

MINUTES

CURRICULUM AND INSTRUCTION COMMITTEE

December 9, 2016

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: December 9, 2016

Time: 9:00 AM

Place: Burrell 102A

Members Attending: Linda Aiken, Martin Aucoin, Thom Brooks, William Brothers, Cheryl Contino-Conner, Cheryl Davids, Johnathan Dean, Mark Ellison, Bethany Emory, Amanda Everhart, Mitch Fischer, Stephen Hesselbirg, Clyanne Hyde, Melody Lawrence, Diane Page, Barb Putman, Hilary Seagle, Cyndi Slocumb, Debbie Smith, Paul Wolf, and Kirk Stephens-Chair

I. Call to Order – Kirk Stephens called the meeting to order at 9:00 AM.

A. Approval of Minutes

After Kirk called the meeting to order and welcomed the new committee members, he briefly stated the committee is driven by catalog deadlines and the function of the committee affects college operations. Then he asked for discussion on the following minutes:

1. October 12, 2016 meeting

There was no discussion. William Brothers motioned to accept the minutes. Diane Page seconded the motion. The motion passed unanimously.

II. Open Issues

A. Arts and Sciences – Barb Putman

1. Associate in Arts – AA, Fall 2017

- a) Add: GER 111 and GER 112 as humanities/fine arts as well as to the electives with the accompanying labs GER 181 and GER 182
- b) Add: EGR 150 to electives
- c) Delete: CHI 111, CHI 112, CHI 181, CHI 182 from the program

2. Associate in Science – AS, Fall 2017

- a) Add: GER 111, GER 112, GER 181 and GER 182 to electives
- b) Add: EGR 150 to electives

3. Informational Item: Still working on Associate in Fine Arts revisions. It is the decision of AS faculty and administration to postpone Associate in Engineering until further information can be gathered.

Hilary Seagle motioned to accept the proposed changes. William Brothers seconded. The motion passed unanimously.

B. Career Technologies – William Brothers

1. Early Childhood Education – AAS, Fall 2017

- a) Add: ART 111 and PHI 240 to humanities
- b) Delete: HUM 122 and HUM 160 from humanities

2. Early Childhood Administration – certificate, Fall 2017

- a) Add this new 16 credit hour certificate to program offerings. The college will need to seek Board of Trustee approval, gather Impact Assessment information and notify SACSCOC. The program can be offered online and will include the following courses that we currently offer:
- b) EDU 119 and EDU 261 in the Fall semester
- c) EDU 131, EDU 153 and EDU 262 in the Spring semester

3. Early Childhood Preschool – certificate, Fall 2017

- a) Add this new 16 credit hour certificate to program offerings. The college will need to seek Board of Trustee approval, gather Impact Assessment information and notify SACSCOC. The program can be offered online and will include the following courses that we currently offer:
- b) EDU 119 and EDU 146 in the Fall semester
- c) EDU 131, EDU 145 and EDU 153 in the Spring semester

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

C. Health Sciences – Mitch Fischer

1. Respiratory Therapy – AAS, Fall 2017

- a) Move: RCP 113 to Fall 1
- b) Move: RCP 114 to Fall 1
- c) Move: MAT 110 or MAT 143 to Fall 2 (after discussion)
- d) Move: ENG 111 to Spring 1
- e) Move: RCP 115 to Spring 1
- f) Move: PSY 150 to Summer 1
- g) Move: COM 140 to Spring 2 (after discussion)
- h) Move: ENG 114 to Fall 2
- i) Move RCP 132 to Fall 1
- j) Add: RCP 122, RCP 123, RCP 143, RCP 154, RCP 234, RCP 222, RCP 245, RCP 215, RCP 213
- k) Delete: RCP 144 RCP 156, RCP 214, RCP 238, RCP 212
- l) There was much discussion about the original proposal to move MAT to the last semester of the program. The committee looked into a way to move it up. It was determined to move it to Fall 2 and leave COM 140 in its original sequence of Spring 2. These changes will bring increased lab time and slightly decrease the clinical hours. The program decreased by one credit hour.

2. Medical Laboratory Technology – AAS, Fall 2017

- a) Move: MLT 253 to Spring 2 and MLT 116 to Fall 1
- b) Add: CHM 130, CHM 130A, MAT 143, MLT 251, MLT 261 and MLT 276
- c) Delete: BIO 111, MLT 118, MLT 271, MLT 272, MLT 274

3. Phlebotomy Therapeutic & Diagnostic Services – Diploma, Fall 2017

- d) Move PBT 101 to Fall 1 and HSC 120 to Spring 1
- e) Add: CHM 130, CHM 130A
- f) Delete: BIO 111

Cheryl Davids motioned to accept the proposed changes from Health Sciences with the revision of MAT and COM in Respiratory. Hilary Seagle seconded. The motion passed unanimously.

III. **Other Business**

A. **Information Item – Kirk Stephens & Committee**

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.

IV. **Adjournment –**

A. Kirk stated that a poll will be sent to determine the next date and members are encouraged to send a proxy if they are not able to attend. He adjourned the meeting at 9:50 AM.

Recorded by:

	<u>Betsy Clayton</u>	Date:
Chairperson:		
	<u>Kirk Stephens</u>	Date: 12/12/16