

## Curriculum Committee Meeting - APPROVED

Jan. 17, 2020

**Present:** Kathy Herrington (Chair), Jill Loveless, Becky Yesenczki, Brandy Killeen, Scott Owen, Pam Sharma, Misty Kahl, Henry Cercone, Joyce Britt, Chana Baker, Greg Winland (Zoom), John Lantz (Zoom), Janet Fike, Debbie Cresap

**Excused:** Lisa Soly, (Student representative has not been identified.)

**Absent:** Tracy Jenkins

**Guest:** Dan Mosser

**Presenters:** Dave Hays, Jennifer Lantz (Zoom), Heidi Ryan (Zoom)

Topic	Discussion	Follow-up
Review of December's Minutes	Mr. Owen indicated an "s" was on the end of his name on the second page of the minutes. Ms. Baker motioned to approve the minutes pending this correction. Seconded by Mr. Owen. Motion carried.	Ms. Yesenczki will make the necessary correction and send the approved minutes to the committee and the public relations department for posting on the website.
Heidi Ryan <ul style="list-style-type: none"><li>CIT 152 Course Deletion (Also required proposal to change pre/coreqs on CIT 250)</li></ul>	<p>Ms. Ryan proposed the deletion of CIT 152, Cisco II. This course has not been taught for several years and is not needed due to changes made by Cisco. In addition, the course has not been part of a program for several years. Mr. Owen motioned to approve the proposal. Ms. Kahl seconded. Motion carried.</p> <p>Ms. Yesenczki alerted Ms. Ryan prior to the meeting that CIT 152 is a pre/coreq to CIT 250 and that a course proposal would need to be completed for CIT 250 to remove it. Ms. Ryan completed the course change in Curriculog. The STEM Division Chair did not get a chance to review the proposal prior to the curriculum committee meeting. Mr. Owen motioned to allow Ms. Yesenczki to force approve the proposal</p>	Ms. Yesenczki will work with the Provost and President to obtain final approvals for both proposals.

	<p>to the curriculum committee level. Ms. Kahl seconded. Motioned carried.</p> <p>Mr. Owen then motioned to approve the proposal to remove CIT 152 as a pre/coreq to CIT 250. Ms. Killeen seconded. Motion carried.</p>	
<p>Dave Hays</p> <ul style="list-style-type: none"> <li>• PCT 151 Course Revision</li> </ul>	<p>Mr. Hays stated that PCT 101 and 151 are completely separate courses and 101 should not be a prereq to 151 as they teach completely different topics. In order to be able to offer both of these courses each semester, he is eliminating 101 as a prereq to 151 and also changing the pre/coreq of BIO 115 to BIO 114. This change will help with retention and completion of the PCT program.</p> <p>Concern was discussed over the course titles of PCT I and PCT II, which implies that PCT I needs to be taken before PCT II. Mr. Hays stated that the course titles will eventually need to be changed to alleviate this misconception but are going to remain the same for now.</p> <p>Dr. Winland motioned to approve the proposal. Mr. Lantz seconded. Motion carried.</p>	<p>Ms. Yesenczki will work with the Provost and President to obtain final approvals for both proposals.</p>
<p>Jennifer Lantz</p> <ul style="list-style-type: none"> <li>• MATH 101S Course Revision</li> </ul>	<p>Ms. Lantz stated that the title of this course should have been changed when the other supplemental courses were changed last year. However, this one was missed. Outcomes for this course were changed to align with the outcomes of MATH 101.</p> <p>Some committee members questioned why the class is 2 credit hours. Ms. Lantz explained that a sufficient amount of time is needed for the supplemental instruction and if credit hours weren't attached to the course, students would be forced to take more courses to be full-time. The 2 credit hours for this course don't count towards graduation unless the student is in the Board of Governors program at which time the 2 credit hours can be counted.</p> <p>Dr. Sharma questioned why some of the outcomes for this courses were also linked to MATH 108. Ms. Lantz stated that MATH 101 is a prereq to MATH 108 if placement test scores are not achieved. Dr. Sharma and Ms. Lantz will look at the outcomes at some point to</p>	<p>Ms. Lantz will submit additional information for the MATH 101S course description to Ms. Yesenczki. Ms. Yesenczki will incorporate this along with correcting any typos. She will then work with the Provost and President to obtain approvals.</p>

	<p>determine if change is needed but is not necessary for approval of this revision.</p> <p>Ms. Lantz realized that a sentence was missing from the course description. She will send this information to Ms. Yesenczki to be incorporated into the proposal. In addition, there were some typos mentioned. Ms. Yesenczki will correct.</p> <p>Mr. Lantz motioned to accept the proposal with the noted changes. Ms. Baker seconded. Motion carried.</p>	
<p>Debbie Cresap</p> <ul style="list-style-type: none"> <li>• HIT A.A.S. Program Revision</li> <li>• HIT 150 Course Revision</li> </ul>	<p>HIT A.A.S. Program - Ms. Cresap stated that she had confirmed that MATH 115 would remain in the Medical Billing and Coding program and that students who want to complete the HIT A.A.S. degree will be required to take MATH 210. Since Math 115 cannot be considered a prereq to MATH 210, students may be required to take MATH 101 if they are not prepared for MATH 210.</p> <p>Ms. Britt motioned to approve the proposal. Ms. Killeen seconded. Motion carried.</p> <p>HIT 150 Course - Ms. Cresap stated that she was waiting to complete this proposal based on questions surrounding MATH 210 and appropriate MATH prereqs. Based on the information she received, MATH 210 will remain a prereq to this course.</p> <p>Mr. Owen made a motion to approve this proposal. Dr. Winland seconded. Motion carried.</p>	<p>Ms. Yesenczki will work with the Provost and President to obtain final approvals for both proposals.</p>
<p>Kathy Herrington</p> <ul style="list-style-type: none"> <li>• Social Work, A.A. (Transfer to WLU) New Program</li> </ul>	<p>Ms. Herrington stated that GEOG 205 and SOC 125 were switched in the curriculum layout since GEOG 205 is a spring course. Dr. Loveless will work with Ms. Herrington on board approval. Ms. Yesenczki will work with Ms. Fike and Dr. Sharma for major code and CIP code.</p> <p>Mr. Owen motioned to approve the proposal. Ms. Britt seconded. Motion carried.</p>	<p>Ms. Yesenczki will work with Ms. Fike and Dr. Sharma for major and CIP code information and the Provost and President to obtain final approvals for both proposals.</p>

<p>Becky Yesenczki</p> <ul style="list-style-type: none"> <li>Finalize Curriculum Proposal Procedure</li> </ul>	<p>Ms. Yesenczki stated that all requested corrections from last month's meeting had been made. Dr. Loveless requested a few minor changes:</p> <ul style="list-style-type: none"> <li>Add sentence at end of "Procedure" section that states: "Exceptions can be approved by the Provost if necessary."</li> <li>Under "Proposal Timeline" edit #7 to read: "Proposals not acted upon by the deadline assigned at the program director or division chair level will result in forced approval. This does not signify approval at these levels but will allow the proposal to move forward and not be delayed."</li> <li>Under "Proposal Timeline" edit #9: add the word "aid" after "financial" in fourth sentence. Add sentence at the end that reads: "New programs require Board of Governors and State approval. Program retirements require Board of Governors approval."</li> </ul> <p>Mr. Owen motioned to approve the Curriculum Proposal Procedure pending the requested changes. Ms. Killeen seconded. Motion carried.</p>	<p>Ms. Yesenczki will make the requested corrections and will distribute a final copy to the committee. She will also work on the Curriculog system to incorporate these timelines and procedures.</p>
<p>Other Business</p>	<p>The committee discussed the math pre/coreq for GSC 100, ECON 104 and 105. These classes have a math pre/coreq of a math course that does not exist in any program that require GSC 100, ECON 104 or 105. Mr. Owen will research and complete a proposal to change the math pre/coreq for ECON 104 and 105. Dr. Sharma will complete a proposal to change the math pre/coreq for GSC 100.</p> <p>Further discussion was held regarding MATH 101 being on the gen ed core list for A.A.S. degrees. Should it be a math core? This issue will be addressed at a later date.</p> <p>Ms. Cresap asked Ms. Lantz if she consulted with the math faculty regarding MATH 115 being added as a prereq to MATH 210. Ms. Lantz stated that the math faculty did not feel MATH 115 was an appropriate prereq.</p> <p>Welding Proposal - Dr. Loveless stated the need for the Welding proposal to be moved forward. The proposal is changing the program description from stating the program begins in the summer. The</p>	<p>Mr. Owen and Dr. Sharma will complete proposals for February's meeting to change the math pre/coreq for ECON 104/105, and GSC 100.</p> <p>Ms. Yesenczki will work with the Provost and</p>

	<p>committee requested that Ms. Yesenczki force approve this to the committee step for a vote.</p> <p>Ms. Baker motioned to approve the proposal. Ms. Kahl seconded. Motion carried.</p> <p>Mr. Cercone expressed concern regarding CIT electives and the semester in which they are required. Dr. Loveless encouraged him to talk to the other CIT faculty regarding making changes.</p> <p>Ms. Herrington reminded the committee to review the Business Studies proposal before February's meeting.</p> <p>Ms. Yesenczki will work on the division chair's Curriculog checklist.</p>	<p>President to get final approvals on the welding proposal.</p>
Meeting Adjournment	<p>Mr. Owen motioned to adjourn the meeting. Ms. Baker seconded. Meeting adjourned at 2:50 pm.</p>	

Respectfully submitted by: Becky Yesenczki