

**Curriculum Committee Meeting
Dec. 14, 2018**

Present: Kathy Herrington (Chair), Becky Yesenczki, Chana Baker, Scott Owen, Jill Loveless, Misty Kahl, Heidi Ryan, Lindsay Warren, Tracy Jenkins, Lisa Soly (by phone), Pam Sharma, Joyce Britt, Janet Fike, Greg Winland (by phone)

Excused: Stephanie Andenora, Brandy Killeen

Absent: Juanita Burress

Presenters: Karri Mulhern, John Lantz, Larry Brown, Pat Roper, Jennifer Lantz

Topic	Discussion	Follow-up
Review of November's Minutes	<p>The following corrections were noted for November's minutes:</p> <ul style="list-style-type: none"> • Add under "follow up" for Math proposal (Jennifer Lantz) and MMT proposal (Larry Brown) "<i>Proposal deferred until December</i>". • Under program retirements (Jill Loveless), change "Phase out separate listings of online programs in the catalog and add a notation about which programs are fully available on line and delete the part that says "...since curriculum is the same regardless of modality". <p>Motion to approve November's minutes with noted corrections made by S. Owen. Seconded by M. Kahl. Motion carried.</p>	Ms. Yesenczki will finalize November's minutes, send approved minutes to committee members and post to web site.
Occupational Development, Electromechanical technician, 1 st Reading, Karri Mulhern	<p>WVNCC has an agreement with Warren Industries to allow their employees who have the DOL apprenticeship certificate to complete their associate degree. This is not a new program, but an additional option under the existing Occupational Development degree offered by WVNCC.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Is separate CIP code needed, which is attached to the actual occupation, or if one CIP code for Occupational Development is sufficient? This needs further investigation. • Change the way the math & science core is listed to clarify that student cannot choose <u>either</u> Math & Science <u>or</u> CIT 117 and 	Dr. Sharma will check on CIP code and clarify with Ms. Fike and Dr. Loveless. Ms. Mulhern will make recommended changes for 2 nd reading Jan. 11.

	<p>HPE, but must choose a Math, and then <i>either</i> a Laboratory Science <u>OR</u> CIT 117 and HPE. Proposal lists HPE 110 but if students have a CPR card and have the course waived they do not get credit recorded for it, which leaves them 1 credit short for component 1. Change HPE 110 to HPE <u>core</u> (p. 4 & 6)</p> <ul style="list-style-type: none"> • List credit hours for all courses in Component II, not just the total in case certain classes are omitted or added later when program is revised (p. 5 & 6). • On p. 5, total credit hours are 32, but statement below says “33”. These need to match. <p>Motion to approve 1st reading, S. Owen, 2nd G. Winland. Motion carried.</p>	
<p>MMT Program, 1st Reading, Larry Brown</p>	<p>New program – Mine Maintenance Technology (partnership with Murray Energy and Pierpont Community & Technical College)</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Pre-requisites that are not in this program. These courses are across programs and so need different pre-requisites – L. Brown said these students will all have the MSHA training before they begin the program so pre-requisites are ok. • MCG’s need SLO’s aligned with CLO’s specifically. L. Brown will work with Dr. Loveless or Dr. Sharma on this but doesn’t want to hold up the proposal’s approval because of this since it has technically already started. • Proposed implementation date should say “Fall 2019” on p. 1. • Change credit hours on curriculum layout page for Math 108 or 113 to <u>4</u>, which changes total credit hours for 1st semester to <u>16</u> and total hours for the program to <u>61</u> (p. 3). Committee recommended removing ORNT 090 from program as it is a graduation requirement. This will leave the program at 60 hours. • P. 4, change <u>educational program</u> to <u>agreement</u> if that’s ok with Murray energy and Pierpont. • Add most recent revision date on MCG’s to Dec 2018. 	<p>Mr. Brown will make recommended changes and bring for 2nd reading Jan. 11.</p> <p>Dr. Loveless and Dr. Sharma will review MCG’s and make a recommendation re: alignment of SLO’s with CLO’s</p>

	<ul style="list-style-type: none"> • MCG's which say "show" should be changed to "demonstrate" • Pre-requisites on MCG's which say APT 102 should be changed to APT 103 & 104, and COMPASS test should be replaced with "placement" tests (p. 29, 31, & 33). <p>Motion to accept 1st reading made by S. Owen. Seconded by M. Kahl. Motion carried</p>	
<p>Instrumentation Process Technology (IPT), 1st Reading, Larry Brown</p>	<p>L. Brown requesting to remove HPE 110 and PTRM 213, Gas Measurement, and add MEC 240, Programmable Controllers. Originally he had considered reducing credit hours for SCADA from 3 to 2 credits, but has decided not to do that.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Remove HPE 110 from curriculum layout page, change 1st semester credit hours to 14. • Change credit hours for SCADA on curriculum layout back to 3, change 2nd year spring semester credit hours to 14. • On MCG for APT 230, change credit hours back to 3; change latest revision date on MCG to Dec 2018. <p>Motion to approve 1st reading made by J. Britt. Seconded by H. Ryan. Motion carried.</p>	<p>Mr. Brown will make recommended changes and bring for 2nd reading Jan. 11.</p>
<p>CRJ Proposal, 2nd Reading, John Lantz</p>	<p>Discussion:</p> <ul style="list-style-type: none"> • CRJ 221 – name change from Criminal Law II to Criminal Procedure. • 2+2 will eventually be retired. Until that time, this change will affect 2+2 and AAS degree from Northern. Goal is to have one program in CRJ with transfer option. • Retiring CRJ 175. • Updating bullet point #6 in program description. Program description page was not included with proposal. This will need added for the next reading. • Enrollment in the 2+2 program will not be accepted beginning fall 2019. • Change SOC 276 to CRJ 276 to allow course to transfer to WLU as CRJ course rather than gen ed. SOC 276 is not in the 	<p>Changes needed before 3rd reading:</p> <ul style="list-style-type: none"> • Change WLSC to WLU on p. 2, #1. • Add program description pages and new curriculum layouts for both 2+2 and traditional program. • Change SOC 276 to CRJ 276 on p. 117 in catalog

	<p>CCTA and changing prefix to CRJ appears not to have any negative consequences.</p> <ul style="list-style-type: none"> • Program curriculum layout provided is for 2+2. Question about whether CRJ 206 (Leadership) is being discontinued or not? Eventually, but not yet. CRJ 230 should be added to restricted elective list on p. 5. • CRJ regular AAS (p. 177) shows a general elective which should not be there (mistake in the catalog). It would make the credit hours 64-65, which is not allowed. We will need a curriculum layout for the regular AAS program with changes specified since we are not retiring the 2+2 just yet. • J. Lantz recommends that CRJ classes older than 5 years not be accepted and must be repeated since things may change significantly in 5 years in this field. <p>Motion to accept 2nd reading made by Mr. Owen. Seconded by Dr. Winland, but committee requests a 3rd reading in Jan. Motion carried.</p>	<p>(AA, History/SS concentration) and check to see if its in any other program that needs changed.</p> <ul style="list-style-type: none"> • Remove shaded sections from layouts and mcg's; just leave the new information • Remove specific textbook information from MCGs (p. 6 & 10). • Consider changing some of the wording on MCGs (e.g. appreciate, understand (SLO's), and perhaps the word "demonstrate" • List only gen ed outcomes that apply to this particular course on the MCGs • Add latest revision date for MCGs to Dec.
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		Mr. Lantz will make the requested changes and bring proposal back for 3 rd reading Jan 11.
Bus Adm 2+2s, WVU & WLU, 1 st Reading, P. Roper	<p>P. Roper requesting updates to these agreements based on changes at WVU and WLU to their programs.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • WVU: Remove CIT 112, Access; add CIT 117, Microsoft Apps. Remove MGT 253, add SOC 125. Remove ACC 222, add Humanities core. Change explanation of ** in bottom table to SOC 125 and PSYC 105 (SOC 101 and PSYC 101 are WLU course listings). <i>This was not discussed in meeting – caught after the meeting while preparing minutes.</i> • WLU: Remove the word “adequate” in program description. Remove BA 240 and SS 255; add SOC 125. Add BA 265 to 2nd year spring semester. Remove BA 265, MGT 250, and MKT 230 from bottom table ##. • BA 265 currently has a pre-requisite of CIT 120, which these students do not take. Add <u>or CIT 117</u> to pre-requisites for BA 265. <p>Motion to approve 1st reading and waive second reading made by J. Britt, 2nd C. Baker. Motion carried.</p>	Ms. Roper will change table for WVU to reflect explanation; will prepare & submit a new MCG for BA 265 which adds OR CIT 117 to pre-requisites. Corrected proposals will be submitted to B. Yesenczki for signatures and final approval.
Math Co-Requisite Model, 2 nd Reading, Jennifer Lantz	<p>Revision of current math co-requisite model to align outcomes with college level courses while being compliant with state regulations, and alleviate grading confusion between supplement and college-level course.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Change “spate” on p. 1 to “separate”. • Remove Math 086 from pre-requisites. • Change Course Level outcomes #1 “Apply basic math concepts to perform basic mathematical operations”. #2 “Apply percentages to solve application problems”. #3 “Use accounting & tax methods to solve application problems”. #4 	Ms. Lantz will make changes to this proposal and bring new MCGs for all math course changes to meeting Jan 11.

	<p>“Use fractions & percentages to perform mathematical calculations used in corporate, business, & government applications “</p> <ul style="list-style-type: none"> • Change SLO #1.12 to “Calculate business statistics” • On MCG, change title to Math 109S “Mathematics of Business & Finance with Supplement”; under Gen Ed outcomes, change “ski” to “skills” • Supplemental courses will now have the option of D# as a final grade. • Ms. Fike stated that with the approval of supplemental courses being able to use the grade D#, all courses using that grading mode will need to be updated. <p>Motion to approve 2nd reading made by C. Baker. Seconded by S. Owen. Motion carried.</p>	
<p>NURS Proposals, 2nd Reading, Lindsay Warren</p>	<p>Per nursing department request, changing NURS 112, retiring NURS 143, and changing NURS 142 and 133.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Increasing the content of NURS 112 due to not enough content in the current format of the course. NURS 143, Health Assessment & Diagnostics II will be deleted; content will be incorporated into NURS 112. NURS 112 credit hours will change to 3 and NURS 133 name change from Health Assessment & Diagnostics I to remove the I. • Change implementation date on p. 1 to Fall 2019 • Under Student Learning Outcomes, remove: ...achieve the following list of student learning performance objectives that will be addressed in this course" • On MCG for NURS 133, change Pre/Co requisite to BIO 114; change Corequisites to NURS 134 and NURS 132. • On curriculum layout, change NURS 134 credit hours to 8. <p>Motion to accept 2nd reading with corrections made by Ms. Ryan. Seconded by Ms. Britt. Motion approved.</p>	<p>Ms. Warren will make the necessary changes and will send to Ms. Yesenczki for signatures & final approval.</p>

RAD Tech; 1 st Reading, M. Kahl	<p>M. Kahl requesting to change the name of RAD 260: Radiography seminar to Radiography Career Prep. On MCG, Changing lecture hours per week from 2 to 1.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Under Course Learning outcomes, change #1 to “Utilize resume and interview tips...”; #2 “Review registry questions to prepare.....”; #4 “Pass the monthly review test...” • Add Gen Ed outcomes which apply to MCG. • Chang latest revision date on MCG to Dec 2018. <p>Motion to approve 1st reading with requested changes and waive 2nd reading made by S. Owen. Seconded by L. Warren. Motion carried.</p>	Ms. Kahl will make the necessary changes and will send to Ms. Yesenczki for signatures & final approval.
WELD Proposal, 2 nd Reading, Brandy Killeen	Tabled until January meeting	Proposal deferred until January.
Adjourn	Motion to adjourn made by C. Baker. Seconded by Mr. Owen. Motion carried. Meeting adjourned at 3:15 pm.	
Next Meeting	January 11, 2019, 1 pm, board room.	

Respectfully Submitted by: Becky Yesenczki