

Curriculum Committee

September 11, 2008

Minutes

BSS 110 3:00 p.m.

Members Present: Gregg Davis, George Shryock, Kathy Hughes, Carole Bergin, Janice Alexander, Pete Wade, Sue Justis, Pat Pezzelle, Faith Hodges, and Brenda Rudolph. Kathy Hughes chaired the meeting.

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

Approval of May 9, 2008, minutes

The minutes were amended by Gregg Davis and approved.

Action Items

- **Graduation Requirement Waiver Form** – The waiver was approved to accept ART 252 Introduction to Ceramics for the fine arts credits and to substitute SA 279 Legal/Ethical/Professional Issues for the remaining humanities credits that are needed, if completing the Substance Abuse AA.

Curriculum Submissions

- **ANTH 180 Cultural Immersion: Maui, Hawaii** (new course) – **APPROVED**

Kathy Hughes explained this course. Discussion followed regarding global perspective. It can be measured but maybe should be assessed at the beginning in order to measure its increase.

Gregg Davis suggested removing the word “increase” from the last sentence in the Assessment of Learner Outcomes section, and Sue Justis suggested that the wording state how global perspective will be measured. Sue Justis moved to approve the course with the suggested changes, Brenda Rudolph seconded the motion, and it was unanimously approved.

- **BUS 280 Leadership, Planning and Governance** (KRMCM Business of Medicine Program – new course) – **APPROVED**
- **BUS 281 Healthcare Financial Management and Planning** (KRMCM Business of Medicine Program – new course) – **APPROVED**

Kathy Hughes discussed both courses, which fall under the category of workforce and do not appear in the catalog. Brenda Rudolph moved to approve both courses, and Faith Hodges seconded the motion. They were unanimously approved.

- **Plumbing Certificate of Applied Science** – to be placed on moratorium - **POSTPONED**

Discussion/Information Items

- Open enrollment in Boiler Certification and Medical Transcription programs – Bill Roope was in Eureka, so Boiler Certification will be discussed at another meeting. Brenda Rudolph addressed open enrollment in the Medical Transcription program. Open

enrollment means that students can start online classes at any time. A discussion followed and concerns included financial aid, out-of-state tuition, and FTE. Faith Hodges suggested discussing these issues with other colleges to see how they have solved them, and Cindy Kiefer and Brenda Rudolph will research this and report to Curriculum Committee at a later date.

- WI Grade – Faith Hodges read the catalog description and emphasized that the WI is not intended to be given in lieu of an F. Much discussion followed. Instructors interpret this differently and also feel pressured by students to give a WI. How are WI and I differentiated? An I has to be completed within a year. A WI is usually given under extraordinary circumstances when a student cannot complete the course. Faith said they changed the last day to drop classes and this should help. Returning the no show sheets for attendance is critical for Financial Aid. They cannot disburse aid until they know students are in attendance. Otherwise, they have to bill back the students. If students are still showing on the final grade roster, it is the faculty's choice to give an F or a WI. Each instructor's syllabus should state a no-show policy. Marlene Stoltz explained that some schools give an AF, which stands for Administrative F, and means this is not student earned. Janice Alexander suggested that the WI policy be re-written. A suggestion was made that the WI should be student initiated and that if an instructor has no basis for a WI and the student is failing, that student should be given an F. Kathy Hughes proposed organizing a group to re-write the policy.
- I Grade Authorization Form– Faith Hodges handed out the draft of the I Grade Authorization Form (see attached). It will be available online, on the G drive, and in a printed three-part form. An incomplete reverts to an F after a year or a lesser time frame, at the discretion of the instructor. Brenda Hanson will inform the adjunct faculty, and everyone agreed that using the form should be strictly enforced.
- Gen Ed. Council update – George Shryock explained that the council was formed in 2005 with representation from each institution. Highlights from the last meeting included two options that were made into policy (see attached - p. 2, options 1 and 2) regarding the MUS Core of general education requirements and each school's freedom to build its own general education requirements. Students have to follow one or the other core completely. The Essential Learning Outcomes mirror FVCC's abilities. When general education courses are re-written, they will be assessed through the Essential Learning Outcomes. The Transfer Initiative with common rubrics and common numbers should be in place by the end of the year. Dan Voermans and George will call Bill MacGregor and ask him to come to FVCC to answer questions regarding the Transfer Initiative. George will testify before the Board of Public Education at Salish-Kootenai College on September 12, 2008, regarding Running Start. The Board has proposed requiring a Class 8 license for instructors who teach dual enrollment classes.
- Site visit - re: transfer process – Marlene Stoltz explained Roger Barber's audit (see p. 20-21 of the agenda). He states that in all AAS and certificate programs, a copy from advisors stating how they have evaluated transfer students' credits needs to be present in the students' files. Documentation needs to exist that this information was given to the

student, and it should be done before they register for classes. Marlene could notify the faculty after she evaluates a course, and the evaluations could be placed in the student portal. Marlene, Faith, and Brenda Hanson will work on this.

- Janice reminded the committee that the deadline for new spring 2009 courses is October 1. The next curriculum meeting will be October 9.