



MINUTES

CURRICULUM AND INSTRUCTION COMMITTEE

January 13, 2015

Copy to:

Kirk Stephens, Chairperson  
Linda Aiken  
Scott Baker  
Thom Brooks, ex-officio  
William Brothers  
Matt Cass  
Betsy Clayton, recorder  
Cheryl Contino-Conner  
Cheryl Davids  
Johnathan Dean  
Christy Deaver  
Mark Ellison  
Mitch Fischer  
Rita Gregory  
Melody Lawrence  
Danell Moses  
Diane Page  
Barbara Putman  
Hilary Seagle  
Anna Walls

cc:

Amanda Allen  
Claudia Buchanan  
Jelane Douglas  
Polly Russell

**Committee:** Curriculum & Instruction

**Date:** January 13, 2015

**Time:** 3:00 PM

**Place:** Burrell 102D

**Members Attending:** Linda Aiken, Scott Baker, Thom Brooks, William Brothers, Cheryl Contino Conner, Cheryl Davids, Johnathan Dean, Mark Ellison, Mitch Fischer, Rita Gregory, Melody Lawrence, Danell Moses, Diane Page, Barb Putman, Hilary Seagle, & Kirk Stephens-Chair

## **I. Call to Order – Kirk Stephens called the meeting to order at 3:00 PM.**

### **A. Kirk welcomed the new committee members**

**Approval of Minutes** – The minutes from October meeting were sent to the committee prior to meeting. Kirk asked if there were any comments or corrections. No corrections were made.

Cheryl Contino Conner motioned to accept the minutes. William Brothers seconded the motion. The motion passed.

## **II. Open Issues**

### **A. Arts & Sciences, Barbara Putman**

#### **1. Associate in Arts and Associate in Science – Fall 2015.**

a) Add ANT 220

#### **2. PTA and SON** – Programs have requested a Health Sciences Physics course. Matt Cass will teach. It is non-transferrable for Health Sciences. Include a local prerequisite of DRE 098, DRE 097, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050

Mitch Fischer motioned to accept the changes. Cheryl Davids seconded. The motion passed.

### **B. Career Technologies, William Brothers**

#### **1. Accounting – AAS, Fall 2015.**

a) Add: MAT 152 as an option, HUM 115 and HUM 230 as Humanities options

b) Delete: Art 111 and HUM 121 Humanities options

c) Proposed to add a third Humanities option. Committee asked to keep at two, so William chose to drop the SOC 210 option proposed.

#### **2. Electrical Systems Technology – Diploma, Fall 2015.**

a) Inactivate this program due to low enrollment

#### **3. Civil Engineering Technology – AAS, Fall 2015**

a) Add: EGR 250, Statics & Strength of Materials to Sp 1

- b) Add: SRV 210 Surveying III to Fa 2
  - c) Add: SRV 220, Survey Law to Fa 2
  - d) Add: SRV 240, Topo/Site Surveying to Sp 2
  - e) Add: HUM 115 and PHI 240 as the Humanities electives
  - f) Delete: EGR 251, PHY 151, MAT 172, EGR 252, CIV 215
  - g) Delete: HUM 110 as Humanities elective
  - h) Move: CEG 210 from SP 2 to Fa 2
  - i) Move: CEG 211 from SP 2 to SP 1
  - j) Move: CEG 212 from FA 2 to SP 2
  - k) Move: SRV 111 from FA 2 to SU
  - l) Add local coreq to CEG 151: CIS 110 and DMA 010 through 080
  - m) Add local coreq to CEG 115: CIS 110 and DMA 010 through 080
  - n) Add local prereq to EGR 250, CEG 111, CEG 210: CIS 110
- 4. Geomatics Technology – AAS, Fall 2015**
- a) Bring the former Surveying Technology back to active status under the current Geomatics standard. This program will use the same curriculum as Civil Engineering Technology.
- 5. Business Administration – AAS, Fall 2015**
- a) Add: ECM 168, Electronic Business to elective list (not all electives will be marketed in catalog for Business Administration, but used in other tracks)
  - b) Add: WEB 111, Internet Web Fundamental to elective list
  - c) Add: WEB 140, Web Development Tools to elective list
  - d) Add: SOC 210 to Social Behavior Sciences list
  - e) Move: MKT 120 from FA 2 to SP 1
  - f) Move: CTS 130 from SP 1 to SU
  - g) Move: ECO option from SP 2 to FA 2
  - h) Move: ACC 121 from FA 2 to SP 2
  - i) Move: PSY 150 from SU to SP 2
  - j) Delete: PSY 118 from Social Behavior Sciences list
- 6. Business Administration, Electronic Commerce Track – AAS, Fall 2015**
- a) The Electronic Commerce program was terminated by the system office. Propose to add an electronic commerce track within the Business Administration degree to include specific courses from the elective list. Revisions from current program include a new code A25120EC and the following:
    - b) Move MKT 120 to SP 1
    - c) Move ECO option to FA 2
    - d) Move ECM 168 to SP 2
    - e) Add BUS 139 to Fall 2
    - f) Add BUS 230 to SU
    - g) Add BUS 125 to SP 2
    - h) Add SOC 210 to Social Behavior Science option and move to SP 2
    - i) Delete CTS 130, ECM 220, ECM 230, ETR 240, HUM 230, PSY 118, WEB 110, WEB 120

7. **Business Administration, Electronic Commerce – Certificate and CCP, Fall 2015**
  - a) Delete the both traditional and Career & College Promise certificates. Since the AAS is a “child program” of Business Administration, CCP cannot be submitted. The traditional certificate also does not meet the Business Administration standard.
8. **Business Administration, Entrepreneurship Track – AAS, Fall 2015**
  - a) Add: ECM 168 to choose list
  - b) Add: BUS 135 to choose list
  - c) Add: SOC 210 to the Social Behavior Sciences
  - d) Move: MKT 120 from Fa2 to Sp1
  - e) Move: CTS 130 from Sp1 to Su
  - f) Move: ECO option from SP2 to FA2
  - g) Move ACC 121 to choose one from Fa2 to Sp2
  - h) Move Social Behavior Sciences from SU to Sp2
9. **Business Administration, Entrepreneurship Track – Certificate, Fall 2015**
  - a) Add a certificate to include BUS 110, BUS 139, BUS 230, ETR 220 and either ACC 115 or ACC 120 for a total of 16 hours.
10. **Business Administration, Office Administration – AAS, Fall 2015**
  - a) Revert to the A25370 Curriculum Standard and revise the program as such
  - b) Add: ECM 210 in a pick list
  - c) Add: PSY 150 as a social Science elective
  - d) Delete: PSY 118 as social science elective
  - e) Move: MKT 120 to SP1
  - f) Move: CTS 130 to SU
  - g) Move: ECO options to FA 2
  - h) Move: ACC 121 to SP 2
11. **Business Administration, Office Administration – Diploma, Fall 2015**
  - a) Add: Diploma to offerings

Scott Baker motioned to accept all the changes for Career Technologies. Barb Putman seconded. The motion passed.

### **C. Health Sciences, Mitch Fischer**

1. **Physical Therapy Assistant – AAS, Fall 2015.**
  - a) Move: PTA 140 to SP1
  - b) Move PTA 170 and PTA 212 to Summer
  - c) Move: PTA 282 to FA2
  - d) Add: PTA 182 to FA2 and PHY 125 to FA1
  - e) Delete: PHY 110 and PHY 110A
2. **Medical Sonography – AAS, Fall 2015**
  - a) Add: PHY 125
  - b) Delete: PHY 110 and PHY 110A
3. **Nursing Aide –Certificate and CCP, Fall 2015**
  - a) Revise Curriculum Title and Code to Nurse Aide (from Nursing Assistant) C45840

- b) Revise NAS 106
- c) Delete NAS 103, NAS 106 and NAS 107
- 4. Nurse Aide – Therapeutic & Diagnostic Diploma & CCP Diploma, Fall 2015**
  - a) Revise Curriculum Standard, title and code to Therapeutic and Diagnostic Services Nurse Aide D45970
  - b) Delete: NAS 103
- 5. Respiratory Therapy – AAS, Fall 2015**
  - a) Add RCP 132, RCP 144, RCP 156 RCP 238
  - b) Delete RCP 122, RCP 134, RCP 146, RCP 158 AND RCP 222
- 6. Outdoor Leadership – AAS, Fall 2015**
  - a) Add new courses ODL 275, ODL 277 and ODL 222
  - b) Delete WBL 121
  - c) Revise ODL 245 and ODL 248 to the CRC
- 7. Outdoor Leadership – Wilderness Therapy C5533001 certificate, Fall 2015**
  - a) Revise ODL 245 and ODL 248 to the CRC
- 8. Outdoor Leadership – Wilderness Emergency Medicine C553302 certificate, Fall 2015**
  - a) Revise ODL 245 and ODL 248 to the CRC
  - b) Revise title to Wilderness Emergency Medicine & Rescue
  - c) Add: ODL 270, ODL 275 and ODL 277
  - d) \*\*\*These changes for all three ODL programs have passed CRC deadline. The college will not be able to offer these changes during Fall 2015. However, the forms have been submitted to the CRC and the college will implement upon earliest approval.

William Brothers motioned to accept the proposed changes. Cheryl Davids seconded. The motion passed.

### III. Other Business

#### A. Administrative Withdrawal – Hilary, Melody

- Hilary requested some clarification regarding administrative withdrawal. As discussion took place, several committee members needed clarification on various aspects of the policy, particularly regarding W and WF status. The committee formed a subcommittee to further develop the policy and procedures. (Hilary, Barb, Cheryl Davids, Melody, Jeanette, William, Linda, Danell). Further information will be given to the committee after they meet.

#### B. ACA 111 Requirement in Diplomas – As discussed at the last meeting, the College has increased offerings for diploma programs. Should we require ACA 111 for diploma seekers? Kirk provided a list of the current diploma programs. The thought was brought up that if a transfer is needed, ACA 122 would be best (via course substitution).

Hilary Seagle motioned to accept adding ACA 111 into all diploma options, current and future, with the ability to use ACA 122 as an option if needed. Mitch Fischer seconded the motion. The motion passed.

**IV. Adjournment - Kirk Stephens adjourned at 4:38 PM.**

Recorded by:

\_\_\_\_\_ Betsy Clayton \_\_\_\_\_ Date: 1/20/15

Chairperson: *Kirk Stephens*

\_\_\_\_\_ Kirk Stephens \_\_\_\_\_ Date: