

Curriculum Committee Minutes

April 8, 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)

Ashely Mickels (CTE)

Pam Morse (MTH)

Mimi Pentz (Nurs/Hlth)

Courtney Cunningham (ESL)

Katy Jablonski (ESL)

Vacant (Inst Dean)

Non-Voting Committee Members

Susan Lewis (Curriculum)

Jarett Gilbert (VP Instructional Services)

Mary Martin (Student Services)

Supporting Staff

Sara Wade (Curriculum)

Guest

Andrea Ware, Axel Hernandez, Mary Kramer

ABSENT

Voting Committee Members

Emilie Miller (Science)

Non-Voting Committee Members

Item	Discussion	Action
Call to Order: 3:38pm	Meeting is called to order at 3:38pm by Chair Kristen Booth.	
Approval of March 18, 2021 minutes	Motion: approve as written.	Motioned: P.K. 2nds: Ashley 7 in favor – 0 opposed – 0 abstains
Old Business:		
1. February 11, 2021 Request: Restart discussion regarding	Susan informed the committee that she asked Ashley, Todd, and Mary Kramer to come to the Instructional	

revision of BA/CAS course requirements and electives for the ASOT-BUS (pending)	Council with a proposal of changes to the ASOT-BUS for the revision of BA/CAS course requirements and electives. Instructional Council will bring it to the Curriculum Committee, after they vote on it April 16, 2021.	
New Business:		
Submissions:		
CAS 101 Introduction to Web Design & Development (Course Revision: prfx, des, reg, cont, text/mat)	<p>P.K. motions to open discussion, Pam 2nds, Kristen opens CAS 101 into discussion.</p> <p>Katy asks Andrea if there will be courses left with CAS or will all of them be changed to WT. Andrea explains that only the Web Technology classes will be changed to WT as they are not “actually” Computer Application courses, and she explained what the difference between Web Technology and Computer Application courses are.</p> <p>Motion: approve as written</p>	<p>Motion: P.K. 2nds: Pam 7 in favor – 0 opposed – 0 abstains</p>
CAS 106 Intro to HTML for Designers (Course Revision: prfx, out, cont, text/mat)	<p>Ashley moves to open discussion, Courtney 2nds, Kristen opens CAS 106 into discussion.</p> <p>Motion: approve as written</p>	<p>Motion: Ashley 2nds: Courtney 7 in favor – 0 opposed – 0 abstains</p>
CAS 180 Search Engine Optimization (Course Revision: prfx, des, req, cont, text/mat)	<p>Ashley moves to open discussion, Zip 2nds, Kristen opens CAS 180 into discussion.</p> <p>Courtney asked how many hours this course was. And questions arose why there is no number of credits on the course revision forms. Susan explains. Discussion about changing the course revision form in the future.</p> <p>Motion: approve as written</p>	<p>Motion: Ashley 2nds: Zip 7 in favor – 0 opposed – 0 abstains</p>
CAS 200 Web Trends (Course Revision: prfx, des, req, out, cont, text/mat)	<p>Ashley moves to open discussion, Courtney 2nds. Kristen opens CAS 200 for discussion.</p> <p>Motion: approve as written</p>	<p>Motion: Ashley 2nds: Courtney 7 in favor- 0 opposed – 0 abstains</p>

CAS 206 Web Design with HTML (Course Revision: prfx, des, reg, cont, text/mat)	Katy moves to open discussion, Courtney 2nds. Kristen opens CAS 206 for discussion. Motion: approve as written	Motion: Katy 2nds: Courtney 7 in favor – 0 opposed – 0 abstains
CAS 213 Cascading Style Sheets (Course Revision: prfx, des, reg, cont, text/mat)	Ashley moves to open discussion, Zip 2nds. Kristen opens CAS 213 for discussion. Kristen asked how many credits that CAS 213 was. Andrea answered that it was a 4-credit course. Motion: approve as written	Motion: Ashley 2nds: Zip 7 in favor – 0 opposed – 0 abstains
CAS 215 JavaScript and jQuery (Course Revision: prfx, des, req, cont, text/mat)	Mimi moves to open discussion, Zip 2nds. Kristen moves CAS 215 into discussion. Motion: approve as written	Motion: Mimi 2nds: Zip 7 in favor – 0 opposed – 0 abstains
CAS 225 Database Theory and MySQL (Course Revision: prfx, des, req, cont, text/mat)	Ashley moves to open discussion, Zip 2nds. Kristen moves CAS 225 into discussion. Motion: approve as written	Motion: Ashley 2nds: Zip 7 in favor – 0 opposed – 0 abstains
CAS 235 Graphic Design (Course Revision: prfx, des, reg, out, cont, text/mat)	Ashely moves to open to discussion, Courtney 2nds. Kristen moves CAS 235 into discussion. Motion: approve as written	Motion: Ashley 2nds: Courtney 7 in favor – 0 opposed – 0 abstains
MTH 111L Foundations of College Algebra (New LDC Course)	Mimi moves to open discussion, Courtney 2nds. Kristen moves MTH 111L into discussion. Pam explains that this course is 1 of 3 that the state recommends for the Strong Start program. This course will help students be able to have a refresher in College Algebra or get the extra help on the specific objectives of the course that they may need additional guidance on. Question was asked if this course is a great need for the students. Pam explained yes, this course is a need as it will help those students be able to understand the basics	Motion: Mimi 2nds: Courtney 6 in favor – 0 opposed – 0 abstains

	<p>of college algebra. For students that have taken a college level algebra course in the past, this course will be a refresher course without having to take the whole math class over again. It will also help the students struggling in college math courses.</p> <p>This is just a start for the Strong Start program as in the future there will likely be courses for writing and reading.</p> <p style="text-align: center;">Motion: approve as written</p>	
Committee Action:		
1. Filling the vacant Instructional Dean position	<p>Discussion about filling the vacant Instructional Dean position, it was agreed that for the last two meetings of the year to just stay as it was in this meeting (April 8th), and not fill the Instructional Dean position.</p> <p style="text-align: center;">Motion: allow the Instructional Dean position to remain vacant for the rest of this year.</p>	<p>Motion: P.K. 2nds: Zip 6 in favor – 0 opposed – 0 abstains</p>
2. June Retreat date	<p>Discussion on the upcoming Curriculum Committee retreat, what is the Curriculum Committee retreat, and making an action plan for the meeting. And to confirm a date that works for all committee members.</p> <p>*possible agenda ideas bring to May 6th meeting or email Susan.</p> <p style="text-align: center;">Motion: Hold the Curriculum Committee Retreat on Thursday, June 3, 2021, 9am to noon.</p>	<p>Motion: Zip 2nds: Courtney 7 in favor – 0 opposed – 0 abstains</p>
<p>3. Meeting Procedures</p> <ul style="list-style-type: none"> • Proposed amendment of OP 040.009.001 Curriculum Development and Approval • Proposed amendment of Curriculum Committee Charter 	<p>A recap discussion on last meetings discussion on Robert’s Rules.</p> <ul style="list-style-type: none"> • Susan explains the previous order of conducting Curriculum meetings. She explains that when the committee was established the members formed a way of conducting business within meetings that much of was outlined in the Curriculum Development and Approval OP. The proposed amendment to the OP would ensure that time for discussion was included and that votes would be 	

	<p>preceded by a motion and a second. If this level of procedural direction was sufficient, the reference to Robert's Rules could be eliminated in the Charter.</p> <ul style="list-style-type: none"> • Zip explains about modified Robert's Rules, that what we are proposing and currently conducted in the meetings is a modified version of Robert's Rules. And that "Modified" should just be added to charter regarding Robert's Rules. • P.K. states that newcomers to the committee should know or have access of how meetings are to be conducted. • Kristen asks how such changes or how the rules need to be stated in the charter. Zip stated that the rules just needed to be stated and written in the charter as how the committee wants the meeting to be ran. <p>**Zip will bring a proposal of new Modified Robert's Rules of order to the May 6th meeting.</p>	
<p>Meeting Adjourned: 4:36pm</p>	<p>Zip motioned to end the meeting, Ashley 2nds. All in favor. Meeting Closed at 4:36pm.</p>	<p>Motioned: Zip 2nds: Ashley All in favor</p>
<p>Next Meeting: May 6, 2021</p>		