

**Curriculum Committee Minutes
February 11, 2021, 3:30 pm – 5:00 pm**

Location: Due to State Social Distancing requirements, this meeting is held via Zoom.

PRESENT:

Voting Committee Members

Chair- Kristen Booth (Pre-College)
Vice Chair- Zip Krummel (Social Science)
P.K. Hoffman (Arts & Hum)
Steve Holman (Inst Dean)

Ashely Mickels (CTE)
Emilie Miller (Science)
Pam Morse (MTH)
Mimi Pentz (Nurs/Hlth)

Non-Voting Committee Members

Susan Lewis (Curriculum)
Jarett Gilbert (VP Instructional Services)

Mary Martin (Student Services)

Supporting Staff

Sara Wade (Curriculum)

Guest

Andrea Ware

ABSENT

Voting Committee Members

Katy Jablonski (ESL) (on leave of Absence)
Courtney Cunningham (ESL)

Non-Voting Community Members

Item	Discussion	Action
Call to Order	Meeting called to order by Chair Kristen Booth at 3:37 pm	
Business		
Katy's Leave of Absence	Giving Katy a leave of absence as she is out of the country. She will be back in Spring Term.	
Old Business	None	

Submissions		
<p>WT 181 Digital Marketing (New CTE Course)</p>	<p>Steve move to open discussion, Pam 2nds. Kristen opens WT 181 to discussion and introduces Andrea Ware. Andrea explains that the Web Technology (WT) courses will separate from the Computer Application Course in hopes to grow the Web Technology.</p> <p style="text-align: center;">Motion: approve as written</p>	<p>Motion: Steve 2nd: Pam Action 7 in favor – 0 opposed – 2 abstentions</p>
<p>CAS 102 Marketing with Social Media (Course Revision: prefix, title, req,cont,txt/mat)</p>	<p>Mimi moves to open discussion, Pam 2nds. Kristen opens CAS 102 course prefix change to discussion. Andrea explained in more detail about Marketing with social media to clarify the course and its purpose and relevance.</p> <p style="text-align: center;">Motion: approve as written</p>	<p>Motion: Mimi 2nd: Pam Action 7 in favor - 0 opposed – 2 abstentions</p>
<p>CAS 105 Writing for Web (Course Revision: prefix, title, req, cont, txt/mat)</p>	<p>Steve moves to open discussion, Pam 2nds. Kristen opens CAS 105 course prefix change to discussion.</p> <p style="text-align: center;">Motion: approve as written</p>	<p>Motion Steve 2nd: Pam 7 in favor – 0 opposed – 2 abstentions</p>
<p>Digital Marketing Assistant (New Certificate)</p>	<p>P.K. moves to open discussion, Mimi 2nds. Kristen opens Digital Marketing Assistant Certificate to discussion. Andrea explains that this certificate is a pathway to the Administrative Assistant degree to apply (19) credits directly towards it. And that it has come up as a need for this certificate in the community for future employees. *Susan explains when approving new certificates that make up a degree's electives check to make sure one doesn't have to take other credits to receive this certificate.</p> <p style="text-align: center;">Motion: approved as written</p>	<p>Motion: P.K. 2nd: Mimi 7 in favor – 0 opposed – 2 abstentions</p>

Consent Agenda (Web Development Assistant cert, Web Design Assistant cert, course changes) CAS 102 Course Number Change	Emilie moves to open discussion, P.K. 2nds. Kristen opens Consent Agenda Web Development Assistant Certificate and Web Design Assistant Certificate course changes to discussion. Motion: approved as written	Motion: P.K. 2 nd : Steve 7 in favor – 0 opposed – 2 abstentions
Consent Agenda (Administrative Assistant AAS, Administrative Assistant Certificate, course addition and deletion)	P.K. moves to open discussion, Steve 2nds. Kristen opens Consent Agenda Administrative Assistant AAS and Certificate course addition and deletions to discussion. Motion: approved as written	Motions: Emilie 2 nd : P.K. 7 in favor – 0 Opposed – 2 abstentions
Consent Agenda (Entrepreneurship/Business Management AAS addition of electives)	Mimi moves to open discussion, Pam 2nds. Kristen moves Consent Agenda Entrepreneurship/Business Management AAS addition of electives to discussion. Ashely explains that she along with Todd agreed that the course proposed would be good electives for Entrepreneurship/Business Management AAS degree. Motion: approved as written	Motion: Mimi 2 nd : Pam 7 in favor – 0 Opposed – 2 abstentions
Discussion Items:		
1. Reviewing and Modifying the use of the Consent Agenda	<ul style="list-style-type: none"> The Consent Agenda has been used differently than its intended use. Susan explained that a consent Agenda allows the committee to pass a group of items that require less deliberation but need an official vote. Elements/cuts down on voting. The form the committee have been using as a Consent Agenda is more like a simplified submission form. To use it for the change of course title, course number changes, degree or certificate title changes, addition or deletion of degree/certificate electives for simple changes. No need for a consent agenda but if needed we can make one for those instances. Discussion on what and how we could use or why you would need the Consent Agenda. 	Motion: Steve 2nd: Ashely 7 in favor – 0 Opposed – 2 abstentions

	<ul style="list-style-type: none"> • Susan would like to change the form from Consent Agenda form to a different form (same form just a different name). • Is there anything else that would be appropriate on the new and revised Consent Agenda form. <p>Action Item: Susan will bring a present a different title of Consent Agenda to a Simplified Certificate/Degree revision form to the next meeting.</p> <p>Motion: approve the action item Susan coming back to next meeting with proposal of new name of Consent Agenda.</p>	
Other	Ashely inquired about the status of the ASOT-Business discussions regarding possible changes to electives and requirements. Susan will follow up with Todd and bring back to the committee for further deliberation.	
Meeting Adjourned: 4:32 pm	<p>Zip motioned to end meeting, P.K. 2nds.</p> <p>Motion: meeting closed at 4:32 pm</p>	<p>Motion: Zip 2nd: P.K. 7 in favor – 0 opposed – 2 abstentions</p>
Next Meeting: March 4, 2021		