

**Curriculum Committee Meeting
Oct. 14, 2016 – Approved Minutes**

Present: Joyce Britt, Chana Baker, Rosemary Ketchum, Misty Kahl, Kathy Herrington (chair), Tracy Jenkins, Korene Silvestri, Mary Ann Merz, Greg Winland (by phone), Hope Coffield, Scott Owen, Mary Marlin, Janet (joined late)

Presenters: Dave Raveaux, Steve Ledergerber, Karri Mulhern

Excused: Adam Beatty, Lisa Soly; Michele Watson

Topic	Discussion	Follow-up
<p>Introductions, orientation, minutes and summary of changes from last year.</p>	<p>Kathy welcomed everyone to the committee and explained the committee's charge. In addition, the minutes from the last meeting and a summary of changes from last year were distributed.</p>	
<p>Business Administration, Business Studies, 2+2, WVU, AAS, Marian Grubor</p>	<p>Kathy Herrington presented on behalf of Marian Grubor. The proposal as presented was confusing as the courses listed referred to WVU courses rather than Northern courses. The Northern equivalents need to be listed on the proposal. On page 8 of the proposal, STAT 111 is listed as a WVU equivalent but on page 5, it is listed as STAT 211. Due to these issues, the proposal was tabled.</p>	<p>Kathy Herrington will meet with Marian Grubor to have the proposal corrected and brought to a future meeting.</p> <p>Tracy Jenkins has a list of WVU equivalents and will send it to Kathy Herrington.</p>
<p>APT 1XX – Soft Skills for Industry, Karri Mulhern</p>	<p>Karri Mulhern stated there is a need to have a one credit hour course available when students fall short one credit hour for graduation due to the amount of hours completed during seminar. The skills this course will teach are important to students in the ATC programs. It was determined that the amount of credit hours assigned to the seminar courses should be decreased to allow for this new course to be added to all of the ATC curriculums. The amount of credit hours for the seminar courses need to be set and not be awarded based on the amount of hours a student completes. For the next reading of the proposal, curriculum layouts need to be included for the programs that will be affected by this class. Korene</p>	<p>Proposal will be brought back to November's meeting with adjustments made to the amount of credit hours for the seminar courses and the curriculums attached to the proposal that are affected by this new course.</p>

	Silvestri made a motion to accept the proposal with the changes. Misty Kahl seconded. Motion carried.	
Chemical Operator Technology, AAS, Steve Ledergerber	Remove CHEM 108 from the program and replace with new course, COT 1XX, Applied Chemistry for Chemical Operators. The current CHEM 108 is inadequate to fit the scope of the program. Chem Op students need a less theoretical chemistry and a more practical hands-on course. This course will not work for students transferring. Steve does not think the chem op students transfer. During the 16-17 year, CHEM 108 will still be used for those already in the program. Mary Ann Merz motioned to accept the first reading and waive the second reading. Joyce Britt seconded. Motion carried.	Kathy will get approved proposal to Becky who will then get signatures from the VPAA and President. Becky will also contact Steve Ledergerber for credentials needed to teach this course.
APT 1XX Introduction to Welding, Dave Raveaux	This course will replace the current IMT 125 and MEC 125 welding classes. It will insure that all technology students will get the same level of welding training regardless of the program they are in. Students who complete this program would be eligible to receive credit for other welding classes in the welding program provided that they successfully become certified. Dave will work with Tracy in the registrar's office when students complete this certification and Tracy will then equate the appropriate credit for the appropriate courses. Corrections need made to the MCG and all affected programs need layouts attached to the proposal. Chana Baker motioned to accept the first reading of the proposal. Greg Winland seconded. Motion carried.	Proposal needs brought back with all affected program layouts attached. MCG needs corrected: removed required text information, take out "TBD" in the "minimal acceptable standards", and spell out all acronyms in the Catalog/Course Description section. Dave will need to provide credentials needed to teach this course.
Human Services, AAS and Human Services, ECCE, AAS, Kathy Herrington	Amount of internship hours being decreased in both ECCE 204 and HS 204. Change was based on recommendation of advisory board. In addition, to ensure that students are properly prepared for the internship experience, a grade of "C" or higher will be required in the pre-requisite courses. Misty Kahl motioned to accept the first reading and waive the second reading. Korene Silvestri seconded. Motion carried.	Kathy will get approved proposal to Becky who will then get signatures from the VPAA and President.

Pre-Social Work, Bethany College, 2+2, AA, Kathy Herrington	Bethany College's program changed and Northern's must be revised to meet Bethany's requirement. Bethany College will accept up to 80 credit hours from Northern. The AA degree is only 61 hours. Kathy needs to find out what additional hours Bethany will accept. This will be problematic to students at Northern because financial aid will only pay for the hours in their program. Proposal was tabled for further clarification.	Kathy Herrington will work on the questions and bring this proposal back.
Technical Studies, Child & Family Specialist, AAS, Kathy Herrington	Updating the curriculum to match with changes that have occurred in the ECCE and PSYC classes. Motion to approve 1 st reading and waive 2 nd reading made by Joyce Britt. Seconded by Greg Winland. Motion carried.	Kathy Herrington will get proposal to Becky who will obtain VPAA and President's signature.
Occupational Development, Child Development Specialist, AAS, Kathy Herrington.	Updating the curriculum to match with changes that have occurred in the ECCE and PSYC classes. Motion to approve 1 st reading and waive 2 nd reading made by Chana Baker. Seconded by Korene Herrington. Motion carried.	Kathy Herrington will get proposal to Becky who will obtain VPAA and President's signature. Also, information needs sent to Kenneth Milnes on this curriculum change.
Early Childhood Education, 2+2, FUS, AA, Kathy Herrington	Franciscan University is willing to enter into a 2+2 agreement with Northern. This program will replace the current "transfer agreement" and will constitute a new program at Northern that will be financial aid eligible. Motion to accept the first reading and waive the second made by Mary Ann Merz. Seconded by Misty Kahl. Motion carried.	Kathy Herrington will get proposal to Becky who will obtain VPAA and President's signature.
Health Information Technology, AAS, Korene Silvestri	Adding two new HIT courses, Health Care Reimbursement and Health Record Documentation to replace HIT 110 and HIT257. Also proposal to change HIT 260 from 2 to 3 credit hours. In order to make credit hours correct, suggestion was made to eliminate MATH 100 as a core requirement, change math core to 3-4 credit hours and leave HIT 260 at 2 credits. Corrections need made to the proposal. Mary Marlin motioned to accept the 1 st reading with proposed changes. Chana Baker seconded. Motion carried.	Corrections to the proposal include: on page 1, remove HIT 260 from that page as no changes are going to occur to that class; on page 2, change HIM to HIT; credit hours need added to page 7 (MCG for Health Care Reimbursement); add two asterisks to the Math Core requirement on page 11 and change the credit hours on the math core, the semester; correct the credit hours on HIT 260. Korene will make the changes and bring back to

		the November meeting.
Other Business	Becky stated that information needs added to the curriculum proposal form for fees and CIP code changes. MCG's need to include credentials needed to teach courses. New articulation agreements need signed from last year as well as new ones being approved for this year.	Becky will work with Kathy to update the proposal forms. She will also work with Carry on getting articulation agreements signed. Next meeting will be held on 11/14, 1:30 pm, president's board room.

Submitted by B. Yesenczki (11/1/16)