

Curriculum Committee

April 16, 2010

Minutes

BH 140 2:00 p.m.

Members present: Kathy Hughes (chairperson), Pat Pezzelle, Bill Roope, Pete Wade, Carole Bergin, Phil MacGregor, Sue Justis, Rick Halverson, Janice Alexander, George Shryock, and Brenda Rudolph.

Others present: Marlene Stoltz, Nancy Clawson, Tom Jay, and Brenda Hanson.

Approval of March 19, 2010, minutes – APPROVED

Pete Wade moved to approve, and Rick Halverson seconded the motion. The minutes were unanimously approved as read.

Action Items

- **EDU 203** Strategies for Learning (deletion) – **APPROVED**

Brenda Hanson and Rick Halverson said this course hadn't been taught in years. It has been through the common course numbering process and is unique to FVCC. Pete Wade moved to approve, Rick Halverson seconded, and it was unanimously approved for deletion.

- **SIGN 245** Signing Practical (revision) – **APPROVED**
- **SIGN 246** Deaf Culture and Community (revision) – **APPROVED**

Brenda Hanson said Toni Cancilla, FVCC's sign language instructor, is working with a school in Idaho that has a sign language program. Revisions are being made to these courses to better align with this school's program. These courses are unique in the FLOC. The school in Idaho accepts only 10 students at the Jr. level, and FVCC students are transferring to this school. It is the closest program around. Kathy Hughes noted that currently 70 students are enrolled in sign language classes. Pete Wade moved to approve both courses, Rick Halverson seconded the motion, and they were unanimously approved.

- **Human Services AAS** (revision of specialty requirement from 25 credits to 24) – **APPROVED**

Rick Halverson said during program review, it was discussed that 25 was an unusual number of credits to take from the specialty courses. To keep consistent, that number should be divisible by 3, so Rick proposed to delete a credit bringing the total minimum number of credits to 24. Pete Wade moved to approve, Brenda Rudolph seconded, and the change was unanimously approved.

Discussion Items

- **Program Review** – Kathy said Tom Jay has chaired the Program Review Committee and has done a nice job. Tom named the committee members. He said fall semester was the first time the new process was applied. So far six have been done with two to go. Tom said they are still tweaking the spreadsheet to ensure that the enrollment numbers relate to what is actually being measured. Faculty have commented that the new process is less cumbersome than the old, and the information is much more meaningful. Kathy Hughes will request a follow-up report on recommendations/commendations from each program chairperson.

Accounting – recommended continuous with minor recommendations. Tom said the Accounting AAS and certificate were done at the same time. It is important that advisory committees complete the program satisfaction survey. The advisory committee should address the minor concern with attrition. Brad Eldredge can also help with this area. Sue

Justis asked for clarification about the statement regarding professional development opportunities. Tom Jay clarified this by stating all full-time instructors who teach accounting classes should be encouraged to attend professional development activities on a regular basis. This would currently include: Phil MacGregor, Chad Schilling, Brenda Rudolph, Karla West, and Ronnie Laudati. Ronnie Laudati has done a good job of incorporating technology into this program. Accounting enrollments are solid and support many other majors.

- **Human Services**

Both AAS and transfer programs were missing syllabi, and student ability outcomes needed to be addressed. Rick Halverson has changed some of these things already. He has also broadened the advisory committee by adding two new members and scheduling several meetings. It is a viable program showing growth and meets some real needs in the community. Rick has been great about incorporating technology. Rick said the old Gateway Mall now houses many non-profits, which provide some neat opportunities for internships. George Shryock said enrollments have risen and fallen. The BS has taken over the Human Services AAS. Is there a need for AAS? Tom brought this up, too, and Rick said older folks in the community want a degree and this is how they can obtain it. Should we gear it toward a non-profit emphasis? UM has a non-profit administration minor that George thinks might be worth exploring. He suggested taking two courses out of the AAS degree and putting it toward a non-profit emphasis.

- **Medical Assistant**

Tom said the committee felt this was one of the best reviews they had looked at in a long time. An outstanding job was done by Karla West in putting this together. Karla has excellent completion and placement rates of students. Karla made a point of saying that upon her retirement, her replacement has to be a full-time position and a certified CMA. Tom requested that she begin developing a job description. The program should have a venipuncture arm, as well as upgrade other equipment needed for training. In addition, the medical community should be educated on the benefits of hiring students who come out of this program. There should be an application process in place, something that students can read in the catalog that tells how they can get into the program. As it is now without an actual process in place, students will eventually get in, but it may take three years and this could be a reason why they drop out. A discussion followed on the application process. Pete moved to change the program to 12 students entering each class at both the Kalispell and Libby campuses, that a merit-based application process be part of the Medical Assistant AAS, and that Karla draft and bring back a plan by fall 2010 to the Curriculum Committee for review that can be implemented for spring 2011 semester. Rick Halverson seconded, and it was unanimously approved. Brenda Rudolph and Kathy Hughes will meet with Karla to discuss.

The next meeting will be held on May 7 at 2 p.m. in AT 202.