

MINUTES

CURRICULUM AND INSTRUCTION COMMITTEE

December 6, 2013

Copy to:

Kirk Stephens, Chairperson
Darlene Anderson
Scott Baker
Thom Brooks, ex-officio
William Brothers
Matt Cass
Betsy Clayton, recorder
Barbara Connell
Cheryl Contino-Conner
Cheryl Davids
Johnathan Dean
Christy Deaver
Mitch Fischer
Melody Lawrence
Diane Page
Ron Poor
Barbara Putman
Hilary Seagle
Cindy Thompson
Phil Weast

cc:

Webmaster
Claudia Buchanan
Nancy Dills
Amanda Pressley
Angie Winchester



Committee: Curriculum & Instruction

Date: December 6, 2013

Time: 10:00 AM

Place: Founders Hall

Members Attending: Darlene Anderson, Scott Baker, Thom Brooks, William Brothers, Matt Cass, Barbara Connell, Cheryl Contino Conner, Cheryl Davids, Johnathan Dean, Christy Deaver, Mitch Fischer, Diane Page, Ron Poor, Barb Putman, Hilary Seagle, Cindy Thompson, Phil Weast, & Kirk Stephens

I. Call to Order – Kirk Stephens called the meeting to order at 10:00 AM.

A. Approval of Minutes – The minutes from April 19, 2013 were sent to the committee prior to meeting. Kirk asked if there were any comments or corrections. Phil Weast motioned to accept the minutes as written. Scott Baker seconded the motion. The motion passed.

II. Open Issues

A. Administrative Withdrawal Pilot Review, Scott Baker & Christy Deaver

1. During Fall Semester, Career Technologies has piloted the Administrative Withdrawal process. Under this process, an instructor *can* withdraw a student from his/her class if the student has missed two consecutive weeks of class during the first 60% of semester. After the process goes campus wide in Spring of 2014, the student will receive a WF after 60% mark. An instructor is not mandated to withdraw student. Thom Brooks stated that eight (8) Western Region community colleges already do this.

Overall, Career Technologies and Christy Deaver believe the process went smooth, withdrawing approximately 25-30 mostly unduplicated students.

Concerns over the process include faculty training on the process, inclusion of syllabus, & seamless verbiage throughout all publications.

Informational only. No motion required.

B. Graduation GPA Requirements, Thom Brooks

1. This committee had this conversation previously, but need to revisit and develop a policy. Our current practice is to use a 2.0 Cumulative GPA. Should we use program GPA instead of cumulative? This would offer returning students an opportunity to succeed in a program without a bad history pulling GPA down. Many students cannot even qualify for Academic Forgiveness when taking a certificate program.

This change would affect the program exit (graduation GPA), not entry requirements. However, if a program requires a higher GPA to complete, that would supersede the 2.0 policy.

Catalog, policy, and other printed materials would need to be consistent. The committee also agreed that the transcript would need to include program GPA. Program GPA will be used across the board for Honor Societies, graduation, standardized measurements, reporting, etc. with the exception of Financial Aid/VA due to their own rules and regulations.

Thom Brooks will draft a policy and circulate.

Barb Putman motioned to accept the proposals. William Brothers seconded. The motion passed.

C. Arts & Sciences, Barb Putman

1. Spanish - AAS. Proposed to standardize Spanish placement with a BlackBoard assessment, starting in Fall 2014. The College would grant 3 SHC for SPA 111 course + 1 SHC for lab for a total of 4 SHC and/or a total of 3 SHC for SPA 112 (no lab component required).

Discussion about tuition and fees were brought to the table. It was decided to bring the financial piece back to the meeting in January for further review. Thom Brooks will also look into financial details between now and then.

Ron Poor motioned to accept the testing proposal, with the understanding that the financial part was not included. Scott Baker seconded. The motion passed.

D. Career Technologies, Scott Baker

1. Advertising & Graphic Design – AAS. Proposed the following changes effective Fall 2014:
 - a) Add PHO 222, Video Production
 - b) Delete WEB 120, Introduction to Internet Multimedia
2. Accounting – Payroll Accounting Certificate. Proposed the following change effective Fall 2014:
 - c) Add ACC 129
3. Accounting – Tax Accounting Certificate. Proposed the following change effective Fall 2014:
 - a) Add ACC 121

William Brothers motioned to accept the proposals. Diane Page seconded the motion. The motion passed.

E. Health Sciences, Barbara Connell (for Mitch Fischer)

1. Nursing – AAS. Propose the following change, effective Fall 2014:
 - a) Add NUR 117, Pharmacology I to Fall 1
 - b) Delete CIS 110/111 option
 - c) Move ENG 111 to Spring 1
 - d) Move PSY 150 to Fall 2
2. Nursing – AAS. Proposed to add a Paramedic to RN Track, effective Summer 2014. This track will include the same courses currently used in the Advanced Placement track for LPN's.
 - a) NUR 211, NUR 212, NUR 213, NUR 214

3. Emergency Medical Science – AAS. Proposed the following, state mandated changes effective Fall 2014.

- a) Add MED 121 & MED 122, to Fall 1
- b) Add EMS 122 and MAT 134 to Spring 1
- c) Add EMS 160 to Summer 1
- d) Delete EMS 115, EMS 121, EMS 140, EMS 150, EMS 210, EMS 230, EMS 240, and MAT 110
- e) Move EMS 240 to Fall 2
- f) EMS 110 went from 5.6.0.7 to 6.6.0.8
- g) EMS 130 went from 1.3.0.2 to 3.3.0.4
- h) EMS 220 went from 2.6.0.4 to 2.3.0.3
- i) EMS 221 went from 0.0.9.3 to 0.0.6.2
- j) EMS 250 went from 2.3.0.3 to 3.3.0.2
- k) The EMS program will be reduced to 74 SHC.

Diane Page motioned to accept the state mandated changes. Barb Putman seconded. The motion passed.

III. Adjournment – Kirk Stephens adjourned at 11:09 AM.

Recorded by: Betsy C. Clayton
Betsy Clayton

Date: 12-12-13

Chairperson: Kirk Steph
Kirk Stephens

Date: _12 Dec 2013