

Curriculum Committee Meeting Minutes-APPROVED

Date: 4/5/16, Tuesday 8:30-9:30AM

Location: Metolius 214

Present (voting members):

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

Absent (voting members):

- Dawn Lane (*CTE representative*)
- ASCOCC Representative (not yet appointed)

Present (non-voting members):

- 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):

- Sharon Bellusci (*Enrollment Services representative—temporary assignment*)

Guests:

- Tony Russell (*Faculty Assessment Coordinator*)

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

1. Consent agenda

- a. **Eric Magidson motioned to approve the consent agenda, including the minutes from 3/15, the inactivation of HHP 220, and change in SCM course prefixes (SCM 101 to BA 120, SCM 102 to BA 121, SCM 104 to BA 123, and SCM 105 to BA 124), and Chad Harris seconded the motion. The consent agenda was unanimously approved.**

2. Old Business/Second Readings

- a. Update to AS Medical Imaging (add SS course)
 - i. Addition of one more social science course to align with OIT requirement
 - ii. No comments from the group
- b. HUM 230 (approved first reading to add to DS list with requirement to revise SLOs)
 - i. Previously approved for Discipline Studies list after first reading
 - ii. Group commented on strength of updated assessments in SLOs
 - iii. No further discussion from the group
- c. **Chad Harris motioned to approve the update to the AS Medical Imaging degree and HUM 230 with revised SLOs, and Stephanie André seconded the motion. The motion was unanimously approved.**

3. New Business

- a. New Nursing Assistant Program approval
 - i. NUR 96 revised course (changed to number to NUR 104, contact hours/LU, SLOs)
 - ii. Question regarding equivalency of NUR 96 and 104; Dawn has said that she does not believe the two are equivalent due to changes from Nursing Board; no equivalencies for this course going forward
 - iii. Amended contact hours to 40 lecture hours, 30 lab hours, 30 clinical hours (other); load units: 4 lecture, 2 lab, and 2.4 clinical (other); this aligns with state requirement and ratios
 - iv. Title amended to be Certified Nursing Assistant Level II (CNA Level II)
 - v. St Charles will only hire CNA Level II; this program will also be a good entryway for students who are unable to pursue a Nursing degree but would still like to work in the field
 - vi. Question regarding whether or not NUR 103 is a prerequisite; instructor approval could be given if a student has CNA I already; **Vickery will follow up with Dawn on this to clarify/confirm**
 - vii. **Eric Magidson motioned to approve the Nursing Assistant certificate and NUR 96 to 104 with updated contact hours and title along with suggested changes (confirming prereq question), and Chad Harris seconded the motion. The motion was unanimously approved for second reading.**
- b. Program Suspension: Non Destructive Testing
 - i. 5470 Non Destructive Testing & Inspection AAS
 - ii. 5471 Eddy Current Testing CC
 - iii. 5472 Magnetic/Dye Penetrant Testing CC
 - iv. 5473 Radiographic Testing CC
 - v. 5474 Ultrasonic Testing
 - vi. NDT was established two to three years ago and they have not been able to hire a qualified faculty member to teach the depth and breadth of the courses; the state has a requirement to suspend or delete the programs in a timely manner if they're not being taught
 - vii. About 10 students have declared NDT but only a couple had taken very many classes; some had some prereq coursework; COCC has offered NDT 100, 199, 150, and 103/105--only two students have taken all of the courses that have been offered; question regarding teaching out plan for such a small number of students; six students in spring term are actively declared (four have zero COCC credits); potentially some students have moved to another program
 - viii. The department would like to propose that elective credit be granted for students who have taken NDT 150
 - ix. Question regarding if classes can be taught if the program if the program has been suspended because they are approved as part of a program; there is no other degree that these classes will fit into except AGS; NDT courses have been pulled from the 16/17 catalog
 - x. The longer the programs stay active, the more of a risk it becomes that new students will declare this program

- xi. Suggestion to table the suspension due to inaccuracies on form and weak teach out plan; **Jared will work with Bruce Emerson to pull accurate student numbers and create a teach out plan**; goal is to have this ready for the next meeting
- xii. Discussion regarding communication plan; not formal or tight enough to be used; teach out plan does not need to be included in the communication plan, but it should be referenced; **Vickery will follow up with Bruce on this**

4. Big Picture Follow Up Items

- a. Prerequisite and Syllabus Clean Up
 - i. Vickery discussed prerequisite with concurrency at Academic Affairs
 - ii. Clean up of syllabus template was also discussed; recommendation for faculty who are not going to allow a student to withdraw after the drop date to put this on the syllabus
 - iii. Unclear on what is a policy and what is a procedure; Laura Boehme informed the Academic Affairs team that a policy is one that is approved by a governance committee
 - iv. If a student does not pass prerequisite and is registered for the next class the following term, this is pulled in a report; the report pulls whether or not the student earned a C grade or better, but this was not part of policy or prereq statement; a prerequisite policy will need to be written to include this statement if it's going to be enforced
 - v. Historically, approving a new prerequisite required data, but the current Curriculum Committee has not been adamant about enforcing this policy; Vickery asked if this portion of the policy should be revisited
 - vi. Recommendation to have this revisited so faculty can change prerequisite without data documentation (this is especially helpful for Humanities and Math); the data requirement was potentially to avoid prerequisite "creep" in attempting to get a higher level student in their class when it's not necessarily needed for student success in the course; the people within the discipline should know what prereq would best fit the course and should add prereqs in good faith for student success
 - vii. Prereq trends may be driven by enrollment trends; outcomes should be used to drive prerequisite requirements
 - viii. Vickery will table this for a later date but will continue to discuss with Tim Peterson (chair of Academic Affairs) and will look up policies from other schools to act as models

5. Future Meetings

- a. Culinary changes
- b. New Hospitality Program approval

Adjourn: 9:22AM

Next Meeting: Tuesday, April 12, 2016—MET 214 at 8:30AM