

Curriculum Committee
December 6th, 2012
BH 140, 3 p.m.
MINUTES

Members Present: Janice Alexander, Lynn Farris, Rick Halverson, Rich Haptonstall, Kristen Jones, Sue Justis, Phil MacGregor, Pete Wade, Karla West

Others Present: Janice Heil, Jessica Hopkins, Mary Jordt, Cindy Keifer, Sharon Nau, Marlene Stoltz, Laura VanDeKop, Dan Voermans

Action Items:

- **Approval of November 8th, 2012 minutes APPROVED**
Sharon Nau noted that the committee had decided that CSCI 104 should be offered fall and spring semesters, not all semesters as the original proposal stated. Rick Halverson moved to approve the minutes; Pete Wade seconded the motion, which passed unanimously.
- **Physical Therapist Assistant AAS (revision) APPROVED**
Janice Heil explained the proposal to add additional prerequisites to the PTA program. The changes will allow students more flexibility and options in their prerequisites. Rick Halverson noted that PSYX 100 Intro to Psychology is a prerequisite to PSYX 230, Developmental Psychology so students shouldn't be able to take one or the other. Rick will check with the psychology department to see if PSYX 100 needs to remain a prerequisite for PSYX 230. Brenda Hanson suggested putting a footnote next to AHMS 100, Math Applications for Allied Health Professionals, clarifying which other math courses would fulfill that requirement. Brenda suggested having more clarification on the prerequisite section and keeping it as fall and spring, rather than grouping all the courses together. Discussion followed about the best way to clarify the prerequisite process for students. Rich Haptonstall moved to approve the pages with minor adjustments; Brenda Hanson seconded the motion, which passed unanimously.
- **AHPT 201 Physical Therapist Assistant II/Lab, AHPT 225 Seminar and Project in Physical Therapist Assisting (revisions) APPROVED**
Janice Heil explained the proposal to assess a program fee for the PTA program by adding lab fees to AHPT 201 and AHPT 225. Janice explained that there are several programs heading in the direction of instituting a program fee rather than a bunch of different lab fees. Current lab fees for these courses are \$20 and \$25. Sharon Nau clarified that this proposal is for spring 2013 only. Beginning fall 2013, the amounts will be revised. Cindy Keifer explained that some students don't get Pell grants in the summer so it would be better to have the lab fees in the fall and spring semesters. Pete Wade would like clarification on the difference between a program fee and a lab fee. Janice Alexander asked why we can't assess a program fee without going through lab fees, since other schools do it that way. Kristen Jones said the discussion would be more useful with Kirk Zander and Chuck Jensen present to explain the business end of things. Pete Wade recommended tabling the proposal until there is a business discussion. Janice Heil explained that they need the money for spring semester to buy supplies. Sue Justis moved to approve the proposal; Karla West seconded the motion, which passed unanimously. Kirk Zander and Chuck Jensen will be invited to attend the next Curriculum Committee meeting to continue the discussion.

- **MUSI XXX Ensemble: Strings and MUSI XXX Ensemble: Vocal Jazz (new) APPROVED**
 Karla West explained the proposal to add these two music courses. Instructors are already lined up to teach these courses. The strings course should be on the spring 2013 schedule. The jazz course should be on the fall 2013 schedule. The committee recommended adding “advisor or instructor consent” to the profiles. Sue Justis moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously.
- **ARTJ 220 Forging and Smithing I ARTJ 221 Forging and Smithing II, ARTJ 223 Forging and Smithing III, (revisions) PARTIALLY APPROVED**
 Rich Haptonstall explained the proposal to update the course profiles for these courses. Discussion followed about semesters offered and course descriptions. Brenda Hanson moved to approve lab fees and semesters offered for ARTJ 220, 221, and 223, and table the rest of the changes; Sue Justis seconded the motion, which passed unanimously.
ARTJ 260 Stone Setting I, ARTJ 261 Stone Setting II TABLED
 Brenda Hanson asked for clarification on when these courses are offered. Rick Halverson moved to table the proposal; Pete Wade seconded the motion, which passed unanimously.
- **Payroll Accounting CAS (revisions) APPROVED**
 Karla West explained the proposal to revise the Payroll Accounting CAS. Four new classes will be added and four deleted. Sharon Nau asked to remove the pre-requisite on ACTG 124. Pete Wade expressed concern about who will be teaching the new courses and whether more faculty will be needed as this is a financial consideration. Sharon Nau asked if ACTG 123 should remain in the catalog. The course should be taken out of the catalog and deleted next fall. Sue Justis moved to accept the proposal; Rick Halverson seconded the motion, which passed with one abstention.
- **HSTA 101 American History I, HSTA 102 American History II (revisions) APPROVED**
 Rick Halverson explained the proposal to update the learning outcomes for these courses to align with MUS. Pete Wade moved to approve the proposal; Janice Alexander seconded the motion, which passed unanimously.
- **Senior Institute Courses (revisions) APPROVED**
 Mary Jordt explained the proposal to increase the lab fees for these courses to cover increased costs of lunch and supplies. Janice Alexander noted that this is another lab fee/vs. program fee issue. Pete Wade moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously.
- **IT 178 Introduction to MASTERCAM: Mill and Lathe (revision) IT 177 Introduction to MASTERCAM: Mill (deletion) MCH 126 Advanced Mill and Lathe Systems (new) APPROVED**
 Pete Wade explained the proposal to revise IT 178 to MCH 124 Introduction to MASTERCAM Mill and Lathe, delete IT 177, and add a new course MCH 126. Rick Halverson moved to approve the proposal; Janice Alexander seconded the motion, which passed unanimously.
- **Industrial Machine Technology Certificates: Catalog Pages APPROVED**
 Pete Wade presented catalog pages for the previously approved Machinist Technician Certificate programs. Dan Voermans mentioned that on the Level 1 page, the specific number of jobs should be a percentage instead of a specific number and Montana job growth information should be added to the Certificate page. Pete would like to keep the national information and add the Montana information. Lynn Farris moved to approve the pages with changes mentioned; Sue Justis seconded the motion, which passed unanimously.

- **Heavy Equipment Operator CAS (revision) APPROVED**
 Pete Wade explained the proposal to add two courses as optional class offerings for the Heavy Equipment Operator CAS program. Janice Alexander moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously. Brenda Hanson clarified that students do earn the American Red Cross First Aid/CPR Certification for taking HLTH 202. Pete said all the CTE CAS and AAS programs should have that noted on their catalog pages as they all include that course.
- **SR 80 Jewelry/Enameling for Seniors (pilot) APPROVED**
 Mary Joridt explained the proposal to add this new course for the Senior Institute. Brenda Hanson asked if this .5-credit course description should be the same as the 3-credit course description. The second half of the course description will be removed. Lynn Farris moved to approve with the change; Brenda seconded the motion, which passed unanimously.
- **M 061 Basic Mathematics, M 065 Prealgebra (revisions) APPROVED**
 Laura VanDeKop explained the proposal to add lab fees to these courses to cover the cost of course materials. The fee assessed for M 61 is for spring 2013 only. Sharon Nau suggested adding “appropriate placement score” to the prerequisite for M 061. Pete Wade moved to approve the proposal with the addition to the prerequisite; Karla West seconded the motion. Brenda asked if students would have to pay the fees again if they have to repeat the course. Laura said yes because the access code is only good for 6 months. Phil MacGregor clarified that if the cost of the materials increases and they need to increase the lab fee, they will need to bring the profile back. The motion passed unanimously.
- **Program Review Summaries – Aviation Transfer, Auto Body Certificate, History Transfer, Computer Science Transfer, Psychology Transfer, Nursing and Pharmacy Transfer APPROVED**
 Jessica Hopkins summarized the results of the Program Review committee for fall 2012. Janice Alexander suggested that Dan Voermans should be the one to fill out the paperwork for Aviation since he is the official advisor. Jessica explained that the aviation courses are all taught off-campus so no one except the people at Red Eagle Aviation would have been able to complete the form. Janice thinks that if Dan is the person on the catalog page, he should be the one to be in contact with Red Eagle and take full responsibility for the program. Pete Wade moved to approved to approve all the summaries and stated that he appreciates the assistance of the Program Review committee; Sue seconded the motion. Janice mentioned that the issue she presented occurs in more than this case and a note should be made to address the issue in the future. The motion passed unanimously.

Discussion Items:

- **Faculty Leadership Change**
 Phil MacGregor announced that he is stepping down as Faculty Senate president. Janice Alexander will take over as president and Curriculum Committee co-chair. Laura VanDeKop will step in as Faculty Senate Vice President.
- **Online Schedule Organization**
 Mary Joridt explained the changes to the online schedule for spring semester in the art section. If anyone else wants that kind of sorting mechanism in their area, that can be

implemented. Don Hicketier asked if it could be sorted by each general education area. Sharon suggested using the division section in CAMS to do so.

- **Last day to drop**

There has been some discussion about making the last day to drop a class earlier in the semester. Currently, students can still drop at 75% of the way through the class. Kristen Jones asked the group if they would like to continue this discussion or leave it as it is. She suggested that division chairs discuss the topic with their faculty and that it also be discussed at Faculty Senate.

- **WI, SA, SR**

Brad Eldredge pulled data to see how often these designations are used. Kristen will have a meeting to discuss the data.

- **Maximum number of "S" credits allowed for graduation**

The issue is whether this number should be increased. Marlene Stoltz is concerned about veterans because FVCC has to give them at least 25% of the total number of credits and they can only get 12 here. To be a military-friendly school, we need to be giving them 15 credits. Janice Alexander will take this discussion to faculty senate.

FYI

- Sue Justis moved to accept these CCN changes; Pete Wade seconded the motion, which passed unanimously.

Was		Now	
IT 160	Blueprint Reading and Interpretation for Machining	MCH 120	Blueprint Reading Intrap Machining
MFGT 120	Mill and Lathe Systems	MCH 121	Mill and Lathe Systems
IT 177	Introduction to MASTERCAM	MCH 122	Intro to MASTERCAM
MFGT 123	Intro to HAAS CNC Mill and Lathe Operations	MCH 123	Intro to HAAS CNC Mill and Lathe Operations
IT 178	Advanced CNC Programming in MASTERCAM	MCH 124	Advanced CNC Programming in MASTERCAM
MFGT 128	HAAS CNC TM1 Lathe Operations	MCH 125	HAAS CNC TM1 Lathe Operations
MFGT 129	HAAS CNC TM1 Vertical Mill Operations	MCH 127	HAAS CNC TM1 Vertical Mill Operations
MFGT 141	Machine Quality Control and Precision Measurements	MCH 129	Machine Quality Control and Precision Measurements
ACT 289	Soccer-Varsity	ACTV 289	Soccer-Varsity
ACT 200	Cross Country-Varsity	ACTV 289	Cross Country-Varsity
HVAC 231	HVAC Electrical II	HVC 230	HVAC Electrical II
HVAC 241	HVAC Systems II	HVC 240	HVAC Systems II
HVAC 251	HVAC Refrigeration I	HVC 250	HVAC Refrigeration I
HVAC 264	HVAC Field Experience I	HVC 295	HVAC Field Experience I
HVAC 141	HVAC Systems I	HVC 140	HVAC Systems I
HVAC 131	HVAC Electrical I	HVC 130	HVAC Electrical I
HVAC 120	Boiler Operator	HVC 120	Boiler Operator Certification
HVAC 101	HVAC Fundamentals	HVC 101	HVAC Fundamentals
ELEC 100	Introduction to Electricity	ELCT 100	Introduction to Electricity
ELEC 101	Electrical Fundamentals I	ELCT 101	Electrical Fundamentals I

ELEC 102	Electrical Fundamentals II	ELCT 102	Electrical Fundamentals II
ELEC 103	Electrical Code Study/Codeology	ELCT 103	Electrical Code Study/Codeology
ELEC 111	Electric Meters and Motors	ELCT 111	Electric Meters and Motors
ELEC 133	Basic Wiring	ELCT 133	Basic Wiring
ELEC 137	Electrical Drafting	ELCT 137	Electrical Drafting
ELEC 139	Electric Cod Study - Residential	ELCT 139	Electric Cod Study - Residential
ELEC 201	Alternating Current Theory	ELCT 201	Alternating Current Theory
ELEC 204	Electrical Planning and Estimating	ELCT 204	Electrical Planning and Estimating
ELEC 205	Electrical Design and Lighting	ELCT 205	Electrical Design and Lighting
ELEC 211	AC Measurements	ELCT 211	AC Measurements
ELEC 233	Commercial Wiring Lab	ELCT 233	Commercial Wiring Lab
ELEC 236	Conduit, Raceways and Code Lab	ELCT 236	Conduit, Raceways and Code Lab
ELEC 239	Grounding/Bonding Fundamentals	ELCT 239	Grounding/Bonding Fundamentals
ELEC 241	Electric Motor Controls	ELCT 241	Electric Motor Controls
ELEC 247	Medium and High Voltage	ELCT 247	Medium and High Voltage
ELEC 250	Introduction to Photovoltaic Systems	ELCT 251	Introduction to Photovoltaic Systems
ELEC 252	Fundamentals of Grid Tied Photovoltaic Systems	ELCT 252	Fundamentals of Grid Tied Photovoltaic Systems