

Curriculum Committee

December 9, 2010

Minutes

BH 140 1:00 p.m.

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

Others present: Cindy Kiefer, Dan Voermans, Nancy Clawson, Sharon Nau, Marlene Stoltz, George Shryock, Tom Jay, and Brenda Hanson.

Approval of November 11, 2010, minutes – APPROVED

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

Action Items

- **Computer Science**
 - **CS 212T** Data Communications (deletion) - **APPROVED**
 - **CSCI 110T** Programming with Visual Basic I (deletion) - **APPROVED**
 - **CSCI 111T** Programming with JAVA I (revision) - **APPROVED**
 - **CSCI 113** Programming with C++I (revision) - **APPROVED**
 - **CSCI 121** Programming with JAVA II (revision) - **APPROVED**
 - **CSCI 210T** Web Programming (revision) - **APPROVED**
 - **CSCI 211T** Client Side Programming (revision) - **APPROVED**
 - **CSCI 232T** Data Structures and Algorithms (revision) - **APPROVED**
 - **CSCI 298** Internship (revision) - **APPROVED**

Pete Wade said the deletions were proposed because the courses had not been taught in a while, and the revisions were done to match CCN learner outcomes. Rick Halverson moved to approve all the deleted and revised courses, Carole Bergin seconded, and all courses were unanimously approved.

- **CSTN 198** Cabinet and Furniture Internship (new) - **APPROVED**

Bill Roope said the course was created for cabinetry students to gain experience building multiple cabinets, such as those for kitchens and baths. The Building Trades students are going to build two starter shacks and a golf club storage facility for Buffalo Hill Golf Club. The cabinetry students will complete the interior cabinetry of the shacks at the golf course. Bill will suggest to his successor that he use this course as an opportunity for students to build the cabinetry for future student-built houses. It was suggested that Bill add to the course learning outcome that discusses the use of technology. Pete Wade moved to approve, Faith Hodges seconded, and it was unanimously approved with Bill's minor edit to the technology learning outcome.

- **Culinary Arts AAS**
 - **Application process**, (new) - **APPROVED**

Brenda Rudolph said Hillary Ginepra has created an application process with Robin Graham modeled after the Pharmacy Technology application process to ensure both a fair process and one where students are made aware of certain things to help make them successful in the program. A discussion followed about placement scores. The value in an application process is that it is a way to hold students accountable for information (I understand...) and ensures a higher probability of students understanding what they are getting into. Bill Roope said some of the same placement scores exist in the electric program, and it can exclude and discourage otherwise qualified students. The academic levels should be tied to where they are required in

the program. George Shryock and Bill suggested language such as instructor consent be added to the application process to allow for these students. Pete Wade moved to accept with the proposed instructor consent added to the process, and Brenda Rudolph seconded the motion. It was unanimously approved.

- **EDU 291** Professional Practice Enhancement: Creating an Environment for Learning (pilot) - **APPROVED**

Brenda Hanson said this is the second course offering out of three professional development courses proposed by School District 5. Pat Pezzelle moved to approve, Brenda Rudolph seconded, and it was unanimously approved.

- **ELEC 250** Introduction to Photovoltaic Systems (new) - **APPROVED**

Bill Roope said as part of a grant the college received, he sent adjunct faculty Bill Squires and Bill Brittenham to participate in the development of a photovoltaic course. The five-year grant paid for equipment to be used in the lab and will teach wind, water, and solar. FVCC is the only participant in Montana. They will place solar panels behind the Occupational Trades building to run security cameras. It was suggested that Bill add language to include that the course cannot be repeated for credit and to add verbs to the outcomes. Pat Pezzelle moved to approve with the two suggestions, Brenda Rudolph seconded, and it was unanimously approved.

- **LIT 213H** Montana Literature (new) - **APPROVED**

Carole Bergin discussed the proposed course, and a discussion followed about the general education designation. Carole said no one objected to it. Sue Justis moved to accept, Pete Wade seconded, and it was unanimously approved.

- **NDTE 112** Ultrasonic Testing (new) - **APPROVED**
- **NDTE 125** AWS D1.1 Code Book (revision) - **APPROVED**

Bill Roope said these courses were aligned with the American Society of NDT and the American Welding Society, due to the increase in the number of hours of practical experience required. Pete Wade moved to approve, and Brenda Rudolph seconded. The courses were unanimously approved.

- **NR 210NL** Introductory Soil Resources (revision) - **APPROVED**

Pete Wade said Christina Relyea is requesting that this course be given a general education designation (NL). A discussion about the outcomes followed, and it was suggested to add another learner outcome. Rick Halverson moved to approve, and Brenda Rudolph seconded the motion. It was unanimously approved.

- **SR 80** Around the World in Six Weeks for Seniors (pilot) - **APPROVED**
- **SR 80** U.S. Economy: Where Are We Going for Seniors (pilot) - **APPROVED**

Brenda Hanson said these are two more new course offerings for Senior Institute in the spring. Around the World will be team taught, and Garvin Smith will teach the economics course. Brenda said the college saw record enrollment last year, and she anticipates even more growth during spring 2011. Faith Hodges moved to approve, Kathy Hughes seconded, and the two courses were unanimously approved.

- **Surgical Technology AAS**
 - **AHST 101** Introduction to Surgical Technology (revision) - **APPROVED**
 - **AHST 116** Surgical Techniques I with Lab (revision) - **APPROVED**
 - **AHST 203** Applied Surgical Technology Procedures (revision) - **APPROVED**
 - **AHST 207** Professional Development and Leadership (revision) - **APPROVED**
 - **AHST 216** Surgical Techniques II (revision) - **APPROVED**
 - **AHST 250** Surgical Clinical I (revision) - **APPROVED**
 - **AHST 255** Advanced Surgical Clinical (revision) - **APPROVED**

Sue Justis said faculty instructor Erin Howardson has made some catalog description and outcome changes due to common course numbering. Enrollment has to be changed to seven students (down one from eight), due to KRMC remodeling. Janice Alexander moved to approve

the catalog descriptions, learner outcomes, and changes from lecture to lab and to take no action on the enrollment number being lowered. She suggested that FVCC administration meet with KRMC personnel and Erin to discuss enrollments. Rick Halverson moved to accept the course changes with the above suggestions, Brenda Rudolph seconded the motion, and they were unanimously approved.

- **NURS 101 Nurse's Aide Training (revision) - APPROVED**

Sue Justis said Myrna Ridenour wants to add background checks before students can enroll in CNA classes on both the Kalispell and Libby campuses. The current lab fee has been reduced by the amount that it will cost students to pay for their own background checks. Brochures will explain how to complete the background check. Faith Hodges moved to approve the change in lab fees and the background check to be paid for by the student before being admitted to the class. Rick Halverson seconded, and the motion carried. Janice Alexander and Brenda Rudolph opposed the motion, and Pat Pezzelle abstained.

- **Graduation requirement substitution form – MSU'S decision**

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Brenda Rudolph discussed both substitutions, and it was agreed that these were decisions to be made by MSU-Bozeman not FVCC.

- **HIT Certificate - APPROVED**

Brenda Rudolph said Curriculum Committee already approved the certificate in May 2010, but she brought it back to show the common course numbering changes. Rick Halverson moved to approve, Pete Wade seconded, and it was unanimously approved.

- **Program Review**

- **Communication Studies - APPROVED**

- **Customer Service – Moratorium APPROVED**

- **Small Business Management and Marketing/Sales Specialist CAS and Marketing/Sales certificate – Deletion of Marketing/Sales certificate APPROVED**

Tom Jay said three of the four programs scheduled for fall semester were completed with chemistry being reviewed on December 9. He discussed the commendations and minor recommendations of each review. The Program Review Committee recommended placing the Customer Service certificate on moratorium. Brenda Rudolph and Tom Jay will re-vamp this certificate. Pat Pezzelle said the Department of Corrections grant runs out in spring 2011, and they will not reapply. Four inmates will graduate from LCC with the Customer Service certificate. The committee also recommended deleting the Marketing/Sales certificate, due to no graduates. Seven more reviews will be completed in the spring. Faith Hodges moved to accept the recommendations (see list on individual programs) of the Program Review Committee, Brenda Rudolph seconded, and they were unanimously approved.

- **Common Course Numbering changes**

Kathy Hughes moved to accept all, Rick Halverson seconded, and all were unanimously approved.

- **Discussion Items**

- **Time to Degree survey results - TABLED**

- **Choices that Count (CTC) Pathway Guide**

Kathy Hughes said it was announced at the November BOR meeting John Cech would be taking Mary Moe's place. The CTC Pathway Guide is the project Mary started and is part of the College Now! process. It is a simple transfer core that can be promoted across the state. It will be voted on at the March Board of Regents meeting. This is the latest draft and still an ongoing discussion, so Kathy would like input emailed to her to give to Sylvia Moore.

- **Credit for Work Experience**

Kathy Hughes said Lynn Farris emailed this article to her (see handout). The topic of credit for work experience comes up at many meetings. Kathy would like to form a committee to study other school's policies and bring back information on how they handle this issue. She would like someone from each division to be part of the committee. Tom Jay, Pat Pezzelle, and Marlene Stoltz all volunteered. It was suggested that the new Dean of Students also be part of the committee. Kathy asked others who are interested to email her.