

## **Curriculum Committee**

**April 18, 2008**

### **Minutes**

**BSS 109 1:00 p.m.**

**Members Present:** Gregg Davis, Bill Roope, George Shryock, Kathy Hughes, Phil MacGregor, Carole Bergin, Janice Alexander, and Linda Soper. Janice Alexander chaired the meeting.

**Others present:** Jim Neal, Tom Jay, Cindy Kiefer, Nancy Clawson, Colleen Unterreiner, and Marlene Stoltz.

### **Approval of March 28, 2008, minutes**

The minutes were approved.

### **Action Items**

**Graduation Requirement Substitution Form - APPROVED**

**Graduation Requirement Waiver Form - TABLED**

#### **Curriculum Submissions**

- **ANTH 270 Topics in Indian Education for All – TABLED**

Gregg Davis presented the course and discussed the need to offer this class for educators. After discussion, it was decided that the course needed additional work in the areas of course description and learning outcomes. George Shryock moved to table the course, Janice Alexander seconded the motion, and it was unanimously approved to table the course.

- **EDUC 270 Math Strategies for Elementary School – APPROVED WITH TITLE CHANGE**

Gregg Davis discussed the service to educators that this course provides by enabling movement on the pay matrix. It was discussed and decided to change the title by adding the word “strategies.” George moved to approve the course with the title changed to Math Strategies for Elementary School. Gregg Davis seconded the motion, and it was unanimously approved.

- **HS 180 Introduction to Therapeutic Horseback Riding – APPROVED**

Rick Halverson spoke about this pilot course being offered to see if there is any interest. Therapeutic horseback riding is a recognized form of treatment. Questions were brought up about liability and additional insurance being needed. Phil MacGregor moved to approve, Bill Roope seconded the motion, and it passed unanimously.

### **Discussion/Information Items**

#### **Program Review**

- **Biology – discussed with no additional comments.**
- **Engineering – Kathy Hughes moved to propose a report on strategies in one year and an enrollment report in two years. George Shryock seconded the motion, and it was unanimously approved.**

- Heavy Equipment Operator – Bill Roope said in the winter months, students could do maintenance on heavy equipment. Maintenance equipment courses could be offered to the public, as well as to students in the program.
- Information Technology/Web Technology – It was decided to remove the last bulleted item and delete the word “explore” from bullet #2.
- Psychology – Bullet #1 should read “All faculty members need more professional development funds.”

Gregg Davis moved to approve all five reviews with the changes made. Bill Roope seconded the motion, and they were approved unanimously.

- **New Program Review Process – APPROVED**

Tom Jay discussed the new program review model with input from Gregg Davis and Jim Neal, two other committee members. Tom said that the committee wanted to develop a process that would help identify break even costs for existing programs and the points at which programs needed to assess lab fees or surcharges. This could help offset costs to the general fund. Tom handed out a spreadsheet showing an analysis of direct costs and revenues, which Jack Burcham developed. The spreadsheet items were explained, and examples of Tom’s BADM courses were discussed. The new process could also be run on proposed programs. The spreadsheet would be worked out with the Vice President of Administration and Finance or a designee in Business Services. Kathy Hughes said to keep assessment in both the occupational and transfer program reviews. Tom asked that the Assessment Board provide the language for this. Gregg Davis moved to approve the new model and use this for next year’s programs that are up for review. Phil MacGregor seconded the motion, and it was approved unanimously.

- **Lab Fees – APPROVED**

Colleen Unterreiner said the NURS 260 lab fees should be \$100-\$200. In the past, lab fees have been used to pay for lab technicians. Work study students have not been used as lab techs because of the skills requirements. Janice Alexander suggested that a lab fee review process be held, which should include Chuck Jensen, Vice President of Administration and Finance. Janice Alexander moved to approve the lab fees, Gregg Davis seconded, and they were approved. George Shryock abstained.