



# Curriculum Committee Meeting Minutes

Merry Bond, Associate Dean of Nursing & Allied Health / Director of Nursing  
 Becky Connolly, Language & Literature  
 Mark Gaither, Business & Information Technology  
 Stefanie Gilberti, Dean of Instruction & Learning Resources  
 Tamra Gilchrist, Co-Chair, Dean of Instructional Programs  
 Karen Joiner, Co-Chair, Dean of Instructional Programs  
 Jason Malozzi, Mathematics  
 Elissa Loren, Transitional Studies  
 Jennie Mynhier, Performing & Visual Arts  
 Tamara Norton, Nursing, Allied Health, and Education  
 Morgan Salisbury, Natural Science, Health & Engineering  
 Courtney Shah, Social Science and Humanities  
 Nathan Shepherd, Industrial Technology  
 Theresa Stalick, Dean of Basic Education  
 ASLCC Student Representative

To:	Committee Members	Copies to:
From:	Karen Joiner, Co-Chair	Library, Magnus Altmayer,
Subject:	Minutes from November 10, 2021 Meeting	Kara McElroy, Marisa Geier,
Date:	November 10, 2021	Britney Deal, Dani Trimble

Members present:	Tamra Gilchrist, Theresa Stalick, Becky Connolly, Mark Gaither, Nathan Shepherd, Stefanie Gilberti, Merry Bond, Morgan Salisbury, Courtney Shah, Jason Malozzi, Tamara Norton, Zoie Norris (ASLCC), Karen Joiner
Also Attended:	Anita Quirk, Rosemary Perkins, Magnus Altmayer, Jim Stanley, Natasha Allen, David Pittsley, Byron Ford, Barry Walther, Maggie Stuart, Adam Wolfer, Ashley Cahill, Amber Lemiere, and Nicole Buffham, Recorder

The Curriculum Committee met Wednesday, November 10 at 3:00 pm via Zoom.  
 Opening remarks were made by Karen Joiner.

<b>Informational Items:</b>
<b>INFO 1 – Early Childhood Education (State Certificate) COP:</b> Revising English requirement to ENGL& 101 from our course inventory to align with the state requirement of English 100 or 101 or above. <i>Effective Fall 2021</i>
<b>INFO 2 – BTEC 160, Medical Scribe:</b> Revised prerequisite to include the alternative to BTEC 181, MEDA 101, as it had been inadvertently omitted in the original proposal. <i>Effective Winter 2022</i>
<b>INFO 3 – HSC 81 to HSC 68:</b> Revised HSC 81, approved in October, to HSC 68 due to previous use of HSC 81 in ctcLink. The new course required a course number that had never been used. <i>Effective Summer 2022</i>
<b>INFO 4 – ECED/EDUC 412 and EDUC 401:</b> Revising course outcomes for 412 and description for 401 to remove reference to edTPA. The reference was removed from the program last year and these two courses are the last of the clean-up. <i>Effective Winter 2022</i>

<b>Proposal from Amber Lemiere:</b>		
<b>A.</b>	Revise Course	<b>ENGL 270</b> , Literature for Children (description, outcomes) 5 cr, 55 lec
<b>Rationale:</b> Description and outcomes needed to be updated (last completed in 1999). Diversity and inclusion also needed to be addressed specifically.		
<b>Resolution:</b> Becky made a motion to approve; Jason seconded. Motion carried. <i>Effective: Summer 2022</i>		
<b>Proposal from Jim Stanley:</b>		

<b>B.</b>	Revise Degree	<b>Accounting Technician AAS-T for LCC BAS-OLTM</b> (course requirements)	104 cr total
<b>Rationale:</b> The SBCTC did not approve BUS 104 as the quantitative skills course for the Accounting Technician AAS-T, but the SBCTC accept Math& 107. Unfortunately, ACCT& 202 has a prerequisite of BUS 104, Math 125, or higher. Therefore, adding BUS 104 to the AAS-T resolves the ACCT& 202 prerequisite issue.			
<b>Resolution:</b> Jason made a motion to approve; Tamra seconded. Motion carried. <i>Effective: Summer 2022</i>			
<b>Proposals from Anita Quirk:</b>			
<b>C.</b>	Revise Degree	<b>Pre-Law Focus AA-DTA</b> (course requirements)	90 cr total
<b>Rationale:</b> The current AA-DTA, Pre-Law focus is a general DTA, where by a student does not need to take any classes that correspond to the degree focus. The degree should have required courses that directly apply to the degree focus. 1. Add required courses: BUS 201 Business Law, CJ 110 Criminal Law and CJ 154 American Legal Systems. BUS 201 and CJ 110 are Social Science distribution. All of these courses are currently taught. COLL 101, 2 credits, required for all new students is also added. 2. Remove course not being taught from Recommended Electives, CJ 286. Add CJ& 105 Introduction to Corrections, CJ 106 Juvenile Justice, CJ 184 Administration of Justice, HIST 136 US History I and POLS 202 American Government. 3. With CJ 154 American Legal Systems as a required course, elective credits go from 25 to 20.			
<b>D.</b>	Revise Degree	<b>Criminal Justice Focus AA-DTA</b> (course requirements)	90 cr total
<b>Rationale:</b> The current AA-DTA, Criminal Justice focus is a general DTA, whereby a student does not need to take any classes that correspond to the degree focus. The degree should have required courses that directly apply to the degree focus. 1. Add required courses: CJ 101 Introduction to Criminal Justice, CJ 110 Criminal Law, and CJ 154 American Legal Systems. CJ 101 and CJ 110 are Social Science distribution. All of these courses are currently taught. These courses, along with other required courses, meet the General education outcomes. (CJ 154 specifically meets "Understand the function of the legal system from the civil and criminal justice perspective", which no other courses meet.) COLL 101, 2 credits, required for all new students is also added. 2. Remove courses not being taught from Recommended Electives, CJ 100 and CJ 286. Both of these need scrutiny and possible retirement. Add new courses CJ 104 Introduction to Policing, CJ& 105 Introduction to Corrections, CJ 106 Juvenile Justice, HIST 136 US History I and POLS 202 American Government. Clean up course numbers (CJ 180 in place of CJ 181) and number of credits for CJ 180 (5 credits instead of 3). 3. Remove from Program Outcomes— a. Prepare to take the Civil Service test. We do not teach this. b. Apply basic investigative techniques in gathering and identifying crime scene evidence. This is taught in courses not required for this degree, so may not be met. 4. With CJ 154 American Legal Systems as a required course, which is currently an elective, elective credits go from 25 to 20.			
<b>Resolution C-D: WITHDRAWN</b> <i>Effective: Summer 2022</i>			
<b>Proposals from Maggie Stuart:</b>			
<b>E.</b>	Revise Degree	<b>Business Management AAS</b> (electives)	98-100 cr total
<b>Rationale:</b> The decision to change the wording of the elective section was made by the Bus/Info Tech committee in conjunction with our dean. We are streamlining elective choices which is in keeping with Guided Pathways.			
<b>Resolution:</b> Mark made a motion to approve; Theresa seconded. Motion carried. <i>Effective: Summer 2022</i>			
<b>F.</b>	Revise Degree	<b>Business Management AAS-T for LCC BAS-OLTM</b> (electives)	98 cr total
<b>Rationale:</b> When this program was developed, there was a misunderstanding about whether or not BUS 144 could be used to meet the Human Relations requirement for this degree. It was later learned that this course would meet the requirement. Most BUS MGMT students as well as other Prof/tech students take BUS 144 to meet the HR requirement.			
<b>Resolution F:</b> Nathan made a motion to approve; Mark seconded. Motion carried. <i>Effective: Summer 2022</i>			
<b>Proposals from Leszek Cromwell:</b>			

<b>G.</b>	New Course	<b>CDS 109</b> , Process of Addiction and Compulsive Behaviors (new)	4 cr, 44 lec
<b>Rationale:</b> Historically addiction studies focused on the use, abuse and addictions related to alcohol and drugs. As the field of addiction studies continues to evolve there is growing evidence that there is a link between compulsive behaviors and addiction and relapse (Brem, M. et al 2017). This course will also examine drug and alcohol use, abuse, addiction and treatment as well as compulsive behaviors for groups who have been traditionally marginalized. CDS 109 will be replacing CDS 108 Running School Based Support Groups as an elective, as CDS 108 will be retired.			
<b>Resolution G:</b> Nathan made a motion to approve; Tamara seconded. Motion carried. <i>Effective: Summer 2022</i>			
<b>H.</b>	Retire Course	<del><b>CDS 108</b>, Community &amp; School Based Prevention/Intervention Strategies (retire)</del>	4 cr, 44 lec
<del><b>Rationale:</b> CDS 108: Community &amp; School Based Prevention/Intervention Strategies is being retired because much of the information is already being covered in other CDS courses and the material that is not already covered is outdated. CDS 108 will be replaced with CDS 109 Process of Addiction and Compulsive Behaviors.</del>			
<b>Resolution: WITHDRAWN</b> <i>Effective: Summer 2022</i>			
<b>Proposals from Nathan Shepherd:</b>			
<b>I.</b>	Revise Degree	<b>Machine Trades AAS</b> (course requirements)	107 cr total
<b>Rationale:</b> Students will benefit from cooperative work experience.			
<b>J.</b>	Revise Degree	<b>Machine Trades AAS-T for LCC BAS-OLTM</b> (course requirements)	120 cr total
<b>Rationale:</b> Students will benefit from cooperative work experience.			
<b>Proposals from Corry Kile:</b>			
<b>K.</b>	Revise Degree	<b>Automotive Technology AAS</b> (course requirements)	125-133 cr total
<b>Rationale:</b> Adding Cooperative Work Experience will evolve our Automotive program greatly. It will allow students to work with our local industry before graduation. Giving them valuable work experience, and even a chance to showcase their abilities and potentially gain full-time employment immediately after graduation. An alternative will be built-in for any student who opts out of co-op or instructors feel that co-op would not be a good fit.			
<b>L.</b>	Revise Degree	<b>Automotive Technology AAS-T for LCC BAS-OLTM</b> (course requirements)	125-135 cr total
<b>Rationale:</b> Adding Cooperative Work Experience will evolve our Automotive program greatly. It will allow students to work with our local industry before graduation. Giving them valuable work experience, and even a chance to showcase their abilities and potentially gain full-time employment immediately after graduation. An alternative will be built-in for any student who opts out of co-op or instructors feel that co-op would not be a good fit.			
<b>Resolution I-L:</b> Mark made a motion to approve; Theresa seconded. Motion carried. <i>Effective: Summer 2022</i>			
<b>Proposal from Dawn Draus and Adam Wolfer:</b>			
<b>M.</b>	Revise Course	<b>ENGR 106</b> , Engineering Problems (credits, description, prerequisite, outcomes)	5 cr, 44 lec, 22 lab
<b>Rationale:</b> Revisions are needed to better meet the needs of an exploratory experience for the engineering pathways. Lowering the math prerequisite will make the course more accessible for students in their first year at LCC. Additionally, by making the course a lab science, students who change pathways will still have met a degree requirement for the general AA-DTA.			
<b>Resolution:</b> Jason made a motion to approve, Tamra seconded. Motion carried. <i>Effective: Summer 2022</i>			
<b>Proposals from Adam Wolfer:</b>			
<b>N.</b>	Revise Course	<b>CHEM&amp; 161</b> , General Chem w/Lab I (prerequisite)	5 cr, 38.5 lec, 33 lab
<b>Rationale:</b> This allows STEM students that have progressed to higher math to begin the general chemistry sequence without prior chemistry			
<b>O.</b>	Revise Course	<b>CHEM&amp; 162</b> , General Chem w/Lab II (prerequisite)	5 cr, 38.5 lec, 33 lab
<b>Rationale:</b> Changing prerequisite so that students must receive a C or better in CHEM& 161			

<b>P.</b>	Revise Course	<b>CHEM&amp; 163</b> , General Chem w/Lab III (prerequisite)	5 cr, 38.5 lec, 33 lab
<b>Rationale:</b> Currently students can move from CHEM 162 to 163 with a passing grade below C-, which means they may not be prepared for CHEM 163.			
<b>Resolution N-P:</b> Courtney made a motion to approve; Jason seconded. Motion carried. <i>Effective: Summer 2022</i>			
<b>Proposals from Barry Walther:</b>			
<b>Q.</b>	Revise Course	<b>DHET 104</b> , Electrical Systems (prerequisite)	15 cr, 99 lec, 132 lab
<b>Rationale:</b> While creating the program map for the diesel program, the prerequisites for this course, MFG 105 and HLTH 105, created a scheduling issue. In order to correct the schedule, and program map, of required courses a diesel student needs to take the prerequisites for this course need to be removed. By removing the prerequisites it will make it easier for students to register for these courses when they need it.			
<b>R.</b>	Revise Course	<b>DHET 114</b> , Heavy Duty Brakes and Chassis (prerequisite)	15 cr, 99 lec, 132 lab
<b>Rationale:</b> While creating the program map for the diesel program, the prerequisites for this course, MFG 105 and HLTH 105, created a scheduling issue. In order to correct the schedule, and program map, of required courses a diesel student needs to take the prerequisites for this course need to be removed. By removing the prerequisites it will make it easier for students to register for these courses when they need it.			
<b>Resolution Q-R:</b> Nathan made a motion to approve; Merry seconded. Motion carried. <i>Effective: Summer 2022</i>			
<b>S.</b>	Revise Degree	<b>Diesel/Heavy Equipment Technology AAS</b> (course requirements)	125-133 cr total
<b>Rationale:</b> The changes needed are to fix issues students were having as it relates to electives. Instead of listing recommended elective credits we have written in a couple option packages of courses to help highlight which courses students should take together and what substitutions can be made. This helps with advising students with the direction they want to go in, either working towards getting a CDL, exploring career options with Cooperative Education, or some elective courses that they feel most interests them.			
<b>T.</b>	New Revise Degree	<b>Diesel/Heavy Equipment Technology AAS-T [for LCC BAS-OLTM]</b> (new course requirements)	135 cr total
<b>Rationale:</b> For diesel students that are interested in earning a two year associates degree in Diesel/Heavy Equipment and then transferring into a four-year bachelor's degree, such as Lower Columbia's Bachelor of Applied Science degree in Organizational Leadership and Technical Management, this new Associate in Applied Sciences Transfer degree was created to prepare students to transfer into a four-year program. This new degree fulfills the requirements needed for a transfer program.			
<b>Resolution S-T:</b> Jason made a motion to approve; Stefanie seconded. Motion carried. <i>Effective: Summer 2022</i>			
<b>Proposals from David Pittsley:</b>			
<b>U.</b>	Revise Course	<b>WELD 105</b> , Related Welding (global skills, description, outcomes)	1-6 cr, 33 lec, 66 lab
<b>Rationale:</b> Request to change global skills, course description, and course outcomes. This course is not in the welding degree. It is a course designed and used to meet the needs of the other vocation departments such as auto, diesel, and machining. Several of these other trades have decided to evolve the curriculum to meet their industry needs of today. These new curriculum changes need to be reflected in the global skills, description, and outcomes. Currently, this course teaches 3 weeks of oxy acetylene, 3 weeks of stick, and 3 weeks of wire feed welding. Each trade wants slightly different processes taught to reflect their current industry. A more generic description is necessary so that the curriculum will fit what each department wants. All curriculums will meet the same desired outcomes so that 1 class can remain shared by all.			
<b>V.</b>	Revise Course	<b>WELD 131 (141)</b> , SMAW – Stick Welding with E7018 (course number, description, outcomes)	1-10 cr, 55 lec, 110 lab
<b>Rationale:</b> Request to change course number, description, and outcomes. With the removal of oxy/acetylene welding from the program, this course must now add a significant amount of time into cutting processes. To make room for these additions, some welds are now being removed from this course and added to the next welding course. Course description and outcomes need to be reworded to reflect these changes. Course number must be changed to continue sequencing in sequential order, due to LCC numbering policy. See attached Advisory Board minutes with discussions highlighted in yellow which supports the removal of oxy welding but keeping oxy cutting in the program. To keep cutting in the program it is being moved to this course.			

<b>W.</b>	Revise Course	<b>WELD 132 (143)</b> , SMAW – Stick Welding with E6010 (course number)	1-10 cr, 55 lec, 110 lab
<p><b>Rationale:</b> Request to change course number. Switching the order in which this welding process is taught. This will no longer be the 2nd course in the SMAW process but will now be the 3rd. Changing the order will help increase success in passing the stick WABO weld test.</p> <p>Also, with the removal of oxy/acetylene welding, it created the need to put the oxy cutting process into the 1st SMAW 7018 class. That created the need to put some of the SMAW 7018 welding into the 2nd SMAW 7018 class. This means the order of these classes must be changed to increase student success by taking this welding process in sequential order. This course must now become the 3rd SMAW class taught, so that those 2 similar classes can be taught consecutively.</p> <p>Course number must be changed to continue sequencing in sequential order, due to LCC numbering policy.</p>			
<b>X.</b>	Revise Course	<b>WELD 133 (142)</b> , Advanced SMAW - WABO (course number, title, description, outcomes)	1-10 cr, 55 lec, 110 lab
<p><b>Rationale:</b> Request to change course number, title, course description, and course outcomes. Welds were removed from this course, and real-world projects and other welds have been added. All this now requires verbiage changes.</p> <p>Course number is being changed to reflect the new order of welding classes being taught and to comply with LCC numbering policy. This course will now be taught 2nd in the SMAW process instead of 3rd. We believe this change in the order will increase student success. The process welded in this class is the same as WELD 131, but different from the current WELD 132. Changing the order will keep a student's momentum in the process rather than splitting it up with a different process in the middle.</p> <p>There are several reasons for the welds being removed from this course, which is why description and outcomes need to be changed.</p> <p>ONE: We only briefly introduced students to a few of these welds anyways but do not go in depth as to achieve any level of proficiency. These introductions take away from valuable WABO training which is the important aspect of this class.</p> <p>Currently SMAW WABO achievement is low. Many students do not even attempt this weld test due to being unprepared. Others take several attempts to achieve success. Removing these welds will allow for more time to practice for WABO which should increase student success.</p> <p>TWO: Stainless steel is extremely hazardous, and OSHA is starting to require that expensive precautions be taken to weld it in industry. Since we are not a stainless-steel school, instructors feel it best to just illuminate the little bit that we teach to avoid potential OSHA violations in the future.</p>			
<b>Y.</b>	Revise Course	<b>WELD 241</b> , FCAW-G – Dual Shield Wire Feed Welding with E71T-1 (description)	1-10 cr, 55 lec, 110 lab
<p><b>Rationale:</b> Request to change course description. With the removal of WELD 125 in the program, this makes this course the 4th in the degree and the 2nd in the COP. Course description needs to be changed to reflect that.</p> <p>Two simple numbers being altered in description: 5th to 4th, and 3rd to 2nd.</p> <p>The Advisory Board approved of the change. See other degree proposals for more details.</p>			
<b>Z.</b>	Revise Course	<b>WELD 242</b> , Advanced FCAW-G – WABO (title, description, outcomes)	1-6 cr, 33 lec, 66 lab
<p><b>Rationale:</b> Request change title, description, and outcomes. This proposal goes with the proposal to create a new welding class.</p> <p>This current course has both WABO and instruction on other welding processes crammed into it. This proposal would allow this course WELD 242 to focus in depth on the WABO component and create a new course for the other welding processes that our Advisory Board wants us to focus more on (see new course proposal 243 for more details). Our Advisory Board and industry partners have repeatedly asked for more training in those other processes.</p> <p>Plus, having WABO in its own quarter, I believe will raise the success rate for students passing the WABO the first time even greater.</p> <p>Outcomes need to be altered to reflect some of the curriculum in this course now being moved to the new WELD 243 course being created. Stainless steel is also being removed due to health hazards. See Advisory Board minutes and other proposals for details.</p> <p>See proposal for WELD 243 for more details. This proposal is only good with approval for WELD 243 proposal. See attached Advisory Board minutes with discussions on WABO in its own quarter highlighted in green, and removing stainless steel highlighted in blue, which supports this proposal.</p>			
<b>AA.</b>	New Course	<b>WELD 243</b> , GMAW – Solid Wire Feed Welding with ER70S-6 and ER5356 (new)	1-6 cr, 33 lec, 66 lab

**Rationale:** Request to create a new welding course. This course creation goes with the course revision proposal for WELD 242. See that proposal for other details.  
 Currently we teach 2 weeks of GMAW, 1 week of GMAW Aluminum, 3 days of FCAW-S, and 2 days of MCAW. These processes are currently crammed into the same class as the WABO weld test. All these wire processes are in high demand in industry, which we currently barely teach. Our industry partners and Advisory Board have repeatedly requested that we teach these processes more in depth.  
 With the creation of WELD 243 we will be able to achieve an entry-level proficiency in two of these processes and beginner-level competency in the other two.  
 See proposal for WELD 242 for more details. This proposal is only good with approval for WELD 242 proposal. See attached Advisory Board minutes with aluminum discussions highlighted in yellow which supports the need to increase aluminum in the program.

<b>BB.</b> Revise Course	<b>WELD 255</b> , GTAW - Tig Welding with ER70S-6 and ER5356 (title, description, outcomes)	1-10 cr, 55 lec, 110 lab
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**Rationale:** Request to change course title, description, and outcomes.  
 The Advisory Board would like to see more aluminum being added to the program. With a few changes to the curriculum, we can make that happen. These changes also need to be made to the title, description, and outcomes to reflect these curriculum changes.  
 Stainless steel is extremely hazardous, and OSHA is starting to require that expensive precautions be taken to weld it in industry. Since we are not a stainless-steel school, instructors feel it best to just eliminate the little bit that we teach to avoid potential OSHA violations in the future.  
 Eliminating the stainless-steel component, will allow the necessary increase in aluminum welding that our local aluminum industry partners ask for. Instructors feel this is a switch in focus necessary for the program to evolve and head in the direction of our local industry partners.  
 See attached Advisory Board minutes with aluminum discussions highlighted in yellow which supports the need to increase aluminum in the program and highlighted in blue the support to eliminate stainless steel.

<b>CC.</b> Retire Course	<b>WELD 125</b> , OFW-A – Oxy/Acetylene Welding with RG45 (retire)	1-6 cr, 33 lec, 66 lab
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**Rationale:** Request to retire this welding course. It is being removed from the degree and certificate and will no longer be offered.  
 Oxy/Acetylene welding is no longer a welding process that is typically utilized in industry. Our Advisory Board has total support to remove this course. See Advisory Board minutes for details.  
 This course will be replaced with more relevant welding processes. See other Curriculum proposals for that request.  
 An option still exists if a student wants to learn this process. WELD 299 - Independent study offers a pathway to learn this process. So, keeping this course is not necessary.  
 Advisory Board minutes included in the attachment that supports this change. Yellow highlighted text refers to this change.

<b>DD.</b> Revise Degree	<b>Welding AAS</b> (course requirements)	104-108 cr total
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**Rationale:** Request to remove one welding class, add a new welding class, add a MASP class, add Cooperative Work Experience, and switch the order taught in some processes in the AAS welding degree and their course numbers. Details of those classes are in their own proposals. These additions and changes would increase our total credits from 97 to 104 for the AAS degree in Welding.  
 The welding process being removed is an old outdated unused welding process. Many schools around the nation have long since stopped teaching it. The Advisory Board overwhelmingly supports the removal of this process.  
 The additional class will allow us to train more in depth into the welding process that we barely touch on in the current program. Welding processes such as GMAW – Steel and GMAW – Aluminum. Rather than just being introduced to these processes, students will now be able to achieve beginner-level and entry-level competencies. The Advisory Board overwhelmingly approves the additions of these processes into our program.  
 The creation of the new welding class will also allow more focus specifically on the WABO test. This test is not only crucial to entering industry but is also a degree requirement. Putting that focus in its own class will increase student success in passing the WABO test on the first try.  
 Adding the machine shop into the welding curriculum would help to evolve our program to new levels. The 2 industries are so close in nature, that it is vital for a welder to have machining skills.  
 Adding Cooperative Work Experience will evolve our welding program greatly. It will allow students to work with our local industry before graduation. Giving them valuable work experience, and even a chance to showcase their abilities and potentially gain full-time employment immediately after graduation. An alternative will be built-in for any student who opts out of co-op or instructors feel that co-op would not be a good fit.

The Advisory Board supports these additions. These additions will evolve the welding program to an even higher level of welding education. Advisory Board minutes are attached and highlighted in yellow, green, and blue. Each highlighted color for a different aspect of change to the degree/courses. Also see attached Program Planners for details on how the revisions will look.		
<b>EE.</b> Revise Certificate	<b>Welding COP</b> (course requirements)	58 cr total
<p><b>Rationale:</b> Request to remove one welding class and add a new welding class in its place. This change would not affect total credits (remains at 60) for the Certificate of Proficiency in Welding.</p> <p>The welding process being removed is an old outdated unused welding process (oxy/acetylene). Many schools around the nation have long since stopped teaching it. The Advisory Board overwhelmingly supports the removal of this process.</p> <p>The course replacing this outdated process will be the process that our Advisory Board overwhelmingly wants added to our program (solid wire and aluminum). This replacement proposal is also being made in the AAS. See that proposal for more details.</p> <p>The Advisory Board supports these changes. These changes will evolve the welding program to an even higher level of welding education. Advisory Board minutes are attached and highlighted in yellow, green, and blue. Each highlighted color for a different aspect of change to the degree/courses. Also see attached Program Planner for details on how the revisions will look.</p>		
<b>FF.</b> Revise Degree	<b>Welding AAS-T for LCC BAS-OLTM</b> (course requirements)	114-118 cr total
<p><b>Rationale:</b> Request to remove one welding class, add a new welding class, add a MASP class, add Cooperative Work Experience, and switch the order taught in some processes in the AAS welding degree and their course numbers. Details of those classes are in their own proposals. These additions and changes would increase our total credits from 97 to 104 for the AAS degree in Welding.</p> <p>The welding process being removed is an old outdated unused welding process. Many schools around the nation have long since stopped teaching it. The Advisory Board overwhelmingly supports the removal of this process.</p> <p>The additional class will allow us to train more in depth into the welding process that we barely touch on in the current program. Welding processes such as GMAW – Steel and GMAW – Aluminum. Rather than just being introduced to these processes, students will now be able to achieve beginner-level and entry-level competencies. The Advisory Board overwhelmingly approves the additions of these processes into our program.</p> <p>The creation of the new welding class will also allow more focus specifically on the WABO test. This test is not only crucial to entering industry but is also a degree requirement. Putting that focus in its own class will increase student success in passing the WABO test on the first try.</p> <p>Adding the machine shop into the welding curriculum would help to evolve our program to new levels. The 2 industries are so close in nature, that it is vital for a welder to have machining skills.</p> <p>Adding Cooperative Work Experience will evolve our welding program greatly. It will allow students to work with our local industry before graduation. Giving them valuable work experience, and even a chance to showcase their abilities and potentially gain full-time employment immediately after graduation. An alternative will be built-in for any student who opts out of co-op or instructors feel that co-op would not be a good fit.</p> <p>The Advisory Board supports these additions. These additions will evolve the welding program to an even higher level of welding education. Advisory Board minutes are attached and highlighted in yellow, green, and blue. Each highlighted color for a different aspect of change to the degree/courses. Also see attached Program Planners for details on how the revisions will look.</p>		
<p><b>Resolution U-FF:</b> Nathan made a motion to approve; Jason seconded. Motion carried.  <i>Effective: Summer 2022</i></p>		
<b>Proposals from Nadine Lemmons (presented by Mark Gaither):</b>		
<b>GG.</b> Revise Course	<b>BTEC 10,</b> Keyboarding with Speed and Accuracy (credits)	5 cr, 110 lab
<p><b>Rationale:</b> Due to ctLink technology design, the division of original course credits was not ideal to meet the system needs as anticipated. This proposal is to return this course to the original number of credits.</p>		
<b>HH.</b> Revise Course	<b>BTEC 45,</b> Intro to MS Word (credits)	5 cr, 110 lab
<p><b>Rationale:</b> Due to ctLink technology design, the division of the original course was not ideal to meet the system needs as anticipated. This proposal is to return this course to the original number of credits.</p>		
<b>II.</b> Revise Course	<b>BTEC 110,</b> Keyboarding with Speed and Accuracy (credits)	5 cr, 110 lab
<p><b>Rationale:</b> Due to ctLink technology design, the division of the original course was not ideal to meet the system needs as anticipated. This proposal is to return this course to the original number of credits.</p>		
<b>JJ.</b> Revise Course	<b>BTEC 130,</b> Electronic Calculators I (description)	1 cr, 22 lab

<b>Rationale:</b> This course is 1 credit to satisfy the ACCT Technician program requirements. This course will be cross listed with BTEC 230 which is 2 credits, and is also the first credit of BTEC 230. The Accounting program only requires BTEC 130 and 1 credit of objectives. BTEC programs require both credits. BTEC 130 - 1 credit and BTEC 230 - 2 credits will be Co-Listed and share the same Canvas space - essentially 2 sections in the same course.		
<b>KK.</b> Revise Course	<b>BTEC 145, Intro to MS Word</b> (credits)	5 cr, 110 lab
<b>Rationale:</b> Due to ctcLink technology design, the division of the original course was not ideal to meet the system needs as anticipated. This proposal is to return this course to the original number of credits.		
<b>LL.</b> Revise Course	<b>BTEC 164, Medical Office Law &amp; Ethics</b> (title)	2 cr, 44 lab
<b>Rationale:</b> Update title of course to reflect current industry language.		
<b>MM.</b> Revise Course	<b>BTEC 230, Electronic Calculators II</b> (credits)	2 cr, 44 lab
<b>Rationale:</b> Due to ctcLink technology design, the division of the original course was not ideal to meet the system needs as anticipated. This proposal is to return this course to the original number of credits. This course is 2 credits to satisfy the BTEC program requirements. This course will be cross listed with BTEC 130 which is 1 credit, and also the first credit of BTEC 230. The Accounting program only requires BTEC 130 and 1 credit of objectives. BTEC 130 - 1 credit and BTEC 230 - 2 credits will be Co-Listed and share the same Canvas space - essentially 2 sections in the same course.		
<b>NN.</b> Revise Course	<b>BUS 294, Career Success</b> (objectives)	2 cr, 22 lec
<b>Rationale:</b> Revising course objectives to be able to cross-list with COLL 289 - intent is to be able to offer COLL 289 for 1 credit and BUS 294 for 2 credits, enable both courses to be offered in the same space, since 1 of the credits for both courses contain duplicate objectives. Additionally, clean up to program planners for all BTEC, BUS, and IT degrees so that they all require BUS 294 Career Success and eliminate BTEC and IT 294.		
<b>OO.</b> Retire Course	<b>BTEC 30, Keyboarding with Speed and Accuracy II</b> (retire)	2 cr, 44 lab
<b>Rationale:</b> Due to ctcLink technology design, the division of the original course was not ideal to meet the system needs as anticipated. This proposal is to retire a course that was developed due to the system technology design.		
<b>PP.</b> Retire Course	<b>BTEC 210, Keyboarding with Speed and Accuracy II</b> (retire)	2 cr, 44 lab
<b>Rationale:</b> Due to ctcLink technology design, the division of the original course was not ideal to meet the system needs as anticipated. This proposal is to retire a course that was developed due to the system technology design.		
<b>QQ.</b> Retire Course	<b>BTEC 245, Intro to MS Word II</b> (retire)	2 cr, 44 lab
<b>Rationale:</b> Due to ctcLink technology design, the division of the original course was not ideal to meet the system needs as anticipated. This proposal is to retire a course that was developed due to the system technology design.		
<b>RR.</b> Retire Course	<b>BTEC 294, Career Success</b> (retire)	2 cr, 22 lec
<b>Rationale:</b> All Business and IT programs will use BUS 294 Career Success instead of offering a 294 under each program discipline (BTEC, IT). One class for multiple programs.		
<b>SS.</b> Retire Course	<b>IT 294, Career Success</b> (retire)	2 cr, 22 lec
<b>Rationale:</b> All Business and IT programs will use BUS 294 Career Success instead of offering a 294 under each program discipline (BTEC, IT). One class for multiple programs.		
<b>TT.</b> Revise Certificate	<b>Administrative Support COP</b> (course requirements)	54-58 cr total
<b>Rationale:</b> Due to ctcLink technology design, the division of the original course was not ideal to meet the system needs as anticipated. This proposal is to return this course to the original number of credits. This course is 2 credits to satisfy the BTEC program requirements. This course will be cross listed with BTEC 130 which is 1 credit, and also the first credit of BTEC 230. The Accounting program only requires BTEC 130 and 1 credit of objectives.		
<b>UU.</b> Revise Degree	<b>Medical Office Administration AAS-T for LCC BAS-OLTM</b> (course requirements)	117 cr total
<b>Rationale:</b> Last November 11, 2020 curriculum committee Nadine was submitting proposals for variable credit removal and I also submitted a program proposal to clean up the Medical Office Administration with these changes among minor pathways, proposal request #26. At the very same time Dana was submitting the OLTM Transfer Track proposals which included Medical Office Administration, proposal request #22.		



The result was that the OLTM Med Office Admin track was not submitted with the updates that occurred at the very same meeting, so here we are, trying to correct it a year later.		
<b>Resolution GG-UU:</b> Jason made a motion to approve; Merry seconded. Motion carried. <i>Effective: Summer 2022</i>		
<b>Proposal from Becky Connolly:</b>		
<b>VV.</b> Revise Course	<b>ENGL 105</b> , Critical Reading and Writing Skills for College English (credits)	3 cr, 33 lec
<b>Rationale:</b> After much discussion and feedback from students and Guided Pathways, this course is best offered as a 3 credit lecture course to accommodate students' schedules and course load.		
<b>Resolution:</b> Tamara made a motion to approve; Jason seconded. Motion carried. <i>Effective: Summer 2022</i>		
<b>Proposals from Karen Joiner:</b>		
<b>WW.</b> Retire Course	<b>ECED 79</b> , Math Methodology for Educators I (retire)	1 cr, 11 lec
<b>XX.</b> Retire Course	<b>ECED 89</b> , Math Methodology for Educators II (retire)	1 cr, 11 lec
<b>YY.</b> Retire Course	<b>ECED 99</b> , Math Methodology for Educators III (retire)	1 cr, 11 lec
<b>ZZ.</b> Retire Course	<b>ECED 127</b> , Practicum II/Curriculum (retire)	3 cr, 11 lec, 66 clinical
<b>AAA.</b> Retire Course	<b>ECED 128</b> , Practicum III/Learning Stories (retire)	3 cr, 11 lec, 66 clinical
<b>BBB.</b> Retire Course	<b>ECED 137</b> , Building Bridges: Infant/Toddler Encouraging Healthy Physical Development (retire)	1 cr, 11 lec
<b>CCC.</b> Retire Course	<b>ECED 138</b> , Building Bridges: Infant/Toddler Responsive Learning Environments (retire)	1 cr, 11 lec
<b>DDD.</b> Retire Course	<b>ECED 186</b> , Social-Emotional Growth and Socialization (retire)	3 cr, 33 lec
<b>EEE.</b> Retire Course	<b>ECED 187</b> , Cognitive & Language Development for Infants & Toddlers (retire)	3 cr, 33 lec
<b>FFF.</b> Retire Course	<b>ECED 188</b> , Group Care for Infants & Toddlers (retire)	3 cr, 33 lec
<b>Rationale WW-FFF:</b> These courses are no longer needed as when we moved to the Washington State Stackables and Common Courses, these courses were absorbed into the new courses.		
<b>GGG.</b> Retire Degree	<b>Elementary Education AA-DTA for City U</b> (retire)	90 cr total
<b>Rationale:</b> Retirement of the Elementary Education AA-DTA for City U is needed as City U is no longer an LCC partner.		
<b>Resolution WW-GGG:</b> Courtney made a motion to approve; Becky seconded. Motion carried. <i>Effective: Summer 2022</i>		

The meeting adjourned at 4:35 pm. The next meeting will be held Wednesday, January 12 @ 3:00 pm via Zoom.