

**Curriculum Committee Meeting
Dec. 9, 2016 – Approved**

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

Presenters: Kim Patterson, Linda Shelek (by phone)

Topic	Discussion	Follow-up
Review of November's Minutes	Mary Marlin's and Misty Kahl's names were misspelled. Michele Watson motioned to accept the minutes with corrections to committee members' names. Chana Baker seconded. Motioned carried.	Becky Yesenczki will make the mentioned changes and send approved minutes to the President's Office for inclusion on the college's webpage.
Patient Care Technician, CAS, 2 nd Reading, Linda Shelek	Concern was mentioned about electives being removed from the PCT program. Linda explained that not many of the health science programs require those electives. However, those that do can take the courses under the general elective portion of the PCT program. Linda also explained that she attempted to incorporate financial aid deadlines with the admissions deadlines so that some of the upfront expenses can be covered by financial aid. Scott Owen motioned to accept the second reading. Korene Silvestri seconded. Motion carried.	Linda Shelek will supply a signed copy of the proposal to Becky Yesenczki who will obtain the signatures of the VPAA and President.
Distance Education Program Proposal, 1 st Reading, Kim Patterson	Kim Patterson presented three current 2+2 programs that can be offered as online programs. The programs identified are: AS, Accounting/Business Administration 2+2 to FUS; AS, Business Administration 2+2 to WLU; AAS Business Administration, Business Studies 2+2 to FUS. These are not new programs. However, all of the classes are offered online and can advertised as such. The only difference between the traditional and online programs are the electives. They are restricted to only the electives that are	Kim Patterson will get the corrected proposal to Becky Yesenczki who will obtain the signatures from the VPAA and President.

	<p>offered online. The only change needed on the proposal is for the science electives to be added to the AS, Accounting/Business Administration 2+2, FUS program layout. Joyce Britt motioned to accept the first reading and waive the second reading with the noted changes. Misty Kahl seconded. Motion carried.</p>	
<p>Business Administration, Pre-Business Studies, 2+2 WVU, 1st Reading, Pat Roper</p>	<p>Pat Roper presented a proposal for a new 2+2 program with WVU. Discussion occurred regarding the language on the program description page. A paragraph on the description page encourages students to enroll in certain WVU courses during the summer between their semesters at Northern. The committee felt that rather than specify the courses that need to be taken over the summer that a generic statement be added informing students that summer classes are required at WVU. Scott Owen motioned to accept the first reading. Chana Baker seconded. Motion carried.</p>	<p>Kathy Herrington and Lisa Soly will work on rewording the information regarding summer classes. The proposal will be brought back to January's meeting.</p>
<p>Forensic Accounting, 2+2 Ohio Valley University, 1st Reading, Pat Roper</p>	<p>Ohio Valley College requested a 2+2 with WVNCC. The program will need to be an AAS because there are not enough gen ed hours for an AA or AS degree. Pat will check with Ohio Valley College to see if that will be ok. The title will also need changed to Business Studies, Accounting 2+2 Ohio Valley College. For the next reading, any program fees will need to be addressed and a CIP code will need to be identified.</p>	<p>Identified corrections will be made and the proposal will be brought back to the committee in January.</p>
<p>MAS Proposal, 2nd Reading, Michele Watson</p>	<p>Proposal was brought back for a second reading. One final change needs to be made. The MCG's need the effective date of the accreditation for which the criteria is based. Michele will make those changes and submit the final, signed copy to Kathy. Mary Marlin motioned to approve the</p>	<p>Michele Watson will get corrected, signed copy of proposal to Kathy Herrington who will forward to Becky Yesenczki to obtain the signatures of the VPAA and President.</p>

	proposal with the changes. Korene Silvestri seconded. Motion carried.	
RAD Proposal, 1 st Reading, Misty Kahl	Program description needs updated per suggestion from a recent JRCERT Site Visit. Michele Watson motioned to approve the first reading and waive the second reading. Greg Winland seconded. Motion carried.	Becky Yesenczki will obtain the signatures of the VPAA and President.
Developmental Education Proposal, 2 nd Reading, Chana Baker	The second reading of the proposal was reviewed by the committee. Adam Beatty motioned to approve the second reading. Misty Kahl seconded. Motion carried.	Becky Yesenczki will obtain the signatures of the VPAA and President.
Technical Studies, Child & Family Specialist, 1 st Reading, Kathy Herrington	This proposal was approved during October's meeting. However, Kathy was informed of additional changes that were needed. Current curriculum needs updated in conjunction with NPHS. Course titles need changed based on changes made to ECCE classes. MATH 204 is not in the core transfer agreement so the Math class needs changed to MATH 108 or 204. In addition, SPCH 101 or SPCH 105 is acceptable so SPCH 101 will need added to the layout. These changes will be made and the proposal will be brought for a second reading at January's meeting. Mary Ann Merz motioned to accept the first reading. Chana Baker seconded. Motion carried.	Kathy Herrington will make changes to the proposal and bring it to January's meeting.
Occupational Development, Child Development Specialist, 1 st Reading, Kathy Herrington	This proposal was approved in October's meeting. However, Kathy was informed of additional changes. This program is a partnership with the Department of Labor. ECCE 220 is being added and course titles need changed due to title changes for ECCE and PSYC courses. The field placement seminar needs to be reflected as both ECCE 204 and HS 205 and the credit hours adjusted from 6 to 7. Total Component III cr. Hrs. is listed twice and needs to be removed from the next to last line of the layout. Total credit	Kathy Herrington will make the requested changes and bring the proposal back in January for a second reading.

	<p>hours for the program needs changed to 62-63. Also, “may not” needs to replace “do not” in the paragraph at the bottom of the page. Misty Kahl motioned to accept the first reading of the proposal. Scott Owen seconded. Motion carried.</p>	
<p>Education: Early Intervention, AAS, 2+2 WLU, 1st Reading, Kathy Herrington</p>	<p>Kathy Herrington introduced a new 2+2 program with WLU for Early Intervention. The curriculum was developed in conjunction with WLU’s curriculum. Asterisks can be removed from all of the courses with the note left at the bottom stating that all courses require a minimum of a “C” to transfer. The title of the program needs changed to Early Intervention on the curriculum layout page. Greg Winland motioned to accept the first reading. Korene Silvestri seconded. Motion carried.</p>	<p>Kathy Herrington will make the requested changes and bring the proposal back in January for a second reading.</p>
<p>General Education Core (HIST), 1st Reading, Kathy Herrington</p>	<p>Proposal was brought to the committee to change the general education core requirements page to list history core as a separate section. It was decided by the committee that rather than change the gen ed core requirements page, a note will be placed on the curriculum layouts of programs that require a history core identifying the classes that will fulfill that requirement. The proposal was withdrawn.</p>	<p>Becky Yesenczki will update the curriculum layouts of programs that require a history core requirement.</p>
<p>Other Business</p>	<p>Discussion of adding ENG 101 as a pre/coreq to courses that required a research paper. Janet Fike and Tracy Jenkins will investigate how many programs this could possibly affect. Kathy Herrington stated that a potential work around to adding ENG 101 as a pre/coreq to courses was to put information in course syllabi informing students that a research paper will be required and what resources are available to assist students. Also, there are programs that utilize MLA and</p>	<p>ENG 101 being added as a pre/coreq to courses requiring a research paper will be discussed again at January’s meeting.</p> <p>Kathy Herrington will work with Pam Sharma to get the credentials for PSYC 218 updated on the official credential matrix.</p>

	<p>others that require APA. MLA is taught in ENG 101.</p> <p>Discussion of credentials of PSYC 218 – Kathy Herrington reported that PSYC 218 currently required a master in psychology. However, a master’s in education, social work or child development would suffice. The committee recommended this change. Kathy Herrington will email Pam Sharma to have this changed approved to our current credential matrix.</p> <p>Clarification of HIT corrections from November – No discussion was needed.</p> <p>At 2:35 pm, Scott Owen motioned to adjourn the meeting. Kathy Herrington seconded. Motion carried.</p>	
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Respectfully Submitted by: Becky Yesenczki