

**Curriculum Committee Minutes
May 7, 2020 3:30 pm – 5:00 pm**

Location: Keeping with State enforced social distancing regulations due to the Covid-19 pandemic, the Curriculum Committee is meeting via Zoom

PRESENT

Voting Committee Members

Kristen Booth (Chair) (Pre-College)
P.K. Hoffman (Arts and Hum)
Katy Jablonski (WR/FL/Eng)
Linnea Jaeger (ESOL)
Zip Krummel (Social Science)

Ashley Mickels (CTE)
Emilie Miller (Science)
Pam Morse (Math)
Stephen Shwiff (Inst Dean)

Non-Voting Committee Members

Susan Lewis (Curriculum)
Mary Martin (Student Services)

Support Staff

Gail Gilliland (Curriculum)

Guests

Mary Kramer
Robert Wells-Clark
Mike Davis

Linda Hughitt
Lois Colton
Todd Meislahn

Absent

Voting Committee Members

Mimi Pentz (Vice-Chair) (Nurs/Hlth Occ)

Non-Voting Committee Members

Item	Discussion	Action
Call to Order	Meeting called to order at 3:30 pm by chair, Kristen Booth	
Business:		
1. Approval of April 9, 2020 minutes	April 9, 2020 minutes approved as written	Motion: Katy 2 nd : Pam

		Action: 8 in favor – 0 opposed – 0 abstention
2. Course Inactivations (information item only): ECE 175A, ECE 175B , ECE 175C, ECE 175D	Susan informs the Curriculum Committee that ECE 175A , ECE175B , ECE 175C and 175D have been inactivated and provides a brief description regarding the inactivations and their impact on others.	
Submissions:		
MFG 280 Aluminum GTAW/TIG Welding (New CTE Course)	Robert Wells-Clark presents the new MFG 280. This course is coming directly from the Manufacturing program of study for what is seen as a need locally. It fits well in the direction of the CGCC Manufacturing 5-year plan and the skills center. Robert thanks Susan for her help designing the new course. Motion: Approve as written	Motion: Stephen 2 nd : Ashley Action: 8 in favor – 0 opposed – 0 abstention
Manufacturing (Certificate Revision: coursework, credits)	This revision places MFG 280 in the certificate. Motion: Approve as written	Motion: Katy 2 nd : Pam Action: 8 in favor – 0 opposed – 0 abstention
UAS 100 UAS Flight Training (Contact Hour Change)	Mike Davis presents UAS 100 credit change. The required contact hours are lowered to make it a three credit course. Motion: Approve as written	Motion: Stephen 2 nd : P.K. Action: 8 in favor – 0 opposed – 0 abstention
Professional Small Unmanned Aircraft Systems (Certificate Revision: course, out, req, creds)	UAS 100 is added to this certificate, which increases credits from 12 to 15. The math requirement prerequisite is lowered to attract the beginning freshman into the program. Motion: Approve as written	Motion: Stephen 2 nd : Linnea Action: 8 in favor – 0 opposed – 0 abstention

OS 131 10-Key for Business (Course Revision: des, out, cont, text)	<p>Linda Hughitt presents OS 131 revision. In this course revision Industry standards are being used for speed and accuracy and some of the objective issues are cleaned up. Thanks to Mary and Ashley for helping get the course updated.</p> <p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Katy 2nd: Pam Action: 8 in favor – 0 opposed – 0 abstention</p>
ESOL 60 ESOL Writing (New Non-Credit Course)	<p>Lois Colton presents the new ESOL 60 non-credit course. This course is to focus on the writing skills of L2 writers. L1 is native language, L2 is 2nd language.</p> <p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Pam 2nd: Ashley Action: 8 in favor – 0 opposed – 0 abstention</p>
BA 111 Principles of Accounting I (Course Revision, req, des, txt/mat)	<p>Mary Kramer and Stephen present the BA submissions, the accounting portion of the BA program.</p> <p>It is noted that the BA course revisions are being brought through the CC in two phases. Submissions for outcome changes will come at a later date. The first phase is to get the changes into the 2020-21 catalog. Some of the suggestions being implemented now are at the suggestions of students. Some of the course revisions are being done to remove prerequisites which resulted in hidden requirements in the certificate or degree.</p> <p>Susan informed the committee that outcomes can be amended now, even if the outcomes are not being revised in this submission.</p> <p>The Curriculum Committee (CC) would like Outcome #2 to be revised. A possible option could be “Explain the basic steps...” or “Demonstrate knowledge of the basic steps in the accounting cycle.”</p>	<p>Motion: Zip 2nd: Linnea Action: 8 in favor – 0 opposed – 0 abstention</p>

	<p style="text-align: center;">Motion: Approve as amended Amendment: Outcome #2 - Replace "Comprehend" with "Demonstrate knowledge of"</p>	
i. BA 111 Consent Agenda	<p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Katy 2nd: Pam Action: 8 in favor – 0 opposed – 0 abstention</p>
BA 211 Principles of Accounting I (Course Revision: req, des, txt/mat)	<p>Stephen will recommend to Todd to look at the outcomes. The CC would like both Outcome #1 and #2 to be amended. In Outcome: #1 remove "Comprehend" and replace with "Describe ". Outcome #2, remove "Support" and replace with "Demonstrate"</p> <p style="text-align: center;">Motion: Approve as amended Amendment: Outcome #1 Replace "Comprehend" with "Describe" Outcome #2 Replace "Support" with "Demonstrate"</p>	<p>Motion: Zip 2nd: Linnea Action: 8 in favor – 0 opposed – 0 abstention</p>
BA 213 Managerial Accounting (Course Revision: req, des, txt/mat)	<p>BA 213 is not sequential after BA 211. BA 213 or BA 212 can be taken next. This revision involves prerequisite change.</p> <p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Zip 2nd: Emilie Action: 8 in favor – 0 opposed – 0 abstention</p>
BA 222 Financial Management (Course Revision: req, des, txt/mat)	<p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Katy 2nd: Zip Action: 8 in favor – 0 opposed – 0 abstention</p>
BA 228 Computer Accounting Applications (Course Revision: title)	<p>Stephen notes that the title is changed to be a more accurate representation of what is being taught. Brief discussion regarding the title change to "QuickBooks". Question about</p>	<p>Motion: Katy 2nd: Pam</p>

	<p>moving toward a title that used a specific software when in other circumstances the department has moved away from identifying a course by specific software. Mary informs the CC that the faculty wanted to use QuickBooks and thought that it would be more informative for students. QuickBooks is what is taught in the course.</p> <p style="text-align: center;">Motion: Approve as written</p>	<p>Action: 8 in favor – 0 opposed – 0 abstention</p>
BA 228 Consent agenda	<p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Katy 2nd: Linnea Action: 8 in favor – 0 opposed – 0 abstention</p>
BA 250 Small Business Management (Course Revision: title, req, des, txt/mat)	<p>Stephen presents changes. “Small Business” is removed from the title to focus on managerial. Brief discussion ensues over title change. The CC recommends amending Outcome #1, removing “Understand” and replacing with “Analyze”.</p> <p style="text-align: center;">Motion: Approve as amended. Amendment: Outcome #1 – replace “Understand” with “Analyze”.</p>	<p>Motion: Zip 2nd: Pam Action: 8 in favor – 0 opposed – 0 abstention</p>
Entry-Level Accounting Clerk (Certificate Revision: crses)	<p>Stephen presents the certificate revisions. Brief discussion about the scheduling comment. Susan informs the CC that scheduling is worthy of discussion in the Curriculum Committee. Concern that BA 104, Business Math, is not essential if it isn’t taken until the final term. Clarified that the math is not necessary to be successful in the other certificate courses. Rather it is useful on the job; therefore, the placement in the final term, or the first, is fine.</p> <p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Zip 2nd: Katy Action: 8 in favor – 0 opposed – 0 abstention</p>

<p>Accounting / Bookkeeping (Certificate Revision, crses, creds, scheduling)</p>	<p>Stephens presents revisions. This revision change is for the same reason as the Entry-Level certificate. BA 111 is repetitive in this certificate, so it is being removed. No summer term courses. Much discussion to move it to fewer credit course for the future. 17 credits per term is too much.</p> <p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Katy 2nd: Emilie Action: 8 in favor – 0 opposed – 0 abstention</p>
<p>Accounting AAS (Degree Revision: crses, creds)</p>	<p>Todd Meislahn joins the meeting at 4:40PM Stephen explains this AAS has a credit added.</p> <p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Pam 2nd: Linnea Action: 8 in favor – 0 opposed – 0 abstention</p>
<p>Entrepreneurship (Certificate Revision: crses, creds, scheduling)</p>	<p>Stephen presents the Entrepreneurship certificate revision. This certificate is the first year of the degree. BA 111 is added and BA 211 is removed, as well as BA 196. The CC recommends amending Outcome #1 by changing “allocate” and “create” to plurals. Todd is good with this change.</p> <p style="text-align: center;">Motion: Approve as amended Amendment: Outcome #1 – change “allocate” to “allocates” and “create” to “creates”.</p>	<p>Motion: Linnea 2nd: Pam Action: 8 in favor – 0 opposed – 0 abstention</p>
<p>Entrepreneurship / Small Business Management (Degree Revision: title, cses, creds)</p>	<p>Todd presents Entrepreneurship/Small Business Management AAS revision. Brief discussion ensued regarding the removal of “Small” in the title. “Small” is too limiting for the title of this degree.</p> <p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Katy 2nd: Linnea Action: 8 in favor – opposed – abstention</p>

Discussion Items:		
Chair position for 2020-21	<p>Susan explains the chair position for 2020-21. Next fall Mimi would move from Vice Chair to Chair. Mimi's schedule is too packed this coming year. Mimi would appreciate being relieved of the duty of the CC Chair. Kristen is willing to continue as CC Chair for next year, but if anyone wants to be the chair that would be ok.</p> <p>Zip volunteers to be Kristen's back up.</p> <p>Susan informs the CC that at the first meeting in the fall we will vote for Vice Chair.</p> <p>Pam informed the CC that she will be back on the CC for next year</p> <p style="text-align: center;">Motion: Accept Kristen as Chair for next year. Approved</p>	<p>Motion: P.K. 2nd: Katy Action: 8 in favor – 0 opposed – 0 abstention</p>
Related Instruction Definitions and Criteria for Standalone Courses	Postponed to next meeting.	
CC Retreat date and determination of topics for discussion	<p>In the past the CC retreat generally runs 3 hours. Brief discussion ensued regarding opportune dates for the retreat. The first or second week in June would be best for all. June 5th has IC complications. June 4th Math department cannot attend.</p> <p>Friday, June 12th from 9 to noon works for everyone.</p> <p>Potential agenda topics:</p> <ul style="list-style-type: none"> • Submission from Ashley • Finish related instruction • Course development guidelines 	<p>Motion: 2nd: Action: in favor – opposed – abstention</p>

	<ul style="list-style-type: none"> • Degree/Certificate suspension guidelines • CLO #3 – ensuring students are exposed to instruction for CLO #3, 4 and 5 recommendations • Review of General Program Requirements • Review of General/Transfer degree core requirements • Gen Ed standard prerequisites (MTH 20, WR 121) Math 20 is no longer offered • LIB 101 added as a new course. The CC can talk to the idea of adding credits across the degrees. • Accreditation debrief 	
Accreditation visit debrief	Postponed to next meeting	
Adjourn: 5:07 pm	Motion to adjourn: Zip moves, Pam 2nd	
Next Meeting: CC Retreat June 12, 2020		