

Curriculum Committee  
September 24, 2014  
BH 140  
MINUTES

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

**Others Present:** Chris Clouse, Nancy Hanchett, Connie Hitchcock, Jessica Hopkins, Pam Klein, Sharon Nau, Marlene Stoltz, Dan Voermans

**Action Items:**

- **Approval of Minutes from April 22, 2014 Curriculum Committee Meeting** APPROVED  
Pete Wade moved to approve the minutes; Rick Halverson seconded the motion, which passed unanimously.
- **Graduation Substitutions: Lauren Jones, Nathalie Derozier** APPROVED  
Laura VanDeKop explained the need to approve this substitution for Lauren Jones due to an advising error. Concerns were raised about setting a precedent. In the past, the committee has approved substitutions within one quarter credit. Lynn Farris moved to approve the substitution for Lauren Jones; Pete Wade seconded the motion, which passed with a majority vote. This is a one-time exception.

On the proposal for Nathalie Derozier, the course, EN 1030, meets a communication requirement, so it does not require a vote.

- **NURS 101 Nurse's Aide Training (revision)** APPROVED  
Pam Klein explained that this update is to align with MUS. Credits are changed to more accurately reflect course practice. Pete Wade moved to approve the proposal; Brenda Hanson seconded the motion, which passed unanimously.
- **CULA 220 Purchasing and Cost Control, CULA 298 Internship I: Chef's Table, CULA 298 Internship II: Catering (revisions)** APPROVED  
Kristen Jones explained the proposal to revise these courses. CULA 298 Catering is broken into three courses: fall, spring and summer. Students take each version of the course one time. Courses will be designated in the schedule with a letter designator. Rick Halverson moved to approve the proposal; Brenda Hanson seconded the motion, which passed unanimously.
- **CULA 201 Professional Chef II, CULA 148 Food and Beverage Service (revisions) and CULA 149 Food Service Lab (new)** APPROVED  
Kristen Jones explained the proposal to update these course profiles. Jessica Hopkins explained the term "moments of truth," which is a technical term in the Culinary Arts field. Myrna Ridenour moved to approve the proposal; Pete Wade seconded the motion, which passed unanimously. Don Hickethier voiced concern about the precedent being set by retroactively approving these changes, as they are significant. Kristen Jones explained that there were some outside entities that directed the college to enact the changes prior to Curriculum Committee approval. Brenda Hanson explained that that with such a long break between meetings over the summer, situations arise that could set the college back

significantly if not moved forward without this committee's approval. Changes to the Culinary Arts Program will be brought forth at the October meeting.

- **DDSN 135 Solidworks (revision)** APPROVED  
Pete Wade explained the proposal to correct the error listed in the lab hours and update the outcomes. Brenda Hanson moved to approve the proposal; Myrna Ridenour seconded the motion, which passed unanimously.
- **ELCT 102 Electrical Fundamentals II (revision)** APPROVED  
Pete Wade explained the proposal to revise this course to match how it is taught and update the prerequisites. Don Hicketier moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously.
- **ELCT 110 Basic Electricity I (revision)** APPROVED  
Pete Wade explained the proposal to remove a learning objective from the course. Kris Long moved to approve the proposal; Brenda Hanson seconded the motion, which passed unanimously.
- **MFGT 115 Machine Shop Fundamentals (revision)** APPROVED  
Pete Wade explained the proposal to increase the lab fee to cover an increase in the required license fee. Don Hicketier moved to approve the proposal; Kris Long seconded the motion, which passed unanimously.
- **Industrial Machine Technology Tier I (revision), Electronics Technician Tier II (revision), Industrial Maintenance Technology Tier I (revision)** p. 45-49 APPROVED  
Pete Wade explained the proposal to change the CAPP requirement in these programs. Myrna Ridenour moved to approve the proposal; Lowell Jaeger seconded the motion, which passed unanimously.
- **Tier II Industrial Maintenance Certificate** APPROVED  
Pete Wade explained the proposal to remove a course from this program because it is no longer needed. Pete will waive the requirement for students currently in the program. Laura VanDeKop moved to approve the proposal; Lowell Jaeger seconded the motion, which passed unanimously.
- **M 242 Methods of Proof (new)** APPROVED  
Don Hicketier explained the proposal for this new course. Feedback from transfer students indicated they were set back by not having this course available before they transferred. Pete Wade moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously.
- **HSTA 111B American Civil Rights Movement (revision)** APPROVED  
Rick Halverson explained the proposal to change the semester offered for this course. Lowell Jaeger moved to approve the proposal; Kris Long seconded the motion, which passed unanimously.

- **PHAR 198 Internship: Hospital and Community Pharmacy Practice (revision), PHAR 115 Pharmacy Technician Practice and Calculations (deletion), Pharmacy Technology Certificate (revision)** APPROVED

Don Hicketier explained the proposal to update the Pharmacy Technology program. Chris Clouse explained that Janice Alexander worked closely with the program director to make these changes. Kris Long moved to approve the revisions to PHAR 198; Laura VanDeKop seconded the motion, which passed unanimously. Kris Long moved to approve the proposal to delete PHAR 115; Rick Halverson seconded the motion, which passed unanimously. Kris Long moved to approve replacing PHAR 115 with CHMY 160 in the Pharmacy Technology program; Myrna Ridenour seconded the motion, which passed unanimously.

### **Discussion Items:**

- **Pre-requisite enforcement**

Based on faculty interest, Kristen Jones would like to begin a discussion regarding the possibility of enforcing all prerequisites, campus-wide. Is it possible to manage the workload this would create? How are prerequisites determined? Is there a good process for adding prerequisites and corequisites to courses, one that doesn't put up road blocks for students?

Sharon Nau explained the manual processes required for enforcing prerequisites. She also pointed out that there are several other factors to consider. There would need to be someone here throughout the summer to approve overrides for students. Stipulating "instructor consent" as a prerequisite would bar students from registering online. Students would not be able to register online if they do not have the exact prerequisite course(s) on their transcript. The types of prerequisites would have to be straightforward, not "has computer skills" or "or equivalent."

Dawn Rauscher would like to see all prerequisites enforced, to best serve the interest of students. Some departments have already begun the process of reviewing prerequisites. If hard prerequisites are able to be overrode by an instructor, does it have to be only the instructor, or can it also be learning center advisors? Whatever policy is put in place, there needs to be allowances for exceptions. Division Chairs need to gauge faculty support, knowing that there will be significant work involved. (Each area will need a point person; online registration will be limited; there will need to be a detailed review of current prerequisites, corequisites, and recommended courses.) Myrna Ridenour explained that this is also a philosophical issue in terms of student rights and responsibilities. In addition, financial aid rules are getting stricter. Connie Hitchcock explained that prerequisites need to be carefully considered for the best interest of the students. It's helpful to see what other colleges have for prerequisites and make an effort to align, as that makes it easier for students. Chad Shilling said that since we've started down this road, we should continue down this road, beginning with getting faculty feedback.

Kristen Jones asked Division Chairs to get input from the faculty in their Divisions about whether we want to move forward on this project given the implications for students and the additional work for faculty. The discussion will be continued at the next meeting.

### **Future Discussion Items:**

- Curriculum Committee proposals over the summer
- Continuation of pre-requisite discussion