

**Curriculum Committee Meeting – Approved Minutes  
December 11, 2015**

**Present:** Kathy Herrington, Becky Yesenczki, Greg Winland, Lisa Soly, Misty Kahl, Mary Marlin, Tracy Jenkins, Michele Watson, Adam Beatty, Scott Owen, Carry DeAtley, Ashley Moran

**Presenters:** Dave Stoffel, Dave Raveaux, Lucy Kefauver, Karri Mulhern, Curt Hippensteel, Russell Edwards

**Excused:** Mary Ann Merz, Korene Silvestri, Lori Nelson

<b>Topic</b>	<b>Discussion</b>	<b>Follow-up</b>
November Minutes	Misty made a motion to accept the minutes as presented and Mary seconded. Motion carried.	Becky will submit the approved minutes to the President's Office.
CIT proposal, 2 <sup>nd</sup> reading, Dave Stoffel	Math 109 is still listed as a restricted elective for the Microsoft Applications & Support Desk, AAS and the Networking: Microsoft, AAS degrees. It needs to be removed. Scott motioned to accept the 2 <sup>nd</sup> reading with the stated corrections. Michele seconded. Motion carried.	Remove Math 109 from the restricted electives for the Microsoft Applications & Support Desk, AAS and the Networking: Microsoft, AAS degrees. Submit corrected electronic copy to Becky and Kathy. Provide corrected hard copy to Kathy with Dave Stoffel's and Marian Grubor's signature.
AA concentrations proposal, 2 <sup>nd</sup> reading, Kathy Herrington	Misty motioned to accept the second reading as presented. Michele seconded. Motion carried.	Approved copy will be submitted for final approval by administration.
Elementary Education, 2+2, WLU, 2 <sup>nd</sup> reading, Kathy Herrington	Changes to this program description were made after a meeting with WLU's Education Department. The degree will now be an AAS, and not an AA. Students will no longer be required to submit a portfolio at the associate degree level, but will be encouraged to keep samples of their work as a portfolio will be necessary for WLU. The program description needs to be updated to reflect this change. Mary motioned to accept the second reading with the proposed changes. Misty seconded. Motion carried.	Program description needs corrected to remove the portfolio requirement and the list of portfolio items. Wording will be added recommending students keep samples of their work as a portfolio will be required at WLU. The program description needs to be changed from AA to AAS. Kathy will make the required changes and submit the proposal for final approval by administration.

<p>Elementary Ed, English Specialization , 2+2, WLU, AA, 2<sup>nd</sup> reading, Kathy Herrington</p>	<p>Changes to this program description were made after a meeting with WLU's Education Department. The degree will now be an AAS, and not an AA. Students will no longer be required to submit a portfolio at the associate degree level, but will be encouraged to keep samples of their work as a portfolio will be necessary for WLU. The program description needs to be updated to reflect this change. Scott motioned to accept the second reading with the proposed changes. Lisa seconded. Motion carried.</p>	<p>Program description needs corrected to remove the portfolio requirement and the list of portfolio items. Wording will be added recommending students keep samples of their work as a portfolio will be required at WLU. The program description needs to be changed from AA to AAS. Kathy will make the required changes and submit the proposal for final approval by administration.</p>
<p>Elementary Ed, Social Studies Specialization , 2+2, WLU, AA, 2<sup>nd</sup> reading, Kathy Herrington</p>	<p>Changes to this program description were made after a meeting with WLU's Education Department. The degree will now be an AAS, and not an AA. Students will no longer be required to submit a portfolio at the associate degree level, but will be encouraged to keep samples of their work as a portfolio will be necessary for WLU. The program description needs to be updated to reflect this change. Greg motioned to accept the second reading with the proposed changes. Scott seconded. Motion carried.</p>	<p>Program description needs corrected to remove the portfolio requirement and the list of portfolio items. Wording will be added recommending students keep samples of their work as a portfolio will be required at WLU. The program description needs to be changed from AA to AAS. Kathy will make the required changes and submit the proposal for final approval by administration.</p>
<p>WELD proposal, 2<sup>nd</sup> reading, Dave Raveaux</p>	<p>SPCH 105 is preferred by Dave as the course his students should take. If we have programs require that class instead of giving the choice between SPCH 101 or 105, there would be enrollment and the class would run. Also, Dave stated his students needs ENG 115. ENG 101 will not be acceptable as a substitute. MEC 101 is now APT 1XX and the title will be Intro to Print Reading. "Blueprint" will not be in the course title. WELD 220 has pre-reqs of WELD 104, 112, and APT 1XX Intro to Print Reading. WELD 220 will be called Layout and Fabrication. The MCG's for WELD 210,</p>	<p>Make corrections to the program layout listing SPCH 101 instead of 105, change MEC 101 to APT 1XX, add pre-reqs to MCG for WELD 220, fix MCG's removing TBD from the "Minimum Acceptable Standards". Send corrected electronic copy to Becky and Kathy for 3<sup>rd</sup> reading at the January curriculum meeting.</p>

	<p>WELD 215, WELD 220, and WELD 2XX Downhill Pipe Welding need to have “TBD” removed from the section “Minimum Acceptable Standards. On the program layout, MEC 101 needs to be changed to APT 1XX Intro to Print Reading and SPCH 105 needs to be changed to SPCH 101. Discussion that Bob DeFrancis would need to be contacted regarding marketing the welding program. Due to the amount of corrections needed, this proposal will need to come back to curriculum in January.</p>	<p>Provide one copy of MCG’s that are common to the applied technology programs instead of attaching multiple copies of the MCG’s to each program. Will need separate proposal for each program and one set of MCG’s common to each program proposal.</p>
<p>Applied Technology, CAS, 1<sup>st</sup> reading, Curt Hippensteel</p>	<p>New program that incorporates classes needed during the first year of the all applied technology programs. Allows students time to take courses common to all programs and decide a career path for the second year of their education. Problem with offering electives for the second semester that are specific to the associate degree the student intends to pursue. Not sure how our current technology could be programmed to guide students towards the appropriate electives. Discussion of errors on MCG’s for classes.</p> <p>This was a working session for this proposal and it will be brought back for a first reading in January.</p>	<p>Correct MCG for APT 1XX Intro to Applied Technology listed the different programs incorporated in the class from the title to the course description.</p> <p>Correct MCG for APT 1XX, Intro to Print Reading: pre-reqs are MATH 086 <b>AND</b> MATH 098, Type of Assessment tools used and Minimum acceptable standards need to be changed from TBD to reflect actual assessment tools and standards.</p> <p>Correct MCG for APT 1XX, Electrical and Electronic Fundamentals: add to pre/co-reqs that a “C” or better is required for Safety for Industry and MEC 101 needs changed to APT 1XX Intro to Print Reading. Minimum acceptable standards need to be changed from TBD to reflect actual assessment tools and standards.</p>

		<p>Correct MCG for MEC 122: APT 1xx Electrical and Electronic Fundamentals needs to be listed as a pre/co-req, not a pre-req. Minimum acceptable standards need to be changed from TBD to reflect actual assessment tools and standards.</p> <p>Correct MCG for MEC 120: APT 1XX Electrical and Electronic Fundamentals needs to be listed as a pre/co-req. Change numbering for Global course learning outcomes. Minimum acceptable standards need to be changed from TBD to reflect actual assessment tools and standards.</p> <p>Correct MCG for PTRM 104: remove TBD from Minimum acceptable standards.</p> <p>Correct MCG for PTRM 109: remove pre-reqs, they are not needed, remove TBD from Minimum acceptable standards.</p> <p>Correct MCG for APT 1XX Hydraulic and Pneumatic Fundamentals: Add “C” or better as a requirement on the pre-req of APT 1XX Safety for Industry. Minimum acceptable standards need to be changed from TBD to reflect actual assessment tools and standards.</p>
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		<p>Correct program description to add Larry Tackett as an academic advisor for NM.</p> <p>Submit corrected copy of MCG's and proposal electronically to Kathy and Becky for the January meeting.</p>
<p>Chemical Operator, AAS, 1<sup>st</sup> reading, Russell Edwards</p>	<p>New program developed based on a need in the New Martinsville area. Larry Tackett has been approached by industry in that area that there is a need for trained workers in this discipline. This was a working session for this proposal and it will be brought back for a first reading in January.</p>	<p>Correct MCG for MEC 230: add "C" or better as a requirement APT 1XX Safety for Industry, change pre/co-req from Math 103 to 104. Minimum acceptable standards need to be changed from TBD to reflect actual assessment tools and standards.</p> <p>Correct MCG for PTEC 1XX, Chemical Process Technology 1: Equipment: change pre-req to MATH 104 or 113, change MEC 122 to a pre/co-req.</p> <p>Correct MCG for PTEC 2XX, Chemical Process Technology II: Systems: change PTEC XXX Unit Operations to a pre/co-req.</p> <p>Correct MCG for PTEC XXX, Process Quality: change PTEC XXX Chem Process Tehnology I to a pre/co-req.</p> <p>Correct MCG for PTEC XXX, Chemical Process Unit Operations: Simulations: change PTEC XXX</p>

		<p>Chem Process Technology II to a pre/co-req.</p> <p>Correct MCG for PTEC XXX: Chemical Operator Technology Capstone Course: replace Capstone with Seminar.</p> <p>Fix PTEC courses on the curriculum layout for fall semester year two to reflect second level courses by listing them as 2XX, not 1XX . Change the title of courses from Capstone to Seminar.</p> <p>Add Larry Tackett as the advisor on the program description page.</p> <p>Submit corrected copy of MCG's and proposal electronically to Kathy and Becky for the January meeting.</p>
<p>Instrumentation Process Technology, AAS, 1<sup>st</sup> reading, Russell Edwards</p>	<p>With the promise of cracker plants being built in the region, industry is requesting trained workers.</p> <p>This was a working session for this proposal and it will be brought back for a first reading in January.</p>	<p>Correct MCG for MEC 122: Minimum acceptable standards need to be changed from TBD to reflect actual assessment tools and standards.</p> <p>Correct MCG for MEC 140: change MEC 101 to APT 1XX, Intro to Print Reading. Minimum acceptable standards need to be changed from TBD to reflect actual assessment tools and standards.</p> <p>Correct MCG for MEC 250: change Internship to Seminar. Minimum</p>

		<p>acceptable standards need to be changed from TBD to reflect actual assessment tools and standards.</p> <p>Correct MCG for MEC 112: change pre-req of MEC 101 to APT 1XX Intro to Print Reading. Minimum acceptable standards need to be changed from TBD to reflect actual assessment tools and standards.</p> <p>Correct MCG for MEC 2XX, Instrumentation II Electrical: shorten course description and move information into course outcomes. Minimum acceptable standards need to be changed from TBD to reflect actual assessment tools and standards.</p> <p>Correct program layout: titles for MEC 112 and MEC XXX, Instrumentation II Process Control Electrical need the words Process Control removed.</p> <p>Change program description page: add Lisa Soly as advisor for Weir and Larry Tackett for NM. Program is only offered in Wheeling. Research needs to be conducted on the legality of drug testing for this program. If legal, the program description would also need to</p>
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		indicate that random drug testing is possible.
Advanced Manufacturing, AAS (new name), 1 <sup>st</sup> reading: Russell Edwards	Changing Mechatronics to Advanced Manufacturing.  This was a working session for this proposal and it will be brought back for a first reading in January.	Remove old MCG's from proposal. Only new ones needed.  Correct MCG for MEC 232: Add requirement of C or better for APT 1XX, Safety for Industry. Remove TBD from Minimum acceptable standards.  Correct MCG for MEC 250: replace Internship in title with Seminar. Identify classes that are pre-reqs instead of leaving as completion of all MEC or IPT courses. Need to decide if program director approval will be needed if specific courses are identified.  Submit corrected copy of MCG's and proposal electronically to Kathy and Becky for the January meeting.
Petroleum Tech, AAS, CAS, 1 <sup>st</sup> reading: Curt Hippensteel	The CAS in Petroleum Technology will be discontinued and replace with the CAS in Applied Technology. Admissions will need to be contacted to see if there are any fall applicants for this program. The proposed changes to the program will assure that students will get improved and updated training that is parallel to what industry needs.  Question was asked as to why PTRM 229, a second level course has no pre-reqs. Curt stated that there	Remove the Applied Technology, CAS from this proposal as it is a separate proposal.  Correct MCG for PTRM 202: remove TBD from Minimum acceptable standards.  Correct MCG for PTRM 206: Change pre-reqs to Math 103 or



	<p>were no necessary pre-reqs for this course.</p> <p>This was a working session for this proposal and it will be brought back for a first reading in January.</p>	<p>113, change lab hours per week to 3. Remove TBD from Minimum acceptable standards.</p> <p>Correct MCG for PTRM 211: Change pre-reqs to Math 103 or 113. Remove TBD from Minimum acceptable standards.</p> <p>Correct MCG for PTRM 213, 217: Remove TBD from Minimum acceptable standards.</p> <p>Correct MCG for PTRM 229: Remove TBD from Minimum acceptable standards.</p> <p>Correct MCG for PTRM XXX, Artificial Life: Change pre-req of MATH 090 to 098.</p> <p>Correct MCG for PTRM 2XX, Capstone/Internship: Change Internship to Seminar. Remove pre-req of cumulative GPA of 2.5 or high and division chair from approval. Remove TBD from Minimum acceptable standards.</p> <p>Correct MCG for MEC 112: change pre-req from MEC 101 to APT 1XX Intro to Print Reading. Minimum acceptable standards need to be changed from TBD to reflect actual assessment tools and standards.</p>
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		Submit corrected copy of MCG's and proposal electronically to Kathy and Becky for the January meeting.
Cyber Security, AAS, 1 <sup>st</sup> reading, Adam Beatty	<p>With the move to storage in the "cloud" environment, program is needed in the computer industry. This curriculum is being implemented at many colleges. Marketing will be necessary for this program. Adam is working on a 2+2 with the University of Charleston to allow students a seamless transition into a bachelor program. No value in offering a CAS in the program as it will not lead to employment. This program could require an additional full-time faculty position. Greg motioned to accept the proposal. Scott seconded. Motion carried.</p> <p>Adam will not be available for the January meeting. The second reading will be presented by either Jeremy Doolin or Dave Stoffel.</p>	<p>Correct MCG for CIT 1XX, Fundamentals of Hacking/IT Psychology &amp; Security: Fix number on course level objectives/learning outcomes.</p> <p>Correct MCG for CIT 2XX, Introduction to Cloud Computing: Clean up working in course description. Fix numbering for course level objectives/learning outcomes.</p> <p>Correct program layout: list CIT courses that could be used as restricted electives.</p> <p>Submit corrected copy of MCG's and proposal electronically to Kathy and Becky for the January meeting.</p>
Human Services, Early Childhood, AAS, 2 <sup>nd</sup> reading, Kathy Herrington	Credit hours were corrected and the proposal was shared with faculty. Scott motioned to accept the second reading. Misty seconded. Motion carried.	Submit the proposal for final approval by administration.
Community Education, WLU, 2+2, New Program, 1 <sup>st</sup> reading, Kathy Herrington	This program does not require student teaching or the PRAXIS. It is for students who want to enter into museum work, coaching, summer camp counseling, education leadership in faith organizations, etc. It is a program that WLU has begun offering and is an opportunity for Northern to offer students the first two years.	Submit the proposal for final approval by administration.

	<p>No new courses are required for this program. SS 255 will take the place of SOC 125 and PSYC 155. Kathy has met with WLU and they have approved this curriculum. Kathy would be the advisor for this program. Scott motioned to accept the 1<sup>st</sup> reading and waive the second reading. Adam seconded. Motion carried.</p>	
<p>Other Business</p>	<p>The MCG will not require a long description for the class, just the catalog course description.</p> <p>ORNT 090 is an issue. Need to determine how to force students to take it early so they are not taking it at the end of their program.</p> <p>Discontinuation of programs needs to come through curriculum. Proposal form is submitted stating the program is to be discontinued.</p> <p>Curriculum proposals for the January meeting will be needed by January 4, 2016.</p> <p>For future meetings, proposals need to be projected on the screen in the board room to alleviate the need for printing several copies of each one.</p>	

Submitted by B. Yesenczki