

Curriculum Committee  
November 19, 2014  
BH 140  
MINUTES

**Members Present:** Lynn Farris, Rick Halverson, Lowell Jaeger, Kris Long, Dawn Rauscher, Myrna Ridenour, Laura VanDeKop, Pete Wade

**Others Present:** Chris Clouse, Cindy Kiefer, Sharon Nau, Marlene Stoltz, Karla West, Amy Chisholm, Jessica Hopkins, Connie Hitchcock, Chad Shilling

**Action Items:**

- Approval of Minutes from October 22, 2014 Curriculum Committee Meeting p. 1-3 **APPROVED**  
*Myrna moved to approve the minutes; Rick seconded the motion, which passed unanimously.*
- Program Review Summary: Political Science, Substance Abuse, Biotechnology p. 4-5.5 **APPROVED**  
Jessica Hopkins summarized the results of the three program reviews and mentioned that all the programs are doing well and had minor follow up items. **APPROVED**  
*Pete moved to approve the suggested changes; Kris seconded the motion, which passed unanimously.*
- Graduation Substitution: Anthony Wells p. 6-8 **APPROVED**  
Rick Halverson discussed, on behalf of Marlyn James, the three graduation substitution requests for the student. Laura VanDeKop mentioned that the request to replace M 095 with M 108 should actually be a request to replace the quantitative literacy requirement with M 108. Don Hickethier concurred. Pete Wade mentioned that the signature on the form should be from Don Hickethier, as the Math/Science Division Chair. Marlene Stoltz suggested that future substitution requests go directly to the departments and not to Curriculum Committee if committee agrees it's not needed. Pete Wade and Kris Long agreed that these no longer be brought to curriculum committee. Marlene noted paperwork would still need to be completed. Marlene will work on amending the form. *Lynn Farris moved to approve the graduation requests; Myrna Ridenour seconded the motion, which passed unanimously.*
- NRS 106 Nursing Assistant Course (revision) p. 9-11 **APPROVED**  
Myrna Ridenour explained the proposal to increase the lab fee for this course, as state testing has raised their fee. Nursing program will need to pass some of this on to students to cover costs. *Pete Wade moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously.*
- ACTG 210 Cost and Advanced Accounting (revision) p. 12-15 **APPROVED**  
Dawn Rauscher explained the proposal to revise this course by removing the prerequisites. *Pete Wade moved to approve the proposal; Lowell Jaeger seconded the motion, which passed unanimously.*

- MART 232 Interactive Web II (revision) p. 16-17 **APPROVED**  
 Dawn Rauscher explained the proposal to revise this course. Web I course is already four credits and this would make Web II also four credits, In addition, three credits is not enough time to cover all the required material. *Pete Wade moved to approve the proposal; Kris Long seconded the motion, which passed unanimously.*
- CSCI 211 Client Side Programming (revision) p. 18-19 **APPROVED**  
 Dawn Rauscher explained the proposal to revise this course, changing the semester offered to include spring. *Pete Wade moved to approve the proposal; Kris Long seconded the motion, which passed unanimously.*
- MUSI 2XX Musical Theatre History and Literature (new) p. 20-23 **APPROVED**  
 Amy Chisholm explained that the course will cover history and literature of musical theatre and confirmed that no other colleges offer this course at the undergraduate level. Pete Wade opposes this as a Gen Ed. Jessica Hopkins explained concern that this new course is a little too specific to be a Gen Ed. Kris Long asked if this class is being required for any music programs. Karla West responded that the first goal is to get the class approved and see if there is much interest before making it a requirement. *Lowell Jaeger moved to approve the course without the Gen Ed designation; Rick Halverson seconded the motion, which passed unanimously.*
- M 065, M 090, M 095 (revisions) p. 24-30 **APPROVED**  
 Laura VanDeKop explained the proposal to increase the lab fee for these courses, as software prices have gone up. This increase also covers the cost of software codes for students who drop after using the code, as they are not reusable. Chris Clouse will let Mel Settle know to make sure students are charged correctly. *Pete Wade moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously.*
- LIT 271 Introduction to Science Fiction Literature (revision) p. 31-33 **APPROVED**  
 Lowell Jaeger discussed credit change for this course. This course has been very popular and successful. Jessica Hopkins discussed very positive SGID from the class. Pete Wade asked if there is only going to be one section offered. Lowell is not sure if offering another section taught by an adjunct would cause problems with adjunct credit limits. Connie does not think this would be a problem. *Myrna Ridenour moved to approve the proposal; Pete Wade seconded the motion, which passed unanimously.*
- THTR 239 Creative Drama and Dance for K-8 p. 39-44 **APPROVED**  
 Lowell Jaeger discussed why this course should be added to the Gen Ed list. Pete Wade questioned why UM offers this as a 2-credit course and we would have it as 3 credits. Connie responded that Joe wanted this as a full course and has enough work to have it as a 3-credit course. To be a Gen Ed it must be a 3-credit course. Chris Clouse discussed additional reasons to support 3-credits to meet fine arts requirements for transfer. *Pete Wade moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously.*
- MCH 121 Mill and Lathe Systems, MCH 126 Advanced Mill and Lathe Systems (deletions) p. 45-50 **APPROVED**  
 Pete Wade explained the proposal to delete these two courses and discussed two significant changes. MCH 121 & MCH 126 had two operational lathes and one mill, so it used to make

sense for courses to be planned around equipment and space. Now it makes more sense to separate lathes and mills into different classes. Helena College has these courses separated and also offer them for 5 credits. Sharon Nau discussed repeat options and how it would affect students. *Lynn Farris moved to approve the proposal; Myrna Ridenour seconded the motion, which passed unanimously.*
















- MCH 132 Introduction to Engine Lathes, MCH 134 Introduction to Mills (new) p. 51-56 **APPROVED**  
Pete Wade explained the proposal to add two new courses. (Combined discussions with previous agenda bullet.) *Lynn moved to approve the proposal; Myrna seconded the motion, which passed unanimously.*
- MCH 221 Advanced Manual Mill, MCH 223 Advanced Manual Lathe (revisions) p. 57-60 **APPROVED**  
Pete Wade explained the proposal to revise these courses. Courses needed prerequisites updated contingent upon approval of other classes (last two agenda bullets). *Myrna Ridenour moved to approve the proposal; Lowell Jaeger seconded the motion, which passed unanimously.*
- Industrial Machine Technology Program (revision) p. 61 **APPROVED**  
Pete Wade explained the proposal to revise this program and discussed the first two tiers of the AAS degree. Pete wants to move classes between semesters as there would be too many credits in one semester otherwise. *Rick Halverson moved to approve the proposal; Lynn Farris seconded the motion, which passed unanimously.*
- Industrial Maintenance Program (revision) p. 62 **APPROVED**  
Pete Wade explained the proposal to revise this program to balance semester credits. *Rick Halverson moved to approve the proposal; Lynn Farris seconded the motion, which passed unanimously.*
- Electrical Technology CAS Program (revision) p. 63-65 **APPROVED**  
Pete Wade explained the proposal to revise this program by removing one course and adding another. This is a one-year certificate program, but students don't typically do it in one year. *Myrna Ridenour moved to approve the proposal; Kris Long seconded the motion, which passed unanimously.*
- MCH 122 Introduction to MASTERCAM (revision) p. 66-68 **APPROVED**  
Pete Wade explained the proposal to revise this course. MASTERCAM is the name of the software program, but there are other types of software that can be used in the course and he doesn't want the title to be tied to that one specific software. Outcomes are the same and do not need to be changed. Committee still suggested taking "MASTERCAM" out of the description and change to "Current Software." *Rick Halverson moved to approve the proposal with the revised course description; Kris Long seconded the motion, which passed unanimously.*

- BMIS 211, BMIS 270, ITS 164, ITS 210, ITS 212, ITS 218, ITS 224, ITS 280, CAPP 112, CAPP 114, CAPP 116, CAPP 118, CAPP 131, CAPP 154, CAPP 156, CAPP 158 (revisions) p. 69-104 **APPROVED**

Dawn Rauscher explained the proposal to remove the prerequisites for these courses. Laura VanDeKop noted the request to have these changed by spring 2015 and that advisors should be aware. Sharon Nau also has a few minor edits that she will be correcting with Emily on the course profiles. Chris Clouse asked about changes for spring and if this is going to make the catalog incorrect. Sharon emphasized that advising and faculty need to be aware of the changes. The 2014-2015 catalog will need to remain as is. Sharon noted changes go into separate revised catalog that notes effective spring 2015; but we cannot change the original. Students will be able to see most updated version in CAMS when registering. *Rick Halverson moved to approve the proposal; Pete Wade seconded the motion, which passed unanimously.*

- Related Instruction Revisions p. 105-139 **APPROVED**

Jessica Hopkins explained the proposal on behalf of the General Education Team to update the Related Instruction list. Outcomes need to be updated, as well as speaking and interactions components and teamwork and human relations components (modifications in B & C). Sharon Nau has more minor edits for the profiles. AHXR 108 meets a related instruction requirement for Rad Tech students only, and will be removed from the related instruction list. Marlene Stoltz suggested that the college accept AHXR 108 as fulfilling the related instruction requirement for a five-year period for Rad Tech students who have already taken the course. Proposed effective date should be changed to fall 2015 for all of these. *Pete Wade moved to approve the proposal; Kris Long seconded the motion, which passed unanimously.*

-  TASK 145 Records Management
-  PTRM 201 Recreation Management
-  NRSN 101 Natural Resource Conservation
-  M145M Mathematics for the Liberal Arts
-  HS 100A Introduction to Human Services Social Work
-  GDSN 249 Digital Imaging II
-  FORS 272 Inventory for Adaptive Management Restoration
-  BFIN 224 Cash Flow Analysis
-  BFIN 222 Small Business Budgeting
-  BFIN 220 Understanding Financial Statements
-  ARTJ 280 Jewelry Repair I
-  AHXR 108 Introduction to Radiologic Physics
-  AHMS 175 Medical Law and Ethics
-  AHMA 206 Med Assist Clinical Approaches II
-  ACTG 124 Payroll Accounting Applications

- BMKT 244 Retail/Distributorship (deletion) p. 140-144 **APPROVED**  
Noted this can be deleted in fall 2015. *Pete Wade moved to approve the proposal; Kris Long seconded the motion, which passed unanimously.*

**Other notes** – Chad Shilling, not a topic of discussion, brought up a procedural question. As an instructor is there a way to go through drops and be notified when students get officially dropped from a course? Sharon Nau and Laura VanDeKop commented that the faculty portal shows who is enrolled. Laura will check with MIS if CAMS has the capability to notify instructors somehow when the change happens and state who has dropped.

Meeting adjourned.