

Curriculum Committee Meeting Minutes--APPROVED

Date: 2/16/16, Tuesday 8:30-9:30AM

Location: Metolius 214

Present (voting members):

- Jessica Giglio (*transfer representative*)
- Chad Harris (*Instructional Dean*)
- Dawn Lane (*CTE representative*)
- Eric Magidson (*CTE representative*)
- Stephanie André (*transfer representative*)

Absent (voting members):

- ASCOCC Representative (not yet appointed)

Present (non-voting members):

- Sharon Bellusci (*Enrollment Services representative—temporary assignment*)
- Vickery Viles (*Director of Curriculum and Assessment*)
- Jared Forell (*Assistant Director of Admissions & Records-Curriculum and Technology*)
- Lisa Bacon (*Note taker/Support Specialist for Instructional Deans*)

Absent (non-voting members):

- None

Guests:

- Tony Russell (*Faculty Assessment Coordinator*)
- Theresa Freihoefer (*Department Chair, Business/Aviation/Culinary*)
- Michael Hansen (*Instructor, Business*)

Minutes: (Note: **Approvals and action items** written in red)

1. Consent Agenda

- a. Approval of minutes from 2/9 to be tabled for next meeting (2/23/16)

2. Old Business/Second Readings

- a. AV 115, AV 117 (tabled for consent agenda on 2/23 unless there are further questions)
- b. HHP 281 (tabled for consent agenda on 2/23)
- c. AS-Natural Resources (tabled for consent agenda on 2/23)

3. New Business/First Readings

- a. Hotel, Tourism & Recreational Management: Ending specialization, will create AAS-Hospitality Management
 - i. Delete Program: AAS-Hotel, Tourism & Recreational Management Specialization
 1. Question regarding whether or not HTRM 106 and HTRM 188 should be included on inactivation list. HTRM 106 and 188 will be inactivated. HTRM 106 will be changed to HM 106 and will go through Curriculum at

a later date. HTRM 106 and 188 will be added to HTRM 105's paperwork for inactivation.

- ii. Inactivate HTRM 105
 - iii. Inactivate HTRM 233
 - iv. **Chad Harris motioned to delete the AAS- Hotel, Tourism & Retail Management specialization and inactivate HTRM 105, 106, 188, and 233, and Dawn Lane seconded the motion. The motion was unanimously approved.**
- b. CEED: Ending CEED prefix programs (replaced by existing BA Small Business/Entrepreneur specialization), revising CEED prefix courses into BA courses
- i. Delete Programs: AAS-Entrepreneurial Management, Certificate: New Venture, Certificate: Product Development
 - 1. Discussion regarding CEED Teach Out Plan
 - a. Clarification regarding "losing cohorts"- no longer requiring the cohort blocks of six courses
 - b. Question regarding duplication of coursework and ability to substitute CEED courses for any BA courses; Theresa will work with students in the Small Business Entrepreneurship degree to know which courses to take; there is no perfect match up with the courses so substitutions won't occur although there may be some duplication of content; CEED courses were more seminar based
 - ii. Inactivate Courses
 - 1. CEED 200 (not included in paperwork, but added to list)
 - 2. CEED 201
 - 3. CEED 202
 - 4. CEED 203
 - 5. CEED 204
 - 6. CEED 205
 - 7. CEED 206
 - 8. CEED 207 (not included in paperwork, but added to list)
 - 9. CEED 211 (not included in paperwork, but added to list)
 - 10. CEED 213 (not included in paperwork, but added to list)
 - 11. CEED 221
 - 12. CEED 222
 - 13. CEED 223
 - 14. CEED 224
 - 15. CEED 225
 - 16. CEED 226
 - iii. Replace CEED Courses with:
 - 1. BA 237 (revision of CEED 213)
 - a. Question regarding equivalency for degree requirements; CEED 213 can be used to satisfy the BA 237 requirement

- b. Discussion regarding the use of the term “CEED” in the outcomes for BA 237; CEED is the name of the facility/location that should be maintained in outcome language, despite the fact that the CEED program was inactivated
 - c. Discussion regarding student learning outcomes and assessment tasks; suggestion to revise outcomes to incorporate skills and concepts into learning outcomes; deliverables can be part of the outcomes (e.g. Marketing Research Report) but measurable language should be added; **Tony offered to work with Michael (and other faculty that may teach this course) to revise these outcomes**
 - 2. Reactivate BA 253
 - a. Discussion regarding outcomes, specifically Outcome #2 regarding a feasibility analysis; it was determined that these outcomes do not need revision.
 - 3. BA 254 (new)
 - 4. BA 271 (new)
 - 5. BA 272 (new)
 - iv. **Dawn Lane motioned to delete AAS-Entrepreneurial Management, Certificate-New Venture and Certificate- Product Development; inactivate CEED 200, 201, 202, 203, 204. 205, 206, 207, 211. 213. 221, 222, 223, 224, 225 and 226; revise CEED 213 to BA 237 (with SLO suggestions) ; reactivate BA 253; add BA 254, BA 271 and BA 272, and Chad Harris seconded the motion. The motion was unanimously approved.**
 - c. Other Business Updates
 - i. Course Revisions
 - 1. BA 178: revision of SLOs, new course description, added Cert- Marketing Communication requirement
 - 2. BA 222: increase in credits from 3 to 4, revision of SLOs
 - a. Question regarding if the course description is new or revised; this is not a new description but **Theresa will look into why the description was listed as new**
 - 3. BA 232: removed BA 223 prerequisite
 - 4. BA 233: removed BA 223 prerequisite
 - a. Question regarding need for CIS courses; proficiency in a CIS class is not necessary for this course
 - b. **Vickery will check “Change in Prerequisites” box because a pre-requisite is being removed**
 - c. Discussion regarding condensing course outcomes; **Tony will work with Michael on this**
 - 5. BA 239: removed BA 223 prerequisite
 - a. Course outcomes should also be condensed for this course; **Tony will work with Michael on this**

6. BA 261: removed BA 223 prerequisite
7. Inactivate BA 289
- ii. **Chad motioned to revise BA 178, 222, 232, 233, 239, 261 with suggested updates and inactivate BA 289, and Dawn Lane seconded the motion. The motion was unanimously approved.**
- d. Program revisions resulting from all above changes
 - i. General Ed requirement change from two courses to 6-9 credits
 1. AAS-Business Administration (BAGEN)
 2. AAS-Business Administration, Accounting Specialization (ACCTG)
 3. AAS-Business Administration, Management Specialization (MGMT)
 4. AAS-Business Administration, Small Business/Entrepreneurship Specialization (ENTRE)
 5. AAS-Business Administration, Retail Operations Specialization (OPS MGMT)
 6. Question regarding business electives vs business inventory; will classes be listed or will they be referred to an inventory; in some cases, they must choose from an inventory and in some cases they have a choice of BA prefix electives; **Theresa will clarify this and send a summary to the group for final review**
 - ii. Program Revisions
 1. Certificate Accounting Clerk
 2. Certificate Entrepreneurship
 3. Certificate Marketing Communications
 4. Certificate Office Assistant
 5. Question regarding capstone and approved substitutions for BA 178; **Theresa had previously worked with Jason on this but will follow up with Sharon and Jared to ensure it can be scribed accurately in Grad Tracks at an institutional level**
 - iii. **Chad motioned to approve the program revisions for BAGEN, ACCTG, MGMT, ENTRE, OPS MGMT, Cert-Accounting Clerk, Cert-Entrepreneurship, Cert-Marketing Communications and Cert-Office Assistant, and Jessica Giglio seconded the motion. The motion was unanimously approved.**

Adjourn: 9:35AM

Next Meeting: Tuesday, February 23, 2016—MET 214 at 8:30AM