

Curriculum Committee Meeting

Nov. 10, 2017

Present: Kathy Herrington, Jill Loveless, Adam Beatty, Mary Marlin, Scott Owen, Tracy Jenkins, Katherine Puterbaugh, Misty Kahl, Hope Coffield, Korene Silvestri, Chana Baker, Michele Watson, Joyce Britt, Pam Sharma, Greg Winland and Lisa Soly (by phone)

Excused: Janet Fike

Presenters: John Lantz, Nancy Krupinski, Pat Roper, Karri Mulhern, Larry Brown

Topic	Discussion	Follow-up
Review of September and October Minutes	The committee had not met since September. An email vote was conducted for one proposal in October. A motion was made by Ms. Marlin to accept September's minutes. Seconded by Ms. Kahl. Motion carried. Ms. Baker motioned to accept October's minutes. Seconded by Ms. Silvestri. Motion carried.	Ms. Yesenczki will send the final minutes from September's and October's meeting to Ms. Kappel in the president's office for publication on our website.
PCT Course & Program Changes, 1 st Reading, Nancy Krupinski	<p>Dr. Krupinski proposed a decrease in credit hours for PCT 101 and 151. To fill the deficit, HPE 110 and AHS 110 will be added to the curriculum.</p> <p>Discussion:</p> <ul style="list-style-type: none">• Dr. Loveless requested Dr. Krupinski meet with Ms. Shelek to discuss rationale for decreasing credit hours to ensure reasoning is solid.• At the bottom of page 4, in the last sentence the word "attendance" needs to be changed to "enrollment".• MCG's for PCT 101 and 151 need to be revised to change pre/coreqs, credit hours, and lecture and lab hours.• Dr. Krupinski will meet with Dr. Sharma to review learning outcomes for each class.• Gen Ed outcomes need added to the PCT 151 MCG.	Corrections to be submitted to Ms. Herrington and Ms. Yesenczki by Monday, Nov. 27 for 2 nd reading at December's meeting.

	<ul style="list-style-type: none"> • Curriculum layout on page 18; should electives be restricted in both the fall and spring semesters? Ms. Shelek had brought specific restricted electives through curriculum last year. Dr. Krupinski will talk to Ms. Shelek. Currently, electives could be 6 – 8 hours which would make total program hours 30 – 32. • CPR cards will not be accepted in place of HPE 110 as students do not get the first aid aspect. • Mr. Owen noted he found more typos through the proposal. Dr. Krupinski will make corrections. <p>Motion to accept 1st reading made by Mr. Owen, seconded by Dr. Beatty. Motion carried.</p>	
<p>Accounting , AAS, Program Description changes, 1st Reading, Pat Roper</p>	<p>Ms. Roper presented a revision to the program description page. The current description states “Students who decide to transfer and earn a bachelor’s degree with an emphasis in accounting may be eligible to sit for the C.A.S.A. examination.” Ms. Roper is not familiar with this exam and proposed it be removed. Ms. Britt motioned to accept the 1st reading and waive the 2nd reading. Ms. Watson seconded. Motion carried with 2nd reading waived.</p> <p>Ms. Herrington stated that she will be working on a form to be used for minor changes to program descriptions, etc., that will be used in place of the full curriculum proposal form.</p>	<p>Ms. Yesenczki will obtain all required signatures on the approved proposal and process as necessary.</p>
<p>APT Class Changes affecting Advanced Manufacturing, Petroleum Technology, Chemical Operator Technology, all Welding programs, and Instrumentation Technology, 1st Reading, Karri Mulhern and faculty</p>	<p>Ms. Mulhern is proposing the deletion of APT 102, and replacing it with two courses, Safety Hazard Recognition, and Safety Applications.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Ms. Yesenczki asked how long APT 102 would need to remain active. • Instrumentation Process Technology program layout has a 1 credit hour MEC elective in the last semester with no explanation of what will fulfill 	<p>Corrections to be submitted to Ms. Herrington and Ms. Yesenczki by Monday, Nov. 27 for 2nd reading at December’s meeting.</p>

	<p>this requirement. Mr. Brown stated that was an error and the elective would be removed from the last semester and APT 150 is a 3 credit hour course but is listed at 2 credit hours. This will be corrected before the next reading.</p> <ul style="list-style-type: none"> • The asterisks on the Petroleum Technology layout page refer to “with hands-on lab”. This statement needs to be added at the end of the program layout. Second year, fall semester, students can take PTRM 217 “OR” MEC 115. Current layout does not state “OR”. • Total hours of 61 needs added to the bottom of the Welding Technology program layout. • Ms. Mulhern and her faculty need to meet with Dr. Sharma to discuss learning outcomes for the classes. • Ms. Yesenczki needs credentials for faculty to teach the new classes. • Ms. Mulhern will correct all MCG’s that are affected by the change of APT 102 and bring them to December’s meeting. • CDH needs to be changed to faculty member’s full name on MCG’s. <p>Motion to accept 1st reading made by Mr. Owen and seconded by Ms. Puterbaugh. Motion carried.</p>	
<p>MEC 251 and PTRM 235 changes to lecture/lab hours, 1st Reading, Karri Mulhern and faculty</p>	<p>Ms. Mulhern is changing the lecture/lab hours for MEC 251 and PTRM 235 as it was discovered that this information was incorrect on the current MCG’s. The credit hours are correct and are not changing.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • MCG is for MEC 250. Needs corrected to say MEC 251 and “seminar” needs added to course title. • Minimal acceptable standards on MCG’s cannot be TBD and outcomes need to be added. 	<p>Corrections to be submitted to Ms. Herrington and Ms. Yesenczki by Monday, Nov. 27 for 2nd reading at December’s meeting.</p>

	<ul style="list-style-type: none"> Page 223 of the current catalog, Instrumentation Process Technology program layout has MEC 250 listed; this needs to be changed to MEC 251. <p>Motion to accept 1st reading made by Ms. Watson and seconded by Dr. Beatty. Motion carried.</p>	
<p>Refrigeration, Air Conditioning, and Heating Technology program changes, 1st Reading, Karri Mulhern and faculty</p>	<p>Ms. Mulhern brought a proposal that will refurbish the program and classes to meet current industry needs and standards. Program needs to focus on commercial as well as residential aspect of this field.</p> <p>Discussion:</p> <ul style="list-style-type: none"> Ms. Yesenczki needs to know how long classes that are being removed from the program need to remain active in order to finish out any current students. Are any of the deleted courses pre/coreqs to courses that will remain in the program? Ms. Yesenczki question “suggested” coreqs on the MCG’s for RAH 207 and the new Comfort Cooling class. A course is either a coreq or not. Ms. Mulhern will remove the word “suggested” from the MCG’s. The new Alternative Energy Concepts class is a last semester course but has no prereqs. Mr. Brown stated that is correct. Some courses would be beneficial before taking this course, but not required. ENG 115, PSYC 155, and SPCH 101 are required in the program. Ms. Jenkins questioned if ENG 101, PSYC 105, SPCH 105 could be petitioned. Ms. Herrington stated PSYC 155 and SPCH 101 cover some of the same topics. Ms. Mulhern will speak to the program faculty for answers to these inquiries. Ms. Mulhern will review the current RAH students to see if there is more benefit for students to change to the new curriculum. 	<p>Corrections to be submitted to Ms. Herrington and Ms. Yesenczki by Monday, Nov. 27 for 2nd reading at December’s meeting.</p>

	<ul style="list-style-type: none"> • Ms. Yesenczki needs required credentials for faculty to teach the new courses and also needs to know if course fees and the CIP code needs to change. • Ms. Mulhern will verify that proposed changes to current courses are actually changes and do not warrant completely new courses. • Dr. Loveless requested that Ms. Mulhern work with Dr. Sharma on course outcomes. • Any MCG's with program directors' initials listed need to have program directors' name spelled out. <p>Motion to accept 1st reading made by Ms. Puterbaugh and seconded by Ms. Silvestri. Motion carried.</p>	
<p>Criminal Justice program changes, 1st Reading, John Lantz</p>	<p>Mr. Lantz is proposing two new classes for the CRJ curriculum that will provide students with information regarding current CRJ issues.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Mr. Lantz is not removing any courses from the CRJ program at this time and will correct page 2 of the proposal form. • Curriculum layout for CRJ program needs added to the proposal. • Ms. Yesenczki will work with Mr. Lantz on the format of his proposal. • Ms. Herrington requested that Mr. Lantz contact WLU regarding some of his changes as we have an articulation agreement for CRJ with WLU. • Mr. Owen suggested rethinking the title of the new course "Current Issues in Criminal Justice". A more interesting title may entice students to sign up for the course. • Dr. Loveless asked Mr. Lantz to work with Dr. Sharma on course outcomes. 	<p>Corrections to be submitted to Ms. Herrington and Ms. Yesenczki by Monday, Nov. 27 for 2nd reading at December's meeting.</p>

	<ul style="list-style-type: none"> • Course description for new course “Issues in Criminal Justice” should have also state that “other topics could also be covered”. • CRJ 104 is a prerequisite to many of the restricted electives. However, students can take restricted electives in the first semester of the program. Should other courses be moved to the first semester and restricted electives be moved into later semesters? • Mathematical outcomes need to be removed from the course outcomes for “Issues in Criminal Justice”. • Ms. Herrington and Mr. Lantz need to have further discussions on how the new “street drugs” class and the current HS 150 – Intro to Substance, could possibly be combined so that both programs can use the same course. The new street drugs class will be put on hold until a potential pilot course is tested with CRJ and HS. • Ms. Yesenczki will need credentials needed to teach the new courses. <p>Motion to accept 1st reading made by Dr. Beatty and seconded by Ms. Baker. Motion carried.</p>	
<p>ENG 092 name and course number change, 1st Reading, Chana Baker</p>	<p>Ms. Baker is proposing changing the ENG 092 course to ENG 101S to better align the English coreq models with the math coreq models.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Course description needs to be updated to use the verbiage ENG 101S instead of English lab. • Ms. Jenkins asked what would happen if a student failed ENG 101S but was successful in ENG 101. Would the student fail both courses? What if a student drops ENG 101S, are they automatically withdrawn from ENG 101? 	<p>Ms. Baker will bring the proposal back to December’s meeting for a 1st reading.</p>

	<ul style="list-style-type: none"> • It was decided that more work needed to be done on this proposal. Ms. Baker will work with the appropriate areas to get questions answered and will bring the proposal back. • Proposal was tabled. 	
<p>CIT Network Engineering, AAS, discontinuation, 1st Reading, Adam Beatty</p>	<p>Dr. Beatty is proposing discontinuation of the program as we have other programs in the CIT area that cover these areas.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • The name of the program needs corrected to “CIT Microsoft Networking” on the first page of the proposal form. • Dr. Loveless stated that more documentation needs added to the proposal regarding number of students currently in the program, what courses are still needed for them to finish the program, and how long classes will need to be offered to finish out current students. • Once the program discontinuation is approved by the Board of Governors, students will no longer be accepted into the program. • Courses that will be discontinued as a result of program discontinuation need to be listed on the curriculum proposal. • Dr. Beatty stated that no other classes would be affected by discontinuing some of the classes that are in this program. <p>Motion to accept 1st reading made by Mr. Owen and seconded by Ms. Britt. Motion carried.</p>	<p>Corrections to be submitted to Ms. Herrington and Ms. Yesenczki by Monday, Nov. 27 for 2nd reading at December’s meeting.</p>
<p>Human Services, AAS, math core changes, 1st Reading, Kathy Herrington</p>	<p>Ms. Herrington is changing the math core requirement to limit the classes that will fulfill this requirement.</p> <p>Due to time constraints of the meeting, this proposal will be moved to December’s meeting.</p>	<p>Ms. Harrington will bring this proposal to December’s meeting for a 1st reading.</p>

<p>Early Childhood Care & Education, AAS, math core changes, 1st Reading, Kathy Herrington</p>	<p>Ms. Herrington is changing the math core requirement to limit the classes that will fulfill this requirement.</p> <p>Due to time constraints of the meeting, this proposal will be moved to December's meeting.</p>	<p>Ms. Harrington will bring this proposal to December's meeting for a 1st reading.</p>
<p>ECCE and HS 204 prerequisite changes, 1st Reading, Kathy Herrington</p>	<p>Ms. Herrington is changing the math prerequisites on these two courses to be math corerequisites.</p> <p>Due to time constraints of the meeting, this proposal will be moved to December's meeting.</p>	<p>Ms. Harrington will bring this proposal to December's meeting for a 1st reading.</p>
<p>Discussion Items</p>	<p>CCTA: Ms. Herrington shared information with the committee regarding some of the classes on our core transfer list and the small number of colleges accepting these classes.</p> <p>WVNCC Catalog core requirement pages: Review before December's meeting. Not all of our cores transfer. This needs cleaned up.</p> <p>Lecture/Lab distinction: Information was distributed to committee members with some definitions of lecture and lab. Dr. Loveless cautioned to be cognizant of the difference between lab and clinical hours. Any comments or suggestions on appropriate definitions we should adopt need to be emailed to Dr. Loveless.</p> <p>Process for approval of totally online programs: Due to time constraints, item was tabled until December's meeting.</p> <p>Definition of hybrid courses: Due to time constraints, item was tabled until December's meeting.</p> <p>Changes to catalog not requiring committee approval: Ms. Herrington and Ms. Yesenczki will work on a form for these types of changes.</p>	<p>Items will be discussed again at December's meeting.</p>
<p>Other Business</p>	<p>Ms. Herrington requested that everyone review their GPS sheets as there are some math cores that don't work for certain programs. However, the GPS sheets list all math cores.</p>	

Adjourn	Dr. Beatty motioned to adjourn the meeting. Ms. Kahl seconded. Motion carried. Meeting adjourned at 3:30 pm.	
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Respectfully Submitted by: Becky Yesenczki