

Curriculum Committee Minutes
February 9, 2023 3:30 to 5pm
Location: TDC Boardroom 1.162 & via Zoom.

PRESENT:

Voting Committee Members

Chair- Pam Morse (Math)
Vice Chair- Mimi Pentz (Nurs/Hlth)
Andrea LoManaco (Buiness)
Kristen Booth (Pre-College)
Emilie Miller (Science)

Stephen Shwiff (Social Science)
Robert Wells-Clark (Ind/Trade)
Rebecca Schwartz (Inst Dean)

Non-Voting Committee Members

Susan Lewis (Curriculum)
Mary Martin (Student Services)
Jarett Gilbert (VP Instructional Services)

Supporting Staff

Sara Wade (Instructional Services)

Guests

Tori Stanek, Glenn Wood. Mike Davis, Sara Mustonen

ABSENT

Voting Members

Jenn Kamrar (Art,Cult,Comm) **LOA**

Non-Voting Committee Members

Item	Discussion	Action
Call to Order: 3:34pm	The meeting was called to order by chair Pam Morse.	
Approval of January 26, 2023 Meeting minutes.	Motion: approve as written.	Motion: Stephen 2nds: Mimi 7 in favor – 0 opposed – 0 abstains
Old Business:		
1. Contact Hour Definitions (Postponed)		

Submissions:		
UAS 101 Introduction to Unmanned Aircraft Systems (Course Revision: title, out, cont)	Mike explained that the changes were done in order to update language to be less gender specific. Motion: approve as written.	Motion: Kristen 2nded: Stephen 7 in favor – 0 opposed – 0 abstained
UAS 102 Small Unmanned Aircraft Systems: Aerial Photogrammetry (Course Revision: title)	Motion: approve as written	Motion: Kristen 2nded: Andrea 7 in favor – 0 opposed – 0 abstained
Professional Small Unmanned Aircraft Systems (cert title, course titles)	Motion: approve as written	Motion: Stephen 2nded: Kristen 7 in favor – 0 opposed – 1 abstained
CT 102 Footings and Foundations	Susan & Glenn explained the proposed changes to the Construction Technology courses, including changes to titles, outcomes, requisites, and content. In addition, 4 new courses are proposed. Current degree and 36 credit certificate are being revised, a new 33 credit certificate proposed, and the 18 credit Basic Construction certificate suspended. Motion: approve as written	Motion: Kristen 2nded: Stephen 8 in favor – 0 opposed – 0 abstained
CT 103 Building Materials and Methods (Course Revision: out, cont)	Motion: approve as written	Motion: Stephen 2nded: Emilie 8 in favor – 0 opposed – 0 abstained
CT 104 Floor Framing (Course Revision: out, cont)	Motion: approve as written	Motion: Kristen 2nded: Rebecca 0 in favor – 0 opposed – 0 abstained
CT 105 Wall and Ceiling (Course Revision: out, cont)	Motion: approve as written	Motion: Stephen 2nded: Rebecca 8 in favor – 0 opposed – 0 abstained
CT 106 Roof Framing (Course Revision: out, cont)	Motion: approve with changes to outcomes section to add trusses and rafters to Learning Outcome #2 and the 1st & 5th bullet in Course Content under Outcome #2.	Motion: Kristen 2nded: Emilie 8 in favor – 0 opposed – 0 abstained

CT 110 Electrical Wiring Basics (Course Revision: title, out, cont)	Motion: approve as written	Motion: Rebecca 2nded: Mimi 8 in favor – 0 opposed – 0 abstained
CT 111 Plumbing Basics (Course Revision: out, cont)	Motion: approve as written	Motion: Mimi 2nded: Andrea 8 in favor – 0 opposed – 0 abstained
CT 112 Basic Stair Construction (Course Revision: out, cont)	Motion: approve as written	Motion: Kristen 2nded: Andrea 8 in favor – 0 opposed – 0 abstained
CT 113 Building Decks and Porches (Course Revision: title, out, cont)	Motion: approve as written	Motion: Mimi 2nded: Emilie 8 in favor – 0 opposed – 0 abstained
CT 114 Windows and Interior Doors (Course Revision: out, cont)	Motion: approve as written	Motion: Kristen 2nded: Mimi 0 in favor – 0 opposed – 0 abstained
CT 115 Interior and Exterior Finishes (Course Revision: out, cont)	Motion: approve as written	Motion: Kristen 2nded: Stephen 8 in favor – 0 opposed – 0 abstained
CT 221 Advanced Materials and Methods (Course Revision: title, des, req, out, cont)	Susan explained that these used to be the second-year course, but with this proposed change, these courses will be able to be taken in any order throughout the program to complete the certificate and/or degree. Motion: approve as written	Motion: Rebecca 2nded: Andrea 8 in favor – 0 opposed – 0 abstained
CT 222 Advanced Foundations: Concrete	Motion: approve as written	Motion: Kristen 2nded: Mimi 8 in favor – 0 opposed – 0 abstained
CT 223 Fences, Handrails and Gate (Course Revision: des, req, out, cont)		Motion: Kristen 2nded: Andrea

	Motion: approve as written	8 in favor – 0 opposed – 0 abstained
CT 230 Roofing and Siding (Course Revision des, req, out, cont)	Motion: approve as written	Motion: Mimi 2nded: Emilie 8 in favor – 0 opposed – 0 abstained
CT 231 Sheetrock/Drywall Basics (Course Revisions: des, req, out, cont)	Motion: approve as written	Motion: Stephen 2nded: Emilie 8 in favor – 0 opposed – 0 abstained
CT 232 Flooring Basics (Course Revision: des, req, out, cont)	Motion: approve as written	Motion: Mimi 2nded: Andrea 8 in favor – 0 opposed – 0 abstained
CT 233 Green Building (Course Revision: title, des, req, out, cont)	Motion: approve as written	Motion: Emile 2nded: Rebecca 8 in favor – 0 opposed – 0 abstained
CT 100 Building Layout (New CTE Course)	Motion: approve as written	Motion: Kristen 2nded: Mimi 8 in favor – 0 opposed – 0 abstained
CT 241 Hardware, Adhesives, Sealants, & Flashings (New CTE Course)	Motion: approve as written	Motion: Kristen 2nded: Rebecca 8 in favor – 0 opposed – 0 abstained
CT 242 Estimating Materials & Labor (New CTE Course)	Motion: approve as written	Motion: Mimi 2nded: Rebecca 8 in favor – 0 opposed – 0 abstained
CTE 242 Prints Drawing and Plans (New CTE Course)	Motion: approve as written	Motion: Kristen 2nded: Mimi 8 in favor – 0 opposed – 0 abstained
Construction Technology AAS (Degree Revision)	Changing credits to 90 from 95 Talk about the wordage around “placement into WR 115” and how it could possible confuse as student. Motion: approve as written	Motion: Kristen 2nded: Stephen 8 in favor – 0 opposed – 0 abstained

Construction Technology (Certificate Revision)	<p>Question was asked why this certificate was going down to 33 credits. Glenn stated that it would help students save money in tuition and also would make each one-year certificate 33 credits.</p> <p>Motion: approve as written</p>	<p>Motion: Mimi 2nded: Andrea 8 in favor – 0 opposed – 0 abstained</p>
Construction Technology- Finishing (New Certificate)	<p>Glenn explained this new certificate would cover the finishing skill courses, and the original, revised certificate would cover the rough skill (building) courses. By taking both certificates, students would be able to have both sets of skills as well as complete the AAS with the additional Gen Ed requirements.</p> <p>Motion: approve as written</p>	<p>Motion: Rebecca 2nded: Mimi 8 in favor – 0 opposed – 0 abstained</p>
Basic Construction (Certificate Suspension)	<p>Glenn explained that historically in the last 2 years no student has enrolled in this certificate. Once a student entered the program they wanted to continue through and complete the 35 credit certificate.</p> <p>Motion: approve as written</p>	<p>Motion: Rebecca 2nded: Stephen 8 in favor – 0 opposed – 0 abstained</p>
New Business		
1. Suggested Text/Materials requirement – continued from 1.26.23	<p>An email from a faculty member was shared and discussed by committee about why and if the suggested text and materials needs to be filled out.</p> <p>Some shared their feelings and stances on the matter.</p> <ul style="list-style-type: none"> • some like the idea of having the suggested materials and resources listed as it helps a new instructor to a course find possible resources/text books for their students. • Some feel that it is not necessary to have the section be required to be filled out, but be optional. <ul style="list-style-type: none"> ○ Susan shared when it was optional, no one filled it out. And that this only has become a problem with this one instructor/department as every other department that has updated their CCOGs have added suggested material to their course CCOGs. • Some shared that they like the option to share materials but like to teach with the materials for a term or two 	

	<p>before being able to suggest it as a possible material for the classes. But also pointed out that instructors each have their own way of teaching and the materials/texts may vary from instructor to instructor</p> <ul style="list-style-type: none"> ○ A concern that some are just searching for possible materials and texts without vetting them or teaching with them. And they may not fit with the class and the outcomes of the class. <p>Motion: table discussion until February 16th meeting, in the meantime each CC member will go back to their departments and see where each department's stance on the Suggested Text/Materials section of CCOGs and bring back to the Committee for further discussion.</p>	
Discussion Items:		
1. Standard Perquisites – Changing pre/co-requisites WR121 to prerequisite WR 115	<i>**Committee ran out of time, and this discussion will be postponed until February 16th meeting.</i>	
Meeting Adjourned: 5:04pm	Rebecca motioned to end the meeting seconded Emilie, All in Favor. Meeting ended at 5:04pm	Next Meeting: February 16, 2023