

**Curriculum Committee Meeting
Feb. 10, 2017 – Approved Minutes**

Present: Tracy Jenkins, Lisa Soly, Chana Baker, Misty Kahl, Michele Watson, Pam Sharma, Korene Silvestri, Janet Fike, Mary Ann Merz, Hope Coffield, Adam Beatty, Kathy Herrington, Joyce Britt, Mary Marlin, Greg Winland (by phone)

Excused: Scott Owen, Rosemary Ketchum

Presenters: Mark Goldstein, Dave Raveaux; Pat Roper

Topic	Discussion	Follow-up
Review of December's and January's Minutes	<p>December's minutes needed corrected to state that November's minutes were to be reviewed. Misty Kahl motioned to approve the minutes with this change. Adam Beatty seconded. Motion carried.</p> <p>January's minutes were approved as presented. Joyce Britt motioned to accept the minutes. Mary Ann Merz seconded. Motion carried.</p>	Becky Yesenczki will get approved copies of December's and January's minutes to the President's office for inclusion on Northern's webpage.
Welding Skill Sets, 2 nd Reading, Dave Raveaux	<p>Dave presented two skill sets, one for structural steel welding and one for combination pipe welding. He stated that he loses students in the AAS program as they become employable once welding classes are complete and don't want to complete the gen ed to get the degree. This hurts his completion rates. The skill sets introduced would increase his retention rates. Problem is how to get them funded. At this time, they are not financial aid eligible. However, other funding options could be explored. Pam suggested a math and English class be developed specifically for these programs. Dave does not feel that would help. Janet stated that this is the wave of the future and Northern needs to find a way to get on board. The committee would like to continue to explore this option. Chana motioned to accept the proposal. Michele seconded. Motion carried.</p>	Since these skill sets can't be implemented at this time, the committee recognizes the proposal and encourages Dave to continue working with financial aid and academics to make this work.

<p>BA 265 Prerequisite Change, 1st Reading, Pat Roper</p>	<p>ENG 101 is currently a prerequisite to BA 265 but they are both required in the same semester. Pat proposed that ENG 101 become a pre/coreq to BA 265. Lisa Soly motioned to accept the proposal and waive the second reading. Adam Beatty seconded. Motion carried.</p>	<p>Becky Yesenczki will obtain the signatures of the VPAA and President.</p>
<p>BA 280 Prerequisite Change, 1st Reading, Pat Roper</p>	<p>Course description needs changed to include pre/coreqs for Business Administration, Business Studies students. CIT 121 is not needed in the program and is being replace wit CIT 112. BA 175 is no longer offered and is being removed as a pre/coreq. Pat stated that BA 280 is used as the internship for Executive Administrative Assistant, Accounting, and Business Administration Business Studies students. Discussion will need to occur later to determine if these need to be separated out depending on a student's major. Janet will research how BA 280 affects transfer students. Tracy Jenkins stated that we have not offered BA 250, 253 or 230 in years, however, they are listed at pre/coreqs to BA 280. Pat stated that was an error and the classes are MGT 250 and 253, and MKT 230. She will make those corrections. Chana Baker motioned to accept the proposal with the noted changes and to waive the second reading. Mary Marlin seconded. Motion carried.</p>	<p>Kathy Herrington will be corrected, signed copy of proposal to Becky Yesenczki who will obtain the signatures from the VPAA and President.</p>
<p>MATH 108 Proposal, 2nd Reading, Mark Goldstein</p>	<p>Mark Goldstein presented a new MCG for MATH 108 which will change the course outcomes to meet the state transfer requirements. The name will change from College Algebra w/Applications to College Algebra. This will cause MATH 100 to no longer be offered and will change total credit hours on some programs from 60 to 61. Discussion as to whether health science programs could move to MATH 115 and other programs move to MATH 109. Kathy Herrington will poll program directors</p>	<p>Kathy Herrington will check with program directors regarding MATH 100. Becky Yesenczki will get the signatures of the VPAA and President on the approved proposal for MATH 108.</p>

	<p>to determine if this is feasible. Michele Watson made a motion to discontinue MATH 100 beginning in fall 2017. Korene Silvestri seconded. MATH 100 will not be discontinued until Kathy gets the results from talking to program directors. If the program directors all agree to delete MATH 100 as a math core for their programs, a blanket proposal will be made removing the course from all programs in which it currently exists. Adam Beatty made a motion to approve the second reading. Misty Kahl seconded. Motion carried.</p>	
<p>Cyber Security 2+2 University of Charleston, 2nd Reading, Adam Beatty</p>	<p>ENG 102 was added to meet the gen ed requirements and bring the total credit hours to 61. Also, Adam stated that it would fulfill a writing course requirement at University of Charleston. All pages of the proposal need to be changed to reflect AAS degree, not AA. SPCH 101 will be removed from the final proposal since it generally does not transfer. University of Charleston will accept it but other schools may not. Motion to approve the proposal with the recommended changes was made by Joyce Britt. Korene Silvestri seconded. Motion carried.</p>	<p>Adam Beatty will get corrected, signed proposal to Kathy Herrington who will sign and forward to Becky Yesenczki to obtain VPAA and President's signature.</p>
<p>CISS, Business Administration 2+2 WLU, 1st Reading, Adam Beatty</p>	<p>ENG 101 is a prerequisite to SS 255, and SS 255 is currently before ENG 101 in the current program layout. These two courses need to be switched. Misty Kahl motioned to accept the first reading and waive the second reading. Korene Silvestri seconded. Motion carried.</p>	<p>Becky Yesenczki will get the approved proposal signed by the VPAA and President.</p>
<p>Cyber Security, AAS, 1st Reading, Adam Beatty</p>	<p>CIT 274 is no longer offered and needs removed as a pre/corequisite to CIT 265. Greg Winland motioned to accept the 1st reading and waive the second reading. Joyce Britt seconded. Motion carried.</p>	<p>Becky Yesenczki will get the approved proposal signed by the VPAA and President.</p>

<p>Other Business</p>	<p>Discussion occurred regarding the institutional decision to only allow 3 credits from continuing ed to be transferred to academic credit. Janet Fike stated it was done due to the fact that continuing ed doesn't use the same academic standards as the classes that are offered for academic credit. This topic needs to be revisited.</p> <p>The Accounting/Business Administration 2+2 to FUS list a life science and physical science requirement. This is the only program that makes this distinction. Rather than changing the gen ed pages of the catalog, Becky Yesenczki will list the classes that fulfill these requirements on the program layout page. Per Pam Sharma, the life sciences are: BIO 110, 112, 113, 114, 115, and 117 the physical sciences are: ASTR 125, CHEM 108 and 109, GSC 100, PHYS 104, 105, and 115.</p> <p>Hope Coffield shared information on how CIP and SOC codes are determined for programs of study. Melanie Baker will be working with program directors in the near future to update our current CIP and SOC codes. These codes have become more important as they are used for reporting purposes and gainful employment information. CIP codes will become part of the curriculum proposal forms.</p> <p>If Dave Raveaux has additional information for his Welding skill sets, there may need to be a March meeting.</p> <p>Michele Watson motioned to adjourn the meeting. Korene Silvestri seconded. Meeting adjourned at 3 pm.</p>	<p>Becky Yesenczki will update the program layout page for the Accounting/Business Administration 2+2 to FUS degree.</p>
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<p>AA Psychology 2+2, WJU Presented via email by Kathy Herrington</p>	<p>Kathy sent a proposal out via email for changes to this curriculum based on a request from WJU. The changes were minor and involved the humanities core requirement being identified as one being a “fine arts” requirement and one being a “literature” requirement. Also, ECON 104 and POLS 102 are switching semesters to align better with when we offer these courses. Proposal was approved by email and the second reading was waived.</p>	<p>Kathy Herrington will get the signed proposal to Becky Yesenczki who will get the signatures of the VPAA and President.</p>
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Respectfully Submitted by: Becky Yesenczki