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## Curriculum Committee Meeting Minutes

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Merry Bond, Co-chair, Dean of Instructional Programs  
Gina Challed, Performing and Visual Arts, Communications, & Library  
Mark Gaither, Business & Information Technology  
Stefanie Gilberti, Dean of Instructional Programs & Learning Resources  
Tamra Gilchrist, Co-chair, Dean of Instructional Programs  
Ashleigh Kruckenberg, Education, BAS, and Industrial Technology  
Fox Leavens, Language & Literature  
Elissa Loren, College & Career Prep  
Jason Malozzi, Mathematics & Engineering  
Joanna Mosser, Social Science & Humanities  
Tamara Norton, Nursing, Allied Health, and Wellness  
Morgan Salisbury, Natural Science  
Theresa Stalick, Dean of Instructional Programs  
ASLCC Student Representative

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To: Committee Members  
From: Tamra Gilchrist and Merry Bond, Co-Chairs  
Subject: Minutes from November 8, 2024, Meeting  
Date: November 14, 2024

Copies to:  
Library, Magnus Altmayer,  
Rosemary Perkins, April Tovar Villa,  
Britney Deal, Dani Trimble

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Members Present: Gina Challed, Mara Slabu, Jason Malozzi, Joanna Mosser, Mark Gaither, Ashleigh Kruckenberg, Elissa Loren, Tamara Norton, Adam Wolfer, Stefanie Gilberti, Merry Bond, Tamra Gilchrist

Also attended: Jessica Kooiman, Anita Quirk, Nathan Shepherd, Don Derkacht, Amy Boultinghouse, Alma Mendoza, Josie Zbaeren, Amber Lemiere, Elena Boleyn-Ross, Jolynn Amrine, Rosemary Perkins, Ashley Cahill, Magnus Altmayer, Michaela Jackson, David Rosi, Mersady Hurley, Tanya Pisarchuk, and Nicole Buffham, Recorder

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The Curriculum Committee met Friday, November 8 at 1:00 pm via Zoom.  
Opening remarks were made by Tamra Gilchrist.

### Informational Items:

**INFO 1 – HUM 255:** Clarification added to the HUM 255 course description; “Restricted to students admitted to the LPN-entry options of the associate degree nursing program.”  
Effective Summer 2025

**Informational Items:**

**INFO 2 – RN Programs:** The Nursing Care Quality Assurance Commission (NCQAC) is now the Washington State Board of Nursing (WABON). This will be corrected in the description on all three RN programs; Registered Nurse AN-DTA/MRP, LPN2RN Campus Based Opt-in Option AN-DTA/MRP, and LPN2RN eLearning AN-DTA/MRP.  
Effective Summer 2025

**INFO 3 – Global Skills and Non-Discrimination:** Degrees and courses that have old terminology related to Global Skills will be revised to current terminology. Courses will also be revised to add the required non-discrimination statement.  
Effective Summer 2025

**INFO 4 – Form Updates:**

- ENGL& 101 - English Composition I, 5 cr, 55 lec
- BUS 104 - Business Math, 5 cr, 55 lec

Effective Summer 2025

**Special Information Items from Amy Boultinghouse:**

**SPECIAL INFO 1 – NURS 90:** Washington State Board of Nursing (WABON) mandated content revisions affect the course credits, description, and outcomes.  
Effective Summer 2025

**SPECIAL INFO 2 – Nursing Assistant COC:** WABON mandated changes to NURS 90 affect the Nursing Assistant program description, credits, and outcomes.  
Effective Summer 2025

**Resolution Special Info 1-2:** Jason made a motion to approve; Mark seconded. Motion carried.  
*Effective Summer 2025*

**Proposal Items:**

**Proposal from Jessica Kooiman:**

<b>A. New Course</b>	<b>NUTR 201, Lifespan Nutrition</b> (new)	5 cr, 55 lec
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**Rationale:** Each quarter, we have approximately 200 students complete NUTR&101. Elena Boleyn-Ross and I have had numerous students over the years ask if we offer additional courses in the field of nutrition. Offering this new course once a year will provide interested students an opportunity to take what they have learned in the introductory course and apply that knowledge at a deeper level. Students would be able to use NUTR&101 and NUTR 201 to satisfy 10 of the 15 natural science credits required for the AA-DTA.

**Resolution:** Gina made a motion to approve; Jason seconded. Motion carried.  
*Effective Summer 2025*

<b>Proposal Items:</b>		
<b>Proposal from Josie Zbaeren:</b>		
<b>B.</b> Revise Degree	<b>Early Childhood Education AAS</b> (courses)	96 cr total
<p><b>Rationale:</b> We are replacing ECED 225 (STEAM in Early Child) with EDUC 230 Social Skill Development &amp; Trauma Informed Teaching as requested by our Advisory Board and to stay aligned with the BAS-TE and OSPI (Office of Superintendent of Instruction). We are allowing the option between EDUC&amp; 205 Introduction to Education with field placement OR EDUC&amp; 202 Introduction to Education. Many of our students meet the required volunteer hours through their ECE field placement. In addition, we are replacing ECED 263 (Practicum IV Professionalism) with EDUC 246 Linguistically Diverse Education to stay aligned with the BAS-TE and OSPI (Office of Superintendent of Instruction) This will offer a competitive, diverse workforce.</p>		
<p><b>Resolution:</b> Stef made a motion to approve; Joanna seconded. Motion carried. <i>Effective Summer 2025</i></p>		
<b>Proposals from or presented by Kali Brandt (Tamara Norton):</b>		
<b>C.</b> Revise Course	<b>NURS 246, Skills Lab</b> (credits)	5 cr, 110 lab
<p><b>Rationale:</b> The increase in course credits from 2 to 5 reflects the substantial work students are completing, ensuring credit hours align with the course workload and learning expectations. This adjustment also helps students maintain a balanced credit load, which is particularly beneficial for those relying on financial aid, as it supports consistent eligibility and planning.</p>		
<b>D.</b> Revise Course	<b>NURS 247, Clinical Practicum</b> (credits)	5-8 cr, 176 lab
<p><b>Rationale:</b> Adjusting credits to be appropriate with course time/load.</p>		
<b>E.</b> Revise Degree	<b>LPN2RN eLearning AN-DTA/MRP</b> (course credits)	135 cr total
<p><b>Rationale:</b> The course credits for NURS 246 and 247 are changing to align with current practice.</p>		
<p><b>Resolution C-E:</b> Jason made a motion to approve; Gina seconded. Motion carried. <i>Effective Summer 2025</i></p>		
<b>Proposals from Anita Quirk:</b>		
<b>F.</b> Revise Course	<b>CJ&amp; 101, Introduction to Criminal Justice</b> (description, outcomes)	5 cr, 55 lec
<p><b>Rationale:</b> The current plan, effective Summer 2007, is outdated and, at minimum, has to be moved to the current course plan form.</p>		

<b>Proposal Items:</b>		
<p>The course description language should be changed and updated to reflect changes in the field and what we teach. The learning outcomes need to be updated so they can be assessed and overall they need simplification.</p>		
<b>G.</b> Revise Degree	<b>Criminal Justice AAS</b> (course option, outcomes)	94-96 cr total
<p><b>Rationale:</b> The proposal is to add CMST&amp; 230 Small Group Communication as an option along with CMST&amp; 220 Public Speaking, which is the current requirement. This will mirror the AA-DTA Criminal Justice Focus degree. Our Criminal Justice Advisory Committee approved adding this course as an option.</p>		
<b>H.</b> Revise Degree	<b>Criminal Justice Focus AA-DTA</b> (course option, outcomes)	90 cr total
<p><b>Rationale:</b> Change in the Area of Study Outcomes will allow for more accurate outcomes assessment. While ENGL&amp; 235 Technical Writing may be useful, it does not cover the necessary skills that ENGL&amp; 102 covers per the course description, such as inquiry and research, synthesis and analysis, and argumentation and reasoning.</p>		
<p><b>Resolution F-H:</b> Mark made a motion to approve; Ashleigh seconded. Motion carried. <i>Effective Summer 2025</i></p>		
<b>Proposals from Jolynn Amrine:</b>		
<b>I.</b> Revise Course	<b>ENGL&amp; 111, Intro to Literature (was ENGL 108)</b> (CC subject, number, description, outcomes)	5 cr, 55 lec
<p><b>Rationale:</b> Course subject and number have changed to be in alignment with CCN. Description and outcomes have been updated to reflect current best practices.</p>		
<b>J.</b> Revise Course	<b>ENGL&amp; 254, World Literature I (was ENGL 260)</b> (CC subject, number, description, outcomes)	5 cr, 55 lec
<p><b>Rationale:</b> Course subject and number have changed to be in alignment with CCN. Description and outcomes have been updated to reflect current best practices.</p>		
<p><b>Resolution I-J:</b> Merry made a motion to approve; Mark seconded. Motion carried. <i>Effective Summer 2025</i></p>		
<b>K.</b> Diversity Course	<b>ENGL&amp; 254, World Literature I</b> (diversity)	5 cr, 55 lec

<b>Proposal Items:</b>		
<b>Rationale:</b> ENGL& 254 explores a diverse set of literature from around the world. Course emphasizes the social, historical, and cultural contexts that shape world literature.		
<b>Resolution:</b> Joanna made a motion to approve; Gina seconded. Motion carried. <i>Effective Summer 2025</i>		
<b>Proposals from or presented by Amber Lemiere:</b>		
L. Revise Course	<b>ENGL 105, Critical Reading and Writing Skills for College English</b> (credits)	3 cr, 66 lab
<b>Rationale:</b> English 105 is a support class for 101 and college level writing across the curriculum, and the course materials are best delivered through a lab model where students receive all of the "guided practice" during classroom contact hours. The course will be offered as hybrid to allow the required minutes to fit within the typical block of a 5-credit course; a small amount of at home lab work will be assigned.		
<b>Resolution:</b> Stef made a motion to approve; Mara seconded. Motion carried. <i>Effective Summer 2025</i>		
M. Retire Courses	<b>CHIN&amp; 121 / 122 / 123, Chinese I:DIV / Chinese II:DIV / Chinese III:DIV</b> (retire)	5 cr, 55 lec (each)
<b>Rationale:</b> No longer offered.		
N. Retire Courses	<b>ENGL 221 / 222, Teaching &amp; Tutoring Writing I, Teaching &amp; Tutoring Writing II</b> (retire)	2-5 cr, 55 lec 4-5 cr, 55 lec
<b>Rationale:</b> Course has not run for 5+ years and when it did run, faculty members struggled with enrollment. We can accomplish the work of this course through other avenues outside of curriculum.		
<b>Resolution M-N:</b> Merry made a motion to approve; Jason seconded. Motion carried. <i>Effective Summer 2025</i>		
O. Revise Course	<b>ENGL 204, The Novel</b> (description, outcomes)	5 cr, 55 lec
<b>Rationale:</b> Updating the course to match the current form and reflect outcomes that are concise and contemporary.		
<b>Resolution:</b> Mark made a motion to approve; Mark seconded. Motion carried. <i>Effective Summer 2025</i>		

<b>Proposal Items:</b>		
<b>P.</b> Revise Course	<b>HUM 124, Arts Magazine Publication I</b> (credits, description, outcomes)	1-5 cr, 55 lec
<b>Q.</b> Revise Course	<b>HUM 125, Arts Magazine Publication II</b> (credits, description, outcomes)	1-5 cr, 55 lec
<b>R.</b> Revise Course	<b>HUM 126, Arts Magazine Publication III</b> (credits, description, outcomes)	1-5 cr, 55 lec
<p><b>Rationale:</b> The magazine has evolved and grown over the past many years, and we would like to expand the curricular opportunities for students who may want to earn as many as 5 credits per quarter exploring the publication process and industry in more depth, including both print and digital publishing. In our region, transfer institutions provide unique and expanded opportunities in bookmaking, publishing, literary magazines, etc. (Portland hosts one of the only Bookmaking degree programs with their own local press), and we hope to give students the ability to transition more seamlessly into those programs if interested, or merely a creative opportunity to earn their required Humanities credits via an experiential course.</p>		
<p><b>Resolution P-R:</b> Merry made a motion to approve; Jason seconded. Motion carried. <i>Effective Summer 2025</i></p>		
<b>S.</b> Revise Course	<b>ENGL&amp; 236, Creative Writing I (was ENGL 231)</b> (CC subject, number)	5 cr, 55 lec
<p><b>Rationale:</b> To align with the common course numbering system; to update our outcomes with current scholarship in the discipline</p>		
<b>T.</b> Revise Course	<b>ENGL&amp; 237, Creative Writing II (was ENGL 232)</b> (CC subject, number, description)	5 cr, 55 lec
<p><b>Rationale:</b> We've changed the numbering to be a common course number; the outcomes have been revised to reflect current scholarship in the discipline.</p>		
<b>U.</b> Revise Course	<b>ENGL&amp; 238, Creative Writing III: Nonfiction (was ENGL 234)</b> (CC subject, number)	5 cr, 55 lec
<p><b>Rationale:</b> Changing to a common course number</p>		
<p><b>Resolution S-U:</b> Ashleigh made a motion to approve; Joanna seconded. Motion carried. <i>Effective Summer 2025</i></p>		
<b>Proposals from Elena Boleyn-Ross:</b>		

<b>Proposal Items:</b>		
<b>V.</b> New Course	<b>HLTH 265, Mind and Body Health</b> (new)	2 cr, 22 lec
<p><b>Rationale:</b> This course fills a hole in the curriculum for the Health Coaching Certificate, and will be a requirement for that certificate program. The course will also serve as an elective class for all students at LCC. With current trends and interest in mindfulness and self care, any and all individuals would benefit from taking this course.</p>		
<p><b>Resolution:</b> Jason made a motion to approve; Gina seconded. Motion carried. <i>Effective Summer 2025</i></p>		
<b>W.</b> Revise Course	<b>PHED 128, Weight Training</b> (description, outcomes)	2 cr, 22 lec
<p><b>Rationale:</b> The former course description did not fit the current course. The descriptions for 128 and 228 were previously the same, and needed differentiation. The previous outcomes were not specific nor fully representative of the course.</p>		
<b>X.</b> Revise Course	<b>PHED 228, Advanced Weight Training</b> (title, description, outcomes)	2 cr, 22 lec
<p><b>Rationale:</b> The former course description did not fit the current course. The descriptions for 128 and 228 were previously the same, and needed differentiation. The previous outcomes were not specific nor fully representative of the course.</p>		
<b>Y.</b> Revise Course	<b>PHED 295, Personal Training Instruction</b> (credits)	5 cr, 44 lec, 22 lab
<p><b>Rationale:</b> The course text and subsequent material and activities are representative of a 5 credit course. The course requires more time and includes more content than a 3 credit course allows. Changing this course to 5 credits will provide the time necessary to cover the course materials and also allow students to receive the credits representative of the time put into the class.</p>		
<p><b>Resolution W-Y:</b> Jason made a motion to approve; Ashleigh seconded. Motion carried. <i>Effective Summer 2025</i></p>		
<b>Z.</b> New Certificate	<b>Group Fitness Instructor COC</b> (new)	12 cr total
<b>AA.</b> New Certificate	<b>Health Coach COC</b> (new)	16 cr total

<b>Proposal Items:</b>		
<b>BB.</b> New Certificate	<b>Personal Training COC</b> (new)	18 cr total
<p><b>Rationale:</b> The current (old) certificate program covers personal training, group fitness, and health coaching all together in one certificate. Other colleges that offer similar certificate programs have theirs offered separately, and we feel that our programs will be more successful broken up into their specific areas. The goal is to separate out the 3 areas into their own certificate programs, allowing students to pick and choose which certificate/s fit their personal interests. While the individual certificates (COCs) don't allow for financial aid, most students include the certificate program into the AA/DTA for Health and Fitness, so they can receive financial aid and their 2 year degree, while getting a specific certificate in their area of interest.</p>		
<p><b>Resolution Z-BB:</b> Joanna made a motion to approve; Jason seconded. Motion carried. <i>Effective Summer 2025</i></p>		
<b>Proposals from Ashley Cahill:</b>		
<b>CC.</b> Revise Course	<b>EDUC 300, Foundations of Teacher Education</b> (outcomes)	5 cr, 55 lec
<p><b>Rationale:</b> In order to meet PESB art standards an outcome has been added to the course.</p>		
<b>DD.</b> Revise Course	<b>EDUC 319, Anti-Bias Education</b> (outcomes)	5 cr, 55 lec
<p><b>Rationale:</b> Changing the word parents to families to be more inclusive.</p>		
<b>EE.</b> Revise Course	<b>EDUC 325, Intro to SPED</b> (outcomes)	5 cr, 55 lec
<p><b>Rationale:</b> Elaborated on one outcome to better meet state guidelines (PESB) standards</p>		
<b>FF.</b> Revise Course	<b>EDUC 340, Concepts of Motor Skills</b> (outcomes)	1 cr, 11 lec
<p><b>Rationale:</b> In order to meet PESB art standards an outcome has been added to the course.</p>		
<b>GG.</b> Revise Course	<b>EDUC 403, Clinical Seminar in ELL Instruction</b> (credits)	3 cr, 33 lec
<p><b>Rationale:</b> The increase in a credit corresponds to the increase in workload to support the content needs for the new ELL endorsement for the BAS-TE program.</p>		



<b>Proposal Items:</b>		
<b>HH.</b> Revise Course	<b>EDUC 410, Science Methods</b> (outcomes)	4 cr, 44 lec
<b>Rationale:</b> In order to meet PESB art standards an outcome has been added to the course.		
<b>II.</b> Revise Course	<b>EDUC 420, Social Studies for Teachers</b> (outcomes)	4 cr, 44 lec
<b>Rationale:</b> In order to meet PESB art standards an outcome has been added to the course.		
<b>Resolution CC-II:</b> Jason made a motion to approve; Mark seconded. Motion carried. <i>Effective Summer 2025</i>		
<b>JJ.</b> Retire Course	<b>EDUC 301, Practicum I</b> (retire)	4 cr, 11 lec, 99 clinical
<b>Rationale:</b> A restructure of student teaching was approved by curriculum committee in the Spring, we forgot to retire this course.		
<b>KK.</b> Retire Course	<b>EDUC 302, Practicum II</b> (retire)	4 cr, 11 lec, 99 clinical
<b>Rationale:</b> A restructure of student teaching was approved by curriculum committee in the Spring, we forgot to retire this course.		
<b>LL.</b> Retire Course	<b>EDUC 350, Creative Arts Across the Curriculum</b> (retire)	1 cr, 11 lec
<b>Rationale:</b> The learning outcomes of this one-credit art methods course have been incorporated into the relevant methods courses, allowing for an interdisciplinary approach that better reflects the real-world responsibilities of TK-8th grade classroom teachers. This integration ensures that the arts are woven into the broader curriculum in a way that is more practical and meaningful for future educators.		
<b>Resolution JJ-LL:</b> Merry made a motion to approve; Gina seconded. Motion carried. <i>Effective Summer 2025</i>		
<b>MM.</b> Revise Degree	<b>Teacher Education BAS</b> (courses, description, outcomes)	180 cr total (90 lower-div, 90 upper-div)
<b>Rationale:</b> The demand for teachers with an ELL endorsement is rapidly growing. With increasing numbers of multilingual students entering classrooms across the region, there is a significant shortage of educators equipped to support their academic language development. An ELL endorsement enables teacher candidates to specialize in this high-need area, ensuring that schools can meet both state and federal mandates for providing adequate instruction to English learners.		

**Proposal Items:**

Many local school districts are experiencing a demographic shift, resulting in more students whose first language is not English. Local districts are working to offer effective ELL programs to support student success. By creating an ELL endorsement within our teacher prep program, graduates will be better prepared to serve in these local districts, helping to fill a staffing gap. This alignment strengthens partnerships between the program and local schools, ensuring that teacher candidates are trained to meet real, immediate needs in the field.

An ELL endorsement provides teacher candidates with a specialized skill set, making them more competitive in the job market. As schools seek teachers with expertise in serving diverse learners, those with ELL endorsements will stand out to potential employers. This endorsement enhances graduates' versatility, allowing them to work in various educational settings, from general education to specialized language support roles. By equipping teacher candidates with the tools to meet the needs of multilingual students, the program positions them for long-term career success in an increasingly diverse educational landscape.

**Resolution:** Stef made a motion to approve; Jason seconded. Motion carried.  
*Effective Summer 2025*

**Proposals from Don Derkacht and David Rosi:**

<b>NN.</b> Revise Course	<b>CS 170, Fundamentals of Computer Programming</b> (prerequisites, outcomes)	5 cr, 44 lec, 22 lab
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**Rationale:** Prerequisites are changed. I am also removing the Course Outcome "Review the current literature and write at least one review article dealing with some aspect of computer science."

<b>OO.</b> Revise Course	<b>CS 270, Data Structures I</b> (prerequisites, outcomes)	5 cr, 55 lec
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**Rationale:** Pre-requisites and removal of an outcome.

<b>PP.</b> Revise Course	<b>CS 275, Object-Oriented Programming</b> (outcomes)	5 cr, 55 lec
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**Rationale:** I am deleting a Course Outcome and replacing it with another.

<b>QQ.</b> Revise Course	<b>CS 280, Advanced Data Structures</b> (outcomes)	5 cr, 55 lec
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**Rationale:** Elimination of the course outcome and replacing it with another.

**Resolution NN-QQ:** Jason made a motion to approve; Gina seconded. Motion carried.  
*Effective Summer 2025*

**Proposals from David Rosi:**

<b>Proposal Items:</b>		
<b>RR.</b> New Course	<b>CS 305, Linear Algebra with CS Applications</b> (new)	5 cr, 33 lec, 44 lab
<b>Rationale:</b> Required course as part of new 4 year BSCS degree		
<b>Resolution:</b> Mark made a motion to approve; Jason seconded. Motion carried. <i>Effective Summer 2025</i>		
<b>SS.</b> New Course	<b>IT 236, Network and Systems Automation</b> (new)	5 cr, 33 lec, 44 lab
<b>Rationale:</b> More appropriately aligns with current jobs in IT and Skills for career for degree		
<b>Resolution:</b> Mara made a motion to approve; Jason seconded. Motion carried. <i>Effective Summer 2025</i>		
<b>TT.</b> Revise Degree	<b>Information Technology Systems AAS</b> (revision)	105-113 cr total
<b>Rationale:</b> Advisory request for wording in outcomes to include security and change in program course requirement to replace IT235 with new IT236 which better aligns with required job skills for entry IT employees.		
<b>Resolution:</b> Gina made a motion to approve; Mark seconded. Motion carried. <i>Effective Summer 2025</i>		
<b>Proposals from David Rosi and Michaela Jackson:</b>		
<b>UU.</b> New Course	<b>CS 310, Programming Languages</b> (new)	5 cr, 55 lec
<b>VV.</b> New Course	<b>CS 318, Computer Architecture</b> (new)	5 cr, 55 lec
<b>WW.</b> New Course	<b>CS 320, Databases and Information Management Systems</b> (new)	5 cr, 55 lec
<b>XX.</b> New Course	<b>CS 334, Data Structures and Algorithms</b> (new)	5 cr, 55 lec
<b>YY.</b> New Course	<b>CS 340, Operating Systems</b> (new)	5 cr, 55 lec

<b>Proposal Items:</b>		
<b>ZZ.</b> New Course	<b>CS 350, Software Engineering</b> (new)	5 cr, 55 lec
<b>AAA.</b> New Course	<b>CS 402, Statistical Methods for User Research</b> (new)	5 cr, 55 lec
<b>BBB.</b> New Course	<b>CS 410, Computer Networks</b> (new)	5 cr, 55 lec
<b>CCC.</b> New Course	<b>CS 420, Cloud Computing Software and Services</b> (new)	5 cr, 55 lec
<b>DDD.</b> New Course	<b>CS 430, Software Design and Implementation</b> (new)	5 cr, 55 lec
<b>EEE.</b> New Course	<b>CS 435, Secure Software Development</b> (new)	5 cr, 55 lec
<b>FFF.</b> New Course	<b>CS 440, Software Design Team Project</b> (new)	5 cr, 55 lec
<b>GGG.</b> New Course	<b>CS 450, Security Foundations</b> (new)	5 cr, 55 lec
<b>HHH.</b> New Course	<b>CS 455, Data Science Development</b> (new)	5 cr, 55 lec
<b>III.</b> New Course	<b>CS 495, Capstone/Internship</b> (new)	5 cr, 55 lec
<b>Rationale:</b> These are new courses for the BSCS degree.		
<b>Resolution UU-III:</b> Stef made a motion to approve; Ashleigh seconded. Motion carried. <i>Effective Summer 2025</i>		
<b>JJJ.</b> New Degree	<b>Bachelor of Science Computer Science (BSCS)</b> (new)	180 cr total (90 cr lower-division, 90 cr upper-division)
<b>Rationale:</b> The addition of a Bachelor of Science in Computer Science program aligns closely with Lower Columbia College's strategic plan, which prioritizes academic excellence, workforce readiness,		

**Proposal Items:**

and partnerships with industry. This program will enhance local students' access to high-quality education in computer science without requiring them to relocate, thereby addressing both regional and state workforce shortages in technology.

This Bachelor of Science in Computer Science program will serve as a bridge between student potential and employer demand, fulfilling Lower Columbia College's mission to empower students and contribute to the economic vitality of the region. Through this program, Lower Columbia College aims to foster a pipeline of skilled, innovative, and adaptable computer science graduates who are ready to drive the future of Washington State's tech industry.

Washington State continues to see a significant demand in the technology sector. Computer Science and Information Technology has been identified as critical areas for workforce development, with a growing gap between the number of qualified graduates and job openings in the sector. Despite the strong industry demand, current programs within the state are not producing enough graduates to meet this demand, creating an ongoing talent shortfall that affects the competitive edge of both established and emerging companies in the region.

In response to this industry need, the Washington State Board for Community and Technical Colleges (SBCTC) has launched multiple initiatives aimed at increasing the number of students prepared for careers in technology. The SBCTC recognizes that accessible, high-quality bachelor's degree programs at community colleges are essential to producing graduates who meet the specific workforce needs of Washington State's technology sector.

**Resolution:** Jason made a motion to approve; Mark seconded. Motion carried.  
*Effective Summer 2025*

**Proposal from Michaela Jackson:**

KKK.New Degree

**Associate of Applied Science in  
Automation, Instrumentation, &  
Industrial Maintenance (AIIM)**  
(new)

99 cr total

**Rationale:** Industrial environments are evolving rapidly, driven by the shift to automation and data-driven processes. Manufacturing, utilities, and other industries now rely heavily on automated systems and specialized instruments to optimize performance, monitor safety, and maintain productivity. Essential skills in automation and instrumentation, including control systems, sensors, and digital interfaces, have become critical for technicians. A dedicated AIIM degree will provide students with the technical proficiency and hands-on experience necessary to meet these updated industry standards.

There is a strong labor demand for skilled technicians in automation and industrial maintenance. According to national labor statistics and regional workforce assessments, employers face challenges in recruiting qualified personnel who can install, troubleshoot, and maintain automation systems. These positions offer solid career pathways with competitive wages and room for advancement. An AAS in AIIM will help meet the immediate workforce needs of local and regional employers, preparing students for high-demand roles in a variety of industries.

Technological advancements, predictive maintenance, and machine learning are transforming how industrial systems are monitored and maintained. Emerging technologies require specialized knowledge of programmable logic controllers (PLCs), human-machine interfaces (HMIs), and remote diagnostics. By offering an AIIM degree, the college will provide students with training on cutting-edge technologies and

**Proposal Items:**

modern instrumentation. Graduates will enter the workforce prepared to adapt to these innovations, enhancing local employers' competitiveness in a global market and contributing to sustainable economic growth.

**Resolution:** Mark made a motion to approve; Jason seconded. Motion carried.  
*Effective Summer 2025*

**Proposals from Tamra Gilchrist:****LLL.** Revise Course

**BLPT 120, Blueprint Reading for Industrial Technology**  
(credits, description)

2 cr, 22 lec

**Rationale:** Requesting to 'un-retire' BLPT 120 with revisions to address needs for the newly proposed AIIM degree.

**MMM.** Revise Course

**MFG 100, Foundational Skills for the Trades**  
(credits, description)

2 cr, 11 lec, 22 lab

**Rationale:** Requesting to 'un-retire' MFG 100 with revisions to address needs for the new AIIM degree. Removing the previous college success related curriculum and enhancing the technical core skills for the trades.

**Resolution LLL-MMM:** Jason made a motion to approve; Stef seconded. Motion carried.  
*Effective Summer 2025*

**NNN.** New Course

**IMIN 215, Programmable Logic Controllers**  
(new)

5 cr, 55 lec

**OOO.** New Course

**IMIN 230, Process Technology Equipment**  
(new)

4 cr, 44 lec

**PPP.** New Course

**IMIN 240, Instrumentation Fundamentals**  
(new)

5 cr, 55 lec

**QQQ.** New Course

**IMIN 260, Advanced Instrumentation**  
(new)

5 cr, 44 lec, 22 lab

**RRR.** New Course

**ROBT 260, Introduction to Robotics**  
(new)

5 cr, 44 lec, 22 lab

**SSS.** New Course

**ROBT 270, Robotics in Automation**  
(new)

5 cr, 44 lec, 22 lab

<b>Proposal Items:</b>		
<b>Rationale:</b> Requesting new courses to meet the needs of industry for the proposed AIIM degree.		
<b>Resolution NNN-SSS:</b> Jason made a motion to approve; Stef seconded. Motion carried. <i>Effective Summer 2025</i>		
<b>Proposals from Ashleigh Kruckenberg:</b>		
<b>TTT.</b> Revise Course	<b>EDUC 191, Field Experience 1</b> (outcome)	5 cr, 22 lec, 99 field studies
<b>Rationale:</b> Advisory committee feedback and school district input after the course ran the first time.		
<b>UUU.</b> New Course	<b>EDUC&amp; 202, Intro to Education</b> (new)	5 cr, 55 lec
<b>Rationale:</b> With two pathways now for field experience that lead to the TE program, students being required to take EDUC& 205 as a pre-requisite to BAS-TE has created some additional strains on school districts and students for placements since the ECED, EDUC and EDUC& 205 placements differ. To help lessen the strain on all pathways, districts and students our advisory committee developed a plan to offer EDUC& 202 or EDUC& 205 for students who may not need field experience hours outside of their current degree programs or work positions to apply for BAS-TE.		
<b>Resolution:</b> See resolution for XXX. <i>Effective Summer 2025</i>		
<b>VVV.</b> Diversity Course	<b>EDUC&amp; 202, Intro to Education</b> (diversity)	5 cr, 55 lec
<b>Rationale:</b> EDUC& 202 meets the diversity requirements through exploring contemporary and past issues of concern for education and history in the United States. This course contains the same material as EDUC& 205, with an additional credit of lecture information. EDUC& 205 is currently a diversity course at LCC. We are adding this course as an option for students who do not need the field experience credit that EDUC& 205 offers.		
<b>Resolution:</b> Mark made a motion to approve; Mara seconded. Motion carried. <i>Effective Summer 2025</i>		
<b>WWW.</b> New Course	<b>EDUC 245, Collaborative Instruction and Classroom Support</b> (new)	5 cr, 55 lec
<b>Rationale:</b> Advisory committee provided feedback regarding gaps in curriculum and identified small groups and supporting instruction as an area of need for paraeducators.		

<b>Proposal Items:</b>		
<b>XXX.</b> New Course	<b>EDUC 255, Crisis Management and Support in Inclusive Classrooms</b> (new)	3 cr, 33 lec
<b>Rationale:</b> Based on feedback from advisory committee and school districts the program needed a course that focused on strategies for paraeducators who support students that are experiencing unexpected classroom behaviors that can cause distractions in the learning environment.		
<b>Resolution TTT-UUU, WWW-XXX:</b> Mark made a motion to approve; Jason seconded. Motion carried. <i>Effective Summer 2025</i>		
<b>YYY.</b> Revise Degree	<b>Education AAS</b> (revision)	92 cr total
<b>Rationale:</b> Based on advisory feedback courses have been added and adjusted to better fit industry needs. Also end of program student learning outcomes were not encompassing of the entire program.		
<b>Resolution:</b> Ashleigh will submit the final version of the degree requirements showing the changes discussed during the meeting. Jason made a motion to approve; Gina seconded. Motion carried. <i>Effective Summer 2025</i>		
<b>Proposals from Mark Gaither:</b>		
<b>ZZZ.</b> New Course	<b>BTEC 126, Introduction to Hospitality &amp; Convention Services</b> (new)	5 cr, 55 lec
<b>Rationale:</b> This course is intended to be for the Administrative Services Manager degree with the Hospitality & Convention Services focus area. It can also be taken as an elective course for Business Management and general transfer degree students. This course will be attractive to students who desire to be employed in the Hospitality, Convention, and Event Planning career path. Possible occupations in the local area could include: Theatre, Hotel, Restaurant, Convention Center, Casino, Non-Profit Organizations SW Regional Employers could include but not limited to: Ilani Casino, McMenamins, Peacehealth, Kaiser, Youth and Family Link, Rotary, Chamber of Commerce, Cowlitz County Event Center, Cowlitz County Fairgrounds, Lower Columbia College, Lower Columbia Theatre, and United Way This proposal is being communicated for vote to the advisory board via email.		
<b>AAAA.</b> New Course	<b>BTEC 127, Event Planning &amp; Management</b> (new)	5 cr, 55 lec
<b>Rationale:</b> This course is intended to be for the Administrative Services Manager degree with the Hospitality & Convention Services focus area. It can also be taken as an elective course for Business		



**Proposal Items:**

Management and general transfer degree students. This course will be attractive to students who desire to have a specialization in Hospitality, Convention, and Event Planning career path.

Possible occupations in the local area could include:

Theatre, Hotel, Restaurant, Convention Center, Casino, Non-Profit Organizations

SW Regional Employers could include but not limited to:

Ilani Casino, McMenamins, Peacehealth, Kaiser, Youth and Family Link, Rotary, Chamber of Commerce, Cowlitz County Event Center, Cowlitz County Fairgrounds, Lower Columbia College, Lower Columbia Theatre, and United Way

This proposal is being communicated for vote to the advisory board via email.

**BBBB.** New Course

**BTEC 128, Social Influencing & Digital Marketing**  
(new)

5 cr, 55 lec

**Rationale:** This course is intended to be for the Administrative Services Manager degree with the Recreation & Club Management focus area. It can also be taken as an elective course for Business Management and general transfer degree students. This course will be attractive to students who desire to have a specialization in any recreation or entertainment industry where the use of Social Media and Digital Communication will be a large part of communication effort to the community. This is an essential skill for students working toward any business credential.

Possible occupations in the local area could include:

Theatre, Convention Center, Casino, Sports & Athletics Clubs, Parks & Recreation, Non-Profit Organizations

SW Regional Employers could include but not limited to:

Ilani Casino, McMenamins, Youth and Family Link, Chamber of Commerce, Cowlitz County Event Center, Cowlitz County Fairgrounds, Parks and Recreation, Lower Columbia College, and YMCA

**CCCC.** Revise Degree

**Administrative Services Manager AAS  
Administrative Services Manager AAS-T**  
(new specialization - courses)

106 cr total

**Rationale:** In an effort to attract new students and working professionals at some of our larger employers, we are REVISING the Administrative Services Manager AAS/AAS-T degree to provide two new AREAS OF SPECIALIZATION in the Hospitality & Convention Services and the Recreation, Entertainment & Sport Management fields. This will add 2 additional courses for either area of chosen specialization.

Students can become employed in a management capacity with organizations from the theater, Convention Center, Casino, Sports & Athletics Clubs, Parks & Recreation, Service Clubs, Non-Profit Organizations, Hotels, and Restaurants industries.

Some of the SW Regional Employers could include but not limited to:

Ilani Casino, McMenamins, Youth and Family Link, Peacehealth, Kaiser, Chamber of Commerce, Rotary, Cowlitz County Event Center, Cowlitz County Fairgrounds, Cowlitz Black Bears, Ridgefield Raptors, Cowlitz Soccer Clubs, Cowlitz Elite Volleyball Clubs, Parks and Recreation, Lower Columbia College, YMCA, United Way, and Lower Columbia Theatre.

**Proposal Items:**

\*\*\*With the addition of the Illani hotel, the event center will be able to deliver a broader range of conventions, conferences, and events. Each year the summer college baseball programs in Longview and Ridgefield reach out to faculty to hire interns to run the summer business activities associated with their programs. The Cowlitz Event Center would benefit greatly from internship students. This provides an opportunity for our students to be prepared for employment as well as a potential working relationship as a cooperative learning work experience employer for students in the program.\*\*\*  
This proposal is being communicated to the advisory board for vote via email.

**DDDD.** New Certificate

**Hospitality & Convention Services  
Management COC**  
(new)

18 cr total

**Rationale:** In an effort to attract new student and working professionals at some of our larger employers, we are developing a short-term certificate of specialization for Hospitality & Convention Services. Students can become employed in a management capacity with organizations from the Theatre, Convention Center, Casino, Sports & Athletics Clubs, Parks & Recreation, Service Clubs, Non-Profit Organizations, Hotels, and Restaurants industries.

Some of the SW Regional Employers could include but not limited to:

Illani Casino, McMenamins, Youth and Family Link, Peacehealth, Kaiser, Chamber of Commerce, Rotary, Cowlitz County Event Center, Cowlitz County Fairgrounds, Parks and Recreation, Lower Columbia College, YMCA, United Way, Lower Columbia Theatre, Cowlitz Black Bears, and Ridgefield Raptors.

With the addition of the Illani hotel, the event center will be able to deliver a broader range of conventions, conferences, and events. This provides an opportunity for our students to be prepared for employment as well as a potential working relationship as a cooperative learning work experience employer for students in the program.

**Resolution ZZZ-DDDD:** Jason made a motion to approve; Gina seconded. Motion carried pending lowering the credits for the AAS/AAS-T to 106 through removal of electives and BUS 118, as well as advisory committee approval. Mark will submit the revised degree requirements document and report advisory committee progress back to the committee.

*Effective Summer 2025*

**Proposal from Tamra Gilchrist:**

**EEEE.** Revise Degree

**Bachelor of Applied Science in  
Organizational Leadership & Technical  
Management**  
(grade requirement)

180 cr total  
(90 cr lower-division, 90 cr  
upper-division)

**Rationale:** The language in the catalog was not clear. This proposal is providing clarity and should have been in the original proposal. It was an oversight and the program has always required a C or better in OLTM courses.

**Resolution:** Mark made a motion to approve; Jason seconded. Motion carried.

*Effective Summer 2025*

The committee briefly discussed the need to revise the program change process checklist to ensure program changes circle back to the committee.

The meeting adjourned at 3:20 pm. The next meeting will be held Friday, January 10 at 1:00 pm via Zoom.

Post-meeting:

- 11/8/24 - After the meeting, Ashleigh provided the final version of her Education AAS degree requirements template that reflects the changes discussed during the meeting (YYY below).
- 11/19/24 – Mark provided the revised Administrative Services Manager AAS/AAS-T degree requirements page (CCCC below). Advisory committee approval for his proposals remains pending.
- 11/25/24 – Mark provided advisory committee documentation.

Lower Columbia College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. All inquiries regarding compliance with Title IX, access, equal opportunity and/or grievance procedures should be directed to Vice President of Foundation, HR & Legal Affairs, 1600 Maple Street, PO Box 3010, Longview, WA 98632, [title9@lowercolumbia.edu](mailto:title9@lowercolumbia.edu), Phone number, (360) 442-2120, Phone number/TTY (800) 833-6388. The notice of nondiscrimination is located at <https://lowercolumbia.edu/disclosure/non-discrimination/>.

**YYY) Ashleigh Kruckenberg's corrected degree requirements template:**

Associate in Applied Science (AAS)

**Education**

**About The Program**

This program provides students with both academic coursework and field experience necessary to become a paraeducator in the K-12 educational system. The program allows the student to experience working with students and mentor teachers. The program includes teaching methods in supporting social skills development, mathematics, science, and the arts. Emphasis is placed on educational foundations, child development, families, communities, schools and other agencies. EDUC& 101 meets the state's required 28-hour Fundamental Course of Study for para educators.

This two-year program is a pipeline to LCC's Bachelor of Applied Science in Teacher Education degree and meets the academic requirements to apply for admittance into LCC's Bachelor of Applied Science degree in Organizational Leadership and Technical Management which prepares professionals for positions in leadership, technical management and supervision.

Students in the Education program must be able to pass the required school district background clearance and have proof of required immunizations.

**Degree Requirements**

**Communications:**

10 credits – ENGL& 101 and CMST& 220

**Quantitative Skills:**

5 credits –Math& 132

**Humanities:**

5 credits –CMST 210 or English 270 recommended

**Natural Sciences:**

10 credits – Math& 131 and Natural Science with a Lab/Choose from the Distribution List

**Social Sciences:**

10 credits – HIST& 254 and EDUC& 115

**Diversity:**

5 credits – EDUC& 205 Intro to Education with Field Experience/DIV OR EDUC& 202 Intro to Field Experience is required

## Program Requirements or Recommended Electives

Subject and Number	Course Title	Credits
EDUC& 101	Paraeducator Basics	3
EDUC 191	Field Experience I	5
EDUC 245	Collaborative Instruction and Classroom Support	5
EDUC& 204	Inclusive Education-Birth through 21 focus	5
EDUC 230	Social Skill Development & Trauma Informed Teaching	5
ECED 255	Crisis Management and Support in Inclusive Classrooms	3
EDUC 246	Linguistically Diverse Education	3
EDUC 240	Diversity in Education	5
EDUC 130	Guiding Behaviors	3
EDUC 291	Field Experience II	5
CS 110	Introduction to Microcomputer Applications	3
CDS 114	Suicide Assessment/Prevention	2

Total credits required to earn this degree: 92

Students completing this program should acquire the following skills and abilities:

1. Develop effective relationships with students, families and colleagues.  
(GS-Communication, Teamwork)
2. Apply knowledge of emotional and academic support to students, promoting their social-emotional development. (GS-Critical Thinking)
3. Demonstrate the ability to assist in administering assessments and monitoring student progress and recording and maintaining data, under the direction of certificated/licensed staff. (GS- Quantitative)
4. Develop culturally responsive instructional strategies. (GS- Teamwork)
5. Demonstrate professionalism and ethical practices (GS- Teamwork)
6. Utilize various communication methods, problem-solving skills, and collaboration strategies with staff, students, families, and community (GS-Communication)
7. Implement behavior management strategies effectively to support student engagement and participation. (GS-Critical Thinking)
8. Demonstrate the ability to support instructional activities under the guidance of the classroom teacher by providing individualized or small group instruction to reinforce learning concepts effectively (GS- Quantitative)
9. Knowledge of behavioral support systems/strategies that create inclusive and safe learning environments.

**CCCC) Mark Gaither's revised degree requirements page:**



**Program Planner for Business Technology (draft)**

**Administrative Services Manager (REVISION OF EXISTING DEGREE)**

**Degree Requirements**

**Communications:**

5 credits - ENGL& 101 English Composition I **OR** BUS 119 Business Communication

**Quantitative Skills:**

5 credits – BUS 104 Business Math Applications.

**Diversity:**

5 credits – BUS 144 Management of Human Relations:DIV recommended.

**Natural Sciences/Humanities:**

5 credits – choose from the Distribution List. CMST& 220 Public Speaking **OR** CMST& 230 Small Group Communication recommended.

**Program Requirements:**

ACCT 101	Intro to Accounting Concepts <b>OR</b>	
ACCT 135	Accounting for Non-Accountants	5
BUS 100	Foundations of Business Success	3
BUS& 101	Intro to Business	5
BUS 150	Customer Service/Management	5
BUS 264	Principles of Marketing	5
BUS 270	Intro to Project Management	5
BTEC 104 <b>OR</b>	Intro to Business Technology <b>OR</b>	
CS 110 & BTEC146	Intro to Microcomputing & PowerPoint Fundamentals	5
BTEC 111	Word Processing I	5
BTEC 112	Word Processing II	5
BTEC 131	Introduction to Spreadsheets	5
BTEC 135	Advanced Data Analysis	5
BTEC 148	Intro to Outlook	2
BUS 294	Career Success	2
ENGL& 235	Technical Writing	5
IT 111	Intro to Windows	4
IT 230	Database Development	5
		71 credits

**Hospitality & Convention Services Management**

BTEC 126	Intro to Hospitality & Convention Services	5
BTEC 127	Event Planning and Management	5
BTEC 128	Social Influencing & Digital Marketing	5

15 credits    **Total Credits**  
106

**NEW COURSES**                      **ADDING EXISTING COURSE**

Diversity and Distribution Lists are available in the Lower Columbia College Catalog located at [lowercolumbia.edu/catalog](http://lowercolumbia.edu/catalog).  
Total credits required to earn this degree: 106 and pass each course listed in the program requirements with a C or better.



## **CCCC) Mark Gaither's advisory committee documentation:**

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### **Accounting, Business Leadership, BTEC Advisory Committee Agenda**

Date: April 24, 2023

Time: 3-4:30 pm

Place: Hyflex | [Zoom](#) or LCC Business Achievement Center

#### **I. CALL TO ORDER**

Mark called the meeting to order at 3:05 p.m.

#### **II. INTRODUCTIONS**

Roxanne Frasier | Alumni & Business Owner

Kathy Miller | Red Canoe Credit Union

Tim Karnoski | Alumni & Port of Longview

Bill Ofstun | K12

Maggie Stuart | LCC

Mark Gaither | LCC

Nadine Lemmons | LCC

Dana Cummings | LCC

Veronica DeJesus | LCC

#### **III. APPROVAL OF MINUTES**

##### **☰ [Fall 2022 ACCT/BUS/BTEC Advisory Committee Minutes](#)**

Motion made to approve 10/3/22 minutes - Nadine Lemmons

Motion seconded - Roxanne, Tim, and Kathy voted to approve.

Will send out email for final vote to meet quorum.

#### **IV. RENEWING MEMBERSHIP**

Continued membership and recruitment was discussed. Please email Karissa Vickaryous at [kvickaryous@lcc.ctc.edu](mailto:kvickaryous@lcc.ctc.edu) to confirm membership or decline continuation. Send contact information to Mark Gaither at [mgaither@lcc.ctc.edu](mailto:mgaither@lcc.ctc.edu) and Karissa Vickaryous for any prospective or recommended members.

#### **V. EDUCATION (LCC and K12)**

##### **a. [LCC: Program \(Degree and Certificates\) Overview](#)**

Shared current degree and certificates offered at LCC. Overview of Community, Health, and Wellness Advocate certificate that the committee voted to approve last year. Three more community colleges need to sign that there is no competition, then it goes to SBCTC for final approval.

##### **b. Exploring new areas**

- Nadine shared an overview of the proposed changes to the Administrative Services Manager AAS Degree. Keeping the degree the same, but adding 10 credits where students can choose a focus area that

works within the community and increases marketability. Students can choose either Hospitality & Convention Services Management or Recreation, Entertainment, & Sport Management.

- Business Ethics hasn't been taught at LCC since the early 2000s. Curriculum was updated to be more relevant and include updated terminology. This can be used as an elective for other degree paths and hopefully lead to a future ethics-based BAS class.
- The question was asked how enrollment is impacted by adding courses - does it create competition between classes, ultimately diluting enrollment across classes? Some classes that were retired had not been replaced. Class Schedule development ensures that classes are distributed across quarters/modalities to be optimal for students.
- Social Media and hy-flex work/meeting skills were suggested by Industry partners as new areas of study.

**c. List of articulation agreements**

New software for articulation agreements - process on hold at the moment.

**d. K12 updates**

Longview School District participated in a Comprehensive Program Review with OSPI. Approval is needed for Intro to Business (CIP 520000) to continue offering the class. Karissa will send out the CIP Code and Labor Market review to vote on for approval.

**VI. INDUSTRY UPDATES**

- Hiring continues to be difficult - low applicant pool with less experience and many candidates are looking for remote work.
- Students are looking for administrative jobs, but do not always have the work experience.
- The Port of Longview had a record year in 2022. Recently hired four new positions – Accountant, Environmental Technician, IT Specialist and COO.

**VII. OLD BUSINESS:** none at this time

**VIII. NEW BUSINESS:**

- LCC Business club has been working on a Rotaract Club for the last six months. It was approved by ASLCC and three local Rotary Clubs, making it official.
- The Small Business Incubator is a designated space and technology where business owners will be able to host drop-in hours to help others with their start-ups.
- A coalition made up of Federal, State, Local, and Tribal groups have been working for 20 weeks to address the silt problem on Mt. St. Helens. A dozen LCC students attended a workshop to learn how to mitigate the silt issue. This is a long-term



investment to stimulate the economy by flipping the model from mitigation to a tourism/research model.

#### **IX. UPCOMING PROGRAM OR COMMUNITY EVENTS**

- April 29, 8 am - 5 pm | [Kelso Rotary Kid's Fish-in](#), Martin Dock at Lake Sacajawea
- May 4, 5 - 8 pm | Pillars of Strength and Crystal Apple Awards, Cowlitz Event Center
- May 25, 10 am - 2 pm | LCC Spring Career Fair. Please reach out to Veronica DeJesus at [vdejesus@lowercolumbia.edu](mailto:vdejesus@lowercolumbia.edu) with any questions.
- June 16 | LCC Commencement, Kelso High School

#### **X. NEXT MEETING (DATE/TIME/PLACE):** TBD - Fall 2023

Meeting adjourned at 4:17 p.m.

#### **XI. RESOURCES**

- [ADVISORY COMMITTEE HANDBOOK](#)
- [LCC: Professional-Technical Advisory Committees Meeting Minutes](#)
- [The Carl D. Perkins Vocational and Technical Education Act, Public Law 105-332](#)
- [College Advisory Committee Procedures](#)
- [K12 CTE Advisory Committee Procedures](#)

#### **f. Terms:**

- V-Code:** Vocational (V) Code. This is tied to the certification code and dictates the K12 courses that a teacher is certified to teach. The teachers' education or industry experience is reviewed to determine the V-codes for certification.
- CIP Code:** Classification of Instructional Programs (CIP) Code. A federally accepted course and program code that identifies courses taught throughout the United States, this includes CTE courses. CIP codes are aligned to V-codes that clarify which courses the teacher has been certified to teach in K12. CIP codes are also used for reporting purposes from the district to OSPI and college to the SBCTC.

PREPARED BY: Karissa Vickaryous

## Accounting, Business Leadership, BTEC Advisory Committee Agenda

Date: November, 7, 2023

Time: 5 - 6:30 p.m.

Place: Zoom or Business Achievement Center (AAR 110)

### I. CALL TO ORDER

Roxanne called the meeting to order at 5:06 p.m.

### II. INTRODUCTIONS

Roxanne Frasier - Alumni/Business Owner

Kathy Miller - Red Canoe

Melissa Korsmo - Alumni/LCHRMA

Jamie Martin - LCC

Mark Gaither - LCC

Dana Cummings - LCC

Maggie Stuart - LCC

Justin Core - LCC

Bob Ofstun - K12

Elizabeth Roffler - K12

Jodi Kruse - K12

Tamra Higgins - K12

Ken Kelly - K12

### III. APPROVAL OF MINUTES

a.  **Fall 2022 ACCT/BUS/BTEC Advisory Committee Minutes**

b. [Spring 2023 ACCT/BUS/BTEC Advisory Minutes](#)

Motion made and votes are in-process. Mark and Roxanne will follow up with committee members still needing to vote to finalize approvals.

### IV. INDUSTRY UPDATES

Kathy discussed the continual struggle with hiring and retention— limited applicants, attendance, and finding candidates that can work within various systems. Requests for remote work continue, though there are not enough hybrid/remote positions to fit the demand. Remote limits engagement and collaboration and is not possible for all positions.

Roxanne noted many career changes among applicants, making it difficult to find candidates with relevant or transferable experience.

Melissa shared mental health continues to be a barrier for employees, and a challenge for employers.

## V. Education (LCC and K12) UPDATES

### a. Curriculum

#### i. New Course Adoptions

##### 1. BUS 100 (credit change) - (Mark)

Prior to COVID, BUS 100 was a 5 credit class. With the addition of College Success (COLL 101), BUS 100 curriculum was changed to 3 credits. The proposal will change BUS 100 back to 5 credits, and act as an alternative for COLL 101. Skills that are learned in College Success will be contextualized with the curriculum change.

Mark shared the data informing this update.

Roxanne - motion made

Bill seconded the motion

Kathy and Melissa vote to approve. Follow up email will be sent out to voting members not in attendance.

##### 2. BTEC 168 Billing & Coding Exam Prep (NEW) - (Mark)

Prep course to prepare students preparing for Medical Billing & Coding exams. Students typically sign up for a prep-course that is an additional expense for students; this would mitigate that need and cost.

*Roxanne motioned to approve*

*Melissa 2nd*

*Kathy/Bill vote to approve*

#### b. Facilities, Equipment, Technology

Hold for Spring

#### c. Student Success/Performance

none at this time

#### d. K12 Updates

##### i. Invite all K12 partners (Woodland, Toutle, Wakiakum, etc.)

Bill shared that many Longview schools articulate LCC business & marketing classes through LCC. He is looking for a committee to help develop these areas specifically for Longview schools.

Elizabeth Roffler is CTE certified and now is able to teach/certify students in Microsoft before they reach Kelso High School, where they can go on to earn dual credit and earn their Excel certification.

Ken shared that the silver lining of the pandemic was the students' ability to use various programs.

#### LCC Updates

- LCC is nearing the end of their Presidential search.

- Jamie Martin joined LCC as the Dean of STEM & Business/IT.

**e. APPROVALS**

**i. K12 CTE CONDITIONAL CERTIFICATION** - not at this time

**ii. COURSES AND CIP CODES**

- Longview School District needs [CIP approval](#) for Intro to Business (CIP 52000)
  - Motion was made to approve spring 2023. Mark and Roxanne will follow up with committee members still needing to vote to finalize approvals.

**VI. OLD BUSINESS**

none at this time

**VII. NEW BUSINESS:**

- a. Mark proposed a Winter quarter after-hours Meet & Greet for potential members. Mark can help organize the RotarACT club to host and invite other Rotary Clubs to attend. This would serve as a networking opportunity for students, and recruitment for additional advisory committee members. Stay Tuned for details!

**VIII. UPCOMING PROGRAM OR COMMUNITY EVENTS (Members)**

Melissa shared [information](#) for several professional development opportunities. Human Resources: Leading, Working, Expanding conference on January 31, 2024, and LCHRMA's Crucial Series on April 25 & 26, 2024.

**IX. NEXT MEETING (DATE/TIME/PLACE): TBD**

Meeting adjourned at 6:11

**X. NON-DISCRIMINATION NOTICE**

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President of Foundation, HR & Legal Affairs, 1600 Maple Street, PO Box 3010, Longview, WA 98632, [title9@lowercolumbia.edu](mailto:title9@lowercolumbia.edu), Phone number, (360) 442-2120, Phone number/TTY (800) 833-6388.

**XI. RESOURCES**

- a. [ADVISORY COMMITTEE HANDBOOK](#)
- b. [LCC: Professional-Technical Advisory Committees Meeting Minutes](#)
- c. [The Carl D. Perkins Vocational and Technical Education Act, Public Law 105-332](#)
- d. [College Advisory Committee Procedures](#)
- e. [K12 CTE Advisory Committee Procedures](#)
- f. **Terms:**
  - i. **V-Code:** Vocational (V) Code. This is tied to the certification code and dictates the K12 courses that a teacher is certified to teach. The teachers' education or industry experience is reviewed to determine the V-codes for certification.
  - ii. **CIP Code:** Classification of Instructional Programs (CIP) Code. A federally accepted course and program code that identifies courses taught throughout the United States, this includes CTE courses. CIP codes are aligned to V-codes that clarify which courses the teacher has been certified to teach in K12. CIP codes are also used for reporting purposes from the district to OSPI and college to the SBCTC.

PREPARED BY: Karissa Vickaryous



Re: URGENT! Advisory Committee - Remote Approval - BTEC Degree Changes

✖ DELETE   ← REPLY   ⇐ REPLY ALL   → FORWARD   ⋮



TIM KARNOSKI <ski@scattercreek.com >  
Fri 11/22/2024 2:16 PM

Mark as unread

To: Gaither, Mark;

Hi Mark,  
I vote yes!

----- Original Message -----

From: "Gaither, Mark" <mgaither@lcc.ctc.edu>

To: tfennell@cardinalcorp.com, zkhan@fibrecu.com, ski@scattercreek.com, melissakorsmo@gmail.com, bischoffc@co.wahkiakum.wa.us, "keilah hansford87" <keilah.hansford87@gmail.com>, kmiller@redcanoecu.com, ksettlemier@loveoverwhelming.org

Cc: "Cummings, Dana" <dcummings@lcc.ctc.edu>, "Gilberti, Stefanie" <sgilberti@lcc.ctc.edu>

Sent: Tuesday, November 19, 2024 11:19:45 AM

Subject: URGENT! Advisory Committee - Remote Approval - BTEC Degree Changes

?Hello Advisory Committee Members,

During our SPRING 2023 and FALL 2023 meetings, Nadine Lemmons and I brought forward updates to our Administrative Services Manager AAS degree. These changes included the addition of courses that would prepare graduates to organize and promote events, conferences, workshops, etc. The activities would include the planning, marketing, and execution of these types of activities. In addition to the new courses, we also added a 19 credit Certificate of Completion (CoC) Hospitality & Convention Management that would allow current employees/owners, interested in the skills to take the courses and earn a certificate.

When we met in during FALL 2023, we did not have enough votes to move the issue forward. I've brought the proposal back to the table to confirm and complete the vote so we can add these changes beginning in SUMMER 2025.

I'm attaching the following documents for review:

- Administrative Services Manager AAS (proposed)
- Hospitality & Convention Services Management COC (proposed)
- FALL 2023 BUS & IT Advisory Committee Minutes?
- SPRING 2023 BUS & IT Advisory Committee Minutes
- ?- Program and Course Summary

As the proposed changes have been conditionally approved by our Curriculum Committee pending a vote to approve the additions, it is necessary to pick up the remaining votes. Rational for the changes are in the SPRING 2023 meeting minutes.

The following members have already voted in approval:

- Roxanne

Re: URGENT! Advisory Committee - Remote Approval - BTEC Degree Changes

✕ DELETE   ← REPLY   ⇐ REPLY ALL   → FORWARD   ⋮



Zaheen Khan <ZaheenKhan@johnscott.com >

Mon 11/25/2024 9:51 AM

Mark as unread

To: Gaither, Mark;

Action Items

+ Get more apps

Hello Mark,

I approve of these changes.

All the best,  
Zaheen Khan  
425.220.4016

On 11/25/24, 9:47 AM, "Gaither, Mark" <mgaither@lcc.ctc.edu> wrote:

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