

Curriculum Committee

March 18, 2011

Minutes

BH 140 1:00 p.m.

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

Others present: Nancy Clawson, Dan Voermans, Marlene Stoltz, Karla West, Nick Thiel, Chris Hanchett, Chris Degenhardt, Danelle Whitten, Sharon Nau, and Kris Long.

- **Approval of February 25, 2011, minutes - APPROVED**

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

Action Items

- **Graduation Requirement substitution**, p. (tabled from 2/25/11 meeting) – pulled from the agenda.
- **Graduation Requirement substitution – NOT APPROVED**
- **AHMA 203** Medical Assisting Clinical Procedures II (revision - tabled from 2/25/11 meeting) - **APPROVED**
- **AHMA 298** Medical Assisting Externship (revision - tabled from 2/25/11 meeting) - **APPROVED**
- **AHMA XXX** Phlebotomy (new - tabled from 2/25/11 meeting) - **APPROVED**
- **AHMA XXX** Medical Assisting Portfolio Development (new) - **APPROVED**

Karla West gave an overview and said this is the first major overhaul since the program's inception in 1978. Karla discussed all the new courses and changes. She also pointed out the abilities she added to AHMA 203 and 298 (reason why courses were tabled from the last meeting). Karla said LCC does not have to follow the same schedule as the Kalispell campus. Janice Alexander questioned the student learner outcomes in AHMA 203 and suggested changing so each outcome started with a verb. Karla will re-word those. AHMA 298 should have the abilities stated in the course learner outcomes. Karla will work with Jessica Hopkins. Janice advises students into the Continuing Education phlebotomy course and wondered if the college should have one for other students besides Medical Assistant students. Karla said the same instructor will teach for Medical Assistant and Continuing Education. She doesn't want to impact CE so this course, which has a prerequisite, will be for MA students only. Pete Wade said the program review committee made a recommendation during Karla's Medical Assistant review to develop a phlebotomy class. A suggestion was made to add program director's consent to the prerequisite. Pat Pezzelle agreed with all of these changes. Brenda Rudolph moved to approve the courses with all the suggested changes mentioned above, and Rick Halverson seconded the motion. They were unanimously approved.

- **BIOB 101NL** Discover Biology (new - tabled from 2/25/11 meeting) - **APPROVED**

Pete Wade said BIOB 101NL was tabled for catalog wording. Dan Voermans said the wording should indicate gen ed credit cannot be earned for both BIOB 160NL and 101NL (one or the other). It does meet a natural science (NL) requirement for both AA and AS, so should be stated on pages 52 and 56 of the current catalog. Janice Alexander moved to approve, Phil MacGregor seconded, and it was unanimously approved.

- **Biotechnology Transfer Program** (previously approved at 3/19/10 CC meeting)

Pete Wade said the biotechnology transfer program was approved contingent upon NSF funding, and the college has been awarded the NSF grant. BIOB 105NL and the transfer should be listed in the catalog as under development.

- **IDS 135C** Thinkering: How to Problem Solve (new) - **APPROVED**

Nick Thiel created this class in response to a grant FVCC received for engineering students who are veterans. Chris Hanchett and Nick worked together. Nick believes students who succeed are good problem solvers. General principles can be applied, and this class can be taken by all students. Discussion followed regarding the general education component, its transferability for engineering students to MSU, and the apparent business orientation of the course. Bill Roope said this course better meets the needs of CTE students than interpersonal communications. It's also a better alternative for AAS programs. The catalog description states it is specifically for engineering and business students, so that sentence may need to be removed. Lynn Farris moved to approve with the above mentioned sentence removed. Pete Wade seconded, and it was approved with seven yes votes, one opposition, and three abstentions.

- **CAPP 120T** Introduction to Computers (reinstated) - **APPROVED**

Phil MacGregor said this is a course that Nick Thiel brought forth a few meetings ago for transfer by UGF education majors, and after much discussion, it was determined that it fits under CAPP 120T (previously deleted), so Phil brought it forward to be reinstated. Dan Voermans said this will transfer and meet UGF requirements. Sue Justis moved to approve with the changes to the description, etc., Rick Halverson seconded, and it was approved.

- **ECNS 101B** Economic Way of Thinking (revision) - **APPROVED**
- **ECNS 201B** Principles of Microeconomics (revision) - **APPROVED**
- **ECNS 202GB** Principles of Macroeconomics (revision) - **APPROVED**

Rick Halverson said Garvin Smith was revising his courses. Janice Alexander asked about the former catalog description of ECNS 202 which emphasized global perspective and wondered if the new description had enough in it about global perspective. She recommended keeping the global component of the former catalog description. Phil MacGregor moved to approve, Pete Wade seconded, and all three were approved with the change made to ECNS 202.

- **Health Care Office Management AAS** (revision) - **APPROVED**
 - **AHMS XXX** Electronic Health Records (new) - **APPROVED**
 - **AHMS XXX** Health Care Statistics (new) - **APPROVED**

Brenda Rudolph said she added more office skills and decision making with the addition of two new courses to this program and changed the title (formerly Medical Administrative Assistant). Students can complete a one-year certificate all the way to a master's degree (online and with MT Tech) without leaving the valley. Lynn Farris said to add 2.c. under Student Ability Outcomes Technology Literacy to Electronic Health Records and to add 2.b. under Quantitative Literacy to Health Care Statistics. This will go as a Level I to the Board of Regents at the May meeting. Sue Justis moved to accept the program name change and two new courses with Lynn's additions to the abilities, Pete Wade seconded, and they were unanimously approved.

- **ITS 224** Introduction to Linux (new) - **APPROVED**
- **CAPP 108T** Short Courses: MS Windows (revision) - **APPROVED**
- **CAPP 155T** MS Publisher (deletion) - **APPROVED**
- **CAPP 158T** MS Access (revision) - **APPROVED**
- **ITS 164T** Networking Fundamentals (revision) - **APPROVED**
- **ITS 212T** Networking Operating System-Server Admin. (revision) - **APPROVED**
- **ITS 220T** Fundamentals of Wireless LANS (revision) - **APPROVED**
- **ITS 235T** Information Technology Design Lab (revision) - **APPROVED**

Phil MacGregor said ITS 224 is an important course for students. Phil explained the revisions were done to align with other schools. The course being deleted (CAPP 155T) is no longer in

any programs nor has there been any demand for it. Bill Roope moved to approve all the courses, Brenda Rudolph seconded the motion, and all were unanimously approved.

- **M 061** Basic Mathematics (revision) - **APPROVED**
- **M 065** Prealgebra (revision) - **APPROVED**
- **M 090** Introductory Algebra (revision) - **APPROVED**

Pete Wade explained the revisions. Phil MacGregor moved to approve, and Brenda Rudolph seconded. The courses were unanimously approved.

- **M 122M** College Trigonometry (deletion) - **APPROVED**
- **M 152M** Precalculus Algebra (new) - **APPROVED**
- **M 153M** Precalculus Trigonometry (new) - **APPROVED**

Pete Wade said the present situation of college algebra and college trigonometry is one size fits all. Many majors are taking it. Some of what they are teaching is review, and the math department has heard lots of student concerns. The math department is trying to address these concerns by adding the proposed new courses for the STEM majors who are going on. Bill Roope moved to approve with Sue Justis providing the second. They were unanimously approved.

- **Course profile change** – replace **Quantitative Skills** on all course profiles with Mathematics - **TABLED**
- Replace Math with **Mathematics** for the AA and AS degrees on pages 51 and 55 of catalog - **APPROVED**

Pete Wade said in the AA and AS degrees listed in the catalog, it says math and if you look at the course profile, #'s 4 and 5 say quantitative skills and quantitative literacy. Pete proposed that the word mathematics replace these two phrases. Lynn provided the history for AAS related instruction for accreditation, which required three things. In looking to standardize, it was done this way. Replace MATH with MATHEMATICS on catalog pages 51 and 55. For students who get the dual degree, the additional 15 credits on pages 53 and 57 do not coincide, and some statements do not make sense. To clarify the intent and to make the two dual degrees as nearly the same as possible, the language shown on page 119 was written, which will replace the language on pages 53 and 57. This is to try to help the AA students who have taken the Q math, so they don't have to take an additional class. They still have to have the M for the AS degree, but this allows for the Q. Janice Alexander moved to approve Pete's changes, Carole Bergin seconded, and they were unanimously approved. It was then suggested to table the discussion on changing the course profile from quantitative skills under #4 General Education Requirements to mathematics. Keep Pete's language changes for the catalog (p. 119). Pete Wade moved to approve, Bill Roope seconded, and the changes were approved as amended.

- **NR 151** Field Surveying and Wilderness Navigation (revision) - **TABLED**

Pete Wade said Christina Relyea has changed the title and catalog description for better alignment. Jessica Hopkins pointed out this profile is missing both student ability outcomes and course learning outcomes, and she didn't sign off on this course. A discussion followed about the current procedure for presenting courses to Curriculum Committee for approval and how it needs to be followed more closely. Pete withdrew the course and will have Christina work with Jessica.

- **Paramedicine AAS** (revision) - **APPROVED**
 - **EMS 150** Transition to Advanced Care (new) - **APPROVED**
 - **EMS 155** Paramedic Fundamentals (new) - **APPROVED**
 - **EMS 156** Paramedic Fundamentals Lab (new) - **APPROVED**
 - **EMS 160** EMS Case Studies (new) - **APPROVED**
 - **EMS 165** Medical Emergencies I (new) - **APPROVED**
 - **EMS 166** Medical Emergencies I Lab (new) - **APPROVED**
 - **EMS 275** Clinical I (revision) - **APPROVED**

- **EMS 221** Trauma (new) - **APPROVED**
- **EMS 222** Trauma Lab (new) - **APPROVED**
- **EMS 265** Medical Emergencies II (new) - **APPROVED**
- **EMS 250** Special Considerations/Rescue (new) - **APPROVED**
- **EMS 266** Medical II and Special Operations Lab (new) - **APPROVED**
- **EMS 271** NREMT Exam Preparation (new) - **APPROVED**
- **EMS 277** Clinical II (revision) - **APPROVED**
- **EMS 272** NREMT Exam Preparation Lab (new) - **APPROVED**
- **EMS 279** Clinical III: Field Experience (revision) - **APPROVED**

Kris Long re-wrote the courses in order to better align with Great Falls and MSU-Billings COTs. To give students more opportunities to get the clinical credits they need, she met with hospitals and broke down the lecture/lab classes into smaller portions. This also follows what other state and local programs are doing. She added Medical Terminology so students know what the terms mean. Kris inadvertently left off the abilities but has already written them and will turn in. Sue Justis said the changes give Kris more flexibility and additional opportunities for integrating didactic and clinical skills. Bill Roope moved to approve, and Brenda Rudolph seconded the motion, contingent upon the addition of the abilities. Jessica Hopkins will follow up on this. The courses were unanimously approved.

- **Radiologic Technology AAS** (revision) - **APPROVED**

Sue Justis said this has a slight program change, which is adding the math course for allied health professions, which was approved a few weeks ago. This will meet the 100 level C or higher as a prerequisite. Bill Roope moved to approve, Brenda Rudolph seconded, and it was unanimously approved.

- **Surgical Technology AAS** (revision) - **APPROVED**

Sue Justis said Erin Howardson is moving the application time to the fall before admitting, which enables her to have an idea on how students do on the prerequisites. This makes the first semester one of prerequisites. Discussion followed on accreditation and creating a major called medical preparation. Bill Roope moved to accept, Pete Wade seconded, and it was unanimously approved.

- **Common Course Numbering changes:** effective fall 2011 - **APPROVED**

Old			Cr	New		
AGRI	100		3	ANSC	100	Introduction to Animal Science
NSCI	104	NL	4	ENSC	105	Environmental Science
NSCI	170		1	ENSC	196	Field Experience
NSCI	270		1-3	ENSC	290	Undergraduate Research
NR	210		4	ENSC	245	Soils
NR	110		4	ENSC	272	Water Resources
NR	252		3	ENST	285	Environmental Policy and Impact Analysis
NR	152		4	FORS	152	Sustainable Silviculture
NR	153		3	FORS	153	Forest Resource Calculations
NR	230		3	FORS	230	Forest Fire Management
NR	232		3	FORS	232	Forest Insects and Diseases
NR	231		3	FORS	251	Photogrammetry and Remote Sensing
NR	272		4	FORS	272	Inventory for Adaptive Management and Restoration
NR	240		2	FORS	295	Field Experience: Logging Resources

ENGL	050		3	LING	050		English as a Second Language
NR	100		3	NRSM	101		Natural Resource Conservation
NR	161		5	NRSM	161		Natural Resource Measurements I
NR	260	GN	3	NRSM	271	GN	Conservation Ecology
NR	201		2	PTRM	201		Recreation Management
NR	270	N	3	WILD	270	N	Wildlife Habitat and Conservation

Kathy Hughes said we have been voting on these. Phil MacGregor moved to approve all, and Brenda Rudolph seconded. They were unanimously approved.

Discussion Items

- General Education Courses to be printed in catalog – FVCC's from 2005/06 catalog or MUS core?

Janice Alexander brought this forward. Lynn said MUS is now listing Essential Learning Outcomes. Jessica said we need the gen eds in the catalog to show that we are doing these. Kathy will move forward, if CC is comfortable with her researching and updating this for the catalog.

- New course profile and progress form for course proposals - **APPROVED**

Jessica Hopkins, Phil MacGregor, Janice Alexander, and Mary Jordt worked on this. Jessica said they met to discuss this because the original process is not being followed. Jessica has many questions and needs to meet with the faculty. They would like to have the process run as it was intended. She pointed out the changes on the forms and noted the person submitting the profile should follow the order of the signatures and the deadlines. Division chairs should review the outcomes, and Jessica will look at student ability outcomes. Lynn said they are tied together, so Jessica should feel comfortable suggesting for both. A discussion followed about some of the wording and signatures required. Pat Pezzelle requested that his name be removed from the eLearning review, as Rick Halverson is the chair. Jessica will make the changes. Pete Wade moved to approve, Sue Justis seconded the motion, and the forms with the changes were unanimously approved.

- Kathy talked about the Level IIs for Physical Therapist Assistant AAS, Nursing AS, and Emergency Management AAS being approved by the BOR. ASN still needs to go to the Board of Nursing for approval.