

Curriculum Committee
November 8, 2012
BH 140, 3 p.m.
MINUTES

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

Others Present: Laura Damon, Jessica Hopkins, Mary Jordt, Cindy Keifer, Sharon Nau, George Shryock, Marlene Stoltz, Nick Thiel, Adam Wenz, Gail Whitney, Chinese Delegation

Action Items:

- **Approval of October 18, 2012 minutes APPROVED**
Pete Wade moved to approve the minutes with one change; Sue Justis seconded the motion which passed unanimously.
- **CSCI 104 Programming with Alice** (revision) APPROVED
Nick Thiel explained the proposal to change the course from 1 to 2 credits, offer the course online, and offer the course every semester. Nick explained that the class was created to provide a transitional class into the computer science field to help prepare students to succeed in subsequent computer science classes. Nick thinks it makes sense to offer the course every semester. Discussion followed about whether the course should be designated as offered intermittently or fall and spring semesters. Pat Pezzelle moved to approve the proposal as is; Rich Haptonstall seconded the motion, which passed unanimously.
- **MFGT 101 Introduction to Manufacturing Processes** (new) APPROVED
Pete Wade explained the proposal to add this one-credit course as part of the new programs connected with the TAACCCT grant. Rich Haptonstall moved to approve the proposal; Sue Justis seconded the motion, which passed unanimously.
- **EDU 294 Digital Resources for Indian Ed for All** (pilot) APPROVED
Pat Pezzelle explained the proposal to add this 1-credit course to train teachers in the Libby School District on Indian Education for All. Pat explained that this is not a history course. Rick Halverson moved to approve the proposal with the deletion of one learner outcome: "Demonstrate knowledge of Montana Indian Tribes"; Pete seconded the motion, which passed unanimously.
- **BFIN 220 Understanding Financial Statements, BFIN 222 Small Business Budgeting, BFIN 224 Cash Flow Analysis, ACTG 205 Computerized Accounting** (revisions) APPROVED
Karla West explained the proposal to update the course profiles to reflect that these courses are taught fall and spring semesters. Karla West explained the proposal to update the catalog description for ACTG 205. Pete Wade suggested revising the wording on some of the learner outcomes. Rick Halverson moved to approve the proposal; Pete Wade seconded the motion, which passed unanimously.
- **IDS 180 Hazard Communication Program** (new) APPROVED
Pat Pezzelle explained the proposal to create an online course in D2L to train faculty who work with hazardous chemicals in safety procedures, which is required by the FVCC Hazard Communication Program. This will be a zero-credit course so employees don't incur any expense in taking this required class. Students will receive a certificate of completion for their records. The college will also keep a transcript of student completion. The course needs to be taken annually. Rick asked if the course could be marketed outside the college

for profit. Laura explained that the course could be adapted for other groups if necessary. Rick Halverson moved to approve the proposal; Pete Wade seconded the motion, which passed unanimously.

- **Industrial Machine Technology: Technician Track Level I and Level II Certificates**(new) APPROVED

Pete Wade explained the proposal to create these new certificate programs as part of the TAACCCT grant. He explained that these certificates are a result of industry demand for certain skill sets in employees. There will also be other tracks developed and some AAS degrees as part of the grant. These programs are designed to have multiple entry and exit points depending on individual needs. The programs have gone through the new program review process: program review, faculty senate, and executive committee. Discussion followed about whether the new certificates are too similar to the existing CAS program. Pat Pezzelle mentioned that the new certificates need to be marketed immediately in order to start in the spring of 2013. Gail Whitney explained that the marketing plan is already under way. Students who earn these certificates will qualify for entry level manufacturing positions, many of which are local. Karla West moved to accept the programs; Rick Halverson seconded the motion, which passed unanimously. Cindy Keifer mentioned that she might not be able to get approval by the federal government by spring semester.

- **ELEC 101 Electrical Fundamentals I and ELEC 201 Alternating Current Theory** (revision) APPROVED

Pete Wade explained the proposal to change the number and title of these courses in order to better align with other institutions. Janice Alexander moved to accept 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, ARTJ 260 Stone Setting I, ARTJ 261 Stone Setting II** (revisions) TABLED

Rich Haptonstall explained the proposal to update these course profiles. Jessica Hopkins mentioned that some of the courses have exactly the same course learner outcomes. Discussion followed about the sequencing of the courses and the proposed semester offered changes. Janice Alexander moved to table these courses until the next meeting in order to get some questions answered; Pete Wade seconded the motion, which passed unanimously.

- **SR 80 Te Ao Maori: The World of the Maori for Seniors** (pilot) APPROVED

Rich Haptonstall explained the proposal to add this course to the Senior Institute schedule. Rick Halverson moved to approve the proposal; Sue Justis seconded the motion, which passed unanimously.

- **Chemistry Placement** APPROVED

Janice Alexander explained the proposal to institute a system for chemistry placement and the need for such a system. She explained how this system will ultimately help students of all levels succeed in chemistry courses. Janice mentioned that there is an excessive amount of national data on this topic and explained the data gathered here at FVCC. Pete Wade moved to accept the proposal; Lynn Farris seconded the motion. Discussion followed about how the prerequisites were going to be enforced. The motion passed unanimously.

FYI

- **Program Review General Education section update**

Jessica Hopkins explained the changes to the General Education section of the Program Review document and the need for those changes.

- **Scholar's Program Courses**

Ivan Lorentzen explained how courses are developed in the Scholar's Program. The courses have been approved by the Curriculum Committee but the topics change. Pat Pezzelle wondered if not having specific outcomes for each version of the course will affect accreditation. Janice Alexander recommended making sure a syllabus for each course is on file every semester in Educational Services.

- **HVAC is now HVC and ELEC 250 is now ELEC 251**

Janice Alexander moved to accept the change; Sue Justis seconded the motion, which passed unanimously.

Future Discussion Items:

- Online Schedule Organization
- Last day to drop
- WI, SA, SR
- Maximum number of "S" credits