

Curriculum Committee Meeting

Jan. 12, 2018

Present: Jill Loveless, Kathy Herrington, Scott Owen, Greg Winland (by phone), Adam Beatty, Mary Marlin, Misty Kahl, Hope Coffield, Tracy Jenkins, Pam Sharma, Joyce Britt, Janet Fike, Chana Baker, Michele Watson

Excused: Lisa Soly, Korene Silvestri, Katie Puterbaugh, Becky Yesenczki (minutes prepared via recording)

Presenters: Pat Roper, Karri Mulhern

Topic	Discussion	Follow-up
Review of December Minutes	Dr. Beatty motioned to accept December's minutes as presented. Mary Marlin seconded. Motion carried.	Ms. Yesenczki will post the approved minutes from December's meeting on our webpage.
BA 280/ACC 250 combining into new BA course, 2 nd Reading, Pat Roper	Discussion: <ul style="list-style-type: none">• National testing will be required and Ms. Roper will work with the business office on fees to make sure the cost of the exam is covered in the program fees.• Dr. Loveless raised a concern about the pre/coreqs changing for the course based on the student's program. Ms. Roper will change the pre/coreqs to the common ones in each program.• BA 280 will need to remain on the books to allow students to finish the course who still need it.• Dr. Loveless requested that Ms. Roper add to the course description that students will work independently in order for the course to not appear as an internship but rather as a capstone which is the intention of the class.• Ms. Herrington mentioned that the course number for the new class needs to be a 200 level number since it is a second year course.• Changes to the current proposal include: adding total credit hours to the second spring semester on program layouts, program layouts need corrected to change the new BA	Ms. Roper will make the requested changes to the final proposal and forward a signed copy to Ms. Herrington.

	<p>course to a 2XX and to fix strikeouts, proposal sheet needs changed to state program description is being change, MCG needs corrected to say BA 2XX and “students will work independently” needs added to the courses description.</p> <p>Ms. Britt motioned to accept the second reading with the proposed changes. Greg Winland seconded. Motion carried.</p>	
<p>APT 110 Changes, 1st Reading, Karri Mulhern and faculty</p>	<p>Discussion:</p> <ul style="list-style-type: none"> • Pre/Coreq needs to list all Math courses that will work in addition to the satisfactory placement test scores. • Outcomes were revised with Dr. Loveless. <p>Mr. Owen motioned to accept the second reading with the proposed changes. Dr. Winland seconded. Motion carried.</p>	<p>Ms. Mulhern will make the corrections and provide Ms. Herrington and Ms. Yesenczki with a signed copy.</p>
<p>APT 150 – credit hour and course description change affecting Advanced Manufacturing, Chemical Operator, Instrumentation Process Technology, and Petroleum, CAS & AAS programs, 2nd Reading, Karri Mulhern and faculty</p>	<p>Discussion:</p> <ul style="list-style-type: none"> • Pre/Coreqs will need to be updated to list all Math courses that will work in addition to the satisfactory placement test scores. • Petroleum Technology and Industrial Maintenance Technology will continue to need HPE 110. Only Petroleum Technology will be over the 30 or 60 hour cap. All other programs will remain at the appropriate amount of hours as HPE 110 was removed from these programs. • Content of the two new courses safety courses is similar to the current safety course. Old safety course did not allow enough time to cover all topics. • Course description may need revised since the expanded course description section of the MCG will not be necessary. <p>Ms. Kahl motioned to accept the second reading with the proposed changes. Ms. Baker seconded. Motion carried.</p>	<p>Ms. Mulhern will make the corrections and provide Ms. Herrington and Ms. Yesenczki with a signed copy.</p>

<p>Medical Billing and Coding Specialist, CAS, 2nd Reading, Michele Watson</p>	<p>Discussion:</p> <ul style="list-style-type: none"> • Added credit hours to MCG. • Objectives will be changed to outcomes on the MCG to align the MCG with our template. Will work for accreditation as long as “competencies” is the verbiage used in the outcomes. • Page 9, lecture hours need added to the MCG. <p>Dr. Winland motioned to accept the second reading with the proposed changes. Mr. Owen seconded. Motion carried.</p>	<p>Ms. Watson will make the corrections and provide Ms. Herrington and Ms. Yesenczki with a signed copy.</p>
<p>ENG 215 Discontinuation, 1st Reading, Greg Winland</p>	<p>Discussion:</p> <ul style="list-style-type: none"> • Course has not been taught in several years. • Ms. Yesenczki will need to remove this class anywhere it is listed in the catalog. Dr. Loveless stated that catalog pages will be sent out to many people to look over the catalog. This will assist as many people will be reviewing the catalog. <p>Mr. Owen motioned to approve the 1st reading and waive the 2nd reading. Ms. Britt seconded. Motion carried.</p>	<p>Ms. Yesenczki will obtain the necessary signatures to finalize the proposal.</p>
<p>Discussion Items</p>	<p>MATH 101: Ms. Yesenczki searched last year’s proposals and did have a signed proposal stating MATH 101 was a core math class. Math faculty are concerned about this as MATH 101 is not a college-level math. Math 101 needs some additional work and may need to be changed. Dr. Loveless stated that we will not rush any decisions on our math to implement changes for fall 2018. We need to take time to revise the courses appropriately and try for a fall 2019 implementation. Discussion to take MATH 101 off of the math core list will be tabled for now and brought back for implementation in fall 2019.</p> <p>Gen Ed Core Requirements: PHIL 200 on our list, but not on formal core course agreement. However, no change necessary at this time. SS 255, asterisk to be removed. These courses could still transfer. This is always up to the institution to which the student is transferring. MATH 204 and 205 are in some of our transfer programs, but not on the core transfer agreement. Motion to add</p>	<p>Dr. Sharma will remove the expanded course description sections from the MCG and syllabus templates.</p>

MATH 204 and 205 to our AAS math core made by Ms. Kahl, seconded by Ms. Marlin. Motion carried to add MATH 204 and 205 to Northern's AAS math core. Dr. Loveless will submit MATH 204 and 205 for inclusion in state transfer agreement.

Minor Change Form: Lists of what are minor/major changes will be added to the form and brought back to the February meeting. This will include what requires committee approval and what does not.

General Education Outcomes: General education outcomes listed in the catalog do not match program outcomes. Disclaimers can be added to each program that the outcomes are geared toward the gen ed outcomes.

Lecture/Lab Distinction: Dr. Loveless stated that this is being worked on by program directors and faculty.

Process for Approval of Totally Online Programs: Dr. Loveless stated that the committee for online programs is working on this.

Definition of "Hybrid": Will be discussed at February's meeting.

MCG/Syllabus Template: Ms. Britt was unfamiliar with the expanded course description on the MCG and also on the new syllabus template. Committee recommended this to be removed from both the MCG template and the syllabus template. Ms. Watson motioned to approve this removal. Ms. Baker seconded. Motion carried.

CIT Networking Proposal: Proposal to discontinue CIT Networking has been tabled until February's meeting with effective date being fall 2019.

Programs in New Catalog: Dr. Loveless mentioned combining programs in the catalog that are offered both traditionally and

	online. Only those programs that are an exact match can be listed together. Ms. Fike stated we need to be consistent and combine some and not others. Dr. Loveless stated that she will review the programs and decide on what can be combined.	
Adjourn	Mr. Owen motioned to adjourn the meeting at 3:00 pm. Ms. Watson seconded. Motion carried.	

Respectfully Submitted by: Becky Yesenczki