



Curriculum Committee Meeting Minutes

Becky Connolly, Language & Literature
 Jim Dillinger, Industrial Technology
 Mark Gaither, Business & Information Technology
 Tamra Gilchrist, Dean of Instructional Programs
 Melinda Harbaugh, Dean of Instruction & Learning Resources
 Mary Hebert, Mathematics
 Karen Joiner, Chair, Dean of Instruction, Director of Nursing Programs
 Elisa Loren, Transitional Studies
 Jennie Mynhier, Performing & Visual Arts
 Tamara Norton, Nursing & Allied Health
 Morgan Salisbury, Natural Science, Health & Engineering
 Courtney Shah, Social Sciences
 Jagger Norris, ASLCC Student Representative

To:	Committee Members	Copies to:
From:	Karen Joiner, Chair	Library, Magnus Altmayer,
Subject:	Minutes from November 18, 2020 Meeting	Kara McElroy, Marisa Geier,
Date:	November 18, 2020	Britney Deal, Dani Trimble

Members present:	Melinda Harbaugh, Mark Gaither, Tamra Gilchrist, Becky Connolly, Elissa Loren, Tamara Norton, Jennie Mynhier, Jagger Norris, Courtney Shah, Mary Hebert, Karen Joiner,
Also Attended:	Magnus Altmayer, Michaela Jackson, Debbie Burzynski, Nadine Lemmons, Natalie Richie, Rosemary Perkins, Ann Williamson, Liz Engel, and Nicole Buffham, Recorder

The Curriculum Committee met Wednesday, November 18 at 3:00 pm via Zoom.
 Opening remarks were made by Karen Joiner.

Informational items:
INFO 1 – Music AA-DTA Clean-up: Revised the format of the Recommended Electives section and cleaned up old course revisions. <i>Change effective Fall 2020</i>
INFO 2 – MUSC 100: Revising the last sentence in the course description to read “Enrolled students may check out a guitar and a portable keyboard from the LCC Library.” <i>Effective Spring 2021</i>
INFO 3 – BTEC – Variable Credit Removal: The following will no longer be variable credits. <ul style="list-style-type: none"> ● BTEC 50 – 3 cr ● BTEC150 – 3 cr ● BTEC 46 – 2 cr ● BTEC 146 – 2 cr ● BTEC 47 – 3 cr ● BTEC 147 – 3 cr ● BTEC 164 – 2 cr <i>Effective Summer 2021</i>
INFO 4 - PHED – Variable Credit Removal: The following will no longer be variable credits. <ul style="list-style-type: none"> ● PHED 128/228 – 2 cr ea ● PHED 215 – 2 cr ● PHED 216 – 2 cr ● PHED 135 – 1 cr <i>Effective Summer 2021</i>

Proposal from Corry Kile:		
A. Revise Program	Automotive Technology AAS Automotive Technology – Maintenance and Light Repair COP	128-136 cr total 72 cr total
Rationale: Changing the name of the accreditation body.		
Resolution: Courtney made a motion to approve; Jennie seconded. Motion carried. <i>Effective Winter 2021</i>		
Proposals from Liz Engel:		
B. Revise Course	BTEC 171, Medical Reception Procedures	3 cr, 33 lec
Rationale: Update for greater accuracy and to reflect revisions in curriculum outcomes for Medical Assisting Program accreditation standards.		
C. Revise Course	BTEC 172, Medical Office Procedures	3 cr, 33 lec
Rationale: Update for greater accuracy and to reflect revisions in curriculum outcomes for Medical Assisting Program accreditation standards.		
D. Revise Course	BTEC 173, Computers in the Medical Office	3 cr, 33 lec
Rationale: Update for greater accuracy and to reflect revisions in curriculum outcomes for Medical Assisting Program accreditation standards.		
Resolution: B - D: Mark made a motion to approve; Becky seconded. Motion carried. <i>Effective: Fall, Winter, Spring 2021/22</i>		
Proposals from Nadine Lemmons:		
E. Revise Course	BTEC 10, Keyboarding with Speed and Accuracy I	3 cr, 66 lab
Rationale: Removal of variable credit. Necessary to split the total credits to accommodate student success and program flexibility.		
F. New Course	BTEC 30, Keyboarding with Speed and Accuracy II	2 cr, 44 lab
Rationale: Removal of variable credit. Necessary to split the total credits to accommodate student success and program flexibility.		
G. Revise Course	BTEC 45, Introduction to MS Word I	3 cr, 66 lab
Rationale: Removal of variable credit. Necessary to split the total credits to accommodate student success and program flexibility.		
H. Revise Course	BTEC 110, Keyboarding with Speed and Accuracy I	3 cr, 66 lab
Rationale: Removal of variable credit. Necessary to split the total credits to accommodate student success and program flexibility.		
I. Revise Course	BTEC 130, Electronic Calculators I	1 cr, 22 lab
Rationale: Removal of variable credit. Necessary to split the total credits to accommodate student success and program flexibility.		
J. Revise Course	BTEC 145, Introduction to MS Word I	3 cr, 66 lab
Rationale: Removal of variable credit. Necessary to split the total credits to accommodate student success and program flexibility.		
K. New Course	BTEC 160, Medical Scribe	5 cr, 55 lec
Rationale: This course is offered as an elective for students who wish to work in the medical field and use this specific skill as it is a growing career path. There is a certification available through the American College of Medical Scribe Specialists if students complete a specific set of courses along with this new course. These courses are however, completed throughout the Medical Office Administration degree. Potential certificate option for the 2021-2022 academic year.		
Resolution: Tamra made a motion to approve; Courtney seconded. Motion carried. <i>Effective: Fall 2021</i>		
L. New Course	BTEC 210, Keyboarding with Speed and Accuracy II	2 cr, 44 lab
Rationale: Removal of variable credit. Necessary to split the total credits to accommodate student success and program flexibility.		
M. New Course	BTEC 230, Electronic Calculators II	1 cr, 22 lab
Rationale: Removal of variable credit. Necessary to split the total credits to accommodate student success and program flexibility. Accounting Technician only requires 1 credit of Electronic Calculators, where the BTEC program requires both credits. We split the credits to accommodate both programs rather than move to a terminal 2 credits total.		
N. New Course	BTEC 245, Introduction to MS Word II	2 cr, 44 lab
Rationale: Removal of variable credit. Necessary to split the total credits to accommodate student success and program flexibility.		
Resolution: E - J, L - N: Mark made a motion to approve; Jennie seconded. Motion <i>Effective: Fall 2021</i>		

O.	Retire Course	BTEC 260, Office Procedures	5 cr, 55 lec
Rationale: This course continuously has low enrollment due to limited number of degree/certificate requirements and always turns into independent study, and would be more efficient for students to complete BTEC 288 for cooperative education credits.			
Resolution: Mark made a motion to approve; Jennie seconded. Motion carried. <i>Effective: Fall 2021</i>			
P.	Revise Degree	Administrative Services Manager AAS	94-98 cr total
Rationale: Due to variable credit changes and retirement of BTEC 260, this certificate needed to be updated to reflect those course changes.			
Q.	Revise Certificate	Administrative Support COP	54-58 cr total
Rationale: Due to variable credit changes and retirement of BTEC 260, this certificate needed to be updated to reflect those course changes.			
R.	Retire Certificate	Basic Office Skills COC	19 cr total
Rationale: This certificate was originally created for I-Best in the initial introduction of the program here at LCC. The I-Best program has since grown and moved on to use the certificates of proficiency in the BTEC area as support course options. Additionally, this certificate does not provide enough skills to move students into meaningful employment. Entry level positions in the office now require a larger skillset. Furthermore, this certificate in only 19 credits which is not financial aid eligible. There has not been students actually enrolled in this program code for several years now. A conversation was held virtually with Jill Yates, program coordinator for this program to inform.			
S.	Revise Certificate	Medical Office Administration AAS	119-123 cr total
Rationale: This proposed change is to clean up the additional focus areas to be more clear and streamlined. This will reduce the number of Academic standards petitions, confusion in degree audit processes, and align with the stand alone Community, Health, and Wellness Advocate COC so that students can receive a separate credential for that portion. Also updates due to variable credit changes.			
Resolution: P - S: Mary made a motion to approve; Becky seconded. Motion carried. <i>Effective: Fall 2021</i>			
Proposals from Ann Williamson:			
T.	Revise Course	ECED 301, Practicum I	4 cr, 11 lec, 99 clinical
Rationale: Reflecting on the program after a year, the department decided that we needed a fundamentals course prior to students entering practicum so it pushed this course to winter quarter. Additionally, we decided the Practicum model that we use for our ECED AAS (T) degrees with a blend of seminar and practicum was a better model to follow.			
U.	Revise Course	EDUC 301, Practicum I	4 cr, 11 lec, 99 clinical
Rationale: Reflecting on the coursework, as a department we decided to move this course and the in-class practicum experience into a model similar to the ECED AAS (T) program which is a seminar/practicum combined format. This will support student success in their practicum placements.			
V.	Revise Course	ECED 302, Practicum II	4 cr, 11 lec, 99 clinical
Rationale: Reflecting after a year of the program, the department decided we needed to offer a Fundamentals of Teacher Education prior to placing students in the classroom for Practicum. This moved this course to spring quarter. Additionally, it was decided that the Practicum model used in the ECED AAS (T) program blending a seminar with the practicum was a better model to follow.			
W.	Revise Course	EDUC 302, Practicum II	4 cr, 11 lec, 99 clinical
Rationale: Reflecting on the coursework, as a department we decided to move this course and the in-class practicum experience into a model similar to the ECED AAS (T) program which is a seminar/practicum combined format. This will support student success in their practicum placements.			
X.	Revise Course	ECED 401, Reflective Practice I/Coaching & Mentoring	1 cr, 11 lec
Rationale: We are moving this course from a 2-credit course to a 1 credit course moving the 1 credit to the Student Teaching (411) course. This is a similar change that we did with the EDUC Student Teaching series to strengthen the in class/hands on component. Additionally, we changed the name of the course to better reflect the content. The content change reflects PESB's change of standards to the NAEYC standards. This change was made this year (2020) and programs were informed to begin the transition of standards immediately.			
Y.	Revise Course	EDUC 401, Reflective Practice I	1 cr, 11 lec
Rationale: In reflecting the relationship between 401 & 411 it was decided to move 1 credit from 401 to Student Teaching (411). This change will add three hours per week to 411 and allow students to complete all required			

Student Teaching hours in one academic year and widen the opportunity for additional teachers to mentor at the Field Experience level. PESB requires the teacher that holds the 'mentor' label to have taught 3 years in the same grade level. This designation will only be required for Student Teaching mentors.		
Z.	Revise Course	ECED 402, Reflective Practice II/Leadership 1 cr, 11 lec
Rationale: We are moving this course from a 2-credit course to a 1 credit course moving the 1 credit to the Student Teaching (412) course. This is a similar change that we did with the EDUC Student Teaching series to strengthen the in class/hands on component. Additionally, we changed the name of the course to better reflect the content. The content change reflects PESB's change of standards to the NAEYC standards. This change was made this year (2020) and programs were informed to begin the transition of standards immediately.		
AA.	Revise Course	EDUC 402, Reflective Practice II 1 cr, 11 lec
Rationale: In reflecting the relationship between 402 & 412 it was decided to move 1 credit from 402 to Student Teaching (412). This change will add three hours per week to 412 and allow students to complete all required Student Teaching hours in one academic year and widen the opportunity for additional teachers to mentor at the Field Experience level. PESB requires the teacher that holds the 'mentor' label to have taught 3 years in the same grade level. This designation will only be required for Student Teaching mentors.		
BB.	Revise Course	ECED 403, Reflective Practice III/Advocacy 1 cr, 11 lec
Rationale: We are moving this course from a 2-credit course to a 1 credit course moving the 1 credit to the Student Teaching (413) course. This is a similar change that we did with the EDUC Student Teaching series to strengthen the in class/hands on component. Additionally, we changed the name of the course to better reflect the content. The content change reflects PESB's change of standards to the NAEYC standards. This change was made this year (2020) and programs were informed to begin the transition of standards immediately.		
CC.	Revise Course	EDUC 403, Reflective Practice III 1 cr, 11 lec
Rationale: In reflecting the relationship between 403 & 413 it was decided to move 1 credit from 403 to Student Teaching (413). This change will add three hours per week to 413 and allow students to complete all required Student Teaching hours in one academic year and widen the opportunity for additional teachers to mentor at the Field Experience level. PESB requires the teacher that holds the 'mentor' label to have taught 3 years in the same grade level. This designation will only be required for Student Teaching mentors.		
DD.	Revise Course	ECED 411, Student Teaching I 5 cr, 165 clinical
Rationale: We are moving this course from a 4-credit course to a 5 credit course moving the 1 credit from ECED 401 to the Student Teaching (411) course. This is a similar change that we did with the EDUC Student Teaching series to strengthen the in class/hands on component. Additionally, we changed the name of the course to better reflect the content. The content change reflects PESB's change of standards to the NAEYC standards. This change was made this year (2020) and programs were informed to begin the transition of standards immediately.		
EE.	Revise Course	EDUC 411, Student Teaching I 5 cr, 165 clinical
Rationale: In reflecting the relationship between 401 & 411 it was decided to move 1 credit from 401 to Student Teaching (411). This change will add three hours per week to 411 and allow students to complete all required Student Teaching hours in one academic year and widen the opportunity for additional teachers to mentor at the Field Experience level. PESB requires the teacher that holds the 'mentor' label to have taught 3 years in the same grade level. This designation will only be required for Student Teaching mentors.		
FF.	Revise Course	ECED 412, Student Teaching II 5 cr, 165 clinical
Rationale: We are moving this course from a 4-credit course to a 5 credit course moving the 1 credit from ECED 402 to the Student Teaching (412) course. This is a similar change that we did with the EDUC Student Teaching series to strengthen the in class/hands on component. Additionally, we changed the name of the course to better reflect the content. The content change reflects PESB's change of standards to the NAEYC standards. This change was made this year (2020) and programs were informed to begin the transition of standards immediately.		
GG.	Revise Course	EDUC 412, Student Teaching II 5 cr, 165 clinical
Rationale: In reflecting the relationship between 402 & 412 it was decided to move 1 credit from 402 to Student Teaching (412). This change will add three hours per week to 412 and allow students to complete all required Student Teaching hours in one academic year and widen the opportunity for additional teachers to mentor at the Field Experience level. PESB requires the teacher that holds the 'mentor' label to have taught 3 years in the same grade level. This designation will only be required for Student Teaching mentors.		
HH.	Revise Course	ECED 413, Student Teaching III 5 cr, 165 clinical
Rationale: We are moving this course from a 4-credit course to a 5 credit course moving the 1 credit from 403 to the Student Teaching (413) course. This is a similar change that we did with the EDUC Student Teaching series to strengthen the in class/hands on component. Additionally, we changed the name of the course to better reflect the content. The content change reflects PESB's change of standards to the NAEYC standards. This change was made this year (2020) and programs were informed to begin the transition of standards immediately.		
II.	Revise Course	EDUC 413, Student Teaching III 5 cr, 165 clinical

Rationale: In reflecting the relationship between 403 & 413 it was decided to move 1 credit from 403 to Student Teaching (413). This change will add three hours per week to 413 and allow students to complete all required Student Teaching hours in one academic year and widen the opportunity for additional teachers to mentor at the Field Experience level. PESB requires the teacher that holds the 'mentor' label to have taught 3 years in the same grade level. This designation will only be required for Student Teaching mentors.			
Resolution: T - II: Tamra made a motion to approve; Courtney seconded. Motion carried. <i>Effective: Fall 2021</i>			
JJ.	Revise Course	ECED 439, Issues and Trends in Early Childhood	5 cr, 55 lec
Rationale: After reflection, the department agreed that the course load warranted a change of credits from 4 to 5.			
KK.	Revise Course	EDUC 439, Portfolio and Professional Assessment	5 cr, 55 lec
Rationale: After learning about the extensive work the edTPA requires, this course increased 1 credit.			
LL.	New Course	EDUC 300, Foundations of Teacher Education	5 cr, 55 lec
Rationale: This course is created to fill in gaps of knowledge to set a foundation for success for BAS-TE students entering Practicum. Through careful reflection it has been decided that the initial 2-day orientation to the program was not enough time to cover the necessary information. Additionally, PESB has added a new Social-Emotional Learning component to the required curriculum and this course seemed the perfect place to add it.			
MM.	Revise Course	EDUC 319, Anti-bias Education	5 cr, 55 lec
Rationale: In reflecting the course workload the department has decided to add 1 credit to the class and move it from 4 to 5 credits.			
NN.	Revise Course	EDUC 320, Language Arts for Teachers	5 cr, 55 lec
Rationale: After reflecting on the course load for this class, the department decided it was warranted to change the credits from 4 to 5.			
OO.	Revise Course	EDUC 335, Professionalism, Collaboration & Classroom Leadership	5 cr, 55 lec
Rationale: Additional outcomes due to the retirement of EDUC 434. These outcomes fit better with this course.			
PP.	New Course	EDUC 340, Concepts or Motor Skills	1 cr, 11 lec
Rationale: PESB has added standards around motor skill development and PE courses. At one point we had them attached to the seminar courses and it felt forced and ineffective. The department decided to follow what other college's have done and set apart a one credit course to meet these outcomes.			
QQ.	Revise Course	EDUC 345, Curriculum Development & Design	5 cr, 55 lec
Rationale: In reflection, the department decided the course load for this class warranted a change from 4 to 5 credits.			
RR.	New Course	EDUC 350, Creative Arts Across the Curriculum	1 cr, 11 lec
Rationale: PESB has added standards around the creative arts. At one point we had them attached to the seminar courses and it felt forced and ineffective. The department decided to follow what other colleges have done and set apart a one credit course to meet these outcomes.			
SS.	Revise Course	EDUC 420, Social Studies for Teachers	4 cr, 44 lec
Rationale: We have created a stand alone 1 credit course entitled Creative Arts Across the Curriculum so are removing the Creative Arts objective from this course. This will offset the evolving requirements for the state required Since Time Immemorial Curriculum.			
TT.	Revise Course	EDUC 430, Advanced Language & Literacy Methods	4 cr, 44 lec
Rationale: Reflecting on the courseload this should move from a 3 credit course to a 4 credit course.			
UU.	Retire Course	ECED 303, Field Experience III Theory (non-certificate option)	2 cr, 22 lec
Rationale: Reflecting on the existing coursework, we realized the need to eliminate the first quarter field experience and attached theory course and replace it with Fundamentals of Teacher Education course to better prepare our candidates to enter the K-12 classroom. Because of this change, we will now only have 301/311 & 302/312 Field Experience/Theory courses (now known as Practicum).			
VV.	Retire Course	EDUC 303, Field Experience III Theory	2 cr, 22 lec
Rationale: We have modified the BAS-TE program and eliminated the first year of field experience (now known as Practicum) and replaced it with Foundations of Teacher Education to better prepare students to enter the classroom successfully. Thus the 303 is not needed.			
WW.	Retire Course	ECED 311, Field Experience I (non-certificate option)	4 cr, 132 workplace
Rationale: After reflection, the BAS-TE department has decided to eliminate 311 and combine it with 301 in a Practicum/Field Experience combined model to better support student success making connections between coursework and practicum.			
XX.	Retire Course	EDUC 311, Field Experience I	4 cr, 132 workplace

Rationale: After reflection, the BAS-TE department has decided to eliminate 311 and combine it with 301 in a Practicum/Field Experience combined model to better support student success and making connections between coursework and practicum.		
YY. Retire Course	ECED 312, Field Experience II (non-certificate option)	4 cr, 132 workplace
Rationale: After reflection, the BAS-TE department has decided to eliminate 312 and combine it with 302 in a Practicum/Field Experience combined model to better support student success making connections between coursework and practicum.		
ZZ. Retire Course	EDUC 312, Field Experience II	4 cr, 132 workplace
Rationale: After reflection, the BAS-TE department has decided to eliminate 312 and combine it with 302 in a Practicum/Field Experience combined model to better support student success making connections between coursework and practicum.		
AAA. Retire Course	ECED 313, Field Experience III (non-certificate option)	4 cr, 132 workplace
Rationale: Reflecting on the existing coursework, we realized the need to eliminate the first quarter field experience and attached theory course and replace it with Fundamentals of Teacher Education course to better prepare our candidates to enter the K-12 classroom. Because of this change, we will now only have 301/311 & 302/312 Field Experience/Theory courses (now known as Practicum).		
BBB. Retire Course	EDUC 313, Field Experience III	4 cr, 132 workplace
Rationale: We have modified the BAS-TE program and eliminated the first year of field experience (now known as Practicum) and replaced it with Foundations of Teacher Education to better prepare students to enter the classroom successfully. Thus the 313 is not needed.		
CCC. Retire Course	EDUC 434, Professionalism in Education	2 cr, 22 lec
Rationale: Reviewing outcomes some were covered elsewhere and others moved over to more applicable courses.		
DDD. Revise Degree	Early Childhood Education to BAS-TE AAS-T	99 cr total
Rationale: Eliminate the courses covered at the BAS level to avoid redundancy and reduce number of credits from 114 to 99 creating an attainable 2-year degree path.		
EEE. Revise Degree	Teacher Education BAS	90 cr total
Rationale: After reflecting on the first year of the program, along with new requirements by the Professional Educator Standards Board (PESB) these changes were necessary for maintaining a 90 credit degree program while maintaining the integrity of the curriculum.		
Resolution: JJ - EEE: Becky made a motion to approve; Jennie seconded. Motion carried. <i>Effective: Fall 2021</i>		
Proposals from Becky Connolly and J Haynes-Hughes:		
FFF. Revise Course	ENGL 98, College-Ready English I	5 cr, 55 lec
Rationale: We are proposing the elimination of one outcome from English 098. Due to a change in course placement procedures (Directed Self-Placement), students are no longer required to meet that outcome before taking English 099. We are also proposing a wording change in two outcomes (#4 and #5 below) to better reflect accepted discipline terminology and course expectations.		
GGG. Revise Course	ENGL 99, College-Ready English II	5 cr, 55 lec
Rationale: We are proposing the elimination of one outcome from English 099. Due to a change in course placement procedures (Directed Self-Placement), students are no longer required to meet that outcome before taking English 101. We are also proposing a wording change in two outcomes (#5 and #7 below) to better reflect accepted discipline terminology and course expectations.		
Resolution: FFF - GGG: Courtney made a motion to approve; Melinda seconded. Motion carried. <i>Effective: Fall 2021</i>		
Proposals from Dana Cummings:		
HHH. New Program	Administrative Services Manager AAS-T for BAS-OLTM	98 cr total
Rationale: Development of this AAS-T degree support pathways to the new BAS-OLTM.		
III. New Program	Business Management AAS-T for BAS-OLTM	100 cr total
Rationale: Development of this AAS-T degree support pathways to the new BAS-OLTM.		
JJJ. New Program	Criminal Justice AAS-T for BAS-OLTM	96 cr total
Rationale: Development of this AAS-T degree support pathways to the new BAS-OLTM.		
KKK. New Program	Information Technology Systems AAS-T for BAS-OLTM	105-110 cr total
Rationale: Development of this AAS-T degree support pathways to the new BAS-OLTM.		
LLL. New Program	Medical Office Administration AAS-T for BAS-OLTM	109 cr total
Rationale: Development of this AAS-T degree support pathways to the new BAS-OLTM.		

MMM. New Program	Accounting Technician AAS-T for BAS-OLTM	101 cr total
Rationale: Development of this AAS-T degree support pathways to the new BAS-OLTM.		
Proposals from Tamra Gilchrist:		
NNN. New Program	Advanced Manufacturing AAS-T for BAS-OLTM	101-110 cr total
Rationale: Development of this AAS-T degree support pathways to the new BAS-OLTM.		
OOO. New Program	Automotive Technology AAS-T for BAS-OLTM	138 cr total
Rationale: Development of this AAS-T degree support pathways to the new BAS-OLTM.		
PPP. New Program	Diesel/Heavy Equipment Technology AAS-T for BAS-OLTM	133 cr total
Rationale: Development of this AAS-T degree support pathways to the new BAS-OLTM.		
QQQ. New Program	Machine Trades AAS-T for BAS-OLTM	118 cr total
Rationale: Development of this AAS-T degree support pathways to the new BAS-OLTM.		
RRR. New Program	Welding AAS-T for BAS-OLTM	106-110 cr total
Rationale: Development of this AAS-T degree support pathways to the new BAS-OLTM.		
Resolution: HHH - RRR: Mark made a motion to approve; Jennie seconded. Motion carried. <i>Effective: Fall 2021</i>		
SSS. Revise Degree	Advanced Manufacturing AAS	91-100 cr total
Rationale: With the elimination of MFG 100, additional credits were needed to meet minimum credit requirements of the Multicraft Trades COP; seeking to also refine the degree to align with these changes. Overall changes include the following: MFG 115 was added to the MCT specialization. Courses were reorganized into the core to eliminate duplication of courses within areas of specialization. This was a former area of confusion for students and challenge for degree/graduation audits. (Note: MFG 288 duplication in MCT and Engineering Tech is intended as students are expected to complete 2 credits for each area of specialization if electing those tracks). Added the option of MFG 299 Independent Study as a substitute for MFG 288--with faculty program advisor permission in the event that a cooperative education placement is not available. Placements with Covid have been limited.		
Resolution: Mark made a motion to approve; Melinda seconded. Motion carried. <i>Effective: Fall 2021</i>		
TTT. Revise Certificate	Engineering Tech COP	56 cr total
Rationale: Requesting to add the option of MFG 299 Independent Study as a substitute for MFG 288--with faculty program advisor permission in the event that a cooperative education placement is not available.		
UUU. Revise Certificate	Multicraft Trades COP	53 cr total
Rationale: Seeking to add MFG 115 Manufacturing Processes to the COP. This will replace credits lost with elimination of MFG 100 but also is an essential addition to prepare students for the workforce. Also, seeking to add the option of MFG 299 Independent Study as a substitute for MFG 288--with faculty program advisor permission in the event that a cooperative education placement is not available.		
Resolution: TTT - UUU: Mark made a motion to approve; Jennie seconded. Motion carried. <i>Effective: Fall 2021</i>		
Proposals from Jennie Mynhier:		
VVV. New Course	ART 109, Art Gallery Skills I	1 cr, 22 lab
Rationale: This course offers students an opportunity to learn art gallery skills (art handling/installation/de-installation/safety), while working collaboratively to assemble an art exhibition. This course also provides students with a co-curricular, one credit option in the Arts & Communications pathway.		
WWW. New Course	ART 110, Art Gallery Skills II	1 cr, 22 lab
Rationale: This course offers students an opportunity to learn art gallery skills (art handling/installation/safety), while working collaboratively to assemble the annual student show. This course also provides students with a co-curricular, one credit option in the Arts & Communications pathway.		
Resolution: VVV - WWW: Courtney made a motion to approve; Tamra seconded. Motion carried. <i>Effective: Fall 2021</i>		
XXX. Revise Course	ART 121 (was 162), Intro to Digital Imaging and Illustration	4 cr, 22 lec, 44 lab
Rationale: New number for sequence of courses (intro through advanced).		
YYY. New Course	ART 122, Intermediate Digital Imaging and Illustration	4 cr, 22 lec, 44 lab
Rationale: Provide students with a sequence of courses in the area of computer graphics (intro through advanced).		
ZZZ. New Course	ART 123, Advanced Digital Imaging and Illustration	4 cr, 22 lec, 44 lab
Rationale: Provide students with a sequence of courses in the area of computer graphics (intro through advanced).		
Resolution: XXX - ZZZ: Mary made a motion to approve; Becky seconded. Motion carried.		

<i>Effective: Fall 2021</i>		
AAAA. Revise Course	ART 131 (was 130) , Intro to Graphic Design	4 cr, 22 lec, 44 lab
Rationale: New number for sequence of courses (intro through advanced) and to clean up overall numbering scheme of program course offerings.		
BBBB. New Course	ART 132 , Intermediate Graphic Design	4 cr, 22 lec, 44 lab
Rationale: Offers students an opportunity to advance their graphic design knowledge and practice.		
CCCC. New Course	ART 133 , Advanced Graphic Design	4 cr, 22 lec, 44 lab
Rationale: Offers students an opportunity to advance their graphic design knowledge and practice.		
DDDD. Revise Course	ART 200 (was 215) , Arts Portfolio Website Design	3 cr, 66 lab
Rationale: New course number to create better organization within program course offerings. Minor edits to course description to show that the course is designed specifically for visual and performing arts students. Adjustment from 4 to 3 credits to better reflect course outcomes and rigor of course work.		
EEEE. New Course	ART 209 , Advanced Art Gallery Skills	2 cr, 44 lec
Rationale: This course offers students an opportunity to gain crucial curatorial, communication, planning, and promotional skills for a successful career in the arts while generating campus and community engagement with the RCA and Art & Design program.		
FFFF. Revise Course	ART 230 (was 214) , Typography	4 cr, 22 lec, 44 lab
Rationale: New number to align with a set of courses (intro through advanced) focusing on graphic design skills.		
GGGG. Retire Course	ART 290 , Art Studio Lab Ceramics	1-3 cr, 66 lab
Rationale: Course is no longer relevant to the Art & Design program curriculum.		
Resolution: AAAA - GGGG: Courtney made a motion to approve; Melinda seconded. Motion carried.		
<i>Effective: Fall 2021</i>		
Proposal from Mark Gaither:		
HHHH. Revise Course	BUS 100 , Foundations of Business Success	3 cr, 11 lec, 44 lab
Rationale: Reduction from 5 to 3 credits to accommodate the addition of COLL 101. Change from lecture to lecture and lab combo necessary to maintain appropriate level of academic rigor.		
Resolution: Jagger made a motion to approve; Elissa seconded. Motion carried.		
<i>Effective: Summer 2021</i>		

The meeting adjourned at 4:32 pm. The next meeting will be held Wednesday, January 13 @ 3:00 pm via Zoom.