

Curriculum Committee Meeting Minutes-APPROVED

Date: 1/24/17, Tuesday 8:30-9:30AM

Location: Metolius 214

Present (voting members):

- Jessica Giglio (transfer representative)
- Sara Henson (transfer representative)
- Eric Magidson (CTE representative)
- Jenni Newby (Instructional Dean)
- Wayne Yeatman (*CTE representative*)

Absent (voting members):

- ASCOCC Representative (not yet appointed)

Present (non-voting members):

- Vickery Viles (Director, Curriculum and Assessment)
- Jared Forell (Assistant Director of Curriculum and Technology, Admissions and Records)
- Erika Wooler (Information Systems Specialist, Curriculum and Assessment)
- Keri Podell (Academic Advisor, CAP Center)

Guests:

Michael Hansen (Program Director, Business)
Michel Waller (Full time faculty, Anthropology)
Eleanor Sumpter-Latham (Full time faculty, Humanities)
Stacy Donohue (Full time faculty, Humanities)
Tim Peterson (Chair, Health & Human Performance)

Minutes: (*Note: **Approvals and action items** written in red*)

Consent agenda

1. Minutes from 1/17/17 meeting.
 - a. **Eric Magidson motioned to approve the minutes from 1/17/17 and Jenny Newby seconded the motion. The motion was unanimously approved.**

Old Business/Second Readings (8 a.m. to 8:30 a.m.)

1. Business Administration
 - a. Program Revisions: AAS Bus Admin—All (General 5160, Accounting 5161, Management 5169, Small Business/Entrepreneurship 5171, Retail Operations 5168)
 - i. Level I
 1. Add option of BA 285 to BA 178 (meets Human Relations)
 2. Add BA 218
 3. Add LIB 100
 - ii. Level II
 1. Add BA 250
 2. Add BA 261

- iii. Required support
 - 1. Removal of General education requirement (discipline studies, HHP, and GEOG 106)
- b. Program Revisions: AAS Bus Admin (General 5160)
 - i. Level III
 - 1. Reduce required credits to 21-24
 - 2. Add CIS 178 as an option to any BA prefix
- c. Program Revisions: AAS Bus Admin (Management Sp 5169)
 - i. Level III
 - 1. Reduce required credits to 21-24
 - 2. Add BA 286
 - 3. Reduce Additional BA prefix choice to 9-12
- d. Program Revisions: AAS Bus Admin (Small Business/Entrepreneurship Sp 5171)
 - i. Change title to Entrepreneurship/Marketing
 - 1. The Business department is not going to change the title from Small Business/Entrepreneurship to Entrepreneurship/Marketing, as a name/title change to an existing program will affect prior awards.
 - ii. Add BA 232
 - iii. Add BA 233
 - iv. Remove BA 250 Entrepreneurship (moved to level II)
 - v. Remove BA 253, 254, 271, 272 as required and move to Choose 2 courses from the list, along with options are BA 239 and CIS 178
- e. Program Revisions: AAS Bus Admin (Retail Operations Sp 5168)
 - i. Level III
 - 1. Reduce Required credits to 22-24
 - 2. Remove BA 261 as required
 - 3. Change option of any BA prefix to 6-8 credits
- f. Program Revision: Entrepreneurship CC 5172(Related to BA AAS General)
 - i. Change in overall credits 44-48
 - ii. Add LIB 100
- g. Program Revision: Marketing CC 5173 (Related to BA AAS General)
 - i. Add LIB 100
 - ii. Move BA 214 from second to third term
 - iii. Add BA 237
 - iv. Changed certificate description to include that students should have working knowledge of basic business practices because BA 101 is not included in the marketing certificate. Committee mentioned that in the future the Business department should consider adding a note that says if the student does not have working knowledge of basic business practices then the student should take BA 101.
 - v. Change overall credits to 42-46
- h. Accounting Clerk
 - i. Change in overall credits to 40-45
 - ii. Due to change in 2nd term. Change “BA elective (Any BA prefix)” requirement in

- second term to “BA 178 or BA 285”
- iii. The Business department is ok with BA 285 having WR 121 as a recommended prep even though they are scheduled to be taken the same term.
 - i. Course Revisions: Minor course description changes to BA 253, BA 254, BA 271, BA 272
 - i. Remove recommended prep as it will help with the sequencing issues.
 - ii. BA 250
 - 1. Remove recommended prep.
 - iii. Michael will have Business programs go through the Curriculum Committee again next year to make additional fixes to related instruction and sequencing issues.
 - j. Wayne Yeatman motioned to approve all changes to Business programs. Eric Magidson seconded the motion. The motion was unanimously approved.**

New Business/First Readings (9 a.m.)

- 1. Health and Human Performance
 - a. Course Revision
 - i. HHP 260 (change from lecture and lab to lecture, change in outcomes)
 - 1. Rationale to reduce the course time was well received by committee.
 - 2. This change will still make the course equivalent.
 - ii. Student learning outcomes
 - 1. Recommendation to change “understand” to “explain” as understanding is hard to assess.
 - 2. Recommendation to review outcomes with others in the HHP department to improve examples of assessment tasks.
 - 3. Sara Henson motioned to approve changing HHP 260 with recommended changes to student learning outcomes. Wayne Yeatman seconded the motion. The motion was unanimously approved.**
- 2. Humanities
 - a. Course Revisions
 - i. WR 060 (Change in grade mode to P/NP) Consent agenda
 - 1. A lot of students taking WR 60 have been out of school many years so making it P/NP will encourage students to complete the class and move forward with earning a degree and improves retention. Students will not have the option to switch to a letter grade, as it is not enforceable in Banner.
 - 2. WR 60 is not a pre-req for other courses.
 - 3. P/NP does not affect GPA.
 - 4. Automotive and Manufacturing Technology do have WR 60 as a program requirement.
 - a. Eleanor Sumpter-Latham will check with the Automotive and Manufacturing Technology department to make sure this does not affect those programs.**
 - b. Eleanor Sumpter-Latham and Stacy Donohue will check for any other impacts.**

