

MINUTES

CURRICULUM AND INSTRUCTION COMMITTEE

January 18, 2017

Copy to:

Kirk Stephens, Chairperson
Linda Aiken
Martin Aucoin
Thom Brooks, ex-officio
William Brothers
Betsy Clayton, recorder
Cheryl Contino-Conner
Cheryl Davids
Johnathan Dean
Mark Ellison
Bethany Emory
Amanda Everhart
Mitch Fischer
Stephen Hesselbirg
Clyanne Hyde
Melody Lawrence
Diane Page
Barbara Putman
Hilary Seagle
Cyndi Slocumb
Debbie Smith
Paul Wolf

cc:

Claudia Buchanan
Jessica Gunter
Ben Haines
Polly Russell
Jill Wolfe



Committee: Curriculum & Instruction

Date: January 18, 2017

Time: 3:00 PM

Place: Burrell 102D

Members Attending: Linda Aiken, Martin Aucoin, Thom Brooks, Kirk Stephens as Interim Dean, Cheryl Contino-Conner, Cheryl Davids, Johnathan Dean, Mark Ellison, Mitch Fischer, Stephen Hesselbirg, Melody Lawrence, Anna Walls for Diane Page, Barb Putman, Hilary Seagle, Cyndi Slocumb, Paul Wolf, and Kirk Stephens-Chair

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

A. Approval of Minutes

Kirk called the meeting to order at 3 pm. Then he asked for discussion on the minutes from December 9. There was no discussion. Hilary Seagle motioned to accept the minutes. Cheryl Davids seconded the motion. The motion passed unanimously.

II. Open Issues

A. Arts and Sciences – Barb Putman

1. Associate in Fine Arts – AFA, Fall 2017

- a) Add: ART 214, PHI 215 and PHI 240, HIS 131 and HIS 132, MAT 152, AST 1111 and AST 111A, ACA
- b) Move: ART 114 and ART 115
- c) Delete: HIS 121, HIS 122, COM 140, ART 251 and ART 252 from the program
- d) The AFA program was revised by the System Office and changes were made to adhere to the new curriculum standard.

2. Associate in Arts – AA, Fall 2017

- a) Delete: ART 251 and Art 252

Linda Aiken motioned to accept the proposed changes. Paul Wolfe seconded. The motion passed unanimously.

B. Career Technologies – Kirk Stephens

1. Automotive Technology – certificate, Fall 2017

- a) Add: Two certificates, Basic and Advanced
- b) Delete: the existing certificate, but leave the CCP certificate
- c) Other notes: Students cannot take Advanced certificate without the Basic. Students will not receive Financial Aid for the certificates.
- d) Basic Certificate: AUT 141 AUT 141A AUT 151 AUT 151A TRN 110- TRN 120 TRN 120A

e) Advanced Certificate: AUT 181 AUT183 LDD 112 TRN 140 TRN 140A TRN 145

Hilary Seagle motioned to accept the proposed changes. Linda Aiken seconded. The motion passed unanimously.

2. Medical Office Administration – AAS, Diploma, Fall 2017

- a) Move: CTS 130 ENG 111MKT 223 OST 131 OST 184 PSY 150
- b) Add: MAT 110 to options, OST 288 (formerly OST 243) and OST 286
- c) Delete: BUS 110, ACC 115/ACC 120

3. Office Administration – Certificate, Fall 2017

- a) Move: OST 136 and OST 184
- b) Add: ACA 111
- c) Delete CTS 130

Barb Putman motioned to accept the proposed changes. Cheryl Davids seconded. The motion passed unanimously.

C. Health Sciences – Mitch Fischer

1. Medical Sonography – AAS, Fall 2017

- a) Add: MAT 152 Statistics I
- b) Delete: MAT 143

2. Occupational Therapy Assistant – AAS, Fall 2017

- a) Move: OTA 240 from Fall 2 to Summer to reduce load
- b) Student would have to pay for the 1 credit class in summer, no FA

Barb Putman motioned to accept the proposed changes. Cyndi Slocumb seconded. The motion passed unanimously.

III. Other Business

A. Information Item – Kirk Stephens & Committee

- 1. **Discussion from the previous meeting:** The language of the Administrative Withdrawal Policy could make the faculty feel like the “bad guy.” Student Services provided information that the language has improved (no change to the policy itself, just the language of the communication to student). An idea was thrown around to possibly change the WF (withdrawn by faculty) to AW (Administrative withdrawal) so that students do not think they have received an F. More discussion to come. Kirk will also discuss additional self-withdrawal with Thom.
- 2. **Today’s Discussion:**
 - a) There was discussion regarding the online withdrawal form and how students are not required to log in to process this form. IT is in the process of figuring out the missing identification piece here. It was determined, however that all students, whether seat based or online, should be able to process a withdrawal form online.
 - b) There is still no settlement on what acronym to call Administrative Withdrawal (AW, WF, etc.) in the legend for grades. There is no resolution for now and will need to revisit at another time.

IV. Adjournment –

A. Kirk stated that this was the last meeting of the academic year. He adjourned the meeting at 3:57 PM.

Recorded by:

Betsy Clayton

Date:

Chairperson:

Kirk Stephens

Date: