

# Curriculum Committee Meeting Minutes

Tamra Bell, Dean of Instructional Programs  
 Nicole DiGerlando, Language & Literature  
 Jim Dillinger, Industrial Technology  
 Tim Allwine for Mark Gaither, Business & Information Technology  
 Kyle Hammon, Dean of Instructional Programs  
 Melinda Harbaugh, Dean of Instruction & Learning Resources  
 Shari Samuels for Mary Hebert, Math  
 Karen Joiner, Chair, Dean of Instruction, Director of Nursing Programs  
 Jennie Mynhier, Performing & Visual Arts  
 Tamara Norton, Nursing & Allied Health  
 Morgan Salisbury, Natural Science, Health & Engineering  
 Courtney Shah, Social Sciences  
 Jin-Sun Sung, Transitional Studies  
 ASLCC Student Representative

<b>To:</b> Committee Members <b>From:</b> Karen Joiner, Chair <b>Subject:</b> Minutes from October 16, 2019 Meeting <b>Date:</b> October 17, 2019	<b>Copies to:</b> Library, Nichole Seroshek, Kara McElroy, Marisa Geier, Britney Deal, Dani Trimble
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<b>Members present:</b>  <b>Also Attended:</b>	Tim Allwine, Nicole DiGerlando, Kyle Hammon, Melinda Harbaugh, Karen Joiner, Jennie Mynhier, Tamara Norton, Shari Samuels, Courtney Shah, Jadd Curtis (ASLCC) Liz Engel and Nicole Buffham, Recorder
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The Curriculum Committee met Wednesday, October 16 at 3:00 pm in HSB 235.

Opening remarks were made by Karen Joiner. The purpose of today's meeting was to cover crucial items for Accreditation, Financial Aid, and residual items. Curriculum Committee suspension is due to ctcLink implementation and Guided Pathways work. Discussion of new curriculum processes to align with ctcLink likely will begin in January.

<b>Informational Items:</b>
<b>INFO 1 – Bachelor of Applied Science – Teacher Education:</b> A sentence was added to the description for clarification: "To qualify for admissions, applicants must have an AAS or AAS-T degree or the equivalent."
<b>INFO 2 – PHED 138/238 Applied Volleyball I/II:</b> Courses were proposed as PHED 119 (was 167) and PHED 219 (was 267) for the May 2019 meeting. As PHED 119 was already in use, the course numbers were adjusted to PHED 138/238.
<b>INFO 3 – COLL 105 Career Planning and Exploration:</b> Course was retired as it hadn't been taught for many years.
<b>INFO 4 – BIOL&amp; 221/222/223:</b> Course titles modified to match CCN option "w/Lab" for clarity and have received state approval.
<b>INFO 5 – LCC Updated Program List:</b> The state's latest program list for LCC was received 7/23/2019. The Public Works Maintenance/Wastewater Treatment was not moved to Inactive as anticipated. The error has been reported to the state. Paraeducator COP has been retired due to the change in state requirements for Paraeducators.
<b>INFO 6 – CEO 065-098 Courses:</b> "May be repeated once for credit" has been added to the Other Information section of each of the course plans in order to align with the common high school practice of allowing students to take a course twice, the second time counting toward elective credits.
<b>INFO 7 – ICP Courses:</b> All ICP certificates have been removed from the state inventory and have been unused for years. ICP courses have been retired as clean-up.
<b>INFO 8 – BAS Prerequisites:</b> In order for the current BAS program prerequisites to qualify for financial aid, they have become prerequisites to other courses. (MATH& prerequisite was preexisting.)

<b>Proposal from Liz Engel:</b>		
<b>A.</b> Revise Degree/Cert.	<b>Medical Assisting AAS Medical Assisting COP</b>	90 cr total 69-76 cr total
<b>Rationale:</b> The published student outcomes need to include global skills.		
<b>Resolution:</b> Courtney moved to approve; Kyle seconded. Motion carried. <i>Effective Fall 2019</i>		
<b>Proposal from Elena Ross:</b>		
<b>B.</b> New Course	<b>NUTR 298, Special Topics in Nutrition</b>	1-2 cr, 11-22 lec
<b>Rationale:</b> This course serves students transferring in 3 or 4 credits of Nutrition but who need a total of 5 credits for admission to the AN DTA/MRP.		
<b>Resolution:</b> Tamara made a motion to approve; Nicole seconded. Motion carried. <i>Effective Winter 2020</i>		
<b>Proposals from Maggie Stuart presented by Tim Allwine:</b>		
<b>C.</b> Revise Degree	<b>Business Management for TESC AAS-T</b>	90 cr total
<b>D.</b> Revise Certificate	<b>General Business COP</b>	45 cr total
<b>E.</b> Revise Certificate	<b>Retail Management COC</b>	38 cr total
<b>Rationale: C-E:</b> Updating program outcomes.		
<b>Resolution: C-E:</b> Nicole made a motion to approve; Melinda seconded. Motion carried. <i>Effective Winter 2020</i>		
<b>Proposals from Tamra Bell and Karen Joiner:</b>		
<b>F.</b> Revise Course	<b>XXXX 288 (was ICP 288), Cooperative Work Experience</b>	1-17 cr, 33-561 workplace
<b>Rationale:</b> The ICP 288 course plan is used across many disciplines. Making the course plan “generic” for all disciplines (marking it as XXXX) will better reflect use. ICP courses have been retired.		
<b>G.</b> Revise Course	<b>COLL 289 (was ICP 289), Employment Portfolio Seminar</b>	1 cr, 11 lec
<b>Rationale:</b> The ICP 289 course plan is currently used across many disciplines. Changing the course to COLL 289 is necessary as ICP is no longer active (courses have been retired), and COLL is applicable to all programs and disciplines. This course is used for students completing a co-op work experience.		
<b>Resolution: F-G:</b> Tamara made a motion to approve with addition of BTEC 294, BUS 294 and IT 294 as alternate options in concurrent requirements on the XXXX 288 course plan; Nicole seconded. Motion carried. <i>Effective Winter 2020</i>		

The meeting adjourned at 3:35 pm. Curriculum Committee is suspended until further notice.

Addendum – October 24, 2019:

<b>Informational Item:</b>
<b>OPEN Courses Added:</b> To expedite the implementation of the Open Doors program in winter quarter, 27 OPEN courses were created. These course plans are minor modifications of the current ABE course plans.