical Assisting COP will be updated to reflect course title revision on MEDA 190, increase of one credit for MEDA 165 and reduction of one credit for MEDA 195 for a net change of -0-.</p>		
<p>Proposal from Kurt Harbaugh to:</p>		
6. add new course	MUSC 121 , Beginning Guitar	2 cr, 22 lec
<p>Discussion: Course is designed for non-music majors and will provide students with instrument specific time Minor rewording was suggested for the course description and Gen Ed Outcomes will reflect Interpersonal Skills only.</p>		
<p>Resolution: <i>Kyle made a motion to approve; Seth seconded. Motion carried.</i> <i>Effective spring 2012.</i></p>		

Proposals from Joan Herman to:		
7. revise course	ENGL 100 , College-Ready English B (was English Fundamentals) (course title, descrip, prerequisite, gen eds, outcomes, assessment)	5 cr, 55 lec
Discussion: ENGL 065, 075 and 100 have been combined/reworked into a single pre-college English course for all students who do not meet the ENGL& 101 placement score. This course will provide the incentive for students to progress into ENGL& 101 after one quarter and the opportunity to retake the course if specific outcomes are not met. There will be college-level readings and formal papers throughout the quarter as well as a shared portfolio assessment. Instructors will have a common rubric to ensure consistency of materials and rigor. ENGL 065 and 075 will eventually be phased out. ENGL 100 is a college level course and is a transferrable elective. It was suggested to strike the final sentence of the description.		
8. add new course	ENGL 098 , College-Ready English A	5 cr, 55 lec
Discussion: ENGL 098 offers students additional time to develop their reading and writing skills before progressing into ENGL& 101. All students will be enrolled into ENGL 098 first and then based on what learning outcomes the student achieves, receive credit and be transcribed for ENGL 100. The ENGL 098 and 100 students are all in the classroom at the same time. It was suggested to strike the final sentence of the description and the course will be stricken as an elective on the distribution list.		
Resolution – items 7 and 8: <i>Sue made a motion to approve with suggested amendments; Seth seconded. Motion carried.</i> <i>Effective: ENGL 100-fall 2012; ENGL 098-spring 2012.</i>		
Proposal from Mary Leach to:		
9. add new course	ENGL 096 , Reading Workshop	2 cr, 22 lec
Discussion: Course will provide students who struggle with reading issues and/or disabilities opportunities to develop reading skills as well as strategies for overcoming literacy barriers and implementing accommodations. After completion of this course, students will be able to identify and utilize strategies for college-level reading that are unique to their individual needs. Fundamentally, this course will fill a void in the curriculum. Struggling readers, who will be identified early on, require individualized, intensive assessment and intervention in order to develop the competencies they need to succeed in college level work. This course is an elective 2-credit, 5-week, reading intensive course for students with both diagnosed and undiagnosed reading problems. Students could enroll for either the first or second half of the quarter, as the course will be offered during weeks 1 through 5 and 6 through 10. Minor rewording of the course description was suggested.		
Resolution: <i>Dawn made a motion to approve with suggested amendments; Mark seconded. Motion carried.</i> <i>Effective spring 2012.</i>		
Addendum to item 9: Course number will be ENGL 096 rather than 092 as originally requested. Course numbers of 091/092/093 would suggest a series with the lower number being a prerequisite for the next higher number.		
Proposals from David Ramsey to:		
10. revise certificate	ICP Accounting Clerk, COP (title, certificate requirements)	54 credits
Discussion: Title changed to “Accounting Clerk” to better align our program to other CTCs and reflect the industry standard for describing entry level accounting work. MATH 078/079 will be replaced with MATH 088/089.		

11. revise certificate	ICP HVAC Maintenance, COP (certificate requirements)	47 credits (was 53)
Discussion: MATH 078/079 will be replaced with MATH 088/089, remove requirements of DRFT 107-Technical Graphics and BLPT 120-Basic Blueprint Reading.		
12. revise certificate	ICP Legal Office Assistant, COP (title, certificate requirements)	46 credits (was 53)
Discussion: Title changed to "Legal Office Assistant" to better align our program to other CTCs and reflect the industry standard for describing entry level legal office work. MATH 078/079 will be replaced with BUS 104.		
13. revise certificate	ICP Personal Fitness Technician, COP (certificate requirements)	48 credits (was 52)
Discussion: Remove certificate requirements of HLTH 106-Health Today and AH 100-Blood Borne Pathogens & Infection Control. CHEM 120-Nutrition has been updated to NUTR& 101-Nutrition and ENGL 100 English Fundamentals is changed to ENGL 100-College Ready English B. Changes are based on input from business partners and research into the entry level skills required for employment in a personal fitness facility.		
14. revise certificate	ICP Veterinary Assistant, COP (certificate requirements)	46 credits (was 47)
Discussion: Replace certificate requirement of BTEC 125-Filing and replace with BTEC 181-Medical Terminology I or MEDA 101-Medical Vocabulary I. ENGL 100-English Fundamentals has been updated to ENGL 100-College Ready English B. This change is made at the recommendation of industry partners to better align with job responsibilities of entry level employees in veterinary offices.		
15. revise certificate	ICP Public Works-Wastewater Treatment, COP (certificate requirements)	53 credits
Discussion: Remove certificate requirements of DRFT 107-Technical Graphics, BLPT 120-Basic Blueprint Reading, and add PMFG 210-Advanced Industrial Maintenance. MATH 078/079 will be replaced with MATH 088/089. ENGL 100-English Composition is changed to ENGL100-College Ready English B. These changes are based on input from local public works agencies and further research into the typical job responsibilities of an entry level public works wastewater employee.		
16. revise certificate	ICP Public Works-Water Distribution, COP (certificate requirements)	51 credits
Discussion: Remove certificate requirements of DRFT 107-Technical Graphics, DRFT 151-Intro to CAD, MFG 105-Industrial Safety and add PMFG 110-Industrial Maintenance Fundamentals. MATH 078/079 will be replaced with MATH 088/089. ENGL 100-English Composition is changed to ENGL100-College Ready English B. These changes are based on input from local public works agencies and further research into the typical job responsibilities of an entry level public works wastewater employee.		
17. revise certificate	ICP Public Works-Water Treatment, COP (certificate requirements)	53 credits
Discussion: Remove certificate requirements of DRFT 107-Technical Graphics, BLPT 120-Basic Blueprint Reading, and add PMFG 210-Advanced Industrial Maintenance. MATH 078/079 will be replaced with MATH 088/089. ENGL 100-English Composition is changed to ENGL100-College Ready English B. These changes are based on input from local public works agencies and further research into the typical job responsibilities of an entry level public works wastewater employee.		
Resolution: <i>Sue made a motion to approve with suggested updates; Brendan seconded. Motion carried. Effective spring 2012.</i>		

Informational items from David Ramsey:		
18. one-time offering	ICP Bilingual Customer Service, COC	18 credits
Discussion: Proposed plan will prepare student for job responsibilities at Brookhaven RV Park in Kelso. Student will learn Spanish and customer service to provide an enhanced level of service to residents and visitors. Program is customized for one student and will not be offered in the future in this form.		
19. one-time offering	ICP Inventory Management, COC	21 credits
Discussion: Proposed plan will prepare students for changing job duties at EcoTech Recyclers in Kalama. Students will learn math and computer skills needed to manage the inventory and production databases for this growing company. Program is customized for two students and will not be offered in the future in this form.		
Resolution: <i>Sue made a motion to approve; Courtney seconded. Motion carried. Effective spring 2012.</i>		
Proposal from Brendan Glaser to:		
20. delete course	BLPT 120, Basic Blueprint Reading	3 cr, 33 lec
Discussion: Course has not been used/offered in several years and is not part of any prof/tech program.		
Resolution: <i>Seth made a motion to approve; David Rosi seconded. Motion carried. Effective spring 2012.</i>		

The meeting adjourned at 4:30. The next meeting is scheduled for Wednesday, March 14 @ 3:00 in LIB 103.