

Curriculum Committee

May 7, 2010

Minutes

AT 202 2:00 p.m.

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

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

Approval of April 16, 2010, minutes - APPROVED

Pete Wade suggested a change in the wording of the discussion item Program Review to read "enrollment numbers relate to what is actually being measured." Brenda Rudolph moved to approve this change, and Sue Justis seconded the motion. The minutes were unanimously approved as amended.

Action Items

- **Accounting Technology AAS** (program revision) - **APPROVED**
 - **Delete M 095** Intermediate Algebra (from program only)
 - **Add M 121M** College Algebra

Brenda Rudolph explained the changes being made to this program due to CCN. Kathy added there are several math classes below the 100 level in various programs that will also need to be modified to reflect this change. Marlene Stoltz asked about students who have already begun programs and how this affects them. Students can either go by the catalog they start with or opt to go with the newer catalog. Rick Halverson moved to approve, Sue Justis seconded the motion, and it was unanimously approved.

- **HSTA 255** Montana History (revision) - **APPROVED**

Brenda Hanson said Michael Ober added "geographic heritage" to the course description and a couple of learner outcomes, which update the course profile to more accurately reflect what is being taught. Brenda Rudolph moved to accept, Pete Wade seconded, and it was unanimously approved.

- **Health Care Informatics** (new transfer program) - **APPROVED**

Brenda Rudolph handed out an update to the program with changes from Montana Tech. Medical Terminology is replacing Organic Chemistry. Health Care Informatics addresses the initiative created by President Obama to ensure that every citizen has an electronic medical record. As part of the HIT grant, Brenda created this transfer program, which has no new courses, and all existing courses will transfer easily to Montana Tech. The attached spreadsheet is Brenda's vision of the program with a clearly-defined career pathway beginning with a high school medical receptionist all the way to a bachelor's degree. Brenda is not asking for approval on the vision, just the transfer program. Part of the grant involves creating a one-year certificate, which will be distance delivered and come next fall. She wants to present it to her advisory committee before bringing it to Curriculum Committee. Montana Tech's program is all distance-delivered, so this will provide another 2 + 2 opportunity. Montana Tech has seen 100% placement so far with their informatics program. Rick Halverson moved to approve, and Pete Wade seconded the motion. It was unanimously approved.

- **Information Technology AAS** (program revision) - **APPROVED**
 - **Delete CAPP 138T** Basic MS Access (from program only)
 - **Add CAPP 158T** MS Access (revision)

Phil MacGregor said after the CCN process and seeing changes other institutions have made, he made the change to update to a higher level of Access in the Information Technology AAS

by replacing CAPP 138T with CAPP 158T. This change better aligns with the FLOC and fits nicely with Health Care Informatics. Janice Alexander moved to approve, Rick Halverson seconded, and it was unanimously approved.

- **HONS 264GH** Honors: Global Issues/Humanities - **APPROVED**
- **HONS 265GM** Honors: Global Issues/Math - **APPROVED**
- **HONS 266GA** Honors: Global Issues/Social Sciences- A - **APPROVED**
- **HONS 267GB** Honors: Global Issues/Social Sciences-B - **APPROVED**
- **HONS 268GF** Honors: Global Issues/Fine Arts - **APPROVED**
- **HONS 269GN** Honors: Global Issues/Science - **APPROVED**

Brenda Hanson spoke about Ivan's Global Honors classes, which will be taught in the fall 2010. Under Learner Outcomes, Rick Halverson moved to change the language of "be intellectually curious" to "develop intellectual curiosity." Phil MacGregor moved to accept the courses with the new learner outcomes language as proposed by Rick, Brenda Rudolph seconded, and they were unanimously approved.

Discussion Items

Program Review Summaries

- **Business Administration AAS, CAS, and transfer - APPROVED**

Business Administration will need a 100 level math class in the AAS. In the related instruction area, if all program directors in the state agree, they can ask for an exception on the 100 level math. The advisory committee agreed that internships should not be mandatory and offered as an option only.

- **Culinary Arts AAS - APPROVED**

Good job overall. The program was approved to switch to an 18-month sequence. They would like to add a pastry certificate. Chef's Table is a huge success. Hillary will work to expand her advisory committee.

- **Electrical Technology AAS and CAS - APPROVED**

Great job by Bill Roope. Strong program, strong advisory committee. BUS 121 Math and Communications for the Trades should have a rubric change (not math or business), as it is a math class for the trades. Bill's financial data works because all of his classes are electrical (not mixed in with other classes/programs).

- Tom Jay, Chair of the Program Review Committee, said seven reviews were done in the past academic year. In general, Tom said the committee found that assessment needs to be documented. All programs with advisory committees need to review their committees to ensure that they have active participants. All programs were doing a good job with minor or no recommendations. Janice Alexander commented she is excited we are on track and are doing reviews using the new process. It's going in the right direction and is a great tool for assessment. It provides a good big picture of everything. Faith Hodges said originally with the Title III Grant, their plan was to hire a systems analyst, but now they will re-write it to hire a faculty assessment specialist. A suggestion was made as a way to keep track of majors. Students can either check a box in the portal or on the paper registration copy each time they register. This would mean once a semester they would have to declare a major. Assessment tool software could be purchased with Carl Perkins' funds and will be previewed at fall in-service. Rick moved to approve all three reviews, Sue Justis seconded, and they were unanimously approved. Kathy Hughes added a thank you to Tom and the committee.

FYI

- Brenda Hanson noted that **SIGN 245** (approved at the April 16, 2010 meeting) had a title change to **Practical Signing**.