

Curriculum Committee
January 28, 2014
BH 140, 3 p.m.
MINUTES

Members Present: Janice Alexander, Lynn Farris, Rick Halverson, Brenda Hanson, Rich Haptonstall, Don Hickethier, Kristen Jones, Dawn Rauscher, Myrna Ridenour, Laura VanDeKop, Pete Wade

Others Present: Chris Clouse, Connie Hitchcock, Jessica Hopkins, Cindy Kiefer, Sharon Nau, Marlene Stoltz, Dan Voermans

Action Items:

- **Approval of Minutes from December 6, 2013** **APPROVED**
Pete Wade moved to approve the minutes; Rick Halverson seconded the motion, which passed unanimously.
- **Aviation Transfer program** **APPROVED**
Don Hickethier explained the proposal to delete the Aviation Transfer page from the 2014/2015 catalog. The Program Review committee recommended deletion of the program, and Red Eagle Aviation lost its license to receive financial aid. Rick Halverson moved to approve the proposal; Myrna Ridenour seconded the motion, which passed unanimously.
- **AVFT 131, 132, 133, 253, 254, 255, 256 (deletions)** **APPROVED**
Don Hickethier explained the proposal to delete all the AVFT courses, as the Aviation Transfer program has been deleted. Pete Wade moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously.
- **WLD 135 GMAW/GTAW Welding and Certification (revision)** **APPROVED**
Pete Wade explained the proposal to revise these courses. Brenda Hanson moved to approve the proposal; Don Hickethier seconded the motion, which passed unanimously.
- **Graduation Substitutions:**
Matthew Hartman: **APPROVED** Student has taken two humanities courses on the quarter system, which equals two semester credits, and is requesting a waiver for the additional one credit required at FVCC. He will still have enough total credits to graduate. Both of the humanities course he took previously are similar to the humanities courses offered here. Rich Haptonstall moved to approve the proposal; Lynn Farris seconded the motion, which passed unanimously.
Erin Bowers: **REMOVED FROM AGENDA** This substitution is approved by the program director, and since the course being substituted is already listed in the catalog as meeting a communications requirement, it does not need approval from this committee.
- **Pharmacy Technology Certificate (revision)** **APPROVED**
Janice Alexander explained the proposal to revise the Pharmacy Technology certificate by adding AH 117 and updating the application process to include criteria and an application committee. Students will receive preliminary acceptance contingent upon completion of a background check. The changes were suggested by both the Program Review committee and the advisory board. Pete Wade moved to approve the proposal; Brenda Hanson seconded the motion, which passed unanimously.

- **CMPA 275, CMPA 270, CMPA 274, CMPA 274, GDSN 148, GDSN 149, GDSN 200, GDSN 247, GDSN 248, GDSN 249, GDSN 250, GDSN 267, GDSN 267 (revisions)**

APPROVED

Dawn Rauscher explained the proposal to revise these courses. Course descriptions and outcomes have been updated on all of them. The CMPA rubric has been replaced by the WEB rubric. Don Hickethier moved to approve the proposal; Pete Wade seconded the motion, which passed unanimously.

Discussion Items:

- *Signature required after first day of class:* The committee decided to keep the policy as it is, as shutting down the student portal any sooner could negatively impact enrollment.
- *Accepting 300/400 courses as Gen Ed and program requirements:* Marlene explained that the sub-committee decided that 300/400 courses will be accepted as electives only, not as general education requirements, unless they go through the division for approval on a course-by-course basis.

A related issue is whether 300/400 courses can be substituted to meet an AAS or CAS program requirements. Dawn thinks program directors should be able to make that substitution decision. In the past, substitutions have been made with 300/400 level courses for program requirements whether or not they are subjects related to program requirements so that the number of credits can be met. It was recommended that any substitution for program requirements be given in writing by the program director justifying the substitution. The committee decided that if the substitution request is for a Gen Ed or Related Instruction requirement, it should get approval from the Gen Ed Team and the Curriculum Committee. This does not apply to courses that have already been accepted as transfer courses. Division chairs and faculty senate will communicate this new process to faculty. Marlene will modify the waiver and substitution forms to include a place for program directors to sign off on program requirement substitutions or waivers and send them to Division Chairs and Janice and Laura.

- *SA/SR grades:* Lynn explained the history of SA and SR grades, in relation to developmental courses and financial aid. Now, based on limitations on federal aid, students have a limited opportunity to repeat courses. Don explained that they have a purpose in the community college setting. In other schools it is common to put developmental classes on transcripts with no grade or credit associated, which means students aren't using any aid, so there is no FTE, making it difficult to pay instructors for those classes. Discussion followed about the necessity of the SA/SR grade. The committee decided that they are necessary.
- *What transfer areas get listed in the catalog and what is the process to remove or add a transfer area from/to the catalog?* Laura explained that the Transfer Prep Core Theme Committee would like to see some guidelines for deciding which transfer programs to include in the catalog and which ones to delete. Historically, the guideline was if a student could complete the first two years at FVCC and transfer as a junior the page went in. Transfer pages are also used as a recruitment tool so students can see their options. The committee decided that proposed additional catalog pages should go through the divisions for approval, then come to this committee as an FYI with a copy of the catalog page before they get added, unless they require additional courses, equipment, and/or instructors, in which case they need to go through a modified Program Review process. Removal of a transfer catalog pages needs to come through this committee as an FYI with division approval unless they require additional courses, equipment, and/or instructors, in which case they need to go through a modified Program Review process. Educational Services will draft this new process and bring to this committee's next meeting for review.