

Curriculum Committee Meeting

Nov. 9, 2018

Present: Kathy Herrington (Chair), Becky Yesenczki, Chana Baker, Scott Owen, Jill Loveless, Misty Kahl, Heidi Ryan, Lindsay Warren, Tracy Jenkins, Brandy Killeen, Greg Winland (by phone)

Excused: Pam Sharma, Joyce Britt, Janet Fike, Stephanie Andenora, Lisa Soly

Absent: Juanita Burress

Guests: Mike Koon

Presenters: John Lantz

Topic	Discussion	Follow-up
Mike Koon – HLC Information	<ul style="list-style-type: none">• Tentative date for meeting with HLC team and Curriculum Committee is Monday, Nov. 26, 11 – 12 pm.• List of questions not available. However, normal questions may include: Do faculty drive curriculum?; What is the curriculum process?; How is assessment used to make curriculum changes?; Where does general education fit in?.• HLC Team will be interested in the software we are working on to help with the curriculum process.• Important for everyone to be able questions. Should not be just one person answering all questions.	
Review of October's Minutes	Motion to accept minutes as presented made by Ms. Baker, seconded by Ms. Ryan. Motion carried.	Ms. Yesenczki will finalize October's minutes, send approved minutes to committee members and post to web site.
Math Co-Requisite Model, 2nd Reading, Jennifer Lantz	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.	Proposal deferred until December.

	Ms. Lantz did not have 2 nd reading ready for this meeting. New information was learned at the WVADE Conference that will need to be incorporated into the 2 nd reading of this proposal.	
MMT Program, 1 st Reading, Larry Brown and Karri Mulhern	<p>New program – Mine Maintenance Technology (partnership with Murray Energy and Pierpont Community & Technical College)</p> <p>Dr. Loveless stated there is a meeting scheduled with Pierpont on Wednesday, Nov. 14. Hopefully, something will be ready to bring to December's meeting.</p>	Proposal deferred until December.
CRJ Proposal, 1 st Reading, John Lantz	<p>After meeting with WLU representative, changes are being proposed to offer better transferability of CRJ program between WVNCC and WLU.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • CRJ 221 – name change from Criminal Law II to Criminal Procedure. Only need to add a couple of sentences to the course description. Class content remains the same. This will allow for seamless transfer of this course into WLU's CRJ program. • Many CRJ courses at WVNCC transfer to WLU as gen eds instead of CRJ courses. • Students who took course previously can use the credit to graduate from Northern but may have transfer issues with WLU. This issue should be addressed during advising. Could be considered a substitution. Mr. Lantz will think about this before 2nd reading. • 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. Has not offered this course for several years and is no longer needed. This course has been a restricted elective. Retiring this course will necessitate a change in the program description. Needs to remove bullet point regarding security guard training and replace with information regarding 	<p>Changes needed before 2nd reading:</p> <ul style="list-style-type: none"> • Remove syllabus from proposal. • Change WLSC to WLU. • Add program description pages and layouts for both 2+2 and traditional programs. • Check if SOC 276 is used in any other program besides CRJ. • How long are CRJ classes accepted before must be repeated. <p>Mr. Lantz will make the requested changes and bring</p>

	<p>understanding due process and how court system is designed. Program description page was not included with current proposal.</p> <ul style="list-style-type: none"> • 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. Is there still a need for SOC 276? Will SOC 276 be accepted for CRJ 276 if the course was taken previously? <p>Motion to accept 1st reading made by Mr. Owen. Seconded by Dr. Winland. Motion carried.</p>	<p>proposal back for 2nd reading in December.</p>
<p>Course Retirements, Crystal Harbert, 1st Reading</p>	<p>Retiring courses in division that are no longer offered.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Dr. Loveless presented proposal for Ms. Harbert. • Courses slated for retirement are: ART 100, ART 125, ART 126, JOURN 214, JOURN 217, SPAN 101, and SPAN 102. • Courses have not been offered in many years and are not in any programs. • Second reading not needed. <p>Motion to approve 1st reading and waive 2nd made by Ms. Kahl. Seconded by Mr. Owen. Motion carried.</p>	<p>Ms. Yesenczki will obtain necessary signatures process the course retirements.</p>
<p>CIT 253 Change, 2nd Reading, Heidi Ryan</p>	<p>Discussion:</p> <ul style="list-style-type: none"> • Current course name and course description outdated. Changes in both needed to be current with industry. • Only required for one CIT major. Restricted elective in some programs. Doesn't affect any 2+2 programs. • If students took course more than five years ago, course must be repeated. • Ms. Herrington stated that required course materials should be change to "Check with the bookstore for required textbooks and 	<p>Changes needed to approved proposal:</p> <ul style="list-style-type: none"> • Remove specific required textbooks and materials and change to "Check with bookstore

	<p>supplies”. Eliminates need to change MCG when textbooks change.</p> <ul style="list-style-type: none"> • Student learning outcomes will need to be aligned with course learning outcomes. Dr. Loveless stated not needed to approve proposal but will need to be done. • Mr. Owen noted some typographical errors that need corrected. <p>Motion to approve second reading with discussed changes made by Ms. Baker. Seconded by Ms. Warren. Motion carried.</p>	<p>for required textbooks and supplies”.</p> <ul style="list-style-type: none"> • Correct typographical errors. <p>Ms. Ryan will make requested changes and send approved proposal to Ms. Yesenczki for final signatures.</p>
<p>Termination of AAS CIT Networking program, 2nd Reading, Heidi Ryan</p>	<p>Discussion:</p> <ul style="list-style-type: none"> • Current students will be finished by Spring, 2020. • Three courses will be eliminated as a result of this program termination: CIT 274, CIT 210, and CIT 247. • CIT 274, 210, and 247 will be retired in February utilizing Curriculog. Dr. Loveless stated this will be a good trial using Curriculog. • Ms. Jenkins will make sure that admissions is aware that no further students can be accepted in the program beginning spring 2020. • Mr. Owen noted some typographical errors. <p>Motion to approve 2nd reading pending corrections made by Mr. Owen. Seconded by Ms. Kahl. Motion carried.</p>	<p>Ms. Ryan will provide the following:</p> <ul style="list-style-type: none"> • Proposal with typographical errors corrected. • Work with Dr. Loveless on teachout plan and proposal for BOG approval. <p>Ms. Ryan will make requested changes and send approved proposal to Ms. Yesenczki for final signatures.</p>
<p>ENG 115S Course, 1st Reading, Chana Baker</p>	<p>Changing ENG 099, special topics class to ENG 115S. ENG 099 has been running for two semesters as a special topics course supplementing ENG 115.</p> <p>Discussion:</p>	<p>Ms. Yesenczki will get the necessary signatures and finalize the proposal.</p>

	<ul style="list-style-type: none"> • Dr. Loveless expressed concern regarding students passing ENG 115, but not the supplemental course. Ms. Baker assured the committee that doesn't happen with ENG 115 and ENG 115S. • Dr. Loveless stated that if a student passes the college-level course but not the supplemental course, the student does not need to repeat the supplemental course. • A student who is AW'd from the supplemental class will also be AW'd from the college-level course. • Dr. Loveless stated that how supplemental courses are graded in relation to the college-level course needs to be discussed at the department level. <p>Motion to approve 1st reading and waive second reading made by Dr. Winland. Seconded by Ms. Kahl. Motion carried.</p>	
<p>NURS Proposals, 1st 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 content will be incorporated into NURS 112. NURS 112 credit hours will change to 3. • Name of NURS 112 and credit hours changing. • Change won't affect current students, only future students. • NURS 112 MCG needs textbook and supplies changed to "check with the bookstore.....". • Issues for students because the nursing program is not full-time when cores have been taken before entering nursing program. • NURS 112 MCG does not need to be redone to change it to 16 weeks. Don't use the MCG to dictate how a course is scheduled. • Changing the title of NURS 112 will not impact students as nursing students are a cohort. • Program layout has (gen ed) listed by one of the requirements. This needs to be removed when program layout is revised. 	<p>Changes needed before 2nd reading:</p> <ul style="list-style-type: none"> • Combine into one proposal. • Include program layout with changes. • Add MCG's for all courses affected. • Remove gen ed outcomes that are actually covered in the course. • Change formative assessment tools to be more specific. • Remove specific textbook

	<ul style="list-style-type: none"> Title of NURS 133 will change. <p>Motion to accept 1st reading made by Ms. Ryan. Seconded by Ms. Killeen. Motion approved.</p>	<p>information from NURS 112 MCG.</p> <ul style="list-style-type: none"> Remove assignment points from MCG. <p>Ms. Warren will make the necessary changes and will bring the proposal back for a second reading in December.</p>
<p>Program Retirements, 1st Reading, Jill Loveless</p>	<p>Phase out separate listings of online programs in the catalog and add a notation about which programs are fully available online.</p> <p>Discussion:</p> <ul style="list-style-type: none"> No further admission to online programs beginning fall 2019. This model will work well with meta majors. <p>Motion to approve 1st reading and waive 2nd reading made by Ms. Baker. Seconded by Ms. Ryan. Motion carried.</p>	<p>Ms. Yesenczki will obtain all necessary signatures and finalize the proposal.</p>
<p>Course Instructional Formats, 1st Reading, Jill Loveless</p>	<p>Tabled for this meeting.</p>	
<p>WELD Proposal, 1st Reading, Brandy Killeen</p>	<p>Changes for WELD 101, WELD 102, WELD 115, WELD 202, WELD 204, WELD 206, WELD 208, WELD 210, WELD 220, WELD 225</p> <p>Discussion:</p> <ul style="list-style-type: none"> Removing length of course from program descriptions. Correcting lecture and lab hours. Ms. Herrington stated that course and student learning outcomes need added to each MCG. “Demonstrate” is appropriate verbiage for student learning outcomes. 	<p>Ms. Killeen will make the following corrections and bring to December meeting for a 2nd reading:</p> <ul style="list-style-type: none"> Combine all proposals into one. Include welding program layouts for CAS, AAS,

	<ul style="list-style-type: none"> • Ms. Yesenczki asked for verification that lab hours are in fact not just related to the welding lab. Ms. Killeen stated that there is work required outside of the lab. • Ms. Killeen is considering removing WELD 110 and combine it with WELD 102. Ms. Jenkins stated there will need to be a new number. • Problem will arise with total number of credit hours. Ms. Killeen is working with her advisory board to possibly add a rigging course to the welding program. • Lecture lab ratio does not need to be the same throughout the program. It is determined by the course. • Dr. Loveless stated that the pathway for the high school welding program will need to be looked at as these changes are made. • Course names will need to be worked on at a later date. • Ms. Killeen stated she will make sure to remove the retired class as a prereq/coreq from any courses for which it is currently listed. • Retiring WELD 115 since it is only needed in a skill set. • Ms. Yesenczki asked if the skill sets are still needed. • Ms. Killeen stated that she is still in flux for her program as she is waiting to find out what is happening with MATH 113. <p>Motion to accept 1st reading made by Ms. Ryan. Seconded by Ms. Kahl. Motion carried.</p>	<p>and both skill sets in 2nd reading.</p> <ul style="list-style-type: none"> • Add course description to MCG for WELD 202. • Add course and student learning outcomes. • Remove sample MCG template from proposal. • Recreate MCG for WELD 112. • Change course materials needed to state “check with the bookstore.....” for all MCG’s. • Remove WELD 110 as a prereq/coreq from any course for which it is currently listed.
Other Business	<p>Specifying limits on when program courses are outdated – Dr. Loveless stated that she will have a conversation with program directors regarding this issue and get some feedback.</p> <p>2+2 Discussion – Ms. Herrington requested clarification on how we continue 2+2 agreements. Dr. Loveless stated it should be faculty-to-faculty. Best would be program director-to-program director. Dr. Loveless stated that there have been a couple of meetings with WLU regarding 2+2 programs.</p>	

	Ms. Herrington stated concern with lack of faculty involvement with agreement with WLU on guaranteed admissions. Dr. Loveless stated that the discussion with WLU was regarding reverse transfer until the day Dr. Greiner was on campus. At that time, Dr. Greiner changed it to guaranteed admissions. Ms. Herrington asked Dr. Loveless to send an email to faculty to let them know that the 2+2 programs still exist and faculty need to work with WLU faculty to make sure the programs are up-to-date.	
Adjourn	Motion to adjourn made by Dr. Winland. Seconded by Mr. Owen. Motion carried. Meeting adjourned at 3:15 pm.	
Next Meeting	December 14, 1 pm, board room.	

Respectfully Submitted by: Becky Yesenczki