

Curriculum Committee  
April 26th, 2013  
BH 140, 1 p.m.  
MINUTES

**Members Present:** Janice Alexander (co-chair), Lynn Farris, Brenda Hanson, Don Hickethier, Kristen Jones (co-chair), Pat Pezzelle, Laura VanDeKop, Pete Wade, Karla West

**Others Present:** Janice Heil, Jessica Hopkins, Mary Jordt, Cindy Keifer, Ivan Lorentzen, Ami Mezahav, John Rawlings, Myrna Ridenour, Dan Voermans

**Action Items:**

- **Approval of March 29th, 2103 minutes** **APPROVED**  
Pete Wade moved to approve the minutes; Pat Pezzelle seconded the motion, which passed unanimously.
- **Graduation Substitutions - Cami Stacy and Erik Ehlert** **APPROVED**
- Rich Haptonstall moved to approve the substitution for Cami Stacy, as she was incorrectly advised; Pat Pezzelle seconded the motion, which passed unanimously.

Janice Alexander explained that the graduation substitution request for Erik Ehlert is unusual because the courses are in different divisions and usually the request would not list a specific class, instead it would list Social Science B as the requirement. John Rawlings explained the situation leading up to this substitution request. Rick Halverson explained that he met with Marlyn James and Robert Bauer who agreed that the course does not meet the requirements to be considered a Social Science B Gen Ed requirement. Rich Haptonstall explained that he thinks the substitution is not a perfect fit, but philosophically he agrees with the substitution. Jessica Hopkins explained that the Gen Ed Team discussed this substitution on two different occasions and they decided to support the substitution but do not want this to set a precedent. If this course is to be used as a Social Science B in the future, they would like to see it go through the appropriate steps to get designated as such. Janice Alexander explained that courses specific to study abroad programs are typically not designated as gen ed courses. John explained that he advised this student to follow this path. Discussion followed about the possible effects of approving this substitution. Pat Pezzelle moved to approve the substitution; Don Hickethier seconded the motion, which passed with six in favor, three opposed and one abstention.

- **NRS 130, 135, 138, 140, 142, 144, 148, 252, 254, 262, 265, 266(revisions)** **APPROVED**  
Myrna Ridenour explained the proposal to add a program fee to one class, rather than assess lab fee to each course, in both the Practical Nursing and the Registered Nurse programs, and to update prerequisites to include the recently approved math courses. Pete Wade suggested the "program fee" be called something different due to how things are set up in the Business Office. Rick Halverson moved to approve the proposal; Pat Pezzelle seconded the motion, which passed unanimously.

- **HONS 266GA Global Issues/Social Sciences – A (revision)** **APPROVED**  
 Ivan Lorentzen explained the two new Honors courses that will be offered in the fall: “People and Pandemics” and “Northwest Montana and the World.” Ami Mezahav explained the proposal to add a lab fee to this course for Fall 2013 in order to fund a required field trip. Pete Wade recommended calling it a “special fee” rather than a “lab fee” since the course is not designated as having a lab component. Janice would like to have the “lab fee” and “special fee” designations clarified on the course profile form. Pat Pezzelle moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously.
- **AHPT 105 Introduction to Physical Therapist Assisting (revision)** **APPROVED**  
 Janice Heil explained the proposal to designate this course as meeting the Related Instruction “Interactions” requirement. Pat Pezzelle moved to approve the proposal; Brenda Hanson seconded the motion, which passed unanimously. Janice requested that the committee approve adding a \$300 lab fee to AHPT 101 for Fall 2013 that will officially go through Curriculum Committee in September 2013. Lynn Farris moved to approve adding the lab fee prior to official approval; Don Hicketier seconded the motion, which passed unanimously.
- **LIT 286GA Comparative Mythology (revision)** **APPROVED**  
 Rich Haptonstall explained the proposal to revise this course to indicate that it is offered every fall and spring semester. Rich Haptonstall moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously.
- **BUS 121 Math and Communications for the Trades (deletion)** **APPROVED**  
 Karla West explained the proposal to delete this course, as it is no longer required in any program. Rick Halverson moved to approve the proposal; Karla West seconded the motion, which passed unanimously.
- **NDTE 110, 111, 112, 115 (revisions)** **APPROVED**  
 Pete Wade explained the proposal to increase lab fees for these courses due to increased costs. Rick Halverson moved to approve the proposal; Brenda Hanson seconded the motion, which passed unanimously.
- **M 061, 065, 090, 095 (revisions for summer 2013)** **APPROVED**  
 Laura VanDeKop explained the proposal to change the lab fees for these courses in order to cover the costs of the software access codes and course materials. Discussion followed regarding whether or not to refund course fees for students who drop the class. Kristen Jones moved to approve the proposal to increase fees; Pete Wade seconded the motion, which passed unanimously.

The proposal also includes changing the catalog description and learner outcomes for M 090 to reflect a realignment of topics within the foundational math sequence. Rick Halverson moved to approve the proposal to increase fees; Rich Haptonstall seconded the motion, which passed unanimously.

- PSYX 230 Developmental Psychology (revision)** **APPROVED**  
 Jessica Hopkins explained the proposal to update the course description and learning outcomes for this course. This was tabled at the previous meeting due to wording in the course description. Brenda Hanson moved to approve the proposal to change the catalog description and course outcomes; Rick Halverson seconded the motion, which passed unanimously.
- Spring 2013 Program Review Summaries**  
 Jessica Hopkins provided the spring 2013 program review summaries. Pat Pezzelle would like to see the summaries specify that the college recruiter and navigator will be a part of working with local high schools. Rich Haptonstall moved to approve the summaries; Rick Halverson seconded the motion, which passed unanimously.

**Discussion Items:**

- Clarification of General Education Team review of curriculum proposals  
 Jessica Hopkins explained that as the chair of the General Education Team (GET) her signature on the Curriculum Committee progress form means that the GET is aware of the proposal, not that they have approved the proposal. In the future, Janice Alexander would like the GET to provide a discussion summary page with their recommendations to Curriculum Committee. Jessica said she would work on getting the GET meeting schedule out early in each semester in order to coordinate with Curriculum Committee submission deadlines.
- Pete Wade shared the Business Office's definition of lab fees and pointed out that most people don't know the definitions of different fees; therefore, the equipment fee committee funds items that could be paid for out of lab fees. He suggested that the college could make better use of lab and equipment fees if people were better educated about what each can be used for. He also mentioned that the Nursing and OT program have needs that are not covered by any definition of existing types of fees.

**FYI:**

- ANTH 210 and ANTH 211** have been removed from the catalog as they were common course numbered to CHMY 280 and CHMY 282.

**Future Discussion Items:**

- Last day to drop
- WI Grade
- Use of Fees