



Curriculum Committee Meeting Minutes

Tamra Bell, Dean of Instructional Programs
 Nicole DiGerlando, Language & Literature
 Kyle Hammon, Dean of Instructional Programs
 Melinda Harbaugh, Dean of Instruction & Learning Resources
 Mary Hebert, Math
 Karen Joiner, Chair, Dean of Instruction, Director of Nursing Programs
 Corry Kile, Industrial Technology
 Pete Livins, Natural Science, Health & Engineering
 Tamara Norton, Nursing & Allied Health
 Nicholas Poe, Transitional Studies
 Betsy Richard, Humanities
 Courtney Shah, Social Sciences
 Maggie Stuart, Business & Information Technology
 ASLCC Student Representative

To:	Committee Members	Copies to:	
From:	Karen Joiner, Chair	Library, Nichole Seroshek	
Subject:	Minutes from April 11, 2018 Meeting	Karla Rivers, Marisa Geier	
Date:	April 17, 2018	Britney Deal, Dani Trimble	

Members present:	Tamra Bell, Nicole DiGerlando, Melinda Harbaugh, Mary Hebert, Karen Joiner, Corry Kile, Tamara Norton, Betsy Richard, Maggie Stuart
Also Attended:	Leszek Cromwell, Liz Engel, Sarah Griffith, Heidi Patrick, and Nicole Buffham, Recorder

The Curriculum Committee met Wednesday, April 11 at 3 p.m. in HSB 235.
 Opening remarks were made by Karen Joiner.

Informational items:
INFO 1 – BTEC 149, Internet Fundamentals, 1 cr, 22 lab Housekeeping: BTEC 149 was previously taught as a lecture class and has since been available in the BTEC lab. Updating to 22 lab hours, 0 lecture hours to align with current practice. Effective Summer 2018
INFO 2-A – BTEC 181, Medical Terminology I, 3 cr, 33 lec INFO 2-B – BTEC 182, Medical Terminology II, 3 cr, 33 lec Housekeeping: BTEC 181 and 182 were previously offered in the BTEC lab and have since been changed to fully online courses. Updating to 33 lecture hours, 0 lab hours to align with current practice. Effective Summer 2018

Proposals from Karen Joiner:		
A. Bylaws	Review and discuss Bylaws	
Rationale: Bylaws are due for discussion and revision.		
Resolution: Maggie made a motion to approve; Mary seconded. Motion carried. <i>Effective: Fall 2018</i>		
B. Revise Course	NURS 248, Advanced Clinical Practicum (credits, description, outcomes)	5 cr, 165 workplace
Rationale: This updates the course description and outcomes, and brings the course credits into alignment with the course structure and purpose.		
C. Revise Course	NURS 263, Nursing Practicum VI (credits, description, outcomes)	5 cr, 165 workplace
Rationale: This updates the course description and outcomes, and brings the course credits into alignment with the course structure and purpose.		
Resolution: Nicole made a motion to approve; Maggie seconded. Motion carried. <i>Effective: Fall 2018</i>		

D. Revise Course	PSYC 250 , Psychosocial Issues in Health Care II (prerequisite)	3 cr, 33 lec
Rationale: LPNs entering the nursing program complete 2 credits of PSYC 255 online, which is equivalent to PSYC 150. This needs to be reflected in the pre-requisites.		
Resolution: Betsy made a motion to approve; Melinda seconded. Motion carried. <i>Effective: Fall 2018</i>		
Proposals from Liz Engel:		
E. Revise Course	MEDA 161 , Examining Room Procedures I (prerequisites)	4 cr, 33 lec, 22 lab
Rationale: Already a program requirement, ENGL& 101 (or BUS 119) would strengthen reading and writing skills for the rigors of the Medical Assisting Program. MEDA 161 is in the first quarter of the cohort year. This is intended to help improve the attrition rate in the first quarter of the cohort year.		
Resolution: Tamara made a motion to approve; Nicole seconded. Motion carried. <i>Effective: Fall 2018</i>		
F. Revise Course	MEDA 190 , Medical Assisting Preceptorship (credits)	6 cr, 198 workplace
Rationale: In the last few years, it has become increasingly apparent that students need additional hours in their practicum. This is largely due to the increased hours required for orientation to agency policies and procedures, including competencies with electronic medical records and the federal law on confidentiality and privacy.		
Resolution: Mary made a motion to approve; Nicole seconded. Motion carried. <i>Effective: Fall 2018</i>		
G. Revise Degree	Medical Assisting AAS (electives)	90 cr total
Rationale: Add/edit elective options that are not included on distribution list for transfer degrees: Change HOFL credits to HOFL 131 only; add HLTH courses (some are not on distribution list, but all are appropriate for MEDA electives); add AH 166 (mental health first aid).		
Resolution: Tamara made a motion to approve; Maggie seconded. Motion carried. <i>Effective: Fall 2018</i>		
Proposal from Trey Batey presented by Karen Joiner:		
H. Retire Course	ANTH 109 , American Cultural Diversity: DIV	5 cr, 55 lec
Rationale: In content, ANTH 109 (American Cultural Diversity) contains significant redundancy with ANTH&206 and SOC&101. Additionally, SBCTC does not include this course in its CCN database, which raises a concern of transferability of this course.		
Resolution: Tamara made a motion to approve; Nicole seconded. Motion carried. <i>Effective: Spring 2018</i>		
Proposals from Heidi Patrick:		
I. Revise Course	HSC 083 , Career Planning (course outcomes)	3 or 5 cr, 33 or 55 lec
Rationale: Course outcomes must meet the OSPI requirements for the high school and beyond plan.		
J. Revise Course	HSC 089 , English Essentials (course description)	1-5 cr, 22-110 lab
Rationale: Proposal to remove the sentence about a diagnostic test from the course description. The diagnostic test was a barrier to students beginning the course. Eliminating this element has increased student participation. No other changes are proposed.		
Resolution: Maggie made a motion to approve; Tamara seconded. Motion carried. <i>Effective: Spring 2018</i>		

The meeting adjourned at 3:51pm. The next meeting will be held Wednesday, May 9 @ 3:00 in HSB 235.