

Curriculum Committee Meeting - APPROVED

Feb. 14, 2020

Present: Kathy Herrington (Chair), Jill Loveless, Becky Yesenczki, Debbie Cresap, Pam Sharma, Misty Kahl, Scott Owen, Tracy Jenkins, Chana Baker, Lisa Soly (via Zoom), Greg Winland (via Zoom), John Lantz (via Zoom), Brandy Killeen (via Zoom), Henry Cercone (via Zoom)

Excused: Janet Fike, Joyce Britt, (Student representative has not been identified.)

Presenters: Pat Roper, Heidi Ryan

Topic	Discussion	Follow-up
Review of January's Minutes	Ms. Baker motioned to accept the minutes as presented. Ms. Kahl seconded. Motion carried.	Ms. Yesenczki will send the approved minutes to the committee and to the Public Relations office for posting on the website.
Pat Roper <ul style="list-style-type: none">• ACC 222 Course Revision• Executive Administrative Assistant, Business Studies, A.A.S. Program Revision	ACC 222 Course Revision: <p>Ms. Roper stated that a statement needed added to the course description that Quick Books is not compatible with Macs. Dr. Loveless stated that this is the type of change does not require curriculum committee approval but did need to go through Curriculog for record keeping purposes. The statement regarding Quick Books will be added to the catalog description and can be added as a note on the schedule. Ms. Yesenczki inquired as to whether or not the specific software should be listed in the course description in the event that it changes. Mr. Owen stated that Quick Books is the industry standard and has been for many years.</p> <p>Dr. Sharma indicated some issues with the verbiage in the CLO's and SLO's. Ms. Herrington asked that Dr. Sharma work with individuals on this verbiage prior to curriculum committee meetings rather than during the meetings since it is time consuming. Dr. Sharma stated that this issue could be dealt with at a later date and should not hold up the approval of the proposal.</p>	ACC 222: <p>Ms. Yesenczki will correct "required materials" statement and work with the Provost for final approval.</p>

Dr. Loveless requested that the standard phrase regarding required course materials be added to the proposal. Ms. Yesenczki will make this change.

Ms. Kahl motioned to approve the proposal with the pending changes. Ms. Baker seconded. Motion carried.

**Executive Administrative Assistant, Business Studies, A.A.S.
Program Revision:**

Ms. Roper stated that the PAL courses needed removed due to the retirement of the PAL program. This course option is being replaced with a restricted elective option. Also, BA 280 – Business Internship, is being replaced with BA 285 – Accounting/Business Capstone. It is hard for students to find internships in our area. As a result, students can take the capstone course. Current students can still take the internship course if an internship is available.

Ms. Cresap stated that the implementation semester/year is missing from the proposal. Ms. Roper stated that it will go into effect Fall 2021. Ms. Yesenczki will add that information to the proposal.

BA 285 has a prerequisite of ACC 205. However, ACC 205 is a restricted elective choice in this program and not a requirement. Ms. Roper stated that ACC 205 is not a requirement in the Executive Admin program but is in other programs that use BA 285. Accounting students need to have completed ACC 205 before taking BA 285 but Exec. Admin. students don't. The committee discussed changing the prerequisites for BA 285. The issue was tabled. The committee decided to approve the program proposal with the understanding that a course revision to fix the prerequisites for BA 285 would be brought to the March curriculum meeting.

Mr. Lantz motioned to approve the proposal pending course revision for BA 285. Ms. Kahl seconded. Motion carried.

**Executive
Administrative
Assistant, Business
Studies, A.A.S.
Program Revision**

Ms. Yesenczki will add the fall 2021 implementation date to the proposal and work with the Provost and President for final approvals.

<p>Heidi Ryan</p> <ul style="list-style-type: none"> • CIT 222 Course Revision • CIT 235 Course Revision • CIT 291 Course Revision • CIT 2+2 to WJU Program Deactivation/Deletion • CIT Software Engineering, A.A.S. Program Revision 	<p>CIT 222 Course Revision: Ms. Ryan stated that this course does not have any prerequisites/corequisites/precorequisites. Currently, CIT 101 is listed as a pre/coreq, but that is incorrect. Ms. Herrington stated she was confused because there was a note on the proposal that stated “CIT 101 was listed as a pre/coreq in Banner and the MCG but the catalog listed it as a prereq. I have changed the catalog to match and changed CIT to a pre/coreq.” Ms. Yesenczki stated she put that note in the Acalog system while migrating the MCG information and wanted to make sure this was corrected. Moving forward, Ms. Yesenczki will list her name on any notes she places in Acalog regarding MCG issues to lessen confusion.</p> <p>Ms. Killeen motioned to approve. Ms. Baker seconded. Motion carried.</p> <p>CIT 235 Course Revision: Ms. Ryan is removing the prerequisite of CIT 222. It is not needed for this course and caused students problems if it wasn’t taken in the appropriate semester. Potentially could put students behind an entire year in the program. Committee members questioned why a 200 level course would not have a prerequisite. Ms. Yesenczki explained that historically, course numbers have been assigned based on when the course was listed in the program layout. First year courses are 100 level and second year courses are 200 level. As a result, program changes over the years have resulted in 200 level courses being moved to first year courses.</p> <p>Mr. Owen motioned to approve the proposal. Mr. Lantz seconded. Motion carried.</p> <p>CIT 291 Course Revision: Ms. Ryan stated that the prerequisite of CIT 250 was being changed to a pre/coreq for this class. Keeping CIT 250 as a prerequisite was causing problems for students who were attempting to graduate in</p>	<p>ACC 222 Course Revision Ms. Yesenczki will clarify the note in Curriculog and work with the Provost for final approval.</p> <p>CIT 235 Course Revision Ms. Yesenczki will work with the Provost to obtain final approval.</p> <p>CIT 291 Course Revision Ms. Yesenczki will work with the Provost to obtain final approval.</p>
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	<p>December. It has been determined by the CIT faculty that CIT 250 can be taken as a pre/coreq rather than a prereq.</p> <p>Ms. Killeen motioned to approve the proposal. Dr. Winland seconded. Motion carried.</p> <p>CIT 2+2 to WJU Program Deactivation/Deletion: Ms. Ryan stated that this program needs to be deactivated since Wheeling University no longer offers a CIT program. Dr. Loveless stated that she would need more information on the retirement paperwork before she could take this to the Board of Governors for final approval. Dr. Loveless said the committee could approve the deactivation but she would not approve it at the Provost level until the requested information was received.</p> <p>Ms. Kahl motioned to approve the proposal pending completion of the State program retirement paperwork. Dr. Winland seconded. Motion carried.</p> <p>CIT Software Engineering, A.A.S. Program Revision: Ms. Ryan stated the need to rearrange some classes in the program sequence due to changes in industry standards. Web design has become more advanced which has created the need for Java classes to be taken prior to web design. Ms. Yesenczki stated that this is an example of how course numbers become rearranged and a 200 level course could end up in the first year of a program.</p> <p>Ms. Baker motioned to approve the proposal. Ms. Kahl seconded. Motion carried</p>	<p>CIT 2+2 to WJU Program Deactivation/Deletion Ms. Ryan will provide Dr. Loveless with the information to complete the State program retirement paperwork. Ms. Yesenczki will then work with the Provost and President on final approvals.</p> <p>CIT Software Engineering, A.A.S. Program Revision Ms. Yesenczki will work with the Provost and President to obtain final approvals.</p>
<p>Scott Owen</p> <ul style="list-style-type: none"> • ECON 104 Course Revision • ECON 105 Course Revision 	<p>ECON 104 and 105 Course Revisions: At January’s meeting, the committee requested that Mr. Owen submit course revision proposals for ECON 104 and 105 revisiting the math requirement for these courses. Mr. Owen submitted proposals for both courses with the justification that the math requirement would change to “satisfactory numerical placement test</p>	<p>ECON 104 and 105 Course Revisions Ms. Yesenczki will correct the wording for the perquisites for the courses and obtain final</p>

	<p>scores or any college-level math course. He went on to state that students taking either of these courses should have some basic math skills which would be measured by the placement testing or proven by the completion of a college level math. The wording for the prerequisite portion of both of these classes will be updated by Ms. Yesenczki to reflect the change.</p> <p>Ms. Soly motioned to approve the change to ECON 104 and Ms. Killeen seconded. Motion carried.</p> <p>Ms. Baker motioned to approve the change to ECON 105 and Ms. Kahl seconded. Motion carried.</p>	<p>approval from the Provost.</p>
<p>Kathy Herrington</p> <ul style="list-style-type: none"> • Human Services, A.A.S. Program Revision • Division Chair Review Checklist 	<p>Human Services, A.A.S. Program Revision: Ms. Herrington stated that she needed to clarify the acceptable math core classes for this program.</p> <p>Mr. Lantz motioned to approve the proposal and Ms. Killeen seconded. Motion carried</p> <p>Division Chair Review Checklist: Ms. Herrington stated the need for curriculum proposals to be more thoroughly reviewed by division chairs prior to moving onto the curriculum committee. She created a review checklist to assist division chairs in what to look for when approving a proposal. Dr. Sharma suggested that the “use of the appropriate words” be substituted for “worded correctly” in item #6. Ms. Herrington will make that correction. Dr. Loveless had some changes and will work with Ms. Herrington on her corrections.</p> <p>Mr. Owen motioned to approve the checklist pending corrections. Seconded by Ms. Kahl. Motion carried.</p>	<p>Human Services, A.A.S. Program Revision Ms. Yesenczki will work with the Provost and President to obtain final approvals.</p> <p>Division Chair Review Checklist Ms. Herrington and Dr. Loveless will work together to make changes. Ms. Herrington will supply the final document to the committee when finalized.</p>
<p>Other Business</p>	<p>Ms. Soly mentioned that the proposals all have the same “acceptable minimum standards” and that it appears that all courses require a “C” or better to pass. Ms. Yesenczki stated it seems to be an issue with everyone cutting and pasting this information from the MCG template. Ms. Herington said that the acceptable minimum</p>	

	<p>standards are for assessment purposes and not for determination of passing the class as “D” grades are considered passing by the State except for health science programs. There is confusion regarding this area of the MCG template and this will need discussed further.</p> <p>Ms. Herrington reminded everyone that CLO’s and SLO’s need to be reviewed for proper action verbs prior to meetings and not during the meetings as it is a very time consuming process and limits the amount that can be covered in curriculum committee meetings.</p> <p>Mr. Owen raised concerns about the wage and earnings being part of the program descriptions in the catalog. His concern is that this information is not realistic. Dr. Loveless stated that it is still a federal requirement that this information be listed and needs to remain and the information is retrieved from official sources which are listed.</p> <p>GSC 100 Course Revision – The proposal was not at the step for the curriculum committee to review and was not on the agenda. However, Ms. Herrington stated it was the same issue with math as the ECON proposals already discussed. Dr. Sharma stated that the same math skills were required for this course as the ECON courses. She asked Ms. Yesenczki to make the correction on the proposal. Ms. Herrington asked Ms. Yesenczki to force approve the proposal at the division chair level so she could approve it at the curriculum committee level. Ms. Baker motioned to approve the proposal pending changes. Mr. Owen seconded. Motion carried.</p> <p>Ms. Herrington stated there are several CART course revisions for review but were received too late for today’s meeting but need to be reviewed prior to the March meeting. Concern was raised about the timeline for approving proposals in time for the catalog. Dr. Loveless stated that we can still review proposals as long as they don’t require approval by financial aid, the State, or the Board of Governors.</p>	<p>GSC 100 Course Revision Ms. Yesenczki will make the requested changes and work with the Provost for final approval.</p>
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	Ms. Yesenczki informed the committee that Dr. Mosser stated he does not need to approve course proposals, only program proposals. Ms. Yesenczki noted that change in the Curriculum Committee Procedures.	
Meeting Adjournment	Meeting adjourned at 3 pm, by unanimous approval.	
Approval of Minutes	<p>This was the last meeting of the Curriculum Committee for the 2020-2021 academic year. Minutes were sent out for approval via email. The following responded and approved the minutes:</p> <p>Lisa Soly Chana Baker Scott Owen Misty Kahl Kathy Herrington</p> <p>Other members of the committee did not respond. These minutes are approved.</p>	

Respectfully submitted by: Becky Yesenczki