

Curriculum Committee  
September 13, 2012  
BH 140, 3 p.m.  
MINUTES

**Members Present:** Janice Alexander, Rick Halverson, Brenda Hanson, Rich Haptonstall, Don Hickethier, Kristen Jones, Sue Justis, Phil MacGregor, Pat Pezzelle, Pete Wade, Karla West

**Others Present:** Jessica Hopkins, Mary Jordt, Cindy Keifer, Sharon Nau, George Shryock, Dan Voermans

### Action Items

- **Approval of April 27, 2012 minutes - APPROVED**  
Pete Wade moved to approve the minutes; Rick Halverson seconded the motion, which passed unanimously.
- **IDS 280 Taniko Weaving and IDS 280 Te Ao Maori (pilot courses) - APPROVED**  
Rich Haptonstall explained the proposal to add two pilot courses to be taught by Karl Leonard, visiting Fulbright Scholar from New Zealand. The course information for these courses was emailed to the committee over the summer for approval. IDS 280 Te Ao Maori was cancelled due to low enrollment. Rick Haptonstall moved to approve the courses; Sue Justis seconded the motion which passes unanimously.
- **MUSI 108 Orchestra: Flathead Community Orchestra, MUSI 112 Choir: Flathead Community Choir, MUSI 114 Band: Flathead Community Band (revisions) and MUSI 108 Orchestra: FVCC Ensemble (deletion) - APPROVED**  
Karla West explained the proposal to change the names of three Music courses to more accurately reflect the content, and to delete one course that doesn't apply to the music program. The word "Flathead" should be removed from the titles, as it has created a lot of confusion with students. Karla explained that MUSI 108 Orchestra: FVCC Ensemble should be deleted because the title implies that FVCC has an orchestra, which is misleading. Janice Alexander moved to approve the proposal; Rick Halverson seconded the motion, which passed unanimously.
- **MUSI 135 Keyboard Skills I and MUSI 136 Keyboard Skills II (revisions) - APPROVED**  
Karla West explained the proposal to change the courses to labs in order to match similar courses taught at MSU and UM.
- **NRS 250, 252, 254, 262, 265, 266 (revisions) - APPROVED**  
Sue Justis explained the proposal to add lab fees and online fees to several nursing courses in order to cover lab supplies and Kaplan NCLEX program fees, and to update the division name. Rick Halverson moved to approve the changes as long as the lab fee rationale portion of the form is completed; Janice Alexander seconded the motion, which passed unanimously.

Discussion followed about whether the online fee for NURS 250 should be reflected on the course profile, as it is unlikely it will ever be offered face-to-face. The committee recommends that the online course fee be taken off the course profile. The box for "online" should be checked, but no dollar amount should be listed. Pat Pezzelle expressed concern that instructors are getting locked in to teaching only face-to-face or online depending on

which box is checked. Discussion followed regarding the purpose of both the “face-to-face” and “online” boxes. Brenda Hanson pointed out that there are instances, BIOB 160 for example, where the face-to-face lab fee is \$20 but the online lab fee is \$120. The intent of the boxes was not to list the D2L fee (as that could get changed from year to year), but rather to accurately list the lab fee differences for courses such as BIOB 160. The actual course profile should be the same whether or not a class is taught face-to-face or online. Kristen Jones proposed indenting the “face-to-face” and “online” boxes under “Special/Lab fees” and eliminating the lines to make the form more clear. Jessica Hopkins will check into that possibility.

- **CCN Changes – APPROVED**

Phil MacGregor moved to approve the changes; Rich Haptonstall seconded the motion, which passed unanimously. Discussion followed about making CCN changes visible in the online schedule to assist students. Mary Jordt will work with Bill Bond to see if it would be possible.

<b>WAS</b>			<b>NOW</b>		
ART	144	Design for Graphic Communications	GDSN	250	Graphic Design I
ART	148	Digital Illustration I	GDSN	148	Digital Illustration I
ART	149	Digital Publishing	GDSN	200	Intro to Desktop Publishing
ART	153	Digital Imaging I	GDSN	149	Digital Imaging I
ART	247	Digital Portfolio Preparation	GDSN	247	Digital Portfolio Preparation
ART	248	Digital Illustration II	GDSN	248	Digital Illustration II
ART	249	Digital Imaging II	GDSN	249	Digital Imaging II
ART	253	Advanced Digital Imagery	GDSN	253	Advanced Digital Imagery
ART	267	3D Animation and Modeling	GDSN	267	3D Animation – Modeling I
ART	268	3D Animation and Modeling II	GDSN	268	3D Animation - Modeling II
ART	274	Portfolio Presentation	GDSN	274	Portfolio Presentation
HLTH	210	Basic Exercise Prescription	KIN	201	Basic Exercise Prescription
HLTH	215	Practical Fitness Assessment Tech.	KIN	215	Fitness Assessment Techniques
CJ	100	Reserve and Auxiliary Officers Training Program	CJLE	200	Reserve Officer Training
CJ/WRIT	110C/109C	Writing in Criminal Justice	CJLE	109C	Police Report Writing
IT	175	Introduction to AutoCAD	DDSN	114	Introduction to CAD
IT	179	Introduction to SOLIDWORKS Programming	DDSN	135	Solidworks
SP	110C	Public Speaking	COMX	111C	Intro to Public Speaking
SP	120C	Interpersonal Relations/Communications	COMX	115C	Intro to Interpersonal Communication
THEA/SP	150CF/150CF	Video Communication	COMX	150CF	Video Communication
SP	160CF	Oral Interpretation	COMX	217CF	Oral Interpretation of Literature
SP	215	Negotiations/Conflict Resolution	COMX	215	Negotiations/Conflict Resolution
PE	133	Racquetball	ACT	109	Beginning Racquetball
PE	119	Total Fitness for Women	ACT	108	Total Fitness Women
PE	116	Weight Training: Fit and Trim	ACT	110	Beginning Weight Training
PE	136	Beginning Softball	ACT	113	Beginning Softball
PE	145	Basic Rock Climbing	ACT	114	Beginning Rock Climbing
PE	161	Alpine Skiing I	ACT	120	Beginning Alpine Skiing
PE	156	Boarding Basics	ACT	121	Snowboarding Basics
PE	121	Circuit Aerobics	ACT	128	Circuit Aerobics

PE	120	Women's Circuit Training	ACT	129	Circuit Training
PE	124	Cardioboxing	ACT	132	Cardioboxing
PE	127	Aquaerobics	ACT	133	Water Exercise
PE	137	Golf	ACT	146	Beginning Golf
PE	130	Beginning Yoga	ACT	150	Beginning Yoga
PE	108	Beginning Tennis	ACT	169	Beginning Tennis
PE	151	Flag Football	ACT	203	Flag Football
PE	117	Body Building	ACT	212	Body Building
PE	148	Basic Outdoor Climbing	ACT	214	Intermediate Rock Climbing
PE	162	Alpine Skiing II	ACT	220	Intermediate Alpine Skiing
PE	158	Free-Style Riding at the Mountain	ACT	221	Intermediate Snowboarding
PE	163	Alpine Skiing III	ACT	223	Advanced Alpine Skiing
PE	157	Cruising at the Mountain	ACT	226	Cruising at the Mountain
PE	140	Pilates	ACT	250	Pilates
PE	110	Intermediate Tennis	ACT	269	Intermediate Tennis
PE	142	Logger Sports	ACT	283	Logger Sports
CJ/PE	112/112	Handgun Marksmanship	ACT	285	Handgun Marksmanship
PE	251	Varsity Cross-Country	ACT	200	Cross Country Varsity
PE	250	Varsity Soccer	ACT	289	Soccer Varsity
HLTH	205	Care and Prevention of Athletic Injuries	AHAT	210	Prevention and Care Athletic Injuries
ENGL	251F	Creative Writing in Fiction	CRWR	110F	Beginning Fiction
ENGL	252F	Creative Writing in Poetry	CRWR	111F	Beginning Poetry
ENGL	271	Creative Writing Workshop: Fiction	CRWR	210	Intro Fiction Workshop
ENGL	272	Creative Writing Workshop: Poetry	CRWR	211	Intro Poetry Workshop
HLTH	201	First Aid	ECP	100	First Aid and CPR
HLTH	202	Health and Behavioral Emergencies in the Workplace	ECP	104	Workplace Safety
EMS	270	EMT-B	ECP	130	Emergency Medical Technician
EMS	180	EMT Field Practicum	ECP	148	EMT Field Practicum
EMS	240	Instructional Methodology	ECP	170	EMS Instructional Method
EMS	150	Transition to Advanced Care	ECP	200	Transition to Paramedic Care
EMS	155	Paramedic Fundamentals	ECP	201	Paramedic Fundamentals
EMS	156	Paramedic Fundamentals Lab	ECP	202	Paramedic Fundamentals Lab
EMS	165	Medical Emergencies I	ECP	204	Medical Emergencies I
EMS	166	Medical Emergencies I Lab	ECP	205	Medical Emergencies I Lab
EMS	160	EMS Case Studies	ECP	206	EMS Case Studies
EMS	275	Clinical I	ECP	216	Hospital Clinical I
EMS	275.5	Paramedic Clinical I Summer Practicum	ECP	218	Paramedic Summer Practicum
EMS	221	Trauma	ECP	230	Trauma
EMS	222	Trauma Lab	ECP	231	Trauma Lab
EMS	265	Medical Emergencies II	ECP	234	Medical Emergencies II
EMS	250	EMS Operations	ECP	235	EMS Operations

EMS	266	Medical II/EMS Operations Lab	ECP	236	Medical II/EMS Operations Lab
EMS	277	Clinical II	ECP	246	Hospital Clinical II
EMS	271	NREMT Exam Preparation	ECP	250	NREMT Exam Preparation
EMS	272	NREMT Exam Preparation Lab	ECP	251	NREMT Exam Preparation Lab
EMS	279	Clinical III: Field Experience	ECP	298	Field Internship
EMS	298	Internship: Paramedicine	ECP	298	Internship: Paramedicine
EDUC	256	Instruction of Special Students	EDSP	204	Introduction to Teaching Exceptional Learners
EDUC	244	Learning Disabilities	EDSP	244	Fundamentals of Learning Disabilities
HLTH	200	Foundations of Physical Education	HEE	220	Introduction to Physical Education
HLTH	230	School Health	HEE	230	School Health
HLTH	101	Opportunities in Health and Medical Careers	HTH	101	Opportunities in Health Professions
HLTH	203	Health for the Individual	HTH	110	Personal Health and Wellness
PSYX/HS	150/150	Drugs and Society	HTH	205	Drug Issues for Education
JRNL	100C	Introduction to Mass Media	COMX	100C	Introduction to New Media Studies
PE	200	Functional Training	KIN	203	Functional Training
ENGL	270	Introduction to Linguistics	LING	270	Introduction to Linguistics

## Discussion

- Catalog Pages** Process for adding pages to the Transfer section of the catalog – Kristen Jones  
 Kristen Jones asked for the opinion of the committee on how changes to the transfer pages in the catalog should be implemented. Should changes come to this committee for approval or just as an FYI? In the 2011-2012 catalog there was one page that covered dental hygiene, pre-dental, pre-health professions and pre-vet. In the 2012-2013 catalog each had its own page. Janice Alexander and Dan Voermans felt these areas had specific differences and should be separated in the catalog, even though nothing new was added. Kristen would like to clarify the procedure for making those changes, and any changes should be brought up to this committee, even if just as an FYI. Consensus was to bring pages added to the catalog through this committee as an FYI.
- Course Challenge Policy** WRIT 101 and M 108 – Kristen Jones  
 Kristen Jones would like to see clarification in the course challenge policy in the catalog. In the current catalog, the challenge policy states students will be charged \$50 rather than tuition and will only be awarded a grade of “S” upon successful completion of the challenge. Discussion followed about what general education classes could not be challenged.

Rich Haptonstall will check with the English department for their feelings on this subject. The University of Montana lists placement instead of challenge. Don Hicketier doesn't feel many math classes are challenged, as COMPASS scores place students in the appropriate class. Jessica Hopkins feels the current language in the catalog covers what is needed. Brenda Hanson asked if a student could challenge a lab or activity class with the current language. George Shryock stated that a challenge should be reserved for legitimate reasons,

but that it can't be listed. The requests need to be legitimate and testable. Foreign language might be an example of a class where students can be awarded credit for their knowledge. A challenge should be at the discretion of the instructor. His suggestion is to leave the catalog as it is now. It was also suggested that if there is a set of courses that cannot be challenged that perhaps that list should be listed on the back of the course challenge form.

- **Institutional Withdrawal** – Kristen Jones

There has been some interest in exploring an institutional withdrawal policy. Should students who register for a class and don't show up the first day or notify the instructor be dropped so those on the waiting list can be added? Rick Halverson thinks it should be a department or program policy rather than an institutional policy.

Sharon Nau explained that if there was a wait list on the roster, no one would be able to register, even if there was an opening, until everyone on the wait list had registered. Janice Alexander thinks a wait list is a good idea so instructors would know if another section of the class should be added. Registration could be removed from the equation and instructors would be responsible for the wait lists. An institutional withdrawal policy is closely tied to wait lists. Institutional withdrawal policy should be discussed with departments and divisions and will be a part of future discussion.

#### **Future Discussion Items**

- Last day to drop
- WI, SA, SR Grades
- Maximum number of "S" credits