

Curriculum Committee  
March 1<sup>st</sup> and 8<sup>th</sup>, 2013  
BH 140, 1 p.m.  
MINUTES

**Members Present:** Janice Alexander (co-chair), Lynn Farris, Rick Halverson, Brenda Hanson, Rich Haptonstall (8<sup>th</sup> only), Don Hicketier, Kristen Jones (co-chair)(1<sup>st</sup> only), Sue Justis, Pat Pezzelle (8<sup>th</sup> only), Pete Wade, Laura VanDeKop, Karla West (1<sup>st</sup> only)

**Others Present:** Jim Boger (1<sup>st</sup> only), Hillary Ginepra (1<sup>st</sup> only), Jessica Hopkins (1<sup>st</sup> only), Cindy Keifer, Kris Long (1<sup>st</sup> only), Ami Mezahav (1<sup>st</sup> only), Sharon Nau, Gerda Reeb (1<sup>st</sup> only), Myrna Ridenour (1<sup>st</sup> only), Marlene Stoltz, Ruth Wrightsman (1<sup>st</sup> only), Dan Voermans (8<sup>th</sup> only)

### **Action Items:**

#### **March 1<sup>st</sup>**

- **Approval of February 1, 2103 minutes APPROVED**  
Rick Halverson moved to approve the minutes; Pete Wade seconded the motion, which passed unanimously.
- **CULA 103, 104, 148, 201 (revisions) APPROVED**  
Hillary Ginepra explained the proposal to update the catalog descriptions for these courses. Janice Alexander asked about having both service hours and Chef's Table requirements in CULA 148. Hillary said students have to use one credit of that class towards actual service. Brenda clarified that students are actually servicing 165 hours. Hillary confirmed that she wants the profile prerequisites to read "instructor's consent." Karla West moved to approve the proposal; Sue Justis seconded the motion, which passed unanimously.
- **Autobody Certificate program (revisions) APPROVED**  
Pete Wade explained the proposal to revise the Auto Body Certificate program based on suggestions from the advisory committee. Pete explained that they swapped WRIT 101 for SP 120 because employers noted that employees needed better "people" skills. Deleting the math course was recommended by the advisory committee and it's not required for a certificate. Discussion followed about the internship component of the program. Pete thinks the program could support 10 -11 students. Rick Halverson moved to approve the proposal; Sue Justis seconded the motion, which passed unanimously.
- **ABODY 102, 104, 106, 108, 112 (revisions) APPROVED**  
Pete Wade explained the proposal to revise these courses based on recommendations from the advisory committee. Sue Justis moved to approve the revisions; Rich Haptonstall seconded the motion, which passed unanimously.
- **ABODY 120, 160 (deletions) APPROVED**  
Pete Wade explained the proposal to delete these courses. Brenda Hanson moved to accept the proposal; Sue Justis seconded the motion, which passed unanimously.
- **ABODY 298 Internship: Advanced Autobody (new), ABODY 298 Internship: Basic Autobody (new) APPROVED**  
Brenda Hanson asked to change the number on "Basic Autobody" from 298 to 198. Karla West moved to accept the proposal with the number change; Brenda Hanson seconded the motion, which passed unanimously.
- **BIOB 105 Introduction to Biotechnology (revision) APPROVED**  
Ruth Wrightsman explained the proposal to revise this course by moving it to fall of freshman year, take out the prerequisites, and update the description and the outcomes.

Brenda Hanson moved to approve the proposal with the deletion of “(or as a pre-req)” from the corequisites; Don Hickethier seconded the motion, which passed unanimously.

- **BIOB 205 Methods in Biotechnology (new) APPROVED**  
Ruth Wrightsman explained the proposal to add this course, which is a more advanced course. Brenda Hanson moved to approve the proposal with the removal of the general education designation; Don Hickethier seconded the motion, which passed unanimously.
- **BIOM 250NL Microbiology for the Health Sciences (revision) APPROVED**  
Ruth Wrightsman explained the proposal to revise this course by combining the lab and the lecture. Sue Justis moved to accept the proposal; Lynn Farris seconded the motion, which passed unanimously.
- **PHSX 110 Applied Physics (new) APPROVED**  
Don Hickethier explained the proposal to create this new class. Pete Wade asked if Jim Boger would be willing to remove the part about “with emphasis on topics related to the profession of surveying” from the course description. Jim is okay with that. Brenda Hanson moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously.
- **Surveying AAS (revisions) APPROVED**  
Don Hickethier explained the proposal to revise the Surveying AAS based on advisory committee recommendations. Brenda Hanson moved to approve the proposal; Don Hickethier seconded the motion, which passed unanimously.
- **Electronics Technician Level II Certificate (new) and Electronics Technician Level III Certificate (new) APPROVED**  
Pete Wade explained the proposal to add two certificates, Electronics Technician (Level II and Level III), in conjunction with the TAACCCT grant. Rick Halverson moved to approve the new certificates; Sue Justis seconded the motion, which passed unanimously.
- **EET 205 Solid State Electronics (new), EET 227 Digital Electronics (new), EET 237 Programmable Logic Controllers (new) APPROVED**  
Pete Wade explained the proposal to add these new courses as part of the new Electronics Technician certificates. Rick Halverson moved to approve the proposal; Sue Justis seconded the motion, which passed unanimously.
- **HTH 101 Opportunities in Health Professions (revision) APPROVED**  
Myrna Ridenour explained the proposal to revise this course to better fit with the proposed Pre-Health Certificate. Brenda Hanson explained that the course is only offered through a 2- or 3-credit format in the MUS system, so can’t be approved as a 1-credit course. Discussion followed about how to address the credit discrepancy. The committee decided to keep this course at 2 credits so the revision would just be the catalog description, rubric, title, and outcomes. Lynn Farris moved to approve the revised proposal; Rick Halverson seconded the motion, which passed unanimously.
- **Pre-Health Certificate (new) APPROVED**  
Myrna Ridenour explained the proposal to add this certificate. Local employers have expressed interest in this certificate to create more qualified entry-level employees in the medical field. In addition, it allows an opportunity for students to experience some study in health care before deciding in which area to specialize. Students completing the certificate will be certified as either an EMT or CNA. Local employers have indicated they will pay employees with this certificate more than employees without it. Brenda Hanson is concerned that students might not take the correct course option within the certificate for the field they decide to pursue. Lynn Farris added that advising would keep that from happening. Discussion followed about adding language to the catalog page that would direct students regarding which courses in the program to choose. Pete Wade moved to

approve the program with some clarifications added to the catalog page; Rich Haptonstall seconded the motion, which passed unanimously.

- **IDS 294 Brazil Connect Seminar (new) IDS 298 Brazil Connect Internship (new) APPROVED**

Brenda Hanson explained the proposal to add these new courses for the US-Brazil Connect Fellowship program. These courses will not be in the catalog. Rich Haptonstall moved to approve the proposal; Pete Wade seconded the motion, which passed unanimously.

- **NUTR 221N Basic Human Nutrition (revision) APPROVED**

Sue Justis explained the proposal to delete the prerequisite and corequisite for this course and change the semesters offered. Brenda Hanson moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously.

- **SOCI 220 Race, Gender and Class (new) and SOCI 236 Introduction to Race and Ethnicity (deletion) APPROVED**

Ami Mezahav explained the proposal to add this course to replace SOCI 236 and delete SOCI 236. They are two different courses so a student could take both and earn six credits. Discussion followed about whether this course went through a process to be a general education requirement. Rich Haptonstall moved to approve the proposal dependent upon review of general education designation; Pete Wade seconded the proposal, which passed unanimously.

- **Health Information Technology Certificate (moratorium) APPROVED**

Rick Halverson moved to approve the proposal; Sue Justis seconded the motion, which passed unanimously.

- **Graduation Substitutions:**

*Alex Rudolph* **APPROVED**

Rich Haptonstall explained the request by Alex Rudolph, which was approved by the course instructor and the division chair. Lynn Farris moved to approve the request; Rick Halverson seconded the motion, which passed unanimously.

*Michael D. Tester* **APPROVED**

Don Hickethier explained the request by Michael D. Tester. Brenda Hanson moved to approve the request; Sue Justis seconded the motion, which passed unanimously.

*Alexis Witte* **TABLED**

Rich Haptonstall explained the request by Alexis Witte. Brenda Hanson explained that in the past it was determined these situations would be decided on a case-by-case basis. Sue Justis does not believe that this class meets the general education requirements.

- **Emergency Dispatcher Certificate (new) APPROVED**

Kris Long explained the proposal to add this certificate. Local employers approached her with the suggestion with the goal of better preparing employees to enter the industry. Kris has gathered letters of support from several local employers. Kris explained how they addressed concerns brought up during the Program Review process. Initially it will be a once-a-year certificate offered in the fall. Sue Justis moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously.

- **PSD 100 Introduction to 911 (new), PSD 110 Calltaking/Emergency Medical Dispatch (new), PSD 120 Public Safety Dispatching (new), PSD 140 Dispatch Field Experience (new) APPROVED**

Kris Long explained the proposal to add these courses as part of the Emergency Dispatcher Certificate. Sharon Nau confirmed that the courses are unique to FVCC and asked that PSD 140 be changed to PSD 195. Kris confirmed that people in the field would be willing to teach the courses and will apply as adjunct instructors. Rick Halverson moved to accept the new courses; Don Hickethier seconded the motion, which passed unanimously.

## March 8th

- **WLD 121 Welding Certification II (Emphasis), WLD 125 Blueprint Reading for Welders, WLD 135 GMAW/GTAW Welding and Certification, WLDG 110 Welding Theory I Practical, WLDG 114 Welding Theory III Practical, WLDG 280 Weld Testing Certification, WLDG 185 Welding Qualification Test Preparation, WLD 1XX Intro to Welding Fundamentals, WLD 112 Intro to Pipe Welding (revisions) APPROVED**  
Pete Wade explained the proposal to revise these welding courses. Brenda Hanson moved to approve revisions to WLD 121, WLD 135, WLDG 110, WLDG 114, WLD 125, and WLDG 280; Sue Justis seconded the motion, which passed unanimously.  
Brenda Hanson moved to approve revisions to WLD 191, WLD 112 and WLDG 185; Pat Pezzelle seconded the motion, which passed unanimously.
- **CSTN 1XX (revision) APPROVED**  
Pete Wade explained the proposal to make CSTN 191, which was approved as a pilot course, a permanent course. The course will need a new number. Don Hicketier moved to approve the proposal; Brenda Hanson seconded the motion, which passed unanimously.
- **Cabinet and Furniture Technology CAS (revision), CSTN 298 Internship: Basic Cabinetry and Furniture (new), CSTN 195 Field Experience: Carpentry (new) APPROVED**  
Pete Wade explained the proposal to revise the Cabinet and Furniture Technology CAS by replacing IT 179 with IT 178 and adding a 1-credit internship as an optional course. These changes were suggested by the advisory committee. The number for the internship course should be 198 instead of 298. Sue Justis moved to approve the proposal; Rich Halverson seconded the motion which passed unanimously.
- **Industrial Maintenance Technician, Level II Certificate (new) APPROVED**  
Pete Wade explained the proposal to add a certificate in Industrial Maintenance Technician Level II and one new course, CSTN 195. Rick Halverson asked if there should be pre- or co-requisites for the course. Sue Justis moved to approve CSTN 195; Lynn Farris seconded the motion, which passed unanimously. Rick Halverson moved to approve the new certificate program; Sue Justis seconded the motion, which passed unanimously.
- **EQOP 105 Introduction to Heavy Equipment Operator (revision) APPROVED**  
Pete Wade explained the proposal to increase the lab fee for this course. Brenda Hanson moved to approve the proposal; Rich Haptonstall seconded the motion, which passed unanimously.
- **MCH 298 Internship: Advanced Manufacturing (new) APPROVED**  
Pete Wade explained the proposal to add this new course as an optional course offering in the Machinist Technician program. Brenda Hanson moved to approve the proposal; Pat Pezzelle seconded the motion, which passed unanimously.
- **AVFT 256 Professional Pilot (revisions) APPROVED**  
Mary Jordt explained the proposal to revise this course on behalf of Red Eagle Aviation. Rick Halverson moved to approve the proposal; Laura VanDeKop seconded the motion, which passed unanimously.
- **CHMY 104 Preparation for Chemistry (revision) APPROVED**  
Janice Alexander explained the proposal to delete CHMY 104 and replace it with a new course, CHMY 105. Discussion followed that it would work better to revise CHMY 104 into CHMY 105 rather than delete it and add a new course. Pete Wade moved to approve the revised proposal; Sue Justis seconded the motion, which passed unanimously.
- **HVC 1XX Electrical and Refrigeration Lab (new), HVC 298 Internship: Advanced HVAC (new), HVC 298 Internship: Basic HVAC (new) APPROVED**

Pete Wade explained the proposal to revise the HVAC CAS program and add three new courses. These changes came out of the advisory committee. Discussion followed that these changes mean the program is no longer fully online. Cindy Keifer confirmed that financial aid would cover the additional optional courses. Marlene Stoltz explained that students currently enrolled in the online program and living out of state get a reduced tuition rate. If face-to-face courses are added, Marlene asked how those students should be charged. Don Hickethier moved to accept the three new courses; Sue Justis seconded the motion, which passed unanimously.

- **HVAC CAS (revision) APPROVED**

Don Hickethier moved to approve the revisions to the program; Sue Justis seconded the motion, which passed with one abstention.

- **Graduation Substitution APPROVED**

Rich Haptonstall explained why the course should qualify for the graduation substitution. Brenda Hanson moved to approve based on minutes from the previous curriculum meeting where the course in question was approved as a general education requirement; Rich Haptonstall seconded the motion which passed with three abstentions.

- **Maximum number of "S" credits APPROVED**

Janice Alexander explained how other institutions handle this issue. Fifteen is the maximum allowable "S" credits to be in compliance with our accrediting agency. Options are to keep it at 12 or move it to 15. Laura VanDeKop asked if the 15 includes prior learning credits only or FVCC credits as well. Marlene Stoltz confirmed that it includes FVCC credits as well – 15 credits total. Laura suggested changing it to 15 "S" credits of prior learning in addition to 12 credits of "S" credits at FVCC. Marlene said that would cause a problem for students because "S" grades transfer only as electives. Sue Justis said her program translates "S" credits into C's, so allowing students more "S" credits is not beneficial. Janice Alexander suggested that at this point we raise the limit from 12 to 15. Pete Wade moved to increase the limit of "S" credits allowed for graduation in the three associate degrees from 12 credits to 15; Don Hickethier seconded the motion, which passed unanimously. Pete would like to address this issue as it concerns certificate programs. Pat Pezelle moved that that "S" credits for CAS degrees should not exceed 25 percent of the total number of degree credits; Pete Wade seconded the motion, which passed unanimously.

**FYI:**

- **Nursing Curriculum Math Update**
- **Orphan Courses**

**Future Discussion Items:**

- Last day to drop