

Curriculum Committee
October 22, 2014
BH 140
MINUTES

Members Present: Lynn Farris, Rick Halverson, Brenda Hanson, Don Hicketier, Lowell Jaeger, Kristen Jones, Kris Long, Dawn Rauscher, Laura VanDeKop, Pete Wade

Others Present: Chris Clouse, Connie Hitchcock, Cindy Kiefer, Sharon Nau, Marlene Stoltz, Dan Voermans

Action Items:

- Approval of Minutes from September 24, 2014 Curriculum Committee Meeting **APPROVED**
Pete Wade moved to approve the minutes; Rick Halverson seconded the motion, which passed with one abstention.
- Program Review Summaries: Medical Assistant and Computer Science **APPROVED**
Chris Clouse presented the results of these two program reviews. Action item for Medical Assisting is to update course profiles. Computer Science numbers have increased. Jim Goudy is actively marketing this program. The program page needs to be updated. Kristen noted that the college is running three sections of Java I this semester, which is more than ever before. Pete Wade moved to approve these reviews; Kris Long seconded the motion, which passed unanimously.
- Graduation Substitution: Candace Beery **APPROVED**
Lowell Jaeger presented the graduation substitution application. Laura VanDeKop asked if related instruction substitutions should be taken to the Gen Ed Team prior to making a decision. Gregg Davis moved to approve the substitution; Kris Long seconded the motion, which passed unanimously. Marlene Stoltz noted that student transcripts should not to be shared with the committee via email. Emily Jense will remove the transcript from the electronic agenda packet.
- Welding and Fabrication Program (revision) **APPROVED**
Pete Wade explained this proposal to revise the Welding Technology: Fabrication Option program. Rick Halverson moved to approve the proposal; Brenda Hanson seconded the motion, which passed unanimously.
- Culinary Arts Program (revision) **APPROVED**
Kristen Jones presented these changes to the Culinary Arts program. Brenda Hanson moved to approve the proposal; Pete Wade seconded the motion, which passed unanimously.
- CRWR 110F Beginning Fiction, CRWR 210 Introduction Fiction Workshop, **APPROVED**
CRWR 211 Introduction Poetry Workshop, JRNL 272C New Writing and Reporting, LIT 206GH European Literature of the 20th Century (revisions)
Lowell Jaeger explained the proposal to remove the prerequisites for these courses. CRWR 110 and CRWR 210 are stacked so one does not need to be a prerequisite for the other. In addition, a zero needs to be indicated for the number of times students can repeat the

course. Don Hickethier moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously.

- JRNL 111C College Publications I, JRNL 112 College Publications II (revisions) **APPROVED**
Lowell Jaeger explained that the new title will be clearer for students when registering. In addition, a zero needs to be indicated for the number of times students can repeat the course. Rick Halverson moved to approve the proposal; Lynn Farris seconded the motion, which passed unanimously.
- PHSX 110 Applied Physics (revision) **APPROVED**
Don Hickethier explained the proposal to revise this course to include more classroom time, remove the lab credits and lab fee, and update the prerequisites. In addition, the committee indicated that M 114 should be added to the course prerequisites. Rick Hanson moved to approve the proposal; Brenda Hanson seconded the motion, which passed unanimously.
- AHXR 108N Introduction to Radiologic Physics (revision) **APPROVED**
Kris Long explained the proposal to update this profile. Don Hickethier moved to approve the proposal; Brenda Hanson seconded the motion, which passed unanimously.
- Electronic Technician Tier II (revision) **APPROVED**
Pete Wade explained the proposal to change the general education requirement for this program to allow more student choice. Discussion followed about how to clarify this requirement for students. Lowell Jaeger moved to approve the proposal; Kris Long seconded the motion, which passed unanimously.
- ACT 106 Beginning Conditioning and Fitness and ACT 150 Beginning Yoga (revisions) **APPROVED**
Kris Long explained that facilities where these classes are offered have increased their fees, so lab fees for these courses need to reflect that. Rick Halverson moved to approve the proposal; Don Hickethier seconded the motion, which passed unanimously.

Discussion Items:

- Curriculum Committee proposals over the summer
Discussion followed about how to handle Curriculum Committee issues that arise over the summer. Pete Wade thinks some kind of legal, accreditation or new requirement would constitute a curriculum committee action over the summer. Kristen Jones explained that sometimes grant requirements dictate timelines that may not align with this committee. Pete asked what the opposition would be to having summer curriculum committee meetings via email. Faculty are not on contract over the summer and some are unreachable during the summer. Discussion followed about how to address an emergency issue. Gregg Davis moved to institute an email ballot requiring 51% response of the voting members within one week of notification for issues that need to be resolved over the summer; Kris Long seconded the motion which passed unanimously.
- Continuation of pre-requisite discussion
The Social Science division wants to enforce prerequisites as well as keep “instructor consent” as a prerequisite option. Health Science, Business, and Humanities divisions concur. Sharon Nau stated that there will need to be someone available over the summer to sign off on student registrations for courses that require instructor consent. Some

instructors email that permission or give permission via phone. Faculty Senate is in favor of enforcing all prerequisites. Sharon Nau stated that faculty would need to re-evaluate their prerequisites to make sure they are accurate and necessary. Lynn Farris suggested running the prerequisite changes through this committee as FYIs rather than as action items. There are several variations of prerequisites that can be automatically enforced, but the system works best with specific courses listed. Discussion followed about options for prerequisites. Catalog deadline to clean up prerequisites would be the March curriculum committee meeting. All prerequisites will be enforced starting fall 2015. Kristen emphasized the importance of carefully considering prerequisites to avoid putting up road blocks for students.

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