

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 June 06, 2012 Meeting | Laura Brener |
| Date: June 07, 2012 | Meghan Averett, Karla Rivers |

The Curriculum Committee met Wednesday, June 06 at 3 p.m. in LIB 103.

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

Also Attended: Fran Nelson, Recorder

Karen opened the meeting at 3:00 with the following announcements:

- Inter-College Reciprocity Policy states: *If a student transfers an individual course that meets a Diversity requirement at the sending college for a specific transfer degree, that course is considered to have met that requirement at the receiving college for a similar transfer degree, even if this course does not have an exact equivalent and even if the course credit is awarded through prior learning credit.* Procedures are yet to be written as details are being worked out.
- Courses on the current Diversity List will ‘roll over’ for this next academic year. By the end of fall quarter all courses that had been submitted under the old criteria will need to be resubmitted to the Curriculum Committee for consideration under the new criteria. The meeting schedule for this will be worked out in the fall. Please see page 3 of this document for action taken on this subject by Instructional Council.
- This is Mark’s last official Curriculum Committee meeting after approximately 20 years.
Famous last words: Be brave...carry on...pip pip!

| Informational Items: | | |
|-------------------------------|--|----------------------|
| 1. revise courses | MUSC 106/7/8 and 206/7/8 , Group Piano Instruction (Update transferability wording for advising purposes.) | 2 cr, 11 lec, 22 lab |
| 2. revise course | CHEM& 162 , General Chem w/Lab II | 5 cr, 33 lec, 44 lab |
| 3. revise course | CHEM& 163 , General Chem w/Lab III (Delete outdated language under Context.) | 5 cr, 33 lec, 44 lab |
| Proposal from Adam Wolfer to: | | |
| 4. revise course | CHEM& 161 , General Chem w/Lab I (Prerequisites) | 5 cr, 33 lec, 44 lab |

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| Rationale/Discussion: Students in CHEM& 161 need to be competent in Algebra. MATH 088/089 does NOT cover enough Algebra for students to be successful in this course. Prerequisite shall read: CHEM& 100 or high school chemistry and MATH 099 or TECH 099. | | |
| Resolution: Kyle made a motion to approve; David Rosi seconded. Motion carried Effective Fall 2012 | | |
| Proposals from David Rosi to: | | |
| 5. add new course | CS 250, Digital Forensics and the Law Prereq: Instructor permission | 4 cr, 44 lec |
| 6. add new course | CS 251, Digital Forensics Incident Response Prereq: CS 250 Digital Forensics and the Law | 5 cr, 55 lec |
| 7. add new course | CS 252, Collection and Examination of Digital Evidence Prereq: CS 251 Digital Forensics Incident Response | 5 cr, 55 lec |
| 8. add new course | CS 253, Digital Forensics for Live and Mobile Systems Prereq: CS 252 Collection and Examination of Digital Evidence | 4 cr, 44 lec |
| Rationale/Discussion: The design and content of these courses 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. CS 251, 252, and 253 require hardware and software specific to capture an analysis of digital evidence as outlined by course outcomes. Equipment includes various computers in both personal and server environments, various storage devices and setups encountered in different environments. Software used to analyze and document potential evidence in a forensic manner based on legal and standardized forensic practice. Mobile devices found in personal and work places that are commonly encountered in digital forensics including but not limited to communication devices, wireless access and computing devices. | | |
| Resolution: Sue made a motion to approve as corrected; Dave Cordero seconded. Motion carried. Effective Fall 2012 | | |
| 9. add new certificate | Introduction to Digital Forensics, COC | 18 cr total |
| Rationale/Discussion: 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. | | |
| Resolution: Dawn made a motion to approve; Sue seconded. Motion carried. Effective Fall 2012 | | |
| 10. revise degree | Information Technology Systems, AAS (Add option of Digital Forensics Certificate electives) | 91-99 cr total (was 91-96) |
| 11. revise degree | Information Technology Systems, AAS-T (Add option of Digital Forensics Certificate electives) | 91-99 cr total (was 91-96) |
| Rationale/Discussion: Revision adds the new Digital Forensics COC to the AAS and AAS-T as an optional set of credits to the Electives area. | | |
| Resolution: Mark made a motion to approve; Dave Cordero seconded. Motion carried. Effective Fall 2012 | | |

Changes involving common course numbers, as well as minor rewording changes to descriptions, may be brought forward as 'informational items'.

The meeting adjourned at 3:25. The next meeting is tentatively scheduled for **Wednesday, October 10** @ 3:00 in LIB 103.

Action from Instructional Council:

➤ Diversity Requirement & Courses

- After much discussion, the following motion was made by Joan Herman and seconded by Courtney Shah:
 - **The process to review Diversity courses to ensure they meet the current Diversity requirements will be sent back to the Curriculum Committee. As part of the process, the Curriculum Committee will identify and work with the specific faculty who currently have Diversity courses that do not meet the new criteria so that they are given an opportunity to review and revise their courses to meet the new criteria.**
 - The following friendly amendment was made to the motion:
 - **The Curriculum Committee will ask faculty to respond either by submitting a revised course plan that meets the new criteria or by explaining their reasons for not revising their course to meet the new requirements.**
 - The motion and amendment were unanimously approved.
- Laura and Lisa both reminded the Council that it is vital to offer enough Diversity classes to meet the graduation requirements of our students.
- Because of schedule and catalog deadlines, the review of Diversity courses needs to be accomplished by the end of fall quarter.