

**Curriculum Committee Meeting – Approved Minutes
November 13, 2015**

Present: Kathy Herrington, Becky Yesenczki, Greg Winland, Lisa Soly, Korene Silvestri, Lori Nelson, Misty Kahl, Mary Ann Merz, Tracy Jenkins, Michele Watson

Presenters: Pat Roper, Maresa Taylor, Dave Stoffel, Dave Raveaux, Lucy Kefauver, Karri Mulhern

Excused: Carry DeAtley, Mary Marlin, Adam Beatty, Scott Owen, Ashley Moran

Topic	Discussion	Follow-up
October Minutes	Greg Winland needs added as attending October’s meeting, and Misty Kahl needs to be added to the list of those excused. Motion to accept the minutes with the approved changes made by Mary Ann Merz. Seconded by Jody Tyburski. Motion carried.	Becky will make the corrections and provide a copy to Stephanie Kappel in the President’s Office for inclusion on our website.
Business Studies proposal, 2 nd reading, Pat Roper	Pat reported that she doesn’t have some of the 2+2 layouts with the proposal because she is still following up with the other schools. There are a couple of minor changes to the proposal. Misty Kahl motioned to accept the proposal with the approved changes and Michele Watson seconded. Motion carried.	Final signed approval needs submitted to Kathy Herrington. Final proposal needs to include the Business Administration, Accounting, AAS program layout and “programs affected” needs to include the Small Business Management, Business Career Studies online and traditional CAS programs.
Paralegal proposal, 2 nd reading, Maresa Taylor	Discussion occurred regarding students in the CAS program being required to take MATH 109 in order to achieve the 30 credit hours for the certificate. However, AAS students can take a math core which could be 2 – 4 credit hours. Students starting the AAS degree deciding to switch to the CAS, could be short 1 hour if they took a 2 credit math core. Students in this situation could take 1 hour of gen ed to get to 30 credit hours for the CAS. Advisors should inform AAS students to take a 3 credit hour math course as it would count for the CAS. A note will be added to the catalog	Notation will be added to the catalog for AAS, Paralegal, “students who opt out of the AAS degree to complete the CAS degree may be required to take an additional one credit hour of general education.” Maresa Taylor had the signed proposal. Kathy Herrington will add the notation and forward the proposal on to be finalized.

	<p>to inform students about the math requirement. A motion was made by Korene Silvestri to accept the proposal with the noted changes. Jody Tyburski seconded. Motion carried.</p>	
<p>CIT proposal, 1st reading, Dave Stoffel</p>	<p>Changes are being made to both the MCG's and programs based on program advisory board recommendations and outdated information contained in both. Proposal to delete CIT 090. Kathy Herrington will check on this as discussion has occurred regarding the need for students to take this class pending completion of a competency test similar to COMPASS. Math 109 is listed as a restricted elective but is also a math core. The new program descriptions have no strike-throughs because they are completely new. Curriculum layout for online program needs added to the proposal. Dave Stoffel needs to contact WLU regarding the 2+2 degree. CIT 131 is listed in the curriculum but is no longer offered at Northern. Request has been made to remove keyboarding as a pre-req for CIT 120. Michele Watson made a motion to accept the 1st reading and Lori Nelson seconded. Motion carried.</p>	<p>For second reading, take Math 109 out as a restricted elective, add restricted electives to Software Engineering layout, on MCG for CIT 176 change pre-req CIT 132 to CIT 232, add curriculum layout for online program, remove sample pages from the proposal and add recommendation to remove keyboarding from the list of pre-reqs for CIT 120.</p>
<p>WELD proposal, 1st reading, Dave Reaveaux</p>	<p>Change program to better meet the needs of the workforce. Change gen eds to better meet the needs of the program. Concern over replacing ENG 101 with ENG 115. Will students get the skills necessary with ENG 115? What if student decides to transfer? Proposal to add a new subject area, APT, Applied Technology. New course that would include safety for all areas of Applied Technology, not just specific to one area. Future goal is to have a certificate program similar to PCT to allow students to figure out which arm of applied technology they would like to pursue. Would this certificate lead to employability? SPCH 101 never gets enough enrollment to run. Consider SPCH</p>	<p>For second reading, change SPCH 101 to 105 in the program layout, change the pre-reqs to co-reqs for WELD 210, change WELD 301 to 2XX in the MCG for WELD 2XX, Downhill Pipe Welding class needs to have "Pipe" in the course title throughout the proposal. Wording needs changed regarding other options if students don't have the necessary pre-reqs. 2nd semester fall credit hours needs to be changed to 14.</p>

	<p>105 instead. WELD 210 – WELD 202 and 204 taken in same semester, can't be pre-reqs, change to co-reqs. MCG for WELD 2XX-Downhill Pipe Welding needs the pre-req wording changed from Downhill Weld-301 class changed to Downhill weld-2XX. Also to be removed is prerequisite requirement that a test can be taken if other pre-reqs have not been completed. Wording needs to be changed so that students are aware there is an alternative if they don't have the necessary pre-reqs for this course. The course title will include the word "pipe". The 2nd semester fall adds up to 14 hours, but is actually 15. Tracy Jenkins will need a list of the new and old courses so she knows which one substitute for each other. Motion to accept 1st reading made by Jody Tyburski. Seconded by Michele Watson. Motion carried.</p>	
<p>Human Services, ECCE, AAS proposal, 2nd reading, Kathy Herrington</p>	<p>Changes need made to adhere to goal of state-wide curriculum. Changes are more to titles and descriptions than outcomes. New course, Literacy & Language, came from state-wide curriculum. ECCE & HS internship will be the same class will just be a different subject code based on the student's major. MCG's are changing for transfer purposes to adhere to state-wide curriculum. Changing the name of Child Psychology to Child Development, course will still transfer. Required increase in field internship hours which increases the credit hours. One hour of restricted elective being removed due to increase in credit hours for internship. Other restricted electives being removed due to lack of transferability. Need to check with Janet Fike to make sure Language & Literacy can be covered since it is not in the old curriculum. Motion to accept 1st reading made by Korene Silvestri. Seconded by Misty Kahl. Motion carried.</p>	<p>For second reading, correct credit hours on Early Childhood: Care and Education Curriculum to 61-63. Share with constituent groups.</p>
<p>Human Services, AAS proposal, 2nd reading</p>	<p>Changes based on program advisory committee</p>	<p>Before final proposal is signed, take</p>

	<p>recommendations. Portfolio requirement will go away as this has been problematic for students. Background and drug tests may be needed for agencies providing internship, info has been added to course description. Minor changes discussed for Human Services, AAS curriculum. Motion to accept the proposal with amendments by Lori Nelson. Seconded by Greg Winland. Motion carried.</p>	<p>out SPCH 101 and leave SPCH 105. Change total credit hours to 61 or 63.</p>
<p>AA concentrations proposal, 1st reading, Kathy Herrington</p>	<p>Combining the History and Social Science concentrations into one program and adding Humanities to the English concentration. Reason for this is to give students more choices for “concentration electives”. Under the current structure, there are not enough concentration electives available. Lisa Soly requested that “Humanities/English” be changed to “English/Humanities” as it would make more sense to students if they see English listed first. Lisa Sole made a motion to accept the first reading. Jody Tyburski seconded. Motion carried.</p>	<p>For second reading, change “Humanities/English” to “English/Humanities”, and take to constituent groups.</p>
<p>Elementary Education, Secondary Education, 2+2’s WLU, 1st reading, Kathy Herrington</p>	<p>Changes to curriculum based on meeting with WLU. Change to AAS from AA, not enough gen eds for an AA. Advisors need changed. WLU changed admissions requirements for their program from 2.5 to 3.0 and requires a “C” or better on every class transferred. Lori Nelson made a motion to accept the 1st reading of the Elementary Education proposal. Misty Kahl seconded. Motion carried. Korene Silvestri motioned to accept the 1st reading of the Secondary Education, English specialization. Jody Tyburski seconded. Motion carried. Korene Silvestri motioned to accept the 1st reading of the Secondary Education, Social Studies specialization. Jody Tyburski seconded. Motion carried.</p>	<p>For second reading, correct advisor names for each program and send to constituent groups.</p>
<p>CRJ 2+2 WV State proposal, 1st reading, Marian Grubor</p>	<p>Marian did not make the meeting so Kathy presented in her place. WV State has started a 2+2 in CRJ with</p>	<p>Proposal will be put through for signatures and finalization.</p>

	<p>Northern. Students complete the first two years and Northern and can do the second two years through WV State. The actual third and fourth year classes will be housed at Northern making it easier for our students. Concern was expressed about the low enrollment currently in our CRJ program. Since this program was setup by WV State, there is no need for a second reading. Motion was made by Lori Nelson to accept the proposal and waive the second reading. Korene Silvestri seconded. Motion carried.</p>	
<p>Other Business</p>	<p>Corrected proposals will be due by November 20, since the following Friday (which is two weeks before the December curriculum) we will be off for Thanksgiving.</p> <p>Kathy will be bringing a new program proposal to the next meeting regarding WLU's new bachelor's degree in community education. There will be five pathways for students in this degree. We would not have to offer any new classes to create a 2+2.</p> <p>We will have a luncheon at the next meeting. Bring a covered dish or some type of goodies.</p>	

Submitted by B. Yesenczki 11/16/15