

Curriculum Committee  
October 4, 2013  
BH 140, 1 p.m.  
MINUTES

**Members Present:** Janice Alexander (co-chair), Lynn Farris, Rick Halverson Brenda Hanson, Rich Haptonstall, Don Hickethier, Kristen Jones (co-chair), Kris Long, Myrna Ridenour, Chad Schilling, Laura VanDeKop, Pete Wade

**Others Present:** Chris Clouse, Joann Graves-Gill, Janice Heil, Connie Hitchcock, Cindy Keifer, Sharon Nau, Marlene Stoltz, Dan Voermans

**Action Items:**

- **Approval of Minutes from September 6, 2013** **APPROVED**  
Rick Halverson moved to approve the minutes with the correction of Rick Halverson and Rich Haptonstall added as members present; Myrna Ridenour seconded the motion, which passed unanimously.
- **AHPT 101, 105, 201, 205, 206, 210, 213, 215, 218, 220, 225, 230(revisions)****APPROVED**  
Janice Heil is complying with the CAPTE accreditors request that current course information be consistent in the catalog, student handbook and syllabi. Sharon Nau assisted Janice in the editing process. Janice explained the program fee charge is now applied \$300 in the fall (AHPT 101), \$300 in the spring (AHPT 201), and \$300 in the summer (AHPT 225). It was noted on page 4 of the Physical Therapist Assisting I Lab course profile, the rubric should be changed from PTA to AHPT and \$25 should be changed to \$300 as the proposed fee. Rich Haptonstall moved to approve the revisions as amended; Rick Halverson seconded the motion, which passed unanimously.
- **ELCT 110 Basic Electricity I (revision)** **APPROVED**  
Pete Wade explained the prerequisite needs to be added to formalize what has already been going on. Students need to be able to take ELCT 100 and 110 in the same semester: 100 is offered at the beginning of the semester and 110 is offered later in the semester. This effectively makes ELCT 110 a late starting class and Pete will address scheduling issues. Don Hickethier moved to approve the revision; Lynn Farris seconded the motion, which passed unanimously.
- **Industrial Maintenance Level II Certificate Program (revision)** **APPROVED**  
Pete Wade is requesting a program credit increase based on approval of the ELCT 110 credit revision above. Brenda Hanson moved to approve the revision; Don Hickethier seconded the motion, which passed unanimously.
- **MCH 290 Undergraduate Research (revision)** **APPROVED**  
Pete Wade explained the revision request to allow a cross-disciplinary collaboration between machining and chemistry, giving OT students an opportunity to collaborate with transfer students. Don Hickethier moved to approve the revision; Kris Long seconded the motion, which passed unanimously.

- **HS 291 Special Topics: The Many Faces of Grief (new)** **APPROVED**  
 Joann Graves-Gill proposed the pilot course as an elective class opportunity for Education, Psychology, Human Services or Early Childhood students going to get a four-year degree. Rick Halverson supported Joann's passion for the subject and desire to teach the class. It was noted on page 43 that the course profile should reflect that it is a pilot course, not a new course. On page 44, under Course Learning Outcomes, there is a typo that needs to be corrected from verity to variety. Brenda Hanson moved to approve the course as amended; Kris Long seconded the motion, which passed unanimously.
- **AHXR 110, 111, 195, 195y, 210, 211, 270, 295 (revisions)** **APPROVED**  
 Kris Long explained Coleen Bench is requesting lab fee increases to more accurately reflect the costs associated with the Radiologic Technology program. KRMC has been absorbing the overages. The requested increase averages about \$50/semester. Brenda Hanson moved to approve the revisions; Rick Halverson seconded the motion, which passed unanimously.
- **AHST 116 Surgical Techniques I with Lab (revision)** **APPROVED**  
 Erin Howardson is requesting the course credits be increased to 6 to more appropriately align with other Surgical Technology programs.
- **Surgical Technology Program (revision)** **APPROVED**  
 Kris Long reported Erin Howardson is requesting a one-credit increase in the Surgical Technology program requirements based on the approval of the AHST 116 credit revision above. It was noted that Surgical Technology students do not need take a technology class which freed up 2 credits. The change will be effective spring 2014. Rich Haptonstall moved to approve the increase in credits for AHST 116 thus changing the Surgical Technology program requirement credits; Myrna Ridenour seconded the motion, which passed unanimously.
- **M 135Q, M 136Q, M 145Q, HONS 252HQ, HONS 254AQ, HONS 256NQ, HONS 259QB, HONS 263FQ, HONS 2654GQ (revisions)** **APPROVED**  
 Laura VanDeKop indicated the Math department would like to eliminate both Q and M distinctions and go to just M for all math general education courses. Kris Long moved to approve the revisions; Brenda Hanson seconded the motion, which passed unanimously.

**Discussion Item:**

- WI grade data and use – Report from Kristen **APPROVED**  
 About nine instructors, mostly adjunct, heavily use WI grades. Kristin wants to launch an educational campaign to clearly explain what a WI is and when it should be used. In addition, the following has been proposed for inclusion in the Academic Catalog, Faculty Handbook and as part of the syllabus template:

*Proposed description for the Academic Catalog and the Faculty Handbook:*

***Withdrawal by Instructor***

*The "WI" (Withdrawal by Instructor) grade may be issued at the discretion of the instructor only when extenuating circumstances prohibit a student from completing the course. This grade is not an option for students who have earned an "F" in the course.*

Proposed addition to the syllabus template:

*Any student who cannot complete this course must officially withdraw (correct typo) by the deadline. All registered students will receive their final calculated grade at the end of the semester.*

- Pre-requisite update-

A Math prerequisite enforcement narrative and graph was distributed by Laura VanDeKop showing the increase in enrollment in M61, which started when prerequisite enforcement was implemented. A spreadsheet is being maintained that overrides special cases where a prerequisite cannot be documented but the student has met with a math instructor or learning center advisor. If a student isn't on the spreadsheet or doesn't have the required prerequisite, they are dropped from their math course. The general policy in the math department is if it has been three years since a prerequisite has been taken, a math Compass retest is required. It was noted students can take M61 and M65 in the same semester. The math student success rate has improved based on enforcing prerequisites. All math courses have a prerequisite quiz on the first day of class. Janice Alexander indicated the Chemistry department is trying to address a 40% failure rate with a similar system. She noted student high school transcripts are not always available for review and a Chemistry placement/calculation test can be given by her or Adam Wenz. The Learning Center also has a quick quiz to access chemistry recollection. Janice needs to be able to see information in document tracking before a prerequisite can be overridden.

Looking at implementing prerequisite enforcement in writing classes next.

**Future Discussion Items: Requested Items are bolded below:**

- Clarification of General Education Team review of curriculum proposals
- **Use of 300-400 level courses towards degree requirements and gen eds.**
- Competency-based credits, credit by proficiency, credit for prior learning
- **Course Challenges proposal (on page 35 in current academic catalog)**