AGENDA

Curriculum Committee Meeting
August 14, 2012
2:30 p.m. ~ ASI 112

• Welcome to New Members
• Process Update (Syllabus Review Subcommittee)
• Blackboard vs. STARS Group
• Meeting Dates/ Times
  ~ November Meeting
• Vice Chair Selection

NEXT MEETING: September 10, 2012
Curriculum Committee
Meeting Minutes
August 14, 2012

Members Present: Shanie Latham (Chair), Deborah Allen, Gary Boyher, Amy Call, Chris DeGeare, Bill Kaune, David McNair, Tamela Reaves, Skyler Ross, Niki Vogelsang, and Suzie Welch
Others Present: Linda Abernathy, Shirley Davenport, Kim Harvey, Mary Beth Ottinger, Lisa Pritchard, and Lisa Vinyard (secretary)

The meeting was called to order by Shanie Latham at 2:32 p.m.

Welcome: Shanie Latham opened the meeting by welcoming the new members serving on the Committee. Shanie stated that the overall purpose of the Curriculum Committee is to uphold the academic standards of the College and to verify that proposals being submitted are necessary and meet the Mission of the College, and each Committee member’s role is to fulfill that purpose by reviewing each proposal submitted for consideration. Every Committee member is an educator with a different background and area of expertise, and a majority of the proposals are basic education philosophies and principles; therefore, the specific discipline/program being reviewed should not matter. Committee members should look at every proposal in its entirely, paying particular attention to the assessment measures and expected learning outcomes, textbooks, determine if a new course proposal is necessary (does it already exist in another program?), etc.

Proposal Submission Process Update: A lengthy discussion ensued regarding the proposal process. The process is posted on STARS; however, currently several of the documents need to be updated to reflect the correct title of the Committee.

Shanie explained the process requires proposals to go through several steps prior to being presented to the Committee. The first step for every proposal is for the submitter to discuss the proposal with his/her Division Chair to determine if the proposal meets the standards of the College and those of the particular program/discipline. In the past, when Sandy Frey served as the Director of Teaching & Learning, proposals were submitted to her for review; Sandy reviewed all documentation, paying particular attention to the Assessment Measures and Expected Learning Outcomes. With the restructure in the CTL, Shanie suggested the Curriculum Committee form a Syllabus Review Subcommittee to take on this role. This new subcommittee would need to be chaired by a Curriculum Committee member; however, the membership other than the Chair could include any other faculty. Tamela Reaves was suggested to chair this subcommittee since she is in the education department. Shanie expressed her desire to get other faculty volunteers who are qualified and have some knowledge of the process to work together with Tamela on this subcommittee. The subcommittee would review the syllabi prior to submission to the Curriculum Committee. The purpose of the subcommittee would be to focus on the educational content of each syllabus, particularly the Assessment Measures and Expected Learning Outcomes (verifying both match up to the outline of topics). The purpose would not be to review grammar, format, and spelling, as these areas are the responsibility of each Division Chair. The Syllabus Review Subcommittee will be conducting its review early in the process; this new step will need to be included in the process. Tamela will not be responsible for reviewing all syllabi herself; it will be her responsibility to make sure the subcommittee works together to review all submissions. Shanie will work with Tamela on this subcommittee.

The submission process is designed so that if deadlines are followed, there is sufficient time for proposals to be properly reviewed and corrected, if necessary, prior to submission to the Committee. The timeline is not excessive; two months is an accurate expectation and what is needed for proper review. Process deadlines must be adhered to and respected. The Committee will not accept proposals beyond the due date; the Vice President of Instruction is the only person that can grant an exception to the monthly due dates. Due dates
will be a little earlier than in past years; rather than proposals being due the last Friday of the month they will be due around the 25th of each month. The monthly due dates will be published for the academic year.

**Blackboard vs. STARS Group:** The method for posting proposals was discussed. In the past the Committee utilized the STARS Group for posting the electronic documents. In May 2012, proposals for the June meeting were posted for discussion prior to the meeting; however, this did not happen. The Committee discussed several aspects of utilizing Blackboard, including: the reality of members participating in the discussions; logistical issues; how to share, and is it necessary to share, the communication strings; different ways to utilize the discussion boards; presenters making changes to the proposals prior to the meeting as a result of recommendations (utilizing the Wiki function so a live document can be accessed); differences between posting to STARS or Blackboard; notification of postings, etc.

The Committee agreed that presenters would not make changes suggested on the discussion boards prior to the meeting. The discussions prior to the meeting would simply be a way for the presenter to be prepared for the meeting by knowing what questions he/she should come prepared to answer. The Committee will continue discussions to determine how to fully utilize Blackboard and the discussion boards. Chris DeGeare volunteered to assist with the conversion to communicating through Blackboard.

Ultimately, the Committee agreed that if proposals are posted in Blackboard a week prior to the meeting there will be discussions.

**Meeting Dates/Times:** The Committee agreed to continue meeting on the 2nd Monday of each month at 3:00 p.m.

**Vice Chair Selection:** The Vice Chair position is currently vacant and will need to be filled. The Vice Chair is the liaison to the Faculty Senate Executive Council and is expected to attend those monthly meetings. It is an expectation that the Vice Chair moves into the Chair position; however, this is not a requirement. Historically, the Chair and Vice Chair have been from different divisions. Bill Kaune was nominated as Vice Chair; he stated he would like a month to consider the nomination prior to accepting. The Committee will address the Vice Chair position in October.

**The Curriculum Committee Policies and Procedures Manual** needs to be updated to reflect the new name change as well as procedural changes made over the past two years. This will require committee volunteers.

Shanie asked Committee members to consider “sharing the load” by volunteering for the Syllabus Review Subcommittee, the Policies & Procedures Manual review, or helping with Blackboard.

Regarding the new Syllabus Review Subcommittee, agenda items for the September meeting will not be presented to the new subcommittee as this is not a realistic expectation. The content will still need to be reviewed however. The subcommittee will be in place for the October agenda items.

**The next Curriculum Committee meeting will be held on September 10, 2012, at 3:00 p.m.** All items for the September agenda must be submitted with appropriate signatures and electronically to Lisa Vinyard and Shanie Latham no later than August 24, 2012.

With no further business, Skyler Ross made a motion to adjourn the meeting; Chris DeGeare seconded the motion. All approved to adjourn the meeting at 3:24 p.m.
AGENDA

Curriculum Committee Meeting
September 10, 2012
3:00 p.m. ~ ASI 112

Approval of the June 4, 2012, Minutes

Approval of the August 14, 2012, Minutes

Veterinary Technology
- Change of the current Veterinary Assistant Dean’s Certificate to a regular Certificate Program
- Change in Course Prefix, VAT102 The Veterinary Profession
- Change in Course Prefix, VAT103 Animal Care
- Change in Course Prefix, VAT107 Hospital Care
- Change in Course Prefix, VAT108 Clinical Applications

Health Information Technology
- Update of Health Information Technology Associate of Applied Science degree plan
- Update of Health Information Technology curriculum sequence
- Change in Pre-/Co-requisite, HIT110 Healthcare Quality and Performance Improvement
- Change in Course Name, HIT200 Coding I
- Change in Course Name, HIT230 Coding II
- Change in Course Objectives, HIT240 Healthcare Legal and Ethical Issues
- Deactivate Course, HIT120 Healthcare Privacy and Security
- New Course, HITXXX Management and Supervision
- New Course, HITXXX Introduction to Pharmacology

Vice Chair Nomination/Election

Next Meeting: October 8, 2012
Curriculum Committee
Meeting Minutes
September 10, 2012

Members Present: Shanie Latham (Chair), Deborah Allen, Amy Call, Chris DeGeare, John McDaniel, David McNair, Tamela Reaves, Skyler Ross, Niki Vogelsang, and Suzie Welch

Members Absent: Gary Boyher and Bill Kaune

Others Present: Linda Abernathy, Kim Flora, Kim Harvey, Dana Nevois, Mary Beth Ottinger, Charlie Roberts, Mindy Selsor, and Lisa Vinyard (secretary)

The meeting was called to order by Shanie Latham at 3:02 p.m.

Minutes from the June 4, 2012, meeting were presented for approval. With no changes suggested, Tamela Reaves made a motion approving the minutes as presented; Skyler Ross seconded the motion. All approved.

Minutes from the August 14, 2012, meeting were presented for approval. With no changes suggested, Skyler Ross made a motion approving the minutes as presented; David McNair seconded the motion. All approved.

Veterinary Technology / Veterinary Assistant Program
Dana Nevois and Charlie Roberts reported on the Veterinary Technology/Veterinary Assistant Program proposals. For data collection purposes, proposals were submitted to change the course prefixes of the certificate-only courses from the current VAT to VAS. Changing the prefixes on these courses will allow the separation of certificate and degree data. There is no cross-over between the VAS (certificate) courses and the VAT (degree) courses; the Veterinary Assistant program will not be a bridge program to the Veterinary Technology program. Then, as a result of the prefix changes, it is necessary to convert the current Dean’s Certificate (which is an in-house certificate not recognized by the Missouri Department of Higher Education [MDHE]) to an official Veterinary Assistant certificate program, recognized by the MDHE, which will allow the students to continue receiving financial aid. The proposed Veterinary Assistant program is identical to the current Dean’s Certificate; there are no changes being suggested to the individual courses. The main difference is that general education courses are added to the certificate curriculum, making it 27-29 credit hours.

1) Proposal to convert the current Dean’s Certificate to an official Veterinary Assistant Certificate program, recognized by the MDHE. Skyler Ross made a motion approving the Veterinary Assistant Certificate program; Tamela Reaves seconded the motion. All approved.

2) Proposal to change the course prefix of VAT102 The Veterinary Profession to VAS102. Making this change will separate this certificate course from the Veterinary Technology degree courses in the college catalog. Skyler Ross made a motion to change the course prefix of The Veterinary Profession from VAT102 to VAS102; John McDaniel seconded the motion. All approved.

3) Proposal to change the course prefix of VAT103 Animal Care to VAS103. Making this change will separate this certificate course from the Veterinary Technology degree courses in the college catalog. Skyler Ross made a motion to change the course prefix of Animal Care from VAT103 to VAS103; Niki Vogelsang seconded the motion. All approved.

4) Proposal to change the course prefix of VAT107 Hospital Care to VAS107. Making this change will separate this certificate course from the Veterinary Technology degree courses in the catalog. Suzie Welch made a motion to change the course prefix of Hospital Care from VAT107 to VAS107; Chris DeGeare seconded the motion. All approved.

5) Proposal to change the course prefix of VAT108 Clinical Applications to VAS108. Making this change will separate this certificate course from the Veterinary Technology degree courses in the catalog. Chris DeGeare made a motion to change the course prefix of Clinical Applications from VAT108 to VAS108; David McNair seconded the motion. All approved.

Health Information Technology
Niki Vogelsang explained the following proposals were being submitted in response to feedback received from the HIT’s accrediting body, Commission on Accreditation for Health Informatics and Information
Management Education (CAHIIM). Chris DeGeare made a motion to vote on the following proposals as a batch rather than individually; Skyler Ross seconded the motion. All approved.

(1) Proposal to change the pre-/co-requisite for course HIT110 Healthcare Quality and Performance Improvement by including HIT100 Introduction to Health Information Technology as a requirement.

(2) Proposal to change the name for course HIT200 Coding I to HIT200 Classification Systems I to make the course title more specific rather than generic.

(3) Proposal to change the name for course HIT230 Coding II to HIT230 Classification Systems II to make the course title more specific rather than generic.

(4) Proposal to deactivate course HIT120 Healthcare Privacy and Security. The topics contained in this course will be combined with those currently listed for course HIT240 Healthcare Legal and Ethical Issues.

(5) Proposal to change objectives for course HIT240 Healthcare Legal and Ethical Issues to include those of the deactivated course HIT120 Healthcare Privacy and Security.

(6) Proposal to add a new course to the HIT Associate of Applied Science degree curriculum: HITXXX Management and Supervision, as recommended by the HIT accrediting body CAHIIM. Students will utilize case studies to review supervision, decision-making, hiring, and management’s role within a healthcare setting; course requirements align with those established by CAHIIM.

(7) Proposal to add a new course to the HIT Associate of Applied Science degree curriculum: HITXXX Introduction to Pharmacology, as recommended by the HIT accrediting body CAHIIM. This online introductory course covers basic concepts of drug therapy and will concentrate on major drug classifications as they relate to specific body systems.

Skyler Ross made a motion approving the proposals above (#1, #2, #3, #4, #5, #6, and #7) as amended individually as well as with the understanding that the expected learning outcomes would be revised as suggested prior to submission to the Board of Trustees; Deborah Allen seconded the motion. All approved.

(8) Proposal to update the Health Information Technology Associate of Applied Science degree plan to include the following changes: (a) change HIT200 Coding I course name to HIT200 Classification Systems I; (b) change HIT230 Coding II course name to HIT230 Classification Systems II; (c) deactivate HIT120 Healthcare Privacy and Security; (d) create a new course HITxxx Management and Supervision; and, (e) create a new course HITxxx Introduction to Pharmacology. Chris DeGeare made a motion approving the stated changes; John McDaniel seconded the motion. All approved.

Vice Chair Nomination/Election: Chris DeGeare volunteered to serve as the Curriculum Committee Vice Chair with the understanding that Gary Boyher will serve as the liaison for the Faculty Senate Executive Council. Deborah Allen made a motion approving Chris DeGeare as the Vice Chair of the Curriculum Committee for 2012-2014; Amy Call seconded the motion. All approved.


Syllabus Review Subcommittee: Shanie provided an update on the Syllabus Review Subcommittee stating this groups needs to be in place and organized very soon. Several faculty in the Social Science division have been asked/volunteered to serve on the subcommittee; volunteers are still needed to represent the other three divisions (Communications & Fine Arts; Math, Science & Business; and, Career & Technical Education). It was suggested that faculty in the Health Occupations area might also be willing to serve. Sandy Frey has volunteered to work with this new subcommittee to get them started, and Shanie will also assist in mentoring the subcommittee members. Discussion ensued regarding the process by which the subcommittee will review syllabi; Shanie stated Tamela Reaves would be the subcommittee Chair, responsible for dividing up the work among the subcommittee members. Dr. Selsor reminded everyone that the Official Course Syllabi are critical documents that serve multiple functions; the subcommittee’s role is very important and should be taken seriously as the published Official Course Syllabi should be solid documents which can be accessed by the State, accrediting bodies, etc. Shanie reminded the committee that serving on this subcommittee is a great professional development opportunity to learn more from the pedagogy experts on campus.
The next Curriculum Committee meeting will be held on October 8, 2012, at 3:00 p.m. All items for the October agenda must be submitted with appropriate signatures and electronically to Lisa Vinyard and Shanie Latham no later than September 21, 2012.

With no further business, Skyler Ross made a motion to adjourn the meeting; Chris DeGeare seconded the motion. All approved to adjourn the meeting at 3:55 p.m.
AGENDA

Curriculum Committee Meeting
October 8, 2012
3:00 p.m. ~ ASI 112

Approval of the September 10, 2012, Minutes

Physical Therapy Assistant program
• Change in Pre-requisite, PTA130 Professional Conduct and Communication
• Change in Pre-requisite, PTA140 Neuromotor Development
• Change in Pre-requisite, PTA150 Clinical Experience I

College Studies
• New Course, COL100 Freshman Seminar

Sociology / Social Work
• Add course to General Education curriculum, SOC105 Introduction to Social Work
• Prefix Change, SOC105 Introduction to Social Work
• Change in Pre-requisite, SOC210 Alcohol, Drugs & Society
• Change in Pre-requisite, SOC240 Marriage & Family
• Change in Pre-requisite, SOC250 Social Disorganization
• New Course, SOC1XX Human Diversity
• New Course, SWK1XX Social Work Lab

Policies & Procedures Manual

KPIs

November and January meeting dates
Members Present: Shanie Latham (Chair), Gary Boyher, Amy Call, Chris DeGeare, Bill Kaune, John McDaniel, David McNair, Tamela Reaves, Skyler Ross, Niki Vogelsang, and Suzie Welch

Members Absent: Deborah Allen


The meeting was called to order by Shanie Latham at 3:03 p.m.

Minutes from the September 10, 2012, meeting were presented for approval. With no changes suggested, David McNair made a motion approving the minutes as written; Chris DeGeare seconded the motion. All approved.

Veterinary Assistant Program

Dana Nevois presented a proposal requesting to postpone the following changes approved at the September 2012 Curriculum Committee meeting: (1) the approved prefix changes for all Veterinary Assistant program courses (VAT102, VAT103, VAT107, and VAT108); and, (2) conversion of the Veterinary Assistant Program from the current Dean’s Certificate to a regular, MDHE-approved certificate program. Dana explained that the Veterinary Assistant Program curriculum is currently under review, and it would be beneficial if these approved changes were instituted at a later date. Chris DeGeare made a motion accepting the request to postpone the changes to the Veterinary Assistant Program that were approved at the September 2012 Curriculum Committee meeting; Bill Kaune seconded the request. All approved.

Physical Therapy Assistant

Bridget Webb explained the following three Physical Therapy Assistant program proposals were being submitted as a result of changes made to the program in April 2012, when a revision to the program’s accreditation timeline required PTA110 Introduction to Physical Therapy to be offered in the spring rather than the fall. As a result of this change in the curriculum sequence, the pre-requisite requirements below are required:

1. Proposal to change the pre-requisite requirement for course PTA130 Professional Conduct and Communications by adding PTA110 Introduction to Physical Therapy to the current requirements. Chris DeGeare made a motion approving the addition of PTA110 Introduction to Physical Therapy to the pre-requisite requirements for PTA130 Professional Conduct and Communications; Tamela Reaves seconded the motion. All approved.

2. Proposal to change the pre-requisite requirement for course PTA140 Neuromotor Development by adding PTA110 Introduction to Physical Therapy to the current requirements. Skyler Ross made a motion approving the addition of PTA110 Introduction to Physical Therapy to the pre-requisite requirements for PTA140 Neuromotor Development; John McDaniel seconded the motion. All approved.

3. Proposal to change the pre-requisite requirement for course PTA150 Clinical Experience I by adding PTA110 Introduction to Physical Therapy to the current requirements. Skyler Ross made a motion approving the addition of PTA110 Introduction to Physical Therapy to the pre-requisite requirements for PTA150 Clinical Experience I; Chris DeGeare seconded the motion. All approved.

College Studies

Sandy Frey reported on a proposal suggesting a new course, COL100 Freshman Seminar. A multi-section review of COL101 student evaluations indicated that most students found COL101 to be a positive learning experience. However, in an attempt to address concerns identified in the evaluations, and concerns reported to administrators, another course, COL100 Freshman Seminar, is needed. Each section of this new course will have a theme and a textbook related to that specific theme. Possible themes: Thinking About Thinking, The Adult Learner, Focus on the Workplace, and Introduction to the Health Professions. COL100 Freshman Seminar, like GUD136 Mastering the College Experience and COL101 Introduction to College: Strategies for
Success, will meet the first year experience requirement. Following discussion regarding (1) differences between this proposed new course, COL101 Introduction to College, and GUD136 Mastering the College Experience, and (2) justification for offering this additional option for students, Chris DeGeare made a motion approving the new course COL100 Freshman Seminar; Gary Boyher seconded the motion. All approved.

**Sociology / Social Work**

Suzie Welch offered an overview of the proposals submitted, explaining the changes being proposed to the SOC/SWK curriculum are the beginning phase of developing a two-year transfer program in Social Work, which is a growing field that will present many potential job opportunities to our students. Students wanting to transfer and work toward their BSW will benefit from these changes as they will meet the expectations of transfer institutions when they begin their junior-year course work.

1. Proposal to add SOC105 Introduction to Social Work as a general education core course as it is meeting multiple objectives included in the general education matrix. Other institutions are currently accepting the course as general education course. Lengthy discussion ensued regarding whether this course should be a general education core course or general education elective course. Mindy explained courses that are designated as a core general education course are generally more broad. The committee agreed this proposal should be void as the matter is addressed in the following proposal and no longer necessary.

2. Proposal to change the prefix for course SOC105 Introduction to Social Work to a SWK prefix. This change is being recommended to improve recognition of the course in the Social Work discipline for ease of transferability to four year institutions. Skyler Ross made a motion approving the change in prefix for course Introduction to Social Work from SOC105 to SWK105 and to update all degree plans where SOC is included as a general education elective in Section VIII to reflect the inclusion of SWK105 as part of the 20 hours general education electives option (Section VIII); Chris DeGeare seconded the motion. All approved.

3. Proposal to change the pre-requisite requirement for SOC210 Alcohol, Drugs & Society, SOC240 Marriage & Family, and SOC250 Social Disorganization by adding the following to the current reading proficiency requirement on each: (1) SOC210 and SOC240 -- add SOC101 General Sociology or PSY101 General Psychology with a grade of “C” or better; (2) SOC250 -- add SOC101 General Sociology with a grade of “C” or better. This action is expected to improve transferability of these courses to four-year institutions. Chris DeGeare made a motion approving the pre-requisite changes to SOC210, SOC240, and SOC250 as amended (to include the addition of [1] semester offered on the Official Course Syllabi and [2] “grade of ‘C’ or better” requirement to each); Skyler Ross seconded the motion. All approved.

4. Proposal to offer a new course in the Sociology/Social Work discipline, SOC1XX Human Diversity. Students pursuing a degree with a Pre-BSW designation will be required to have a diversity course to transfer to a four-year institution. This course is also in line with Jefferson College core values, Title IX recommendations, and supports HLC educational guidelines; this course will likely appeal to many students especially those pursuing degrees in social work, sociology, psychology, criminal justice, health sciences, education and special education, and early childhood. Chris DeGeare made a motion approving the new course SOC1XX Human Diversity; Bill Kaune seconded the motion. All approved.

5. Proposal to offer a new course in the Sociology/Social Work discipline, SWK1XX Social Work Lab. This proposed course will expand the Social Work course offerings, as recommended by the Social Work Advisory Board. Additionally, through the Institutional Assessment for Sociology, it was determined this course is needed to facilitate transfer of Jefferson graduates into programs at the junior level. This experiential learning course will provide field experience and further exposure (site visits, guest speakers and Service Learning) to students considering a major in Social Work upon transfer. This course may also be of interest to students who are considering careers in criminal justice, psychology, counseling, health care or special education. Skyler Ross made a motion to approve the new course SWK1XX Social Work Lab as amended; Tamela Reaves seconded. All approved.

**Policies & Procedures Manual:** Skyler Ross discussed the proposed updates to the Curriculum Committee Policies & Procedures Manual. Skyler will make the changes and submit the updated manual for inclusion on the November agenda.

**KPIs:** The Strategic Planning Committee is seeking input on the KPIs and has asked each institutional committee to submit a recommendation. Shanie explained that each committee is assigned at least one
Strategic Aim, but not every Strategic Aim is exclusive to one committee. Shanie discussed the Aims, Objectives, and KPIs, explaining that additional KPIs could be recommended, or that currently-listed KPIs are not necessary. Shanie offered to prepare the Curriculum Committee’s suggestion and submit it to the Strategic Planning Committee by the October 22nd deadline; Committee members should forward feedback no later than Friday, October 19, to be included in the recommendation.

**November and January meeting dates:** Due to holidays in November and January, committee meetings dates have not been established for these two months. After discussion it was decided to hold the meetings on November 14 and January 16.

**The next Curriculum Committee meeting will be held on November 14, 2012, at 3:00 p.m.** All items for the November agenda must be submitted with appropriate signatures and electronically to Lisa Vinyard and Shanie Latham no later than October 26, 2012.

With no further business, Chris DeGeare made a motion to adjourn the meeting; Bill Kaune seconded the motion. All approved to adjourn the meeting at 4:51 p.m.
A G E N D A

Curriculum Committee Meeting
November 14, 2012
3:00 p.m. ~ ASI 112

Approval of the October 8, 2012, Minutes

Speech & Drama
• Change in Course Requirement, SPD105 Oral Communication
• Change in Course Requirement, SPD105H Honors Oral Communication

Action Plans

Next Meeting: December 10, 2012
Members Present: Shanie Latham (Chair), Deborah Allen, Gary Boyher, Chris DeGeare, Bill Kaune, John McDaniel, David McNair, Tamela Reaves, Skyler Ross, Niki Vogelsang, and Suzie Welch

Members Absent: Amy Call

Others Present: Linda Abernathy, Shirley Davenport, Rebecca Ellison, Kim Flora, Lisa Pritchard, and Lisa Vinyard (secretary)

The meeting was called to order by Shanie Latham at 3:02 p.m.

Minutes from the October 8, 2012, meeting were presented for approval. With no changes suggested, Tamela Reaves made a motion approving the minutes as written; Gary Boyher seconded the motion. All approved.

Speech & Drama
Rebecca Ellison presented a proposal on behalf of the speech and drama department requesting to change the speech requirement in SPD105 Oral Communication and SPD105H Honors Oral Communication from two speeches to one speech. Both courses deal with all aspects of communication -- foundations of communication, interpersonal communication, public communication, and group communication. With the current two speech requirement, too much class time is dedicated to not only teaching public communication but to presentations. Research was conducted with transfer institutions, and transferability will not be affected as a result of this change. Bill Kaune made a motion approving the request to change the speech requirement for SPD105 Oral Communication from the current two speeches to one speech; Deborah Allen seconded the motion. All approved. Chris DeGeare made a motion approving the request to change the speech requirement for SPD105H Honors Oral Communication from the current two speeches to one speech; Gary Boyher seconded the motion. All approved.

Credit for Prior Learning
Discussion ensued regarding Credit for Prior Learning. Mindy Selsor has requested a subcommittee be formed to assess Credit for Prior Learning at Jefferson College and to put a uniform policy in place that can be applied to all departments/disciplines on campus. Lengthy discussion ensued regarding this matter. Chris DeGeare provided background for this request explaining not only is it currently a state-wide initiative, but also an issue that recently came up because of Jefferson College’s computer literacy requirement. Chris explained that one of the easiest ways to offer credit for prior learning is through assessment; however, there are other methods that will need to be considered (e.g., credit for 3rd party exams, portfolio courses, etc.) Currently Jefferson College offers a “test out” option for computer literacy; however, students do not receive credit for any classes that meet the requirement (e.g., CIS122 Basic Computer Skills or CIS133 Microcomputer Software Applications). Some faculty and staff are interested in awarding credit for the computer literacy requirement; unfortunately, there is not a mechanism in place to do this. Chris DeGeare has agreed to chair the subcommittee to address this matter. Shanie stated membership on this subcommittee does not have to consist of only Curriculum Committee members; other faculty/staff are encouraged and should be invited to be a part of this subcommittee. It was suggested that a member of the Registrar’s Office be asked to serve on the subcommittee or at least provide some input to be sure current policies and procedures are followed. Shirley Davenport will ask the Division Chairs to share this subcommittee information in this week’s division meetings; Shirley also stated she would like to be included on the subcommittee. Individuals interested should contact Chris DeGeare. Shanie stated Mindy should be involved in at least the initial meeting.

Action Plans
The Strategic Planning Committee has requested each institutional committee submit at least one institutional-level Action Plan for inclusion in Strategic Plan. Lengthy discussion ensued regarding the planning process and frustration on the part of faculty. Shanie stated the Action Plan(s) submitted from the Curriculum Committee should be tied to Student Learning. The Curriculum Committee agreed to submit the following two institutional-level Action Plans for consideration:
(1) Investigate options for a “centralized facility” to provide student academic services, tutoring, computers, and support; and,

(2) Establish policies and a process for awarding credit for prior learning at Jefferson College. Shanie will draft the Action Plans and send them out the Committee for comment; feedback must be submitted to Shanie no later than Wednesday, November 21.

Frustration was voiced with the process for Action Plans currently in place and the lack of communication with faculty regarding the process.

**The next Curriculum Committee meeting will be held on December 10, 2012, at 3:00 p.m.** All items for the December agenda must be submitted with appropriate signatures and electronically to Lisa Vinyard and Shanie Latham no later than November 26, 2012.

With no further business, Skyler Ross made a motion to adjourn the meeting; Chris DeGeare seconded the motion. All approved to adjourn the meeting at 4:06 p.m.
AGENDA

Curriculum Committee Meeting
December 10, 2012
3:00 p.m. ~ ASI 112

Approval of the November 14, 2012, Minutes

Veterinary Technology
- Change in Pre-requisite Requirements, VAT250 Veterinary Hospital Technology I
- Change in Pre-requisite Requirements, VAT258 Clinical Pathological Techniques
- Change in Pre-requisite Requirements, VAT263 Equine Technology

Biology
- Change in Pre-requisite Requirement, BIO208 Vertebrate Physiology

Teacher Education
- Change in Program Requirements, Associate of Arts in Teaching Degree

Radiologic Technology
- Addition of a Radiologic Technology Certificate Program

Computer Information Systems: Computer Support Option
- Change in Pre-requisite Requirements, CIS150 Introduction to Computer Support
- Change in Prefix, ETC120 Fiber Optics Technology
- Change in Prefix, ETC235 Cabling and Equipment Installation
- New Course Proposal, CISXXX Information Systems Security
- Update of A.A.S. Degree Plan in Computer Information Systems

Heating, Refrigeration, and Air Conditioning Technology
- Change in Pre-requisite Requirements, HRA135 Introduction to International Mechanical Code
- Change in Pre-requisite Requirements, HRA145 Piping Design, Sizing, and Installation for Heating, Refrigeration and Air Conditioning Technology
- Change in Pre-requisite Requirements, HRA150 Customer Relations and Record Keeping
- Change in Pre-requisite Requirements, HRA160 Sheet Metal Design, Sizing, and Installation for Heating, Refrigeration and Air Conditioning Technology
- Change in Pre-requisite Requirements, HRA216 Residential Air Conditioning Systems
- Change in Pre-requisite Requirements, HRA225 Residential Heating Systems
- Change in Pre-requisite Requirements, HRA249 Commercial Refrigeration Systems

Proposal Submission Process

Next Meeting: January 16, 2013
The meeting was called to order by Shanie Latham at 3:00 p.m.

Minutes from the November 14, 2012, meeting were presented for approval. With no changes suggested, Bill Kaune made a motion approving the minutes as written; Suzie Welch seconded the motion. All approved.

**Veterinary Technology**

Dana Nevois presented proposals for the Veterinary Technology program requesting a change in the pre-requisite requirements for the following three (3) courses: VAT250 Veterinary Hospital Technology I; VAT258 Clinical Pathological Techniques; and, VAT263 Equine Technology. The changes requested are the addition of BIO113 Microbiology for Health Sciences and BIO208 Vertebrate Physiology, both passed with a grade of “C” or better, to the current list of pre-requisites for each course. Skyler Ross made a motion to approve the three (3) Veterinary Technology proposals as a group rather than individually; Deborah Allen seconded the motion. All approved. Skyler Ross made a motion approving the addition of BIO113 Microbiology for Health Sciences and BIO208 Vertebrate Physiology, both passed with a grade of “C” or better, to the current list of pre-requisites for the following three (3) courses: VAT250 Veterinary Hospital Technology I; VAT258 Clinical Pathological Techniques; and, VAT263 Equine Technology. Chris DeGeare seconded the motion. All approved.

**Biology**

Dora Mitchell reported on the biology proposal requesting a change in the pre-requisite requirement for course BIO208 Vertebrate Physiology by adding the statement “with a grade of ‘C’ (75%) or better” to the current requirement of BIO207 Vertebrate Anatomy (as currently stated, students could meet the requirement with any passing grade). This change will be effective the Fall 2013 semester. Deborah Allen made a motion approving the change in pre-requisite requirement for course BIO208 Vertebrate Physiology to add the statement “with a grade of ‘C’ (75%) or better” to the current requirement of BIO207 Vertebrate Anatomy; Tamela Reaves seconded the motion. All approved.

**Teacher Education**

Ken Boning provided explanation for the teacher education proposal requesting: (1) the requirement of a 2.75 cumulative GPA for the Associate of Arts in Teaching degree; and, (2) the requirement for A.A.T. graduates to have earned a 2.75 in EDU courses, with no grade lower than a C in those courses. These changes are being made to align with new entrance requirements of four-year teacher education programs. Skyler Ross made a motion approving the A.A.T. degree cumulative GPA requirement of 2.75 and the requirement of A.A.T. graduates to have earned a 2.75 in EDU courses as requested; Chris DeGeare seconded the motion. All approved.

**Radiologic Technology**

Stuart Frew provided a summary of the proposal received requesting the addition of a Radiologic Technology Certificate program. The creation of a Certificate program will enable collaboration with St. Charles Community College (SCCC) per the MOHealthWins Grant. Students will take all RAD courses at Jefferson College; those courses, combined with the pre-requisite courses students must have before entering the RAD program, will combine to form the Radiologic Technology Certificate. Once students have earned the certificate at Jefferson College, they will be able to transfer back to St. Charles Community College to obtain an Associate of Applied Science degree. A Memorandum of Agreement with SCCC will be presented to the
Jefferson College Board of Trustees for consideration at this month’s meeting. Committee members recommended a correction to the program credit hours on the Record of Action and a correction on the proposed degree plan. Chris DeGeare made a motion approving the addition of a Radiologic Technology Certificate program as amended; Bill Kaune seconded the motion. All approved.

**Computer Information Systems: Computer Support Option**


1. Proposal to remove the pre-requisite for course CIS150 Introduction to Computer Support; the current pre-requisite requirement for the course is CIS133 Microcomputer Software Applications. CIS150 does not build on the skills learned in CIS133; CIS150 is intended to be an introductory course. Students will benefit from completing CIS150 in the first semester of their program, prior to taking more advanced courses; however, with the current pre-requisite they are not able to do this. John McDaniel made a motion approving the removal of the pre-requisite requirement for CIS150 Introduction to Computer Support; Bill Kaune seconded the motion. All approved.

2. Proposal requesting a change to the course prefix ETC120 Fiber Optics Technology to a “CIS” prefix. This course is currently administered by the CIS department; it is no longer part of another degree or certificate program. Making the prefix change for this course will allow more appropriate tracking of FTEs and will accurately reflect the department responsible for this course. John McDaniel made a motion approving the change in prefix for course ETC120 Fiber Optics Technology to a “CIS” prefix; Bill Kaune seconded the motion. All approved.

3. Proposal requesting a change to the course prefix ETT235 Cabling and Equipment Installation to a “CIS” prefix. This course is currently administered by the CIS department; it is no longer part of another degree or certificate program. Making the prefix change for this course will allow more appropriate tracking of FTEs and will accurately reflect the department responsible for this course. Skyler Ross made a motion approving the change in prefix for course ETT235 Cabling and Equipment Installation; Tamela Reaves seconded the motion. All approved.

4. Request to offer a new course within the Computer Information Systems: Computer Support Option Associate of Applied degree: CIS2xx Information Systems Security. Industry research and discussion with the CIS Advisory Committee confirm the need for this course. Information Systems Security will provide a comprehensive review in this area and will better prepare students for careers in computer and network support. David McNair made a motion approving the new course CISxxx Information Systems Security; Skyler Ross seconded the motion. All approved.

5. Request to update the Computer Information Systems Associate of Applied degree plan to reflect the following changes: (1) include CIS125 Introduction to Information Systems as an alternative to CIS133 Microcomputer Software Applications; (2) reflect the change in ETC120 and ETT235 course prefixes; and, (3) include the new CIS2xx Information Systems Security course. Brief discussion ensued regarding the course sequence; it was determined a revision was necessary to correctly reflect the changes. Skyler Ross made a motion approving the changes in the Associate of Applied Science Degree Plan in Computer Information Systems as amended; John McDaniel seconded the motion. All approved.

**Heating, Refrigeration, and Air Conditioning Technology**

Bill Kaune shared information pertaining to the seven (7) Heating, Refrigeration, and Air Conditioning Technology proposals. Chris DeGeare made a motion to approve the following four (4) proposals as a group rather than individually; Skyler Ross seconded the motion. All approved.

1. Request to remove the pre-requisites HRA101 Electricity for HVAC and HRA105 Principles of Refrigeration from course HRA135 Introduction to International Mechanical Code.

2. Request to remove the pre-requisites HRA101 Electricity for HVAC and HRA105 Principles of Refrigeration from course HRA145 Piping Design, Sizing, and Installation for Heating, Refrigeration and Air Conditioning.

3. Request to remove the pre-requisites HRA101 Electricity for HVAC and HRA105 Principles of Refrigeration from course HRA150 Customer Relations and Record Keeping.

4. Request to remove the pre-requisites HRA101 Electricity for HVAC and HRA105 Principles of Refrigeration from course HRA160 Sheet Metal Design, Sizing, and Installation for Heating, Refrigeration, and Air Conditioning.
These four courses are each a stand-alone course that require no previous training in either of the current pre-requisites. These changes will be effective the Fall 2013 semester. Chris DeGeare made the motion approving the change in pre-requisite requirements for the following four courses: HRA135, HRA145, HRA150, and HRA160 as requested; Deborah Allen seconded the motion. All approved.

(5) Proposal to add the pre-requisite of “EPA Certification” to the current list of pre-requisite requirements for course HRA216 Residential Air Conditioning Systems. The committee recommended a change to the language of the Expected Learning Outcomes on Official Course Syllabus. Chris DeGeare made a motion approving the change in pre-requisite requirements for course HRA216 Residential Air Conditioning Systems as amended; Skyler Ross seconded the motion. All approved.

(6) Proposal to add the pre-requisite of “EPA Certification” to the current list of pre-requisite requirements for course HRA225 Residential Heating Systems. The committee recommended a change to the language of the Expected Learning Outcomes on Official Course Syllabus. Skyler Ross made a motion approving the change in pre-requisite requirements for course HRA225 Residential Heating Systems as amended; Tamela Reaves second the motion. All approved.

(7) Proposal to add the pre-requisite of “EPA Certification” to the current list of pre-requisite requirements for course HRA249 Commercial Refrigeration Systems. David McNair made a motion approving the change in pre-requisite requirements for course HRA249 Commercial Refrigeration Systems; John McDaniel seconded the motion. All approved.

Proposal Submission Process – Shanie initiated a discussion regarding the Curriculum Committee Submission Process, specifically Step 3 in the process requiring simultaneous submission of a proposal to the Syllabus Review Subcommittee and the Director of Admissions and Student Records. Does this simultaneous submission need to be reconsidered? Committee members felt that since the Director of Admissions and Student Records and the Syllabus Review Subcommittee focus on different aspects of a proposal there should be no overlap in the review process and this simultaneous review should not cause a problem. Some committee members felt it would be helpful if a template was available for the Official Course Syllabus, something similar to the PDF fill-in forms. Can we make available better, more user-friendly documents? Perhaps we could make available a repository for Curriculum Committee templates for all faculty and staff to utilize. It was suggested that a session be offered during Orientation Week in August to share information regarding curriculum proposals. It was noted that faculty/staff are becoming more familiar with and following the submission process requirements; the timeline requirements were a culture shift and, given a little more time, will be even more accepted and acknowledged.

The next Curriculum Committee meeting will be held on January 16, 2013, at 3:00 p.m. All items for the January agenda must be submitted with appropriate signatures and electronically to Lisa Vinyard and Shanie Latham no later than January 7, 2013.

With no further business, Chris DeGeare made a motion to adjourn the meeting; Amy Call seconded the motion. All approved to adjourn the meeting at 4:16 p.m.
AGENDA

Curriculum Committee Meeting
January 16, 2013
3:00 p.m. ~ ASI 112

Approval of the December 10, 2012, Minutes

Music
- Course Name Change, MSC248 Madrigal/Contempo Ensemble
- Course Name Change, MSC251 Jazz Lab Band
- Course Name Change, MSC259 Chamber Choir

Veterinary Technology
- New Course, VAT270 Board Examination Review
- Update Degree Plan, Associate of Applied Science – Veterinary Technology

Next Meeting: February 11, 2013
Curriculum Committee  
Meeting Minutes  
January 16, 2013

Members Present: Shanie Latham (Chair), Deborah Allen, Gary Boyher, Amy Call, Chris DeGeare, Bill Kaune, David McNair, Tamela Reaves, Skyler Ross, Niki Vogelsang, and Suzie Welch  
Members Absent: John McDaniel  
Others Present: Linda Abernathy, Shirley Davenport, Kim Harvey, Mary Beth Ottinger, Mindy Selsor, and Lisa Vinyard (secretary)

The meeting was called to order by Shanie Latham at 3:00 p.m.

Minutes from the December 10, 2012, meeting were presented for approval. With no changes suggested, Bill Kaune made a motion approving the minutes as written; David McNair seconded the motion. All approved.

Veterinary Technology: Mary Beth Ottinger provided information regarding the two Veterinary Technology proposals. The new course being proposed, VAT270 Board Examination Review, is being request to systematically review all course material covered in previous semesters to aid in preparation for the national and state board examinations by improving the understanding of all program materials. The student pass rates on the optional board examination have been poor; this course is being implemented in an effort to improve these pass rate. The Committee had several questions and concerns including the following:

- Is there a precedent for this type of course, a “review” course that does not introduce new learning objectives and is offered for credit? This would not be the first “review” type course offered.
- The course is presented as a required one credit hour course but the examination is not required. Consider including the certification examination as a requirement in the class and including the exam fee into the course fees.
- Reconsider the course name and some of the language on the proposal.
- If the course were designed as a capstone experience and a synthesis of knowledge, it would be more beneficial to students.
- The Committee would like to see a course sequence for the program.

After lengthy discussion regarding this new course proposal, the Committee decided to table this agenda item until the February Curriculum Committee meeting.

Music: Shirley Davenport presented three (3) proposals on behalf of the music department. Lengthy discussion ensued regarding two of the proposals, MSC248 and MSC259; these two courses look very similar (e.g., Course Descriptions, Expected Learning Outcomes, and Outlines of Topics) with only slight semantic differences. Dr. Selsor stated the scope of the courses needs to be more defined on the Official Course Syllabi for each course.

(1) Proposal to change the name for the course MSC248 from the current Madrigal/Contempo Ensemble to Chamber Singers as the current name implies specific and limited literature performed by the group. Making this name change will better reflect the actual literature used in this course. Also proposed was the removal of MSC259 Chamber Choir as a co-requisite for MSC248 as these two courses are independent of each other and participation in both choirs is not necessary for students. The Committee discussed this proposal and recommended modification to the Statement of Proposal on the Record of Action and a change to the Official Course Syllabus. Chris DeGeare made a motion approving: (1) the name change for course MSC248 to Chamber Singers; and, (2) the removal of the current MSC259 co-requisite for course MSC248, as amended. Bill Kaune seconded the motion; all approved.

(2) Proposal to change the name for course MSC251 from the current Jazz Lab Band to Jazz Ensemble. This name change is a more accurate description of the course. The Committee discussed this proposal and recommended modification to the Title of the Course on the Record of Action. Skyler Ross made a motion approving the name change for course MSC251 to Jazz Ensemble, as amended; Gary Boyher seconded the motion. All approved.

(3) Proposal to change the name for the course MSC259 from the current Chamber Choir to Concert Chorale. This name change is a more accurate description of the course and will end some confusion.
with transfer to four-year schools for students. The Committee discussed this proposal and recommended modification to the pre-requisite on the Official Course Syllabus. Skyler Ross made a motion approving the name change for course MSC259 to Concert Chorale, as amended; Chris DeGeare seconded the motion. All approved.

**Quality Initiatives:** The Accreditation Committee is soliciting feedback from all institutional committees regarding possible Quality Initiative projects, a requirement of the HLC accreditation process designed to support innovation, progress, and quality. The Quality Initiative(s) we file with HLC must be a new campus-wide project that we identify as an area we would like to see improvement (e.g., Writing Across the Curriculum, Assessing General Education, etc.). Some ideas discussed: adjunct support, re-establishment of the CTL, a one-stop shop for student success, or improvements in the advising area. Shanie asked the Curriculum Committee to think about other Quality Initiatives to forward for consideration and be prepared to share ideas at the March meeting. Kim would like a list of suggestions with a brief explanation. Shanie will forward our suggestions before March 1 to Kim.

**Computer Literacy:** Mary Beth Ottinger stated the current computer literacy examination and process need to be discussed. Kim Harvey and Chris DeGeare both stated they had information that may provide the background Mary Beth is looking for regarding the history of this institutional requirement; they will both forward information to her. This is a campus-wide requirement and should have input by everyone; however, the first step would be to define computer literacy then determine how the requirement is met. A subcommittee will be formed to address this matter; Chris DeGeare offered to Chair the subcommittee.

**Reading Requirement:** Mary Beth Ottinger questioned how to make a change to the current reading requirements. Shirley stated that Lisa Ebert will be willing to work with CTE regarding this matter.

**The next Curriculum Committee meeting will be held on February 11, 2013, at 3:00 p.m.** All items for the February agenda must be submitted with appropriate signatures and electronically to Lisa Vinyard and Shanie Latham no later than January 25, 2013.

With no further business, Skyler Ross made a motion to adjourn the meeting; Chris DeGeare seconded the motion. All approved to adjourn the meeting at 4:18 p.m.
AGENDA

Curriculum Committee Meeting
February 11, 2013
3:00 p.m. ~ ASI 112

Approval of the January 16, 2013, Minutes

Veterinary Technology
- New Course, VAT270 Veterinary Technology Capstone
- Update Degree Plan, Associate of Applied Science – Veterinary Technology

Set April Meeting Date

Quality Initiatives Discussion

Next Meeting: March 11, 2013
Curriculum Committee
Meeting Minutes
February 11, 2013

Members Present: Shanie Latham (Chair), Deborah Allen, Amy Call, Chris DeGeare, Bill Kaune, John McDaniel, David McNair, Tamela Reaves, and Skyler Ross
Members Absent: Gary Boyher, Niki Vogelsang, and Suzie Welch
Others Present: Linda Abernathy, Melissa Coolich, Dana Nevois, Mary Beth Ottinger, Lisa Pritchard, Allan Wamsley, and Lisa Vinyard (secretary)

The meeting was called to order by Shanie Latham at 3:00 p.m.

Minutes from the January 16, 2013, meeting were presented for approval. Shanie asked for feedback from the Committee regarding the paragraph detailing the Computer Literacy discussion; it was decided the paragraph should be amended to reflect the following, “A subcommittee will be formed to address this matter; Chris DeGeare offered to Chair the subcommittee.” With no further changes suggested, Bill Kaune made a motion approving the minutes as amended; Chris DeGeare seconded the motion. All approved.

Veterinary Technology:
Dana Nevois provided an overview of the two Veterinary Technology proposals, explaining she had incorporated the feedback provided during discussions at the January meeting. Changes made include: (1) a name change to the proposed course from “Review” to “Capstone”; and, (2) the addition of case studies to the course to ensure students are able to apply their knowledge. The Committee was pleased with the changes made to the proposed course.
(1) Chris DeGeare made a motion approving the new course VAT270 Veterinary Technology Capstone as presented; Skyler Ross seconded the motion. All approved.
(2) Skyler Ross made a motion approving the updated Associate of Applied Science in Veterinary Technology degree plan as presented; Deborah Allen seconded the motion. All approved.

April Meeting Date: Initially when the Curriculum Committee meeting dates were determined, the April meeting date was not set because the second Monday of the month conflicts with the HLC Annual Meeting; and in past years Shanie has attended the HLC Annual Meeting as have other members of the Curriculum Committee. One voting member and three ex-officio members will be attending the HLC Annual Meeting this year (Chris DeGeare, the voting member, can send a proxy in his place or send his proposal comments to Shanie prior to the meeting). After brief discussion, it was decided the April meeting would be held on the second Monday, or April 8.

Shanie initiated a discussion regarding the process the Committee would follow in the future when a representative is not present at the monthly meeting to answer questions regarding a proposal(s). At most times in the past, representatives have been present in meetings to answer questions; however, since a situation occurred in January in which no one was present to answer questions about proposals, Shanie felt it was necessary to hold a discussion regarding this matter and decide if a “rule” should be in place and asked for feedback from the Committee as a whole. One Committee member felt the Committee should set a precedent to prevent the same situation from occurring in the future. After a brief discussion, the Committee decided to update the Submission Process to include a recommendation that a representative(s) be present at the monthly meeting in the event Committee members have questions regarding the proposal(s) and a warning that proposals without representation may be tabled.

Quality Initiatives: The Accreditation Committee is soliciting feedback from all institutional committees regarding possible Quality Initiative projects, a requirement of the HLC accreditation process designed to support innovation, progress, and quality. The main criteria for the Quality Initiative include that it be a current topic, something that impacts the entire institution, and something that would result in a change for the institution. After discussion, the Committee agreed Shanie could draft the recommendation on behalf of
The recommendation being forwarded by the Curriculum Committee is a proposal to assess general education objectives and expected learning outcomes by testing with entrance and exit examinations.

Mary Beth Ottinger informed the Committee that the Automotive Technology and Business Management programs will be forwarding proposals this semester. The revisions will be significant and may require a summer meeting.

Chris DeGeare initiated a discussion regarding concerns with the proposal submission process currently in place. Chris stated he is aware of other faculty who are so unhappy with the current process that they refuse to bring proposal to the committee because of the timeline associated with it. Shanie stated she is aware of the frustration. She is also aware the process is cumbersome, which is part of the reason she discussed it at the all faculty meeting on February 8—to educate the faculty with the current process and to hopefully ease the frustration with the process for submitting proposals. Shanie stated she is open to suggestions on how to streamline the process. The Committee was encouraged to give the process some thought and bring ideas on how to streamline the process. Shanie pointed out the process and related deadlines can be found on the Faculty tab in STARS.

The next Curriculum Committee meeting will be held on March 11, 2013, at 3:00 p.m. All items for the March agenda must be submitted with appropriate signatures and electronically to Lisa Vinyard and Shanie Latham no later than February 22, 2013.

With no further business, Chris DeGeare made a motion to adjourn the meeting; Tamela Reaves seconded the motion. All approved to adjourn the meeting at 3:47 p.m.
A G E N D A

Curriculum Committee Meeting
March 11, 2013
3:00 p.m. ~ ASI 112

Approval of the February 11, 2013, Minutes

Developmental Education
- Change in Scope, RDG020 Introduction to Reading
- Deactivate Course, RDG010 Basic Reading

Computer Information Systems
- Change in Prerequisite, CIS122 Basic Computer Skills
- Change in Prerequisite, CIS125 Introduction to Information Systems
- Change in Course Name, CIS236 Oracle, SQL, and Database Design
- Creation of a new Associate of Applied Science degree and certificate: Computer Information Systems - Criminal Justice Cyber Security Option

Next Meeting: April 8, 2013
Members Present: Shanie Latham (Chair), Deborah Allen, Gary Boyher, Amy Call, Chris DeGeare, John McDaniel, David McNair, Skyler Ross, Niki Vogelsang, and Suzie Welch

Members Absent: Bill Kaune and Tamela Reaves

Others Present: Linda Abernathy, Mark Byington, Lisa Ebert, Kim Flora, Kim Harvey, Betty Linneman, Mary Beth Ottinger, Lisa Pritchard, Allan Wamsley, and Lisa Vinyard (secretary)

The meeting was called to order by Shanie Latham at 3:03 p.m.

Minutes from the February 11, 2013, meeting were presented for approval. With no changes suggested, Skyler Ross made a motion approving the minutes as presented; Chris DeGeare seconded the motion. All approved.

Developmental Education:
Betty Linneman and Lisa Ebert provided an overview of the two Developmental Education proposals explaining that due to declining enrollments in RDG020 Introduction to Reading and RDG010 Basic Reading it was being suggested the two courses be merged into one (RDG020) and RDG020 be offered through the Learning Center to alleviate the issue with the class being cancelled due to low enrollment. Additionally, the Compass placement score range would need to be expanded from the current 45-61 to 18-61. As a result of these changes, RDG010 would then need to be deactivated. After brief discussion, Skyler Ross made a motion approving the change in scope for RDG020 Introduction to Reading by combining RDG010 with RDG020, expanding the Compass placement score, and moving delivery of RDG020 as a Learning Center course; David McNair seconded the motion. All approved. Chris DeGeare made a motion approving the deactivation of RDG010 Basic Reading; Gary Boyher seconded the motion. All approved.

Computer Information Systems:
Chris DeGeare presented the following four (4) proposals on behalf of the Computer Information Systems program.

(1) Proposal to change the Reading Proficiency pre-requisite requirement to a co-requisite for course CIS122 Basic Computer Skills. CIS122 is an introductory class that does not involve much reading; therefore, the pre-requisite is not necessary. Reading Proficiency will become a co-requisite as subsequent classes require more reading.

(2) Proposal to change the Reading Proficiency pre-requisite requirement to a co-requisite for course CIS125 Introduction to Information Systems. CIS125 is an introductory class that does not involve much reading; therefore, the pre-requisite is not necessary. Reading Proficiency will become a co-requisite as subsequent classes require more reading.

Skyler Ross made a motion to consider the above two proposals under one motion and vote; Deborah Allen seconded the motion. All approved. David McNair made a motion approving the change for Reading Proficiency to become a co-requisite rather than the current pre-requisite for courses CIS122 Basic Computer Skills and CIS125 Introduction to Information Systems; John McDaniel seconded the motion. All approved.

(3) Proposal is to change the name for course CIS236 from the current "Oracle, SQL, and Database Design" to "SQL and Database Design." While the course objectives remain the same, Oracle is no longer used as the database management system. The title change is necessary to better represent the course content. After consideration of the proposal, Skyler Ross made a motion approving the change in course name for course CIS236 from the current “Oracle, SQL, and Database Design” to “SQL and Database Design”; Amy Call seconded the motion. All approved.

(4) Proposal to create a new Associate of Applied Science degree and certificate: Computer Information Systems-Criminal Justice Cyber Security Option. Industry research and advisory committee discussions within CIS and CRJ have indicated an increased need for information security specialists, specifically within the criminal justice system. This proposed A.A.S./certificate program combines courses from CIS and CRJ to give students the skills they need to secure these in-demand positions. Possible job titles include Cyber Security Specialist, Security Technician, Security Administrator, and more. The courses
students will take map to several CompTIA Certifications, including: A+, Network+, and Security+. These are well known, vendor neutral, third-party certifications that will validate the students' learning. After brief discussion, Skyler Ross made a motion approving the creation of a new Associate of Applied Science degree and certificate: Computer Information Systems-Criminal Justice Cyber Security option; Gary Boyher seconded the motion. All approved.

The next Curriculum Committee meeting will be held on April 8, 2013, at 3:00 p.m. All items for the April agenda must be submitted with appropriate signatures and electronically to Lisa Vinyard and Shanie Latham no later than March 25, 2013.

With no further business, Chris DeGeare made a motion to adjourn the meeting; Suzie Welch seconded the motion. All approved to adjourn the meeting at 3:27 p.m.
AGENDA

Curriculum Committee Meeting
April 8, 2013
3:00 p.m. ~ ASI 112

Approval of the March 11, 2013, Minutes

Automotive Technology
- Change in Scope, AUTxxx Automotive Brake Systems
- Change in Scope, AUTxxx Automotive Brake Systems Lab
- Change in Scope, AUTxxx Automotive Steering and Suspension Systems
- Change in Scope, AUTxxx Automotive Steering and Suspension Systems Lab

Health Information Technology
- Change in Course Number, HIT110 Healthcare Quality and Performance Improvement
- Change in Course Number, HIT125 Healthcare Management and Supervision
- Change in Course Number, HIT210 Healthcare Statistics
- Change in Course Number, HIT240 Healthcare Legal and Ethical Issues
- Update of Health Information Technology Degree Plan

Next Meeting: May 13, 2013
Curriculum Committee  
Meeting Minutes  
April 8, 2013

Members Present: Shanie Latham (Chair), Deborah Allen, Gary Boyher, Amy Call, Bill Kaune, John McDaniel, David McNair, and Niki Vogelsang  
Members Absent: Chris DeGeare, Tamela Reaves, Skyler Ross, and Suzie Welch  
Others Present: Kerry Bruce, Mary Beth Ottinger, and Lisa Vinyard (secretary)

The meeting was called to order by Shanie Latham at 3:05 p.m.

Minutes from the March 11, 2013, meeting were presented for approval. With no changes suggested, Bill Kaune made a motion approving the minutes as presented; Gary Boyher seconded the motion. All approved.

Automotive Technology:
Gary Boyher presented the four Automotive Technology proposals, explaining the first two proposals are to separate the current Automotive Brake Systems class into two separate classes, a lecture component and a lab component: AUTXXX Automotive Brake Systems (2 credit hours) and AUTXXX Automotive Brake Systems Lab (4 credit hours). The separation of lecture and lab, the response to a recommendation of the Automotive Technology’s governing body, North American Technician Education Foundation (NATEF), will make the best use of the facility and the time spent with students. The last two proposals are to separate the current Automotive Steering and Suspension Systems class into two separate classes, a lecture component and a lab component also: AUTXXX Automotive Steering & Suspension Systems (3 credit hours) and AUTXXX Automotive Steering & Suspension Systems Lab (3 credit hours). The separation of lecture and lab, also the response to a recommendation of the Automotive Technology’s governing body, NATEF, will make the best use of the facility and the time spent with students. A committee member voiced concern regarding the length and amount of detail included in the Expected Learning Outcomes; Gary Boyer explained this section as written in response to a NATEF recommendation. It was decided the reading proficiency pre-requisite on all four proposals should be changed to a co-requisite requirement. Following brief discussion, the following motions were made:

1. John McDaniel made a motion approving the change in scope for course AUTXXX Automotive Brake Systems, as amended (changing the reading proficiency requirement from the current pre-requisite to a co-requisite); Bill Kaune seconded the motion. All approved.

2. Niki Vogelsang made a motion approving the change in scope for course AUTXXX Automotive Brake Systems Lab, as amended (changing the reading proficiency requirement from the current pre-requisite to a co-requisite); David McNair seconded the motion. All approved.

3. Deborah Allen made a motion approving the change in scope for course AUTXXX Automotive Steering and Suspension Systems, as amended (changing the reading proficiency requirement from the current pre-requisite to a co-requisite); John McDaniel seconded the motion. All approved.

4. Deborah Allen made a motion approving the change in scope for course AUTXXX Automotive Steering and Suspension Systems Lab, as amended (changing the reading proficiency requirement from the current pre-requisite to a co-requisite); Niki Vogelsang seconded the motion. All approved.

Health Information Technology:
Niki Vogelsang provided an overview of the Health Information Technology proposals, explaining all the changes are in response to a request from the Health Information Technology’s accrediting body, Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). They recommended HIT program changes including moving two classes currently offered during the first year to the second year, and two classes currently offered during the second year to the first year.

1. Proposal to offer HIT110 Healthcare Quality and Performance Improvement in the 3rd semester of the curriculum sequence for the HIT program and change the course number to a 200 level. The pre-requisite/co-requisite for the new course HIT2XX Healthcare Quality and Performance Improvement will be HIT100 Introduction to Health Information Technology and HIT210 Healthcare Statistics.
(2) Proposal to offer HIT125 Healthcare Management and Supervision in the 4th semester of the curriculum sequence for the HIT program and change the course number to a 200 level. The pre-requisite/co-requisite for the new course HIT2XX Healthcare Management and Supervision will be HIT100 Introduction to Health Information Technology, HIT210 Healthcare Statistics, HIT220 Electronic Health Systems, and HIT240 Healthcare Legal and Ethical Issues.

(3) Proposal to offer HIT210 Healthcare Statistics in the 2nd semester of the curriculum sequence for the HIT program and change the course number to a 100 level. The pre-requisites/co-requisites for the new course HIT1XX Healthcare Statistics will be HIT100 Introduction to Health Information Technology and MTH128 Intermediate Algebra, both with a grade of “C” or better.

(4) Proposal to offer HIT240 Healthcare Legal and Ethical Issues in the 2nd semester of the curriculum sequence for the HIT program and change the course number to a 100 level. The pre-requisites/co-requisites for the new course HIT1XX Healthcare Legal and Ethical Issues will be HIT100 Introduction to Health Information Technology and HIT210 Healthcare Statistics, both with a grade of “C” or better.

(5) Proposal to update to the Health Information Technology Associate of Applied Science Degree Plan to reflect the above program changes as requested by the Health Information Technology’s accrediting body, CAHIIM.

Deborah Allen made a motion to consider the five proposals under one motion and vote rather than five separate motions; John McDaniel seconded the motion. All approved. Therefore, David McNair made a motion to approve the five HIT proposals above, as presented; Gary Boyher seconded the motion. All approved.

The next Curriculum Committee meeting will be held on May 13, 2013, at 3:00 p.m. All items for the May agenda must be submitted with appropriate signatures and electronically to Lisa Vinyard and Shanie Latham no later than April 26, 2013.

With no further business, Deborah Allen made a motion to adjourn the meeting; Gary Boyher seconded the motion. All approved to adjourn the meeting at 3:33 p.m.
AGENDA

Curriculum Committee Meeting
May 13, 2013
3:00 p.m. ~ ASI 112

Approval of the April 8, 2013, Minutes

Radiologic Technology
• Change in Grading Scale for the Radiologic Technology program

Occupational Therapy Assistant
• Update to the Associate of Applied Science Degree Plan for Occupational Therapy Assistant

Biomedical Electronics Technician
• Change in Pre-requisite, BET200 Electronic Control Technology
• New Course, BET2xx Regulations and Public Safety in the Healthcare System
• Update to Associate of Applied Science Degree Plan for Biomedical Electronics Technician

Business Management
• Change in Course Title, MGT132 Salesmanship
• Change in Pre-requisites, MGT145 Entrepreneurship
• Change in Pre-requisites, MGT245 Quickbooks
• Change in Pre-requisites, MGT262 Financial Management
• Reactivation of Course, BUS245 Cost Accounting
• Reactivation of Course, BUS246 Tax Accounting
• New Course, MGTxxx Human Resource Management
• New Course, MGTxxx Marketing Strategies
• New Course, MGTxxx Personal Finance
• New Course, MGTxxx Social Media Marketing
• New Course, MGTxxx Web Marketing
• Update to the Associate of Applied Science Degree Plan for Business Management

Credit for Prior Learning Subcommittee Report

Digital Literacy Subcommittee Report

Discussion regarding a Summer Meeting

Next Meeting: June 2013 ??
Curriculum Committee  
Meeting Minutes  
May 13, 2013

Members Present: Shanie Latham (Chair), Gary Boyher, Chris DeGeare, Bill Kaune, John McDaniel, David McNair, Tammy Reaves, Skyler Ross, and Suzie Welch

Members Absent: Deborah Allen, Amy Call, and Niki Vogelsang

Others Present: Linda Abernathy, Janet Akers, Mary Baricevic, Melissa Coolich, Shirley Davenport, Kim Flora, Kathy Johnson, Mary Beth Ottinger, Cindy Rossi, Mindy Selsor, Lisa Vinyard (secretary), and Kenny Wilson

The meeting was called to order by Shanie Latham at 3:00 p.m.

Minutes from the April 8, 2013, meeting were presented for approval. With no changes suggested, Bill Kaune made a motion approving the minutes as presented; Gary Boyher seconded the motion. All approved.

Radiologic Technology:
Janet Akers presented the proposal requesting a change in the grading scale for the Radiologic Technology program by replacing the two grading scales currently utilized within the program with one grading scale that will provide more consistency and uniformity for the students and instructors. Additionally, Janet explained that utilizing two grading scales is confusing to determine which grading scale is applicable with which course. The current grading scales are not consistent with any other program within CTE and do not reflect a true scale for the student or instructor. The proposed grading scale is similar to the grading scales in the other Health Occupations programs as well as other Radiologic Technology programs outside of Jefferson College. This proposed change will impact the following Radiologic Technology courses: RAD105, RAD110, RAD115, RAD120, RAD125, RAD130, RAD135, RAD140, RAD145, RAD150, RAD155, RAD160, RAD165, RAD170, RAD175, RAD180, RAD185, RAD190, RAD200, RAD210, RAD220, RAD230, and RAD240. Chris DeGeare made a motion approving the change in the Radiologic Technology grading scale from the current two grading scales to the proposed one grading scale; Skyler Ross seconded the motion. All approved.

Occupational Therapy Assistant:
Kenny Wilson reviewed the proposal updating the Associate of Applied Science Degree Plan for Occupational Therapy Assistant to reflect the following changes: (1) replace the current computer proficiency requirement of CIS133 Microcomputer Software Applications with the requirement of taking one of the following courses that will satisfy the computer proficiency requirement—EDU205 Technology for Teachers; PHY223 General Physics I; BIT138 Word Processing Applications I; CIS122 Basic Computer Skills; CIS125 Introduction to Information Systems; or CIS133 Microcomputer Software Applications; and, (2) adjust the total credit hours for the program from the current 82-84 to 79-85 (this change reflects the range of courses, with varying credit hours, that is being recommended to meet the requirement). Skyler Ross made a motion approving the requested modifications to the Associate of Applied Science Degree Plan for Occupational Therapy Assistant; Tammy Reaves seconded the motion. All approved.

Biomedical Electronics Technician:
Melissa Coolich presented the following three Biomedical Electronics Technician proposals.

- Proposal to make the following changes to course BET200 Electronic Control Technology: (1) change in prerequisite from the current reading proficiency and ETC133 Semiconductors II to reading proficiency and ETC104 AC Circuits (with a grade of “C” or better), or instructor permission; and, (2) changes to the Official Course Syllabus including the Expected Learning Outcomes and the Outline of Topics. These changes are being proposed to better meet the requirements set forth by the International Certification Commission for a Biomedical Electronics Technician (CBET). Committee members discussed the Expected Learning Outcomes pointing out that many were not measureable and recommended revisions. Chris DeGeare made a motion approving the requested changes to BET200 Electronic Control Technology, as amended; David McNair seconded the motion. All approved.

- Proposal to offer a new course in the Biomedical Electronics Technician program, BET2XX Regulations and Public Safety in the Healthcare System (a 2-credit hour class). Fifteen percent of the Certified Biomedical
Equipment Technician exam encompasses public safety and regulations that affect the health care facility. These regulatory issues have a tremendous impact on the hospital work environment and are currently not addressed in the degree plan. Creation of this course will provide students with this necessary knowledge. Committee members again discussed the Expected Learning Outcomes pointing out that many were not measurable; several changes were recommended. John McDaniel made a motion approving the new course BET2xx Regulations and Public Safety in the Healthcare System, as amended; Chris DeGeare seconded the motion. All approved.

- Proposal to update the Biomedical Electronics Technician Associate of Applied Science degree plan with the following adjustments: (1) remove ETC133 Semiconductors II as a requirement; (2) add CIS243 Advanced Computer Support to meet segments of the Healthcare Information Technology deliverables; (3) add the new course BET2XX Regulations and Public Safety in the Healthcare System; (4) add RAD160 Radiographic Physics; and (5) replace MTH128 Intermediate Algebra with MTH134 College algebra (to ensure mathematical competencies match national expectations). The number of required credit hours has been increased from 70 to 73. Shanie suggested the Record of Action be updated to include reasoning behind the proposed changes to the degree plan. Gary Boyher made a motion approving the above changes to the Biomedical Electronics Technician Associate of Applied Science degree plan, as amended; Chris DeGeare seconded the motion. All approved.

Business Management:
Cindy Rossi reported on the Business Management proposals, explaining that while going through Institutional Assessment the faculty reviewed the entire program to determine if program updates were needed. After conducting research and considering feedback received from the Business Management Advisory Committee, graduates, businesses, adjunct faculty, the Advising and Retention Center, the Registrar’s Office, and other two-year and four-year schools in Missouri, the faculty determined there should be some new courses created to allow more electives in the program. With these requested changes, students in the program will have more options, including getting a designation of Marketing or Accounting emphasis on their diploma.

- Proposal to change the title for course MGT132 from the current Salesmanship to Personal Selling. This gender neutral title aligns with all other colleges, universities, businesses, and industry standards. After discussion regarding a couple minor recommended revisions, John McDaniel made a motion approving the change of the course name to MGT132 to Personal Selling; Chris DeGeare seconded the motion. All approved.

- Proposal to add the following pre-requisites to course MGT145 Entrepreneurship: BUS107 Bookkeeping or BUS240 Financial Accounting and MGT150 Marketing, with a grade of “C” or better. Students need a good foundation of Marketing and Bookkeeping or Accounting to be successful in Entrepreneurship. Gary Boyher made a motion approving the change in pre-requisites for course MGT145 Entrepreneurship; Bill Kaune seconded the motion. All approved.

- Proposal to change the pre-requisite for course MGT245 QuickBooks from the current computer proficiency requirement of CIS133 Microcomputer Software Applications to CIS133 Microcomputer Software Applications or CIS125 Introduction to Information Systems as either of these two courses will provide the foundational knowledge needed to satisfy the computer proficiency requirement. With changes recommended on the Record of Action and the Official Course Syllabus, Chris DeGeare made a motion approving the change in pre-requisite for MGT245 QuickBooks, as amended; Tammy Reaves seconded the motion. All approved.

- Proposal to change the pre-requisite for course MGT262 Financial Management by (1) deleting the current requirement of MGT151 Retailing as this course (MGT151) is being deleted from the curriculum; and, (2) adding BUS107 Bookkeeping or BUS240 Financial Accounting, and MGT103 Business Mathematics as pre-requisites. With changes recommended to the Official Course Syllabus (specifically to Section II, Expected Learning Outcomes), Chris DeGeare made a motion approving the requested pre-requisite change for MGT262 Financial Management, as amended; John McDaniel seconded the motion. All approved.

- Proposal to reactivate the course BUS245 Cost Accounting. This course is being added as elective and/or Accounting concentration for the Business Management A.A.S. degree and certificate. 100% of Missouri community colleges and universities allow business students options for electives in several areas. Accounting classes have been requested by both Jefferson College and Missouri Baptist students. After discussion and changes recommended to the Official Course Syllabus (specifically to Section II, Expected Learning Outcomes), Chris DeGeare made a motion approving the reactivation of BUS245 Cost Accounting, as amended; Gary Boyher seconded the motion. All approved.
• Proposal to reactivate the course BUS246 Tax Accounting. This course is being added as elective and/or Accounting concentration for the Business Management A.A.S. degree and certificate. 100% of Missouri community colleges and universities allow business students options for electives in several areas. Accounting classes have been requested by both Jefferson College and Missouri Baptist students. After discussion and changes recommended to the Official Course Syllabus (specifically to Section II, Expected Learning Outcomes), Bill Kaune made a motion approving the reactivation of BUS246 Tax Accounting, as amended; Tammy Reaves seconded the motion. All approved.

• Proposal to offer a new course MGTxxx Human Resource Management as an elective for the Business Management Associate of Applied Science degree and certificate. 100% of Missouri community colleges and universities allow business students options for electives in several areas. The addition of this class will give students a choice to see if they would like to pursue a career in Human Resource Management. After discussion regarding required changes to the Official Course Syllabus, Chris DeGeare made a motion approving the offering of the new course MGTxxx Human Resource Management, as amended; Gary Boyher seconded the motion. All approved.

• Proposal to offer a new course MGTxxx Marketing Strategies as an elective and/or marketing concentration for the Business Management Associate of Applied Science degree and certificate. 100% of Missouri community colleges and universities allow business students options for electives in several areas. This class will allow students to apply all of their Business Management classes to a business marketing project, propose and implement recommendations, and measure results. After discussion regarding required changes to the Official Course Syllabus, John McDaniello made a motion approving the offering of the new course MGTxxx Marketing Strategies, as amended; David McNair seconded the motion. All approved.

• Proposal to offer a new course MGTxxx Personal Finance as an elective for the Business Management Associate of Applied Science degree and certificate. 100% of Missouri community colleges and universities allow business students options for electives in several areas. This new course will benefit all students and/or employees of Jefferson College. With changes recommended to the Official Course Syllabus (specifically Section II, Expected Learning Outcomes), Chris DeGeare made a motion approving the offering of the new course MGTxxx Personal Finance, as amended; John McDaniello seconded the motion. All approved.

• Proposal to offer a new course MGTxxx Social Media Marketing as an elective and/or marketing concentration for the Business Management Associate of Applied Science degree and certificate. 100% of Missouri community colleges and universities allow business students options for electives in several areas. This new course is a growing trend in all aspects of business and would be beneficial to students as well as Jefferson County business owners. With changes recommended to the Official Course Syllabus, Tammy Reaves made a motion approving the offering of the new course MGTxxx Social Media Marketing, as amended; Suzie Welch seconded the motion. All approved.

• Proposal to add a new course MGTxxx Web Marketing as an elective and/or marketing concentration for the Business Management Associate of Applied Science degree and certificate. 100% of Missouri community colleges and universities allow business students options for electives in several areas. Internet marketing has become an indispensable tool for businesses to market their products and services. Business Management students will be able to use this class to differentiate themselves with web marketing qualifications. Committee members recommended changes to Sections I and II on the Official Course Syllabus. Chris DeGeare made a motion approving the offering of the new course MGTxxx Web Marketing, as amended; David McNair seconded the motion. All approved.

• Proposal to update the Business Management Associate of Applied Science degree/certificate plan with the following changes: (1) add BIT125 Spreadsheet Applications, BUS101 Introduction to Business, CIS125 Introduction to Information Systems, MGTXXX Human Resource Management, MGTXXX Marketing Strategies, MGTXXX Personal Finance, MGTXXX Social Media Marketing, MGTXXX Web Marketing, BUS245 Cost Accounting, and BUS246 Tax Accounting; and, (2) remove MGT151 Retailing. These proposed changes reflect the need for our graduates' qualifications to be current and relevant based on business and industry needs; they also allow students the choice of a concentration (noted on their diploma) in Marketing or Accounting. Additionally, the proposed accounting classes build the foundation to re-activate the Accounting Technology Associate of Applied Science degree (Fall of 2014). Bill Kaune made a motion approving the requested changes to the Business Management Associate of Applied Science degree/certificate plan; Gary Boyher seconded the motion. All approved.
Credit for Prior Learning (CPL) Subcommittee Report: Chris DeGeare reported that the subcommittee has met several times and has made good progress.

- The Missouri Credit for Prior Learning model has been reviewed and implementation of the model is now being discussed.
- The Board of Trustees Policies and Procedures and have been reviewed and areas that need to be updated have been identified (a draft of suggested revisions should be ready at the initial fall meeting).
- Current CPL options have also been discussed (the CLEP exam, the computer literacy proficiency exam, the advanced placement program, and the international baccalaureate program).
- The subcommittee would like to see CPL information more centralized and visible for students and would also like to develop a policy aligning CPL with specific courses.
- Assessment of student portfolios has also been discussed (including the requirement of a presentation). So all portfolios are evaluated in the same manner, the Curriculum Committee suggested the creation of a very broad rubric template that the faculty would be required to follow (with the understanding that the template could be expanded on to fit the individual needs of each portfolio).
- The subcommittee is seeking input from faculty on how CPL will work with their department/discipline.
- Chris and Skyler Ross hosted a Brown Bag Lunch discussing CPL and how it could fit into departments/disciplines.
- The creation of a web page as a centralized location for the CPL information has been discussed; this initiative is postponed now as the College is going through some changes with the web.
- The main objectives of the CPL subcommittee include: (1) review of current Board of Trustees Policies and Procedures and recommendation of necessary revisions; (2) recommendation of Administrative Policies and Procedures to address CPL initiatives; (3) creation of a CPL fee schedule; (4) development of a CPL Faculty Guidebook; (5) creation of a CPL form for faculty who want to offer an alternate form of CPL (e.g., something other than a test/exam); and, (6) after today’s discussion, drafting of a rubric template.

Chris and the subcommittee will continue their work over the summer and will have draft documents to share early in the fall semester.

Digital Literacy Subcommittee Report: There is a lot of interest in this subcommittee. The subcommittee is looking at defining digital literacy objectives from the standpoint of industry needs, best practices and certifications. Currently there are six courses that meet computer literacy; when new digital literacy objectives are adopted, some of the courses will require revision to meet the objectives. There are serious implications as this will affect credit hour requirements in some programs; while others may meet the new digital literacy objectives by students taking more than one course within a program (e.g., BIT). The IC3 Certification (Internet and Core Computing Competency), a reputable industry standard, has been reviewed. CIS125 is close to meeting the objectives required for this certification; a gap analysis will be done to see what objectives need to be added into that course to meet the IC3 standards. Mindy informed Chris that many schools have a general education information literacy objective, and the subcommittee may want to consider this in future discussions.

Summer Meeting Discussion: Shanie was informed a summer meeting may be required for consideration of CTE proposals. Documentation has not been circulated for initial review by Shanie or Kim Harvey. Without knowing what proposals require action, and since no one was present to discuss the matter, Shanie stated she will communicate with committee members via email regarding the need for a summer meeting and to determine if a quorum could be met.

The next Curriculum Committee meeting will be held in August 2013.

With no further business, Chris DeGeare made a motion to adjourn the meeting; Bill Kaune seconded the motion. All approved to adjourn the meeting at 4:38 p.m.