

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
 Joan Herman, Language & Literature
 Karen Joiner, Chair, Dean of Instruction, Director of Nursing Programs
 Lynn Lawrence, Registrar
 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

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| To: | Committee Members | Copies to: | |
| From: | Karen Joiner | Library | |
| Subject: | Minutes from May 09, 2012 Meeting | Laura Brener | |
| Date: | May 10, 2012 | Meghan Averett, Karla Rivers | |

The Curriculum Committee met Wednesday, May 09 at 3 p.m. in LIB 103.

Members Present: Mark Bergeson, Mindy Boucher, Dave Cordero, Dawn Draus, Kristy Enser, Brendan Glaser, Kyle Hammon, Joan Herman, Karen Joiner, Lynn Lawrence, David Rosi, Courtney Shah, Maggie Stuart, Larry Woodruff, Sue Yarbrough

Also Attended: Dani Trimble, Linda Cullom, Nadine Lemmons, Gina Osborn, Jim Stanley, and Fran Nelson, Recorder

Karen opened the meeting at 3:00.

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| Informational Item: | | |
| 1. revise course | ENGL 096, Reading Workshop I (add Roman numeral I to title) | 2 cr, 22 lec |
| Proposal from Mary Leach presented by Joan Herman to: | | |
| 2. add new course | ENGL 097, Reading Workshop II | 2 cr, 22 lec |
| Rationale: Course will serve students who self-identify as struggling readers or who are identified as such and want to further refine the skills covered in ENGL 096. | | |
| <i>David Rosi moved to approve; Sue seconded. Motion carried. Effective Fall 2012</i> | | |
| Proposals from Dani Trimble to: | | |
| 3. add certificate | ICP Automotive Service Writer, COP | 73 cr total |
| Rationale/Discussion: Prepares students for entry-level employment preparing pertinent electronic forms & records, basic preliminary auto diagnosis, applying federal, state, & local laws governing auto repair & environmental regulations, customer service & sales. Certificate is designed to meet the pre-employment needs of one student on an L&I training plan. The suggestion was made to strike the first Learning Outcome. | | |
| <i>Brendan moved to approve with suggested amendments; Dave Cordero seconded. Motion carried. Effective Fall 2012</i> | | |
| 4. add certificate | ICP Industrial Maintenance, COP | 54 cr total |
| Rationale/Discussion: Prepares students for entry-level employment applying technical knowledge & skills to repair & maintain industrial machinery & equipment. Includes instruction in electrical & electronic fundamentals, safety procedures, use of industrial equipment & tools, preventative maintenance, & quality control. Entry requirements will be amended to replace ENGL 100 with "ENGL 098 College Ready English, or higher". | | |

Brendan moved to approve with suggested amendmen;, Sue seconded. Motion carried.
Effective Fall 2012

Proposals from Linda Cullom to:

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| 5. revise course | BTEC 147 , Introduction to Desktop Publishing (prerequisite) | 1-3 cr, 22-66 lab |
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Rationale/Discussion: Students completing the Administrative Assistant-AAS need to complete BTEC 147. The current catalog lists BTEC 145 as a prereq. Many students have already taken BTEC 111. Adding BTEC 111 as a prereq for BTEC 147 would allow students to register more easily and completion of Prereq Waiver forms would be eliminated. Course offered in spring quarter only. Distribution requirements will reflect "Restricted" only.

Joan made a motion to approve; Courtney seconded. Motion carried
Effective spring 2013

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| 6. revise course | BTEC 260 , Office Procedures (prerequisite) | 5 cr, 55 lab |
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Rationale/Discussion: Adding "concurrent enrollment" to the prereq will allow students to register more easily and completion of Prereq Waiver forms would be eliminated. Course offered in spring quarter only. Prereq revised to read: "BUS 119 and BUS 104, with a grade of C or better, or instructor permission".

Kyle made a motion to approve with suggested amendment; Brendan seconded. Motion carried.
Effective Spring 2013.

Proposal from Tim Allwine presented by Nadine Lemmons to:

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| 7. revise course | BUS 159 , Principles of Retailing (outcomes) | 5 cr, 55 lec |
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Rationale/Discussion: Revises outcomes to provide stronger alignment with the Washington Assoc. of Food Chains' (WAFCh) learning outcomes for its Retail Management Certificate (RMC) Program. Strong alignment of outcomes is required for LCC's continued participation in the program. Assessment methods reworded.

Dave Cordero made a motion to approve with suggested amendments; Sue seconded. Motion carried.
Effective Fall 2012

Proposals from Nadine Lemmons to:

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| 8. revise course | } BTEC 161 , Intro to ICD-10 Coding in the Medical Office, Part I (title, cr/lec/lab, description, outcomes) | 5 cr, 33 lec, 44 lab (was 4/33/22) | |
| 9. revise course | | } BTEC 162 , Intro to ICD-10 Coding in the Medical Office, Part II (title, cr/lec/lab, description, outcomes) | 5 cr, 33 lec, 44 lab (was 4/33/22) |
| 10. revise course | | | BTEC 163 (was BTEC 169) , CPT Coding (title, cr/lec, outcomes) |

Rationale: Changes on these courses (items 8/10) reflect the update in medical procedure & diagnosis coding. The medical industry is upgrading to ICD-10 (from ICD-9). Outcomes now encompass the transition to electronic medical records which will increase the lab hours by 1 cr, upgrading this course to a 5 credit course. Course number change (BTEC 169 to BTEC 163) is due to aligning the course series. Medical and Billing Certificate will be adjusted accordingly.

Kyle made a motion to approve as amended; Brendan seconded. Motion carried.
Effective Fall 2012

Proposals from David Rosi to:

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| 11. add new course | CS 265 , Introduction to Digital Forensics for Live and Mobile Systems | 5 cr, 55 lec |
| 12. add new course | CS 267 , Digital Forensics and the Law | 4 cr, 44 lec |
| 13. add new course | CS 268 , Digital Forensics Incident Response and Acquisition | 5 cr, 55 lec |
| 14. add new course | CS 269 , Digital Forensics Collection and Examination of Evidence | 5 cr, 55 lec |

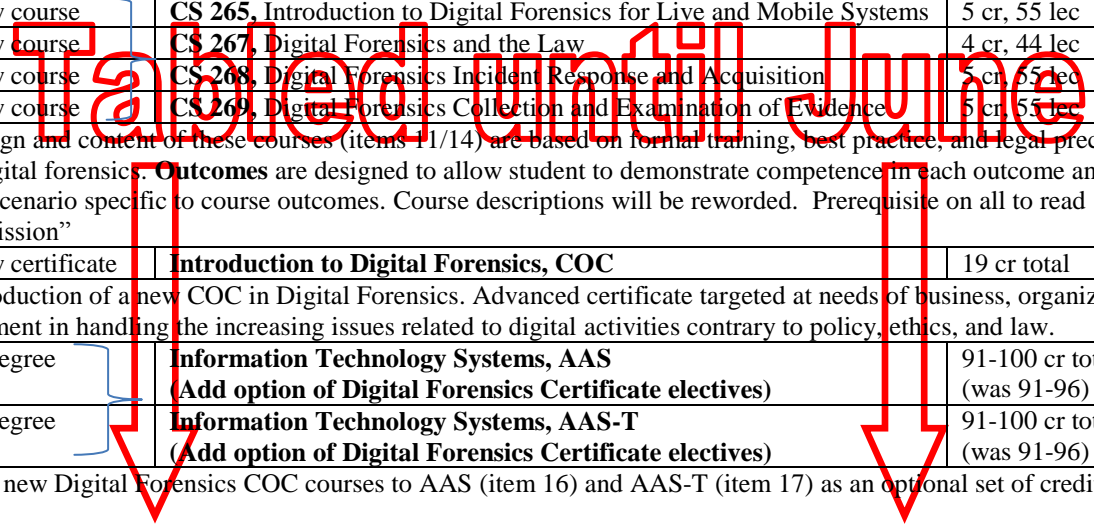
Rationale: Design and content of these courses (items 11/14) are based on formal training, best practice, and legal precedence in the field of digital forensics. **Outcomes** are designed to allow student to demonstrate competence in each outcome and as a whole in a case scenario specific to course outcomes. Course descriptions will be reworded. Prerequisite on all to read "Instructor Permission"

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| 15. add new certificate | Introduction to Digital Forensics, COC | 19 cr total |
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Rationale: Introduction of a new COC in Digital Forensics. Advanced certificate targeted at needs of business, organizations, and law enforcement in handling the increasing issues related to digital activities contrary to policy, ethics, and law.

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| 16. revise degree | } Information Technology Systems, AAS (Add option of Digital Forensics Certificate electives) | 91-100 cr total (was 91-96) |
| 17. revise degree | | Information Technology Systems, AAS-T (Add option of Digital Forensics Certificate electives) |

Rationale: Add new Digital Forensics COC courses to AAS (item 16) and AAS-T (item 17) as an optional set of credits to electives area.



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| Proposal from Jim Stanley to: | | |
| 18. add new course | BUS 100 , Personal Finance | 5 cr, 55 lec |
| Rationale/Discussion: Provides basic concepts for students to develop skills and gain confidence in the successful management of their financial affairs. Centralia and Clark offer at least one course dedicated to financial education but there is not one such course offered at LCC. Prerequisite will read: "Math 79 with a C or better or instructor permission" (moved from Concurrent requirement). | | |
| <i>David Rosi moved to approve; Dave Cordero seconded. Motion carried. Effective fall 2012</i> | | |
| Proposals from Gina Osborn to: | | |
| 19. add new course | DANCE 104 , Dance Performance | 2 cr, 11 lec, 22 lab |
| <i>Proposal withdrawn for possible consideration at a later date.</i> | | |
| 20. add new course | DANCE 144 , Show Dance (previously offered on one-time basis spring 2012) | 2 cr, 44 lab (was 2 cr, 22 lec) |
| 21. add new course | MUSC 144 , Show Choir (previously offered on one-time basis spring 2012) | 2 cr, 44 lab (was 2 cr, 22 lec) |
| Rationale/Discussion: Courses designed (items 20 & 21) to give singers and dancers alike an opportunity to integrate voice, music and choreography in a performance ensemble which focuses on the repertoire of Broadway, Jazz and Contemporary music. Course is offered to all Vocal Majors, Dance Majors and Theatre Majors with a focus on Musical Theatre performance to develop the skill and performance practices necessary to put together an ensemble performance of song and dance. Minor rewording as suggested will be performed by Gina. Distribution requirements will reflect "Humanities", "Performance Based Course", and "Elective". Gen Eds will reflect "Interpersonal Skills" only. | | |
| <i>Brendan made a motion to approve with suggested amendments; Sue seconded. Motion carried. Effective fall 2012</i> | | |
| 22. add new course | DRMA 147 , Audition Techniques | 2 cr, 22 lec |
| 23. add new course | MUSC 147 , Audition Techniques | 2 cr, 22 lec |
| Rationale/Discussion: Courses designed (items 22 & 23) to give singers and dancers alike an introduction to the audition techniques necessary for the singing actor, through preparation, performance and workshops of monologues and musical theatre repertoire. The college offers this course for all Acting Majors and Vocal Majors to develop each student's audition portfolio, to develop skill, interpretation and performance practices necessary to succeed in theatrical, musical, or musical theatre auditions. Description rewording was suggested, Distribution will reflect "Elective" only, Gen Eds will reflect "Interpersonal Skills" only, outcomes were reworded. | | |
| <i>David Rosi made a motion to approve with suggested amendments; Dave Cordero seconded. Motion carried. Effective fall 2012.</i> | | |
| 24. add new course | MUSC 139 , Musical Theatre History | 3 cr, 33 lec |
| Rationale/Discussion: Course designed to give students a relevant sampling of the known repertoire of Musical Theatre from its origin in the Mid-19 th Century Operetta to present day. Course will be offered to all Musical Theatre focused students to expose them to the Classic Musical Repertoire through the modern Musical Repertoire, and increase awareness around this music's influence on culture, society and popular music as a whole. The course will also be taught to impart a sense of the larger tradition of music in America as it is predominantly an American art-form. Description rewording was suggested. Distribution requirements will reflect "Humanities" only. | | |
| <i>Sue made a motion to approve with suggested amendments; Dave Cordero seconded. Motion carried. Effective fall 2012.</i> | | |
| 25. add new course | MUSC 222 , Opera Workshop | 2 cr, 44 lab |
| Rationale/Discussion: Course is designed to give intermediate to advanced singers an opportunity to perform opera and musical theatre scenes and to develop their singing, acting, and state movement skills. The course will be offered to all Vocal Majors and experienced non-majors to develop their repertoire and resume and to build the professional performance practices needed to pursue a performance career. Minor rewording was suggested to the description. Distribution requirements will reflect "Elective" only. Gen Eds will reflect "Interpersonal Skills" only. Outcomes were reworded. | | |
| <i>Mark made a motion to approve with suggested amendments. Kyle seconded. Motion carried. Effective fall 2012</i> | | |
| 26. revise course | MUSC 140 , Choir (was Concert Choir) (title, lec/lab, description, gen eds, outcomes, assessment) | 2 cr, 44 lab (was 2 cr, 22 lec) |
| Rationale/Discussion: In comparing the time and credit value of other comparable choral courses LCC's choirs have comparable credit value, yet meet an average of 1.5 hours less than the others. In order to be competitive in this area more time is needed. The voice is not as responsive as other instruments in regards to music learning due to the necessary element of music memory, which simply translates to time and practice. Our choirs will be better and attract more attention and recruits if we have more time to prepare. Minor rewording was suggested to the description. Distribution requirements will reflect "Humanities", "Performance Based Course", and "Elective". Gen Eds will reflect "Interpersonal Skills" only. Outcomes were reworded. | | |

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| <i>Courtney moved to approve with suggested amendments; Sue seconded. Motion carried. Effective fall 2012</i> | | |
| 27. revise course | MUSC 145 , Beginning Voice (description, assessment) | 2 cr, 22 lec |
| Rationale/Discussion: Course is designed to give students an overview of the inner workings of the voice in an effort to broaden their range, projection and articulation through song. Course is offered to all Vocal Majors and students wishing to develop their singing voice. Course focuses on discovering each student's healthiest and most efficient tone projection, through group and individual practice and will focus on developing good performance practices, such as stage presence and characterization through solo performance. Minor rewording was suggested to the description. Distribution requirements will reflect "Humanities" and "Elective". Gen Eds do not apply. Minor rewording was suggested to outcomes. | | |
| <i>Sue made a motion o approve with suggested amendments; David Rosi seconded. Motion carried Effective fall 2012.</i> | | |
| 28. revise course | MUSC 146 , Voice for Actors (was Fund. Of Choral Conducting) (title, description, outcomes, assessment) | 2 cr, 22 lec |
| Rationale/Discussion: Course is designed to give actors an overview of the inner workings of the voice, in an effort to broaden the actor's range, projection and articulation in both speech and song. Course is offered to all Acting Majors and Vocal Majors focused on Musical Theatre performance to develop each student's healthiest and most efficient tone projection and to develop the skill, interpretation and performance practices needed to pursue a Theatre or Musical Theatre degree at a 4-year institution. Minor rewording was suggested to description. Distribution will reflect "Humanities" only. Gen Eds do not apply. | | |
| <i>David Cordero made a motion with approve with suggested amendments. Sue second. Motion carried. Effective fall 2012</i> | | |

The meeting adjourned at 5:00. The next meeting is scheduled for **Wednesday, June 06** @ 3:00 in LIB 103.