

## Curriculum Committee Meeting

Dec. 11, 2020 – APPROVED

**Present:** Kathy Herrington (Chair), Jill Loveless, Becky Yesenczki, Scott Owen, Brandy Killeen, Debbie Cresap, Misty Kahl, Chana Baker, Lisa Soly, Greg Winland, Daniel Gomez, John Lantz

**Excused:** Joyce Britt, Pam Sharma, Janet Fike

**Absent:** Tracy Jenkins

**Presenters:** Tami Pitcher, Michele Watson, John Labriola

**Guests:** Crystal Harbert

Topic	Discussion	Follow-up
Review of November's Minutes	<p>Ms. Yesenczki noted a correction under "Other Business". The draft minutes stated that Ms. Alfred would update "TR" codes in Banner to reflect students are ready for college-level math. This should have read "TRM" code as Ms. Alfred only determines if they need basic numerical skills, not basic algebra. "TRM" codes are for basic numerical skills. "TRA" codes are for basic algebra skills.</p> <p>Ms. Baker motioned to approve the minutes as corrected. Ms. Kahl seconded. Motion carried.</p>	Ms. Yesenczki will finalize November's minutes and submit to Hilary Curto for posting to the website.
<p>Tami Pitcher</p> <ul style="list-style-type: none"> <li>• ST 115 – Course Revision</li> <li>• ST 175 – Course Deletion</li> <li>• ST 180 – New Course</li> <li>• Surgical Technology, A.A.S. – Program Revision</li> </ul>	<p><b>ST 115</b> – Ms. Pitcher explained this course is changing from 3 to 4 credit hours; 2 lecture hours and 6 lab hours. Adding additional time will better prepare students for the next clinical course. Dr. Winland motioned to approve the proposal. Mr. Owen seconded. Motion carried.</p> <p><b>ST 175</b> – Ms. Pitcher explained that this course would be discontinued and replaced with ST 180, which would offer the students additional time to prepare for the second-year clinical experience. Mr. Gomez motioned to approve the proposal. Ms. Killeen seconded. Motion carried.</p> <p><b>ST 180</b> – New course that will replace ST 175. This course will introduce students to the clinical experience and will better prepare them for the second year clinical experience. No lecture hours, all</p>	Ms. Yesenczki will finalize these proposals once all approvals are in Curriculog. Director of financial aid will be alerted to the change in credit hours for the program.

	<p>clinical hours. There was discussion regarding the title of “experience” vs. “practice”. Committee agreed to use “experience” in the title since this works the ST program. This is a 4 credit hour course for the summer term and replaces the 3 credit hour ST 175. Financial aid is normally an issue for summer students regardless is the class is 3 or 4 credits. Ms. Kahl motioned to approve the proposal. Mr. Owen seconded. Motion carried.</p> <p><b>Surgical Technology, A.A.S.</b> – Removing CIT 117 as students don’t need it. Still enough gen ed hours to meet core requirements. Changing math core requirement to 3 hours instead of 2. Moving some of the clinical classes into different semesters and moving math to the second year. With the changes in courses and credit hours, the program will now be at 60 hours. MATH 115 is not the only acceptable math core. Any college level math is acceptable. Ms. Yesenczki will remove this verbiage from the gen ed page of the catalog. Ms. Pitcher also requested the following information be added to the program in the catalog: A minimum grade of a "C" is required in all courses to remain in the program and graduate. BIO 115 and AHS 103 credits earned more than 3 years prior to the start of the Surgical Technology program must be repeated. Ms. Yesenczki will alert the director of financial aid to the change in credit hours from 61 to 60. Dr. Winland motioned to approve the proposal. Ms. Baker seconded. Motion carried.</p>	
<p>Brandy Killeen</p> <ul style="list-style-type: none"> <li>• WELD 202 – Course Revision</li> <li>• WELD 204 – Course Revision</li> <li>• WELD 206 – Course Revision</li> <li>• WELD 208 – Course Revision</li> <li>• WELD 210 – Course Revision</li> </ul>	<p>Ms. Killeen stated changes needed made to the CLO’s and SLO’s in these courses based on AWS standards now that we are becoming AWS certified. The following were actions on each proposal:</p> <p><b>WELD 202</b> – Dr. Loveless made some changes to the verbiage of the minimum acceptable standards section during the meeting. Ms. Kahl motioned to approve the proposal. Ms. Soly seconded. Motion carried.</p> <p><b>WELD 204</b> – Ms. Yesenczki asked if prereq of WELD 202 was changing. Ms. Killeen said it is remaining and was left off by mistake. Dr. Loveless made changes to verbiage of acceptable</p>	<p>Ms. Yesenczki will work with Dr. Loveless and Ms. Killeen to ensure all verbiage is corrected and finalize the proposals.</p>

<ul style="list-style-type: none"> <li>WELD 220 – Course Revision</li> </ul>	<p>minimal standards. Mr. Lantz motioned to approve the proposal. Ms. Kahl seconded. Motion carried.</p> <p><b>WELD 206</b> – Proposal was accepted as presented. Ms. Baker motioned to approve the proposal. Mr. Gomez seconded. Motion carried.</p> <p><b>WELD 208</b> – Ms. Yesenczki asked if WELD 206 is a prereq or pre/coreq. Ms. Killeen stated it was a pre/coreq and was a mistake on the proposal. This was corrected during the meeting. Ms. Soly motioned to approve the proposal. Dr. Winland seconded. Motion carried.</p> <p><b>WELD 210</b> – Some issues were discussed regarding SLO’s and CLO’s and minimal acceptable standards. Dr. Loveless will work with Ms. Killeen to get these issues fixed. Ms. Kahl motioned to approve the proposal. Mr. Lantz seconded. Motion carried.</p> <p><b>WELD 220</b> – Ms. Cresap stated CLO’s and SLO’s looked to be the same. Ms. Killeen said she will get those fixed. Ms. Baker motioned to approve the proposal. Dr. Winland seconded. Motion carried.</p> <p>Ms. Killeen and Dr. Loveless will get together to make sure all acceptable minimum standards, CLO’s and SLO’s are corrected.</p>	
<p>Michele Watson</p> <ul style="list-style-type: none"> <li>Medical Assisting, Administrative Medical Assistant, C.A.S. – Program Revision</li> </ul>	<p>Ms. Watson is removing CIT 120 from the curriculum and replacing it with CIT 117. This change is being made based on information from her advisory board. CIT 120 teaches Word. CIT 117 teaches several Microsoft applications such as Excel, Word, etc., and better equips the student to work in an office setting. Ms. Cresap asked if this change was ok with the medical assisting accreditation agency. Ms. Watson stated it was. Ms. Yesenczki stated she was concerned as to how dropping CIT 120 would affect</p>	<p>Ms. Yesenczki will finalize these proposals once all approvals are in Curriculog and will share this information with the director of financial aid. No change in credit hours so it</p>

	<p>enrollment in the course. However, she found many other programs that use the course.</p> <p>Mr. Owen motioned to approve this proposal. Ms. Baker seconded. Motion carried.</p>	<p>should not need financial aid approval.</p>
<p>John Labriola</p> <ul style="list-style-type: none"> <li>• Refrigeration, Air Conditioning and Heating Technology, A.A.S. – Program Revision</li> <li>• RAH 102 – Course Revision</li> </ul>	<p><b>RAH, A.A.S.</b> - Mr. Labriola proposed changes to the layout of courses in the program. RAH 102 will move to the first semester to allow students to get a basic understanding of electrical systems that will help with other courses later in the program. RAH 255 was approved at November’s meeting to be retired from the program as it was covering material already in other RAH classes. RAH 102 has had the pre/coreq changed since the course is being moved to earlier in the program. APT 103 and 104 are being added to the last semester to give students needed safety training needed once out in the field. Basic safety measures are taught in each course to ensure safety in each class. However, APT 103 and 104 offer safety certifications.</p> <p><b>RAH 102</b> - was a separate proposal that was approved by Ms. Herrington. The change was to the pre/coreqs since the course was moved to the first semester. The committee unanimously approved this change.</p> <p>Ms. Killeen motioned to approve this proposal. Mr. Gomez seconded. Motion carried.</p>	<p>Ms. Yesenczki will finalize these proposals once all approvals are in Curriculog and will share this information with the director of financial aid. No change in credit hours so it should not need financial aid approval.</p>
<p>Kathy Herrington</p> <ul style="list-style-type: none"> <li>• Social Work Transfer to FUS, A.A. – Program Revision</li> </ul>	<p>Ms. Herrington stated that changes were being made to the curriculum based on changes made by Franciscan to their general education and program requirements. Franciscan no longer accepts ENG 102 and would prefer a literature core requirement. However, with the proposed changed to the AA gen ed core, we would have to make an exception for this program. After an extensive discussion it was determined that this proposal would be tabled until the AA gen ed core changes are approved.</p>	<p>Ms. Yesenczki will add this proposal to January’s agenda.</p>

<p>Jill Loveless</p> <ul style="list-style-type: none"> <li>• AAS Gen Ed – Core Revision</li> <li>• AA Gen Ed – Core Revision</li> <li>• AS Gen Ed – Core Revision</li> </ul>	<p>Dr. Loveless stated that changes were being made to the gen ed cores for the A.A.S., A.A., and A.S. due to a change by the State to Series 11.</p> <p><b>AA Gen Ed</b> – This change was discussed first since it will impact the change to the Social Work transfer to FUS. The committee agreed that 12 credit hours would need to come from Humanities and Communications. Minimum of 6 credits would come from Communication courses which includes ENG 101, 102, and SPCH 105. Additional credit hours to total 12 would come from ART 150, ENG 200, 201, 208, 210, 211, 225, 226, MUS 105 and PHIL 200. This will give program directors some flexibility with gen eds in A.A. programs. The social science component of the gen ed has been reduced to 6 hours. Laboratory Sciences and Mathematics has been changed to a minimum of 4 hours of sciences and 3 hours of math. Previously, 11 additional hours from these two areas were required. The total gen ed requirement has been reduced from 41 to 25. Dr. Winland motioned to approve the proposal. Mr. Gomez seconded. Motion carried with Mr. Lantz being the only opposition.</p> <p><b>AS Gen Ed</b> – Changes were made to the AS gen ed similar to the AA. However, the committee wanted the minimum hours to be 30 and not lower. Series 11 only requires a minimum amount and the college is able to require more. The Series also states that credits must be earned in computational skills. Mr. Gomez raised the question regarding what constitutes “computational”. The committee decided to table this proposal until January and invite Dr. Kalb, math/science program director, to the meeting for her input.</p> <p><b>AAS Gen Ed</b> – Dr. Loveless had to leave the meeting at 3 pm. It was decided to table this discussion until January so that Dr. Loveless would be present and would also allow time to discuss Mr. Gomez’s question regarding computational skills definition.</p>	<p>Ms. Yesenczki will finalize the AA gen ed proposal once all approvals are in Curriculog.</p> <p>The AS and AAS gen ed will be added to January’s agenda and Dr. Kalb will be invited to attend the meeting.</p>
<p>Other Business</p>	<p>Ms. Yesenczki stated that she met with Alicia Frey, director of financial aid. During the meeting it was decided that Ms. Frey does</p>	<p>Ms. Yesenczki will work on the verbiage in the minimal acceptable</p>

	<p>not need to be a separate step. However, Ms. Yesenczki will work with Ms. Frey on approved proposals.</p> <p>Ms. Herrington asked who was responsible for the signed articulation agreements in place with other colleges. Dr. Loveless stated that a document center is being developed through TSG and will be where these agreements moving forward.</p> <p>The minimal acceptable standards area of the MCG template states that a grade of C indicates mastery. This verbiage needs changed to state “basic proficiency”, instead of mastery. Ms. Yesenczki will update the information in Acalog and Ms. Cresap will update Weave.</p> <p>Dr. Loveless stated the need to move to the next step with assessment. CLO’s will need aligned with program outcomes moving forward.</p> <p>Ms. Yesenczki informed the committee that she polled program directors regarding MATH 101 being college-level and the need for a potential “soft skills” math class. Of the responses received, most felt MATH 101 was college level and indicated the need for more information regarding what a math “soft skills” class would include. The committee would like to discuss MATH 101 in the AAS gen ed core at January’s meeting.</p> <p>Ms. Herrington stated there needs to be a Zoom etiquette area added to the syllabus template. Remote learning has created a need for this.</p> <p>Agenda items for January include:  AAS Gen Ed Core including MATH 101  AS Gen Ed Core  Social Work Transfer to FUS  ENG 101 changes  Elementary Ed to FUS</p>	<p>standards area of the MCG template in Acalog and Ms. Cresap will work on this area in Weave.</p>
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Next Meeting	Jan 15, 2021 1 pm, via Zoom Changed to third Friday as second Friday is prior to faculty return.)	
Meeting Adjournment	At 3:30 pm.	

Respectfully submitted by: Becky Yesenczki