**Curriculum Committee**  
**Meeting Minutes**  
August 13, 2013

**Members Present:** Shanie Latham (Chair), Deborah Allen, Chris DeGeare, Bill Kaune, John McDaniel, Tammy Reaves, Skyler Ross, and Suzie Welch  
**Members Absent:** Gary Boyher, Amy Call, David McNair, and Niki Vogelsang  
**Others Present:** Kim Harvey, Dena McCaffrey, and Lisa Vinyard (secretary)

The meeting was called to order by Shanie Latham at 2:30 p.m.

**2013-2014 Meeting Dates:** Shanie distributed the list of meeting dates for the 2013-2014 academic year. The January meeting date will be determined later. The committee agreed to 3:00 p.m. meetings. Lisa will schedule a room. This information will be linked on STARS (on the Submission Process document [Faculty tab]).

**Subcommittees:** Shanie stated she would like the Syllabus Review Subcommittee, chaired by Tammy Reaves, to hold a meeting/training session for those faculty volunteering to help with review of pedagogical content on the Official Course Syllabi. The meeting was scheduled for Monday, August 26, at 1:30 p.m. Shanie will send out a communication to the faculty regarding the meeting. Chris DeGeare stated he would like additional faculty volunteers to serve on the Credit for Prior Learning (CPL) Subcommittee. Chris will send Shanie a couple sentences to include on the communication to faculty.

It was suggested that the Curriculum Committee hold a session providing an overview of the submission process at least once each semester or once each academic year. Committee members felt a meeting would be valuable to those faculty who may be submitting a proposal this year. It was suggested that faculty in the programs/disciplines undergoing Institutional Assessment might find the meeting very beneficial. It was also suggested that a user-friendly template be created for the Official Course Syllabus. (Discussion ensued regarding the submission process. Chris DeGeare provided details regarding a curriculum development software, WIDS, and offered to give a brief presentation at the September meeting. It was suggested this software could be included as a Capital Project.) The Committee agreed to hold a meeting discussing the submission process on Tuesday, August 27, at 1:30 p.m. Chris DeGeare volunteered to videotape the session utilizing Adobe Connect; due to the technology needs, Chris would like to hold the meeting in TC316. Lisa will schedule the room.

**The next Curriculum Committee meeting will be held on September 9, 2013, 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 23, 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 2:53 p.m.
AGENDA

Curriculum Committee Meeting
September 9, 2013
3:00 p.m. ~ ASI 112

Approval of August 13, 2013, Minutes

Approval of the May 13, 2013, Minutes

Automation and Electrical Control Systems
- Change in Degree Requirements

November Meeting Date

Assessment Committee Liaison

Capital Projects

Presentation on WIDS (Curriculum Software)

Next Meeting: October 14, 2013
Members Present: Shanie Latham (Chair), Deborah Allen, Gary Boyher, Amy Call, Chris DeGeare, Bill Kaune, John McDaniel, Tammy Reaves, Skyler Ross, Niki Vogelsang, and Suzie Welch

Members Absent: David McNair

Others Present: Linda Abernathy, Shirley Davenport, Kim Harvey, Dena McCaffrey, C.J. Santiago, Lisa Vinyard (secretary), and Allan Wamsley

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

Minutes from the May 13, 2013, and August 13, 2013, meetings were presented for approval. With no changes suggested, Chris DeGeare made a motion approving both sets of minutes as presented; Bill Kaune seconded the motion. All approved.

Automation and Electrical Control Systems

John McDaniel presented a proposal requesting the following changes to the Automation and Electrical Control Systems (A.E.C.S.) Associate of Applied Science degree plan: (1) remove ETC133 Semiconductors II as a degree requirement. The content contained within ETC133 is focused more towards an engineering level of competency and does not fit well with the intended scope of a degree that is aimed at preparing students for a role in the automation or service aspect of electronics; and, (2) introduce a set of elective options to the A.E.C.S. degree plan. Students will be required to take one of the following classes to fulfill their A.E.C.S. degree requirements: CIS120 Fiber Optics Technology (3 credit hours), CIS147 Networking I (5 credit hours), CIS215 Cabling and Equipment Installation (3 credit hours), or CIS243 Advanced Computer Support (3 credit hours). It is expected that each of these classes can provide students of the A.E.C.S. program with a more well-rounded skill set to aid in job placement and future success in their expected work environment. The proposed degree plan was discussed and minor changes are required. Niki Vogelsang made motion to approve the changes to the Automation and Electrical Control Systems (A.E.C.S.) Associate of Applied Science degree plan, as amended; Skyler Ross seconded the motion. All approved.

November Meeting Date: Due to Veteran’s Day falling on the 2nd Monday in November, the committee agreed to meeting on Wednesday, November 13, at 3:00 p.m.

Assessment Committee Liaison: Skyler Ross agreed to serve as the Curriculum Committee Liaison for the Assessment Committee. The Assessment Committee normally meets on the last Thursday of each month at 2:15 p.m. Thank You to Skyler for agreeing to represent the Curriculum Committee in this capacity.

Capital Projects: All Institutional Committees are welcomed to submit a Capital Project(s). If the Curriculum Committee is interested in submitting a request, this would need to be done soon as the deadline is quickly approaching. Committee members did not have a suggestion at this time.

Presentation on WIDS (Curriculum Software): Chris DeGeare shared a PowerPoint presentation on the curriculum software WIDS. Following the presentation and a lengthy discussion, the Committee agreed the software is very complex and has a lot to offer; however, it is quite costly and may not be the right fit for Jefferson College. Committee members suggested we should first determine what our needs are and consider software that would fit our needs. Chris DeGeare will research options to determine if other software is available that might be a better alternative.

The next Curriculum Committee meeting will be held on October 14, 2013, 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 27, 2013.

With no further business, Skyler Ross made a motion to adjourn the meeting; Tammy Reaves seconded the motion. All approved to adjourn the meeting at 4:03 p.m.
A G E N D A

Curriculum Committee Meeting
October 14, 2013
3:00 p.m. ~ ASI 112

Approval of September 9, 2013, Minutes

Psychology
• New Course, PSY2xx Social Psychology

Next Meeting: November 13, 2013
Curriculum Committee
Meeting Minutes
October 14, 2013

Members Present: Shanie Latham (Chair), Deborah Allen, Chris DeGeare, Bill Kaune, John McDaniel, Tammy Reaves, Skyler Ross, Niki Vogelsang, and Suzie Welch
Members Absent: Gary Boyher, Amy Call, David McNair
Others Present: Linda Abernathy, Sandy Frey, Kim Harvey, Amy Kausler, Dena McCaffrey, Lisa Pritchard, Lisa Vinyard (secretary), and Allan Wamsley

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

Minutes from the September 9, 2013, meetings were presented for approval. With no changes suggested, Bill Kaune made a motion approving the minutes as presented; Chris DeGeare seconded the motion. All approved.

Psychology
Amy Kausler presented a proposal requesting a new course, PSY2XX Social Psychology. Amy explained that implementation of this course will expand the current psychology course offerings and meet the needs of students considering majoring or minoring in psychology and social work. This course may also be of interest to students considering careers in criminal justice, sociology, health care, counseling, and special education. Social Psychology will meet the goals, mission, values, and vision of the psychology department, the Social Science Division, and the College. Additionally, it will serve as an option in the Social/Behavioral Sciences requirement in the General Education block of the Associate of Arts degree, the Associate of Arts in Teaching degree, and the Associate of Applied Science degree. Discussion ensued regarding the General Education Matrix submitted along with the course proposal, specifically how Social Psychology fits into the Life & Physical Sciences section; the Committee agreed that the Matrix should be revised by removing the course from the Life & Physical Sciences section, letter “D.” Chris DeGeare made a motion to approve the new course PSY2XX Social Psychology, with the General Education Matrix amended as stated previously; Skyler Ross seconded the motion. All approved.

Comments regarding the General Education Matrix that did not pertain to the proposal above included the following:
• For a course to be considered part of the core of the 42 credit hour General Education block, it must fit a majority of the Skill Areas and Competencies; not all listed on the matrix.
• Is the General Education Matrix a necessity? What happens to it after it is submitted to the Committee?
• What are the matrices used for? Institutional Assessment for the General Education program?
• It seems the General Education Matrix document is a half-implemented process.
• It should be the Curriculum Committee’s responsibility to confirm the General Education Matrices have a purpose and to confirm they are utilized.

Credit for Prior Learning: Chris DeGeare provided a brief update on the Credit for Prior Learning subcommittee’s work. Significant progress has been made, and Chris hopes to have a final proposal ready for the November Curriculum Committee meeting. Chris is hosting a session at tomorrow’s Faculty In-Service Day to share the subcommittee’s work to date with faculty and to solicit feedback; Skyler stated he would solicit feedback from the Assessment Committee. Chris will share the final proposal with the Assessment Committee also. It was suggested that Chris share the subcommittee’s progress and proposal at the next President’s Leadership Council meeting.

The next Curriculum Committee meeting will be held on November 13, 2013, 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 25, 2013.

With no further business, Tammy Reaves made a motion to adjourn the meeting; John McDaniel seconded the motion. All approved to adjourn the meeting at 3:24 p.m.
AGENDA

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

Approval of October 14, 2013, Minutes

Guidance
- Change in Course Prefix, GUD136 Mastering the College Experience

Respiratory Therapy
(A) Change in Grading Scale
(B) Removal of Percentages Assigned to Methods of Evaluation
(C) Change in Textbook Information
(D) Change in Semester Offered
(E) Minor Change in Course Content
(F) Change in Pre-Requisite to state the following: “All courses must be completed with a grade of “B” or better.”
(G) Change in Required Pre-Requisites

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<tr>
<th>Course</th>
<th>Requested Changes</th>
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<tr>
<td>(1) RCP100 Introduction to Respiratory Care</td>
<td>(A), (B), (C), (D), (E)</td>
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<td>(2) RCP110 Cardiopulmonary Anatomy and Physiology</td>
<td>(A), (B), (C), (D), (E)</td>
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<td>(3) RCP120 Respiratory Equipment and Noncritical Floor Care</td>
<td>(A), (B), (C), (D), (E)</td>
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<td>(4) RCP125 Respiratory Care Skills Lab I</td>
<td>(A), (B), (C), (D), (E)</td>
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<td>(5) RCP130 Cardiopulmonary Pharmacology</td>
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<td>(6) RCP140 Respiratory Care Clinical I</td>
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<td>(7) RCP145 Respiratory Care Skills Lab II</td>
<td>(A), (B), (C), (D), (F)</td>
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<td>(8) RCP150 Cardiopulmonary Pathophysiology</td>
<td>(A), (B), (C), (D), (F)</td>
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<td>(9) RCP155 Airways</td>
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<td>(10) RCP160 Arterial Blood Gases</td>
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<td>(11) RCP170 Respiratory Care Clinical II</td>
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<td>(12) RCP200 Respiratory Care Specialties</td>
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<td>(13) RCP210 Introduction to Mechanical Ventilation</td>
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<td>(14) RCP225 Respiratory Care Skills Lab III</td>
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<td>(15) RCP240 Respiratory Care Clinical III</td>
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<td>(16) RCP245 Respiratory Care Skills Lab IV</td>
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<td>(17) RCP250 Advanced Mechanical Ventilation</td>
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<td>(18) RCP260 Neonatal and Pediatric Respiratory Care</td>
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<td>(19) RCP265 Respiratory Care Skills Lab V</td>
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<td>(20) RCP270 Respiratory Care Clinical IV</td>
<td>(A), (B), (C), (D), (F)</td>
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<td>(21) RCP290 N.B.R.C. Review</td>
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- Change in the Associate of Applied Science Degree Requirements for Respiratory Therapy

Credit for Prior Learning Recommendations

Next Meeting: December 9, 2013
Members Present: Shanie Latham (Chair), Deborah Allen, Amy Call, Chris DeGeare, Bill Kaune, David McNair, Tammy Reaves, Skyler Ross, Niki Vogelsang, and Suzie Welch

Members Absent: Gary Boyher and John McDaniel

Others Present: Linda Abernathy, Norma Cooper, Sandy Frey, Connie Maack, Dena McCaffrey, Lisa Pritchard, Brandon Russell, Lisa Vinyard (secretary), and Kenny Wilson

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

Minutes from the October 14, 2013, meeting were presented for approval. With no changes suggested, Chris DeGeare made a motion approving the minutes as presented; Bill Kaune seconded the motion. All approved.

Guidance: Tammy Reaves presented a proposal requesting a change in the prefix for course GUD136 Mastering the College Experience to a COL prefix. The expected outcomes and topics for GUD136 meet the objectives of the First Year Experience institutional requirement, as do COL100 Freshman Seminar and COL101 Introduction to College. Changing the prefix to COL more accurately represents the nature of the course. After brief discussion, Skyler Ross made a motion approving the change in prefix for the course Mastering the College Experience from the current GUD136 to COL136; Deborah Allen seconded the motion. All approved.

Respiratory Therapy: Norma Cooper reviewed 22 proposals submitted for the Respiratory Therapy program. Following is a summary of the changes requested and the applicable courses.

1. Modify the grading scale to align with that used in most courses at Jefferson College. This change was approved for the following courses: RCP100 Introduction to Respiratory Care; RCP110 Cardiopulmonary Anatomy and Physiology; RCP120 Respiratory Equipment and Noncritical Floor Care; RCP125 Respiratory Care Skills Lab I; RCP130 Cardiopulmonary Pharmacology; RCP140 Respiratory Care Clinical I; RCP145 Respiratory Care Skills Lab II; RCP150 Cardiopulmonary Pathophysiology; RCP155 Airways; RCP160 Arterial Blood Gases; RCP170 Respiratory Care Clinical II; RCP200 Respiratory Care Specialties; RCP210 Introduction to Mechanical Ventilation; RCP225 Respiratory Care Skills Lab III; RCP240 Respiratory Care Clinical III; RCP245 Respiratory Care Skills Lab IV; RCP250 Advanced Mechanical Ventilation; RCP260 Neonatal and Pediatric Respiratory Care; RCP265 Respiratory Care Skills Lab V; RCP270 Respiratory Care Clinical IV; and, RCP290 N.B.R.C. Reviews.

2. Remove the specific percentages from Section VIII Method of Evaluation of the Official Course Syllabus showing how grades are to be weighted. This was done to the following courses in order to allow faculty the autonomy to adjust individual courses to the content taught: RCP100 Introduction to Respiratory Care; RCP110 Cardiopulmonary Anatomy and Physiology; RCP120 Respiratory Equipment and Noncritical Floor Care; RCP125 Respiratory Care Skills Lab I; RCP130 Cardiopulmonary Pharmacology; RCP140 Respiratory Care Clinical I; RCP145 Respiratory Care Skills Lab II; RCP150 Cardiopulmonary Pathophysiology; RCP155 Airways; RCP160 Arterial Blood Gases; RCP170 Respiratory Care Clinical II; RCP200 Respiratory Care Specialties; RCP210 Introduction to Mechanical Ventilation; RCP225 Respiratory Care Skills Lab III; RCP240 Respiratory Care Clinical III; RCP245 Respiratory Care Skills Lab IV; RCP250 Advanced Mechanical Ventilation; RCP260 Neonatal and Pediatric Respiratory Care; RCP265 Respiratory Care Skills Lab V; RCP270 Respiratory Care Clinical IV; and, RCP290 N.B.R.C. Reviews.

3. Remove specific textbook information (year and edition) from the Official Course Syllabus in order to allow for changes of required textbooks as new editions are released. This was proposed for the following courses: RCP100 Introduction to Respiratory Care; RCP110 Cardiopulmonary Anatomy and Physiology; RCP120 Respiratory Equipment and Noncritical Floor Care; RCP125 Respiratory Care Skills Lab I; RCP130 Cardiopulmonary Pharmacology; RCP140 Respiratory Care Clinical I;
Committee members were asked to solicit feedback from their colleagues at this month's division meetings. However, Chris DeGeare reviewed the draft Credit for Prior Learning Guide and provided feedback to Chris. This draft document has been shared with faculty previously; which will hopefully streamline the CPL process for students, faculty, and staff.

The Guide does not change anything the College is currently doing; rather it consolidates the current policies/procedures and processes into one document which will hopefully streamline the CPL process for students, faculty, and staff. The Committee discussed the guide and provided feedback to Chris. This draft document has been shared with faculty previously; however, Chris and the subcommittee would like to be sure all feedback is considered. Curriculum Committee members were asked to solicit feedback from their colleagues at this month’s division meetings. Shanie will distribute the CPL Guide to all faculty prior the meetings to allow faculty time to review the document. Chris plans to share the finalized CPL Guide with the Assessment Committee as well as the

Credit for Prior Learning: Chris DeGeare reviewed in detail the draft Credit for Prior Learning Guide, assembled by the Credit for Prior Learning Subcommittee. The Guide does not change anything the College is currently doing; rather it consolidates the current policies/procedures and processes into one document which will hopefully streamline the CPL process for students, faculty, and staff. The Committee discussed the Guide and provided feedback to Chris. This draft document has been shared with faculty previously; however, Chris and the subcommittee would like to be sure all feedback is considered. Curriculum Committee members were asked to solicit feedback from their colleagues at this month’s division meetings. Shanie will distribute the CPL Guide to all faculty prior the meetings to allow faculty time to review the document. Chris plans to share the finalized CPL Guide with the Assessment Committee as well as the
President’s Leadership Council. The finalized document will be presented to the Curriculum Committee in December for final action. The goal is to include the information in the 2014-2015 Catalog.

The next Curriculum Committee meeting will be held on December 9, 2013, 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 25, 2013.

With no further business, Skyler Ross made a motion to adjourn the meeting; Bill Kaune seconded the motion. All approved to adjourn the meeting at 4:00 p.m.
AGENDA
Curriculum Committee Meeting
December 9, 2013
3:00 p.m. ~ ASI 112

Approval of November 13, 2013, Minutes

Social Work
- Adoption of a Pre-Social Work Program Endorsement for students meeting the specified requirements

Heating, Refrigeration, and Air Conditioning Technology
- New Course, HRA1xx Solar Hot Water Systems

Veterinary Technology ~ Informational Item regarding Discontinuation of the Veterinary Assistant One-Year Certificate Program

Level 1 / PN Nursing
- Deactivation of Course, PNE162 Drugs and Their Reactions
- Conversion from Contact Hours to Credit Hours:
  ~ PNE167 Growth & Development Across the Life Span
  ~ PNE143 Nutrition
  ~ PNE145 Personal Vocational Concepts
- Conversion from Contact Hours to Credit Hours and Change in Credit Hour Award:
  ~ PNE148 Mental Health
  ~ PNE163 Pharmacology I
  ~ PNE164 Pharmacology II
  ~ PNE141 Fundamentals of Nursing
  ~ PNE171 Medical Surgical Nursing I
  ~ PNE172 Medical Surgical Nursing II
  ~ PNE174 Maternal and Child Nursing
  ~ PNE175 Medical Surgical Nursing III
- New Courses:
  ~ PNE1xx Fundamentals of Nursing Clinical
  ~ PNE1xx Medical Surgical Nursing I Clinical
  ~ PNE1xx Medical Surgical Nursing II Clinical
  ~ PNE1xx Maternal and Child Nursing Clinical
  ~ PNE1xx Medical Surgical Nursing III Clinical
- Update to the LPN Certificate: Practical Nursing Certificate Plan

Level II / RN Nursing
- Update to the RN Associate of Applied Science Degree Plan
Computer Information System
- Change in Credit Hour Award, CIS147 Networking I
- Reactivation of Course, Change in Course Name, and Change in Credit Hour Award, CIS199 Data Processing Internship
- Change in Credit Hour Award, CIS247 Networking II
- Change in Credit Hour Award, CIS260 Information Systems Security
- (1) Change in Credit Hour Award; (2) Change in Pre-/Co-Requisite; (3) Change in Course Name; and (4) Change in Course Number, CIS262 Client/Server Management
- New Course, CIS2xx MS Server II
- New Course, CIS2xx MS Server III
- Update to the Associate of Applied Science Computer Information Systems Degree Plan
- Update to the Associate of Applied Science Computer Information Systems: Criminal Justice Cyber Security Option Degree Plan

Automation and Electrical Control Systems
Update to the Associate of Applied Science Automation and Electrical Control Systems Degree Plan

Credit for Prior Learning Recommendation

January 2014 Meeting Date

Next Meeting: January 2014
Curriculum Committee  
Meeting Minutes  
December 9, 2013

**Members Present:** Shanie Latham (Chair), Deborah Allen, Amy Call, Chris DeGeare, Bill Kaune, John McDaniel, David McNair, Tammy Reaves, Skyler Ross, Niki Vogelsang, and Suzie Welch  
**Members Absent:** Gary Boyher  
**Others Present:** Linda Abernathy, Linda Boevingloh, Shirley Davenport, Kim Flora, Sandy Frey, Kim Harvey, Connie Maack, Dena McCaffrey, April Norton-Gunther, Brandon Russell, Mindy Selsor, and Allan Wamsley,

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

Minutes from the November 13, 2013, meeting were presented for approval. With no changes suggested, Bill Kaune made a motion approving the minutes as presented; Chris DeGeare seconded the motion. All approved.

**Social Work:** Suzie Welch presented a proposal requesting the adoption of a Pre-Social Work Program Endorsement for students meeting specific requirements in the Social Work program. Students would have to complete a course of study to meet their general education requirements, with specific emphasis on preparation for completion of a four-year Bachelor's degree in Social Work at a Council on Social Work Education accredited college or university. To earn this endorsement, students must complete the following required components: SWK105 Introduction to Social Work and SWK110 Social Work Lab, with grades of B or better; SOC125 Human Diversity and SOC240 Marriage & Family, with grades of C or better; a cumulative GPA of 2.5; completion of all Associate of Arts degree requirements; and, a recommendation from a Jefferson College Social Work faculty member. Obtaining this special curricular recognition will help ease the transfer into Bachelor of Social Work degree programs. Chris DeGeare made a motion approving the adoption of a Pre-Social Work Program Endorsement as presented; John McDaniel seconded the motion. All approved.

**Heating, Refrigeration, and Air Conditioning Technology:** Bill Kaune discussed the proposed new course in the Heating, Refrigeration, and Air Conditioning Technology program, HRA1xx Solar Hot Water Systems. This new course would serve as an elective for the Associate of Applied Science in Heating, Refrigeration and Air Conditioning Technology degree. This new green technology class will help fulfill recommendations made by HVAC Excellence accreditation committee as well as the HVAC Advisory Committee. The addition of this course will also help put the HVAC curriculum on the cutting edge of industry changes. David McNair made a motion approving the new course HRA1xx Solar Hot Water Systems; Niki Vogelsang seconded the motion. All approved.

**Veterinary Technology:** Dena McCaffrey shared information regarding the discontinuation of the Veterinary Assistant one-year Dean’s certificate program explaining the program has suffered from low enrollment the past few years. The options were to either eliminate the program completely or convert the program into a true certificate program through the Missouri Department of Higher Education. After discussing the options with members of the Jefferson College Veterinary Technology Advisory Committee at the Fall 2013 meeting, it was determined the Veterinary Assistant Program should be discontinued because most veterinary assistants are trained on-the-job. In addition, the Veterinary Assistant program relies on the Veterinary Technology program’s budget and resources to operate. No action was required on this matter.

**Level 1 / PN Nursing:** Linda Boevingloh and April Norton-Gunther presented multiple Level 1/PN Nursing proposals. Lengthy discussion ensued regarding the proposals. Linda explained that the
Missouri State Board of Nursing (MSBN) has made several requests of the Nursing program; some of the requests include clinical experiences to be a graded class rather than a Pass/Fail for students; conversion of contact hours to credit hours; and alignment of the day and evening/weekend programs as well as the LPN and RN programs. Linda stated that the curriculum in most classes is not being revised. While several proposals have been submitted for consideration this month, many more are necessary; however, Linda stated she is trying not to make too many changes at one time. Additional changes will be submitted in the future. Following are the proposals submitted for consideration:

1. Proposal to deactivate PNE162 Drugs and Their Reactions. Historically, Level I/PN Day students took PNE162 Drugs and Their Reactions while Level I/PN Evening/Weekend took PNE163 Pharmacology I and PNE164 Pharmacology II. The Missouri State Board of Nursing (MSBN) requires that both day and evening courses be consistent. Retirement of PNE162 allows for consistency in both Day and Evening/Weekend course requirements.

2. Proposal to create the following five (5) new courses to be added to the Level I/PN Nursing curriculum in an effort to better reflect the credit hours for student clinical experiences. With the creation of these five new courses, the clinical component has been removed from the corresponding lecture course of the same name.

   ~ PNE1xx Fundamentals of Nursing Clinical (1 credit hour)
   ~ PNE1xx Medical Surgical Nursing I Clinical (2 credit hours)
   ~ PNE1xx Medical Surgical Nursing II Clinical (2 credit hours)
   ~ PNE1xx Maternal and Child Nursing Clinical (1 credit hour)
   ~ PNE1xx Medical Surgical Nursing III Clinical (1 credit hour)

3. Proposal to convert the following three (3) courses from the current contact hours to credit hours. Previously all Level I/PN courses reflected only contact hours. For consistency purposes, the MSBN requires that Level I/PN courses reflect credit hours to align with Level II/RN courses. The three courses to be converted from contact hours to credit hours include the following: PNE143 Nutrition; PNE145 Personal Vocational Concepts; and PNE167 Growth & Development Across the Life Span.

4. Proposal to convert the following eight (8) courses from the current contact hours to credit hours and change the credit hour award for the courses. As with the previously mentioned group of courses, the MSBN requires that Level I/PN courses reflect credit hours to align with Level II/RN courses. Additionally, an adjustment in credit hour award is required to more accurately reflect the time students devote to these classes.

   ~ PNE148 Mental Health, from the current 1 credit hour to 2 credit hours
   ~ PNE163 Pharmacology I, from the current .5 credit hours to 2 credit hours
   ~ PNE164 Pharmacology II, from the current .5 credit hours to 2 credit hours
   ~ PNE141 Fundamentals of Nursing, from the current 3 credit hours to 7 credit hours
   ~ PNE171 Medical Surgical Nursing I, from the current 4 credit hours to 6 credit hours
   ~ PNE172 Medical Surgical Nursing II, from the current 3 credit hours to 5 credit hours
   ~ PNE174 Maternal and Child Nursing, from the current 1 credit hour to 4 credit hours
   ~ PNE175 Medical Surgical Nursing III, from the current 1 credit hour to 2 credit hours

5. Proposal to update to the LPN Certificate: Practical Nursing Certificate Plan to reflect the many changes above.

Kim Harvey requested the attendance statement be added to each Official Course Syllabus presented for consideration. Discussion ensued regarding the Expected Learning Outcomes for Pharmacology I and Pharmacology II, and Medical Surgical Nursing I, II, and III. Shanie stated the ELOs for these courses must be addressed, explaining the ELOs must be different, be demonstrable, and show progression in the courses. It was suggested that Linda review the Radiologic Technology program Official Course Syllabi to see how progression in the clinical courses is demonstrated. After discussion, Deborah Allen made a motion to approve the Level I/LPN Nursing proposals under one motion and vote; Chris DeGeare seconded this motion. All approved. Deborah Allen then made a motion approving the Level I/LPN Licensed Practical Nursing proposals, as amended; Tammy Reaves seconded the motion. All approved.
Level II / RN Nursing: Linda Boevingloh shared the RN Associate of Applied Science Degree Plan. Previously both the Level I/PN Nursing certificate program and the Level II/RN Nursing Associate of Applied Science degree requirements were included on one degree plan. The Missouri State Board of Nursing has recommended two separate documents for the Level I/LPN Certificate: Practical Nursing certificate requirements and the Level II/RN Nursing Associate of Applied Science degree requirements. The proposed degree plan also reflects the acceptable 21 credit hours given to a Licensed Practical Nurse, resulting in a change from 86 credit hours to 73-76 hours. Deborah Allen made a motion to adopt the Level II/RN Nursing Associate of Applied Science Degree Plan; Bill Kaune seconded the motion. All approved.

Computer Information System: Chris DeGeare provided the background on the proposals submitted for the Computer Information Systems.

(1) Proposal to change the credit hours awarded for course CIS147 Networking I course from the current five (5) credit hours to four (4) credit hours. After a review of the course materials and the time needed both in-class and out-of-class, it was determined the course requirements are in line with a four (4) credit hour award. John McDaniel made a motion approving the change in credit hour award for CIS147 Networking I; David McNair seconded the motion. All approved.

(2) Proposal to reactive course CIS199 Data Processing Internship in response to an increasing need to provide students with real-world work experience as a method of increasing graduate employability. Requested changes to the course include changing the course title from the current “Data Processing Internship” to "Computer Information Systems Internship," and changing the credit hour award from the current "1-5" to "3." David McNair made a motion approving the following: (1) the reactivation of CIS199 Data Processing Internship; (2) the change of name for course CIS199 from the current Data Processing Internship to Computer Information Systems Internship; and, (3) the change in credit hour award from the current 1-5 credit hours to the proposed 3 credit hours; Bill Kaune seconded the motion. All approved.

(3) Proposal to change the credit hour award for course CIS247 Networking II from the current three (3) credit hours to four (4) credit hours. The increase in credit hour award is in response to a suggestion from the CIS-Computer Support Option Advisory Committee to better align course materials with well-known industry certification. The extra class time would allow for the CIS department to adequately additional objectives required on the Cisco CCENT certification. John McDaniel made a motion approving the change in credit hours for course CIS247 Networking II from the current three (3) credit hours to four (4) credit hours; Tammy Reaves seconded the motion. All approved.

(4) Proposal to change the credit hour award for course CIS260 Information Systems Security from the current five (5) credit hours to four (4) credit hours. After a review of the course materials and the time needed both in-class and out-of-class, it was determined the course requirements are in line with a four (4) credit hour award. Niki Vogelsang made a motion approving the change in credit hour award for the course CIS260 Information Systems Security from the current five (5) credit hours to four (4) credit hours; Bill Kaune seconded the motion. All approved.

(5) Proposal to make the following changes to course CIS262 Client/Server Management:

(a) change the course name and number to CIS1xx MS Server I: based on the new recommended order of courses for the CIS-CSO degree plan, this course has become a first-year course followed by two second-year courses. Changing the course number is an appropriate adjustment for the new placement within the degree plan. Two Microsoft (MS) Server courses are being proposed for the CIS-Computer Support Option degree plan. In order to prevent confusion and to simplify the naming of these three classes, the name change from the current Client/Server Management to MS Server I would be more appropriate to signify that this is the first server course covering Microsoft Server technologies.

(b) change the credit hour award from the current three (3) credit hours to four (4) credit hours. *

(c) change the current pre-requisite of CIS147 Networking I to a pre-/co-requisite. *

* These changes are in response to the CIS-Computer Support Option Advisory Committee’s suggestion to better align course materials and well-known industry certification, resulting in additional class time to adequately cover required course objectives. David McNair made a motion approving the above changes; Niki Vogelsang seconded the motion. All approved.
(6) Proposal to offer a new course CIS2xx MS Server II as a requirement for the Computer Information Systems-Computer Support Option Associate of Applied Science degree. In response to the CIS - Computer Support Option Advisory Committee, the CIS Department is proposing two (2) Microsoft (MS) Server classes be added to the CIS Computer Support Option degree plan in addition to the existing CIS262 Client/Server Management course (proposed above to be changed to CIS1xx MS Server I). These two new courses are intended to incorporate the Microsoft Certified Systems Administrator (MCSA) Certification into the CIS - Computer Support Option degree and better align course materials with the well-known industry certification. John McDaniel made a motion approving the new course CIS2xx MS Server II with the change to the pre-requisite on the Official Course Syllabus; Bill Kaune seconded the motion. All approved.

(7) Proposal to offer a new course CIS2xx MS Server III as a requirement for the Associate of Applied Science in Computer Information Systems-Computer Support Option degree. In response to the CIS - Computer Support Option Advisory Committee, the CIS Department is proposing two (2) Microsoft (MS) Server classes be added to the CIS Computer Support Option degree plan in addition to the existing CIS262 Client/Server Management course (proposed above to be changed to CIS1xx MS Server I). These two new courses are intended to incorporate the Microsoft Certified Systems Administrator (MCSA) Certification into the CIS - Computer Support Option degree and better align course materials with the well-known industry certification. David McNair made a motion approving the new course CIS2xx MS Server III; Niki Vogelsang seconded the motion. All approved.

(8) Proposal to update the Computer Information Systems Associate of Applied Science degree plan and recommended order of courses to reflect the following changes: (a) remove BUS101 Introduction to Business, CIS129 Programming Logic, CIS153 Introduction to Visual Basic Programming, and CIS236 SQL & Database Design; (b) update credit hour awards for CIS147 Networking I, CIS247 Networking II, and CIS260 Information Systems Security; (c) update credit hour award and name for CIS262 Client/Server Management; (d) add CIS2XX MS Server II and CIS2XX MS Server III; and, (e) add CIS199 Computer Information Systems Internship as an alternative to CIS282 Networking/Support Projects. Bill Kaune made a motion approving the updated Computer Information Systems Associate of Applied Science Degree Plan as amended (correct the course number for course MS Server I); John McDaniel seconded the motion. All approved.

(9) Proposal to update the Computer Information System: Criminal Justice Cyber Security Option Associate of Applied Science degree plan to reflect the following changes: (a) CIS147 Networking I, change in credit hour award from five (5) to four (4); (b) CIS247 Networking II, change credit hour award from three (3) to four (4); (c) CIS262 Client/Server Management, name change to MS Server I and change credit hour award from three (3) to four (4); and, (d) CIS260 Information Systems Security, change credit hour award from five (5) to four (4). John McDaniel made a motion approving the updated Computer Information Systems: Criminal Justice Cyber Security Option Associate of Applied Science Degree Plan as amended (correct the course number for course MS Server I); Bill Kaune seconded the motion. All approved.

Chris DeGeare thanked Sandy Frey for her assistance and guidance with the CIS proposals.

**Automation and Electrical Control Systems:** John McDaniel stated that, due the changes above to the CIS program, the Automation and Electrical Control Systems Associate of Applied Science Degree Plan required updates to reflect the change in credit hour award for course CIS147 Networking I from the current five (5) credit hours to four (4) credit hours. Chris DeGeare made a motion approving the updated Automation and Electrical Control Systems Associate of Applied Science degree plan; Deborah Allen seconded the motion. All approved.

**Credit for Prior Learning Recommendation:** Chris DeGeare shared that the CPL Guide was reviewed at the November meeting. No additional feedback has been received from faculty. Chris will work with Dena McAffrey to get the Guide on the Board of Trustees January meeting agenda for a first reading. Chris DeGeare made a motion for the Curriculum Committee to accept the additional responsibilities associated with Credit for Prior Learning initiative (reviewing a CPL proposal if it is an “exception” to what is outlined in the Guide {e.g., industry certification or other types of examinations}); Tammy Reaves seconded the motion. All approved.
January 2014 Meeting Date: A meeting date for January has not been set due the start of the semester and the January holiday. After discussion, the committee agreed to meeting on Wednesday, January 15, 2014, at 3:00 p.m. Amy Call made a motion approving the January meeting date; Tammy Reaves seconded the motion. All approved. (After the December 9, 2013, meeting, it was decided, via email, that the January meeting date would be changed to Monday, January 27, 2014.)

The next Curriculum Committee meeting will be held on January 15, 2014, 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 Friday, January 24.

With no further business, Tammy Reaves made a motion to adjourn the meeting; Niki Vogelsang seconded the motion. All approved to adjourn the meeting at 4:41 p.m.
AGENDA

Curriculum Committee Meeting
January 27, 2014
3:00 p.m. ~ ASI 112

Approval of December 9, 2013, Minutes

Committee Membership

Biomedical Electronics Technology
- Reduction in Credit Hour Award, BET200 Electronic Control Technology
- Modification of Course Content, Change in Course Name, and Reduction in Credit Hour Award, BET225 Diagnostic Instrumentation Systems
- New Course, BET2xx Biomedical Physics and Device Technology
- Deactivation of Course, BET230 Therapeutic Instrumentation Systems
- Update to the Associate of Applied Science in Biomedical Electronics Technician Degree Plan

Radiologic Technology
(A) Course Content Modifications to Meet the American Registry of Radiologic Technologists (ARRT) Curriculum Recommendations
(B) Reduction in Credit Hours
(C) Modification to Textbook Information
(D) Modification to Expected Learning Outcomes, Assessment Measures, and/or Method(s) of Evaluation
(E) Modification of Pre-Requisite Requirement(s)
(F) Increase in Course Pass Rate to 80% (“C”)
(G) Increase in Course Pass to 86% (“B”)

<table>
<thead>
<tr>
<th>Course</th>
<th>Requested Change(s)</th>
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<tbody>
<tr>
<td>RAD105 Introduction to Radiography</td>
<td>(A), (B), (C), (D), (F)</td>
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<tr>
<td>RAD115 Radiographic Positioning I</td>
<td>(A), (C), (G)</td>
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<td>RAD125 Radiographic Positioning II</td>
<td>(A), (C), (G)</td>
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<tr>
<td>RAD130 Patient Care Management</td>
<td>(A), (C), (D), (F)</td>
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<td>RAD135 Radiographic Positioning III</td>
<td>(A), (C), (G)</td>
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<td>RAD140 Radiographic Exposures</td>
<td>(A), (C), (D), (F)</td>
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<td>RAD145 Radiographic Positioning IV</td>
<td>(A), (C), (G)</td>
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<tr>
<td>RAD150 Cross-Sectional Anatomy</td>
<td>(A), (C), (F)</td>
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<td>RAD155 Radiographic Biology</td>
<td>(C), (D), (F)</td>
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<tr>
<td>RAD160 Radiographic Physics</td>
<td>(A), (C), (D), (F)</td>
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<td>RAD165 Radiographic Pharmacology</td>
<td>(C), (D), (F)</td>
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<td>RAD170 Radiographic Pathology</td>
<td>(C), (D), (F)</td>
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<td>RAD175 Image Intensification and Equipment</td>
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<tr>
<td>RAD185 Radiography Curriculum Review and Professional Development</td>
<td>(A), (C), (D), (F)</td>
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<tr>
<td>RAD200 Clinical Practicum I</td>
<td>(C), (D), (E)</td>
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<td>RAD210 Clinical Practicum II</td>
<td>(C), (D), (E)</td>
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<td>RAD220 Clinical Practicum III</td>
<td>(C), (D), (E)</td>
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<td>RAD230 Clinical Practicum IV</td>
<td>(C), (D), (E)</td>
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<tr>
<td>RAD240 Clinical Practicum V</td>
<td>(C), (D), (E)</td>
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</tbody>
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• Combination of Two Courses, RAD110 Image Evaluation I & RAD120 Image Evaluation II and (A), (C), (D), (G) from the list above
• New Course, RAD1xx Radiation Protection
• Deactivation of Course, RAD100 Radiologic Technology Prep Workshop
• Update to the Associate of Applied Science Radiologic Technology Degree Plan

**English**

• Modification of Course Content and Change in Course Name, ENG105 Literature Appreciation: Poetry/Short Story
• Modification of Course Content and Change in Course Name, ENG106 Literature Appreciation: Drama/Short Novel

Next Meeting: February 10, 2014
Curriculum Committee
Meeting Minutes
January 27, 2014

Members Present: Shanie Latham (Chair), Deborah Allen, Gary Boyher, Amy Call, Chris DeGeare, Bill Kaune, John McDaniel, Tammy Reaves, Skyler Ross, Niki Vogelsang, and Suzie Welch

Members Absent: David McNair


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

Minutes from the December 9, 2013, meeting were presented for approval. With no changes suggested, Chris DeGeare made a motion approving the minutes as presented; Tammy Reaves seconded the motion. All approved.

Committee Membership: Shanie opened the meeting by discussing committee membership. With the new committee structure, in the Spring of 2012 all committee members were appointed for a two-year appointment; the appointments will end this Spring 2014 semester, resulting in 100% turnover on all institutional committees. To ease this transition and help with continuity, all institutional committee Chairs are going to solicit feedback from current committee members to see if any are interested in remaining on the committee for a one-year or two-year term; ultimately the goal is to get to staggered terms on all committees. Shanie circulated a form asking all committee members to indicate their preference. This information will be shared with the Council of Institutional Committee Chairs.

Biomedical Electronics Technician: Melissa Coolich reported on the Biomedical Electronics Technician proposals explaining the changes being made to the second year of the program are necessary to bring the program up-to-date with industry standards and to satisfy Advisory Committee recommendations.

(1) Proposal to reduce the credit hour award for course BET200 Electronic Control Technology from the current six credit hours to three credit hours. This reduction in credit hours is being suggested to allow students to take BET2xx Biomedical Physics and Device Technology in the fall semester of the program's second year to align device learning with BIO116 Anatomy and Physiology for Pre-Hospital Healthcare. The original lecture portion of the course will be preserved which includes mechanisms and computational analysis. Major laboratory components originally intended for this course are currently completed in MTT147 Hydraulics and Pneumatics I. This is to assist with direct transferability and flexibility between electronics programs. Chris DeGeare made a motion approving the reduction in credit hour award for course BET200 Electronic Control Technology from the current six credit hours to three credit hours; Bill Kaune seconded the motion. All approved.

(2) Proposal to make the following changes to course BET225 Diagnostic Instrumentation Systems:
   (a) modification of course content to reflect industry standards along with textbook content alignment;
   (b) change in course name from the current Diagnostic Instrumentation Systems to Biomedical Instrumentation Systems to more accurately reflect course content (both therapeutic and diagnostic instruments are included in the course); and
   (c) reduction in credit hour award from the current six credit hours to four credit hours as the original credit hour award is believed to have been too high.

Skyler Ross made a motion approving the modification of course content, change in course name and reduction in credit hour award for course BET225 Diagnostic Instrumentation Systems as amended (correction to the pre-requisite on the Official Course Syllabus is required); John McDaniel seconded the motion. All approved.

(3) Proposal to offer a new course BET2xx Biomedical Physics and Device Technology to replace the current course BET230 Therapeutic Instrumentation Systems. This new course will require students to identify, operate and troubleshoot common biomedical devices. They will then correlate the signals being measured by the biomedical devices to the relevant physiologic phenomena. Bill Kaune made a motion...
approving a new course BET2xx Biomedical Physics and Device Technology as amended (correction to the pre-requisite on the Official Course Syllabus is required), and the deactivation of course BET230 Therapeutic Instrumentation Systems; Chris DeGeare seconded the motion. All approved.

(4) Update to the Associate of Applied Science in Biomedical Electronics Technician Degree Plan to reflect the following changes: (a) current MTH134 requirement has been expanded to accept MTH134 or higher; (b) BIO211 and BIO212 will now satisfy the requirement for BIT122; (c) the number of core credit hours are reduced from 73 to 70; (d) the requirement of BIO116 has been expanded to accept BIO120 or BIO211 and BIO212 (these courses are actually more intensive than BIO116); (e) BET225 Diagnostic Instrumentation Systems has been renamed to BET225 Biomedical Instrumentation Systems; (f) BET230 Therapeutic Instrumentation Systems has been removed as it has been deactivated; (g) BET2xx Biomedical Physics and Device Technology has been added; (h) BET200 Electronic Control Technology has been reduced from six credit hours to three; and (i) MTT147 Hydraulics and Pneumatics I has been added. Gary Boyher made a motion approving the above changes to the Associate of Applied Science in Biomedical Electronics Technician degree plan as presented; Niki Vogelsang seconded the motion. All approved.

Radiologic Technology: Janet Akers and Kenny Wilson provided an overview of the multiple changes to the Radiologic Technology program. Following is a summary of the changes requested and the applicable courses.

(1) Proposal to modify course content to better align with required course content, accreditation standards, and national standards set forth by the American Registry of Radiologic Technologists (ARRT): RAD105 Introduction to Radiography; RAD115 Radiographic Positioning I; RAD125 Radiographic Positioning II; RAD130 Patient Care Management; RAD135 Radiographic Positioning III; RAD140 Radiographic Exposures; RAD145 Radiographic Positioning IV; RAD150 Cross-Sectional Anatomy; and RAD160 Radiographic Physics.

(2) Proposal to reduce the credit hour award for course RAD105 Introduction to Radiography from the current two credit hours to one credit hour. This reduction is due to the removal of content which will now be covered in the new proposed course RAD1xx Radiation Protection.

(3) Proposal to modify textbook information to reflect “Current Edition”: RAD105 Introduction to Radiography; RAD115 Radiographic Positioning I; RAD125 Radiographic Positioning II; RAD130 Patient Care Management; RAD135 Radiographic Positioning III; RAD140 Radiographic Exposures; RAD145 Radiographic Positioning IV; RAD150 Cross-Sectional Anatomy; RAD155 Radiographic Biology; RAD160 Radiographic Physics; RAD165 Radiographic Pharmacology; RAD170 Radiographic Pathology; RAD175 Image Intensification and Equipment; RAD185 Radiography Curriculum Review and Professional Development; RAD200 Clinical Practicum I; RAD210 Clinical Practicum II; RAD220 Clinical Practicum III; RAD230 Clinical Practicum IV; and RAD240 Clinical Practicum V.

(4) Proposal for the modification on the Official Course Syllabus to the Expected Learning Outcomes, Assessment Measures, grading and/or Method(s) of Evaluation to be consistent throughout the program: RAD105 Introduction to Radiography; RAD130 Patient Care Management; RAD140 Radiographic Exposures; RAD150 Cross-Sectional Anatomy; RAD155 Radiographic Biology; RAD160 Radiographic Physics; RAD165 Radiographic Pharmacology; RAD170 Radiographic Pathology; RAD175 Image Intensification and Equipment; RAD185 Radiography Curriculum Review and Professional Development; RAD200 Clinical Practicum I; RAD210 Clinical Practicum II; RAD220 Clinical Practicum III; RAD230 Clinical Practicum IV; and RAD240 Clinical Practicum V.

(5) Proposal to modify the pre-requisite requirements: RAD200 Clinical Practicum I; RAD210 Clinical Practicum II; RAD220 Clinical Practicum III; RAD230 Clinical Practicum IV; and RAD240 Clinical Practicum V.

(6) Proposal to increase the course pass rate to 80% (“C”): RAD105 Introduction to Radiography; RAD130 Patient Care Management; RAD140 Radiographic Exposures; RAD150 Cross-Sectional Anatomy; RAD155 Radiographic Biology; RAD160 Radiographic Physics; RAD165 Radiographic Pharmacology; RAD170 Radiographic Pathology; RAD175 Image Intensification and Equipment; and RAD185 Radiography Curriculum Review and Professional Development.
(7) Proposal to increase the course pass rate to 86% ("B"): RAD115 Radiographic Positioning I; RAD125 Radiographic Positioning II; RAD135 Radiographic Positioning III; and RAD145 Radiographic Positioning IV.

(8) Proposal to combine the courses RAD110 Image Evaluation I and RAD120 Image Evaluation II into one course, RAD1xx Image Evaluation. This new course will better suit student needs taught as a two credit hour course over eight weeks. Expected learning outcomes and measurement tools have been changed to meet the actual needs of the students and to properly evaluate their comprehension of the subject. This change would allow for more in-depth coverage of content and align better with content coverage based on the American Registry of Radiologic Technologist's curriculum and program's curriculum. The Methods of Evaluation have been updated to be consistent throughout the program. Previously no course pass rate was expressed for this course, although students were required to pass exams and presentations; the pass rate will be increased to 86% (B). This rate will be emphasized as the pass rate due to the importance of the competency level required. The required textbooks have also been updated to reflect "Current Edition."

(9) Proposal to offer a new course, RAD1xx Radiation Protection, as a required course for the Associate of Applied Science in Radiologic Technology degree plan. Radiation protection encompasses 22.5% of students' National ARRT Registry and is a required proficiency prior to clinicals; and currently the subject is covered briefly in RAD105 Introduction to Radiography. Students will benefit from the addition of a course specifically geared toward this subject. Only one credit hour will be added to the overall Radiologic Technology program's degree plan as RAD105 Introduction to Radiography is being proposed as a one credit hour class rather than a two credit hour class. Additionally, this course will fit the needs of the Biomedical Electronic Technology (BET) program for equipment and radiation safety.

(10) Proposal to deactivate course, RAD100 Radiologic Technology Prep Workshop. Currently, this course creates unnecessary barriers in the application and selection process for both staff and students by limiting the time a student has to apply and by reducing the flexibility of staff in allowing late applications. The .5 credit hour award for the course will be replaced with a formal application process which includes a student interview, submission of an essay and the official program application that follows standard acceptance guidelines; this will shorten the application process and allow staff to better accommodate the scheduling needs of the student. No change will be made to the prerequisites or minimum standards allowing students into the program and no compromises will be made to the application process. The program will make every effort to insure the process is fair and equitable to all applicants. With the removal of this course from the curriculum, the total program credit hours will be reduced by .5 credit hour.

(11) Proposal to update the Associate of Applied Science Radiologic Technology Degree Plan to include the following changes: (a) remove the course RAD100 Radiologic Technology Prep Workshop; (b) combine the courses RAD110 Image Evaluation I and RAD120 Image Evaluation II into one course, RAD1XX Image Evaluation; (c) add course RAD1XX Radiation Protection; and (d) update the total credit hours from the current 84.5-90.5 to 85-94.

Skyler Ross made a motion approving the Radiologic Technology proposals under one motion and one vote; Chris DeGeare seconded the motion. All approved. Skyler Ross made a motion to approve all the Radiologic Technology proposals; John McDaniel seconded the motion. All approved.

**English:** Shanie Latham presented the two proposals on behalf of the English department requesting a name change and modification in course content for the following two courses: ENG105 Literature Appreciation: Poetry/Short Story and ENG106 Literature Appreciation: Drama/Short Novel. The English department would like to allow for individual sections of these two literature courses to be structured around specific themes chosen by the instructor. This is common practice with survey literature courses; students meet the same Expected Learning Outcomes (including learning key literary terms and practicing literary analysis and interpretation) but are able to choose sections where the content is more likely to match their personal interests. The shortening of the name will allow space to include each individual section's theme as part of its course name. The words “Literature Appreciation” would be removed from both course titles. Chris DeGeare made a motion approving the change in course content and course name for the following two courses: ENG105 from the current Literature Appreciation: Poetry/Short Story to Poetry and Short Story
and ENG106 from the current Literature Appreciation: Drama/Short Novel to Drama and Short Novel; Bill Kaune seconded the motion. All approved.

**The next Curriculum Committee meeting will be held on February 10, 2014, at 3:00 p.m.** All items for the February agenda should have been submitted with appropriate signatures and electronically to Lisa Vinyard and Shanie Latham no later than last Friday, January 24. To date no proposals have been submitted; Shanie stated if proposals are received early the week beginning February 3, they may be included on the February agenda.

With no further business, Bill Kaune made a motion to adjourn the meeting; Gary Boyher seconded the motion. All approved to adjourn the meeting at 3:37 p.m.
AGENDA
Curriculum Committee Meeting
February 10, 2014
3:00 p.m. ~ ASI 112

Approval of January 27, 2014, Minutes

Business Management
• Change in Pre-/Co-Requisites, MGT103 Business Math

Accounting Technology
• New Course, MGT2xx Accounting Internship
• Update to the Associate of Applied Science in Accounting Degree Plan

Guidance
• Increase in Credit Hour Award, GUD101 Career Planning and Exploration

Next Meeting: March 10, 2014
Members Present: Shanie Latham (Chair), Deborah Allen, Gary Boyher, Amy Call, Chris DeGeare, Bill Kaune, John McDaniel, David McNair, Tammy Reaves, Skyler Ross, Niki Vogelsang, and Suzie Welch
Members Absent: All committee members were present.
Other Present: Mary Baricevic, Shirley Davenport, Sandy Frey, Kathy Johnson, Kathy Johnston, Dena McCaffrey, Lisa Pritchard, Cindy Rossi, Mindy Selsor, Lisa Vinyard (Secretary), and Allan Wamsley

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

Minutes from the January 27, 2014, meeting were presented for approval. With no changes suggested, Bill Kaune made a motion approving the minutes as presented; Skyler Ross seconded the motion. All approved.

Business Management: Cindy Rossi and Kathy Johnson reported on the proposal requesting the addition of the following pre-requisite to course MGT103 Business Mathematics: “COMPASS pre-algebra score of at least 33 within the past two years, ACT math score of 16 or higher within the past two years, or MTH001 with a grade of ‘B’ or better.” A pre-/co-requisite of reading proficiency was also added. Based on math and reading placement scores in correlation to students’ Business Mathematics grades, these pre-requisites will improve students’ success in Business Mathematics. After discussion, the Committee requested changes be made to the Official Course Syllabus (section VIII. Methods of Evaluation). Chris DeGeare made a motion approving pre-requisite additions (stated above) to course MGT103 Business Mathematics, as amended; Skyler Ross seconded the motion. All approved.

Accounting Technology: Cindy Rossi and Kathy Johnson also presented two Accounting Technology proposals. These proposals are being brought forward in response to suggestions from advisors who are reporting that each semester 7-14 students are asking for an Associate degree in Accounting, demonstrating a need.

- Proposal to offer a new elective course for the Associate of Applied Science in Accounting degree, MGT2xx Accounting Internship. This new course will allow students to gain accounting experience and apply the technical skills they acquired while earning their Accounting A.A.S. degree; it also gives students potential job opportunities after the course is completed. The Committee requested several changes be made to the Course Proposal as well as sections III. Outline of Topics, IV. Methods of Instruction, and V. Required Textbooks on the Official Course Syllabus. Chris DeGeare made a motion approving the new course, MGT2xx Accounting Internship, as amended; David McNair seconded the motion. All approved.

- Proposal to update and reactivate the Associate of Applied Science in Accounting Technology degree and rename it to “Associate of Applied Science in Accounting” degree and update the credit hour award from 61 credit hours to 64-66 credit hours. This proposal also updates the Accounting Technology certificate by dropping “Technology,” leaving the name of Accounting certificate and updating the credit hours from the current 25 to 31-33 credit hours. This request will more accurately reflect industry standards and what similar degrees are called at other institutions as well as keep students current with technical skills required for a career in account. The Committee recommended a change to the proposed degree plan. Skyler Ross made a
motion approving the requested changes to the Associate of Applied Science in Accounting Technology degree plan, as amended; John McDaniel seconded the motion. All approved.

**Guidance:** Tammy Reaves provided explanation for the proposal requesting the change in credit hour award for course GUD101 Career Planning and Exploration from the current two (2) credit hours to three (3) credit hours. The course has been expanded to include a simulated job search and student development of education and career pathways; the increase in credit hour award will allow time for students to complete these activities and be successful in the course. Discussion ensued regarding the need for the increase and the time associated with the multiple surveys, assessments, and inventories required in the class; Sandy Frey and Tammy Reaves discussed many aspects of the course justifying the need for the increase. Deborah Allen made a motion approving the increase in credit hour award for course GUD101 Career Planning and Exploration from two (2) credit hours to three (3) credit hours, as amended; Suzie Welch seconded the motion. All approved.

**The next Curriculum Committee meeting will be held on March 10, 2014, at 3:00 p.m.** All items for the March agenda should be submitted with appropriate signatures and electronically to Lisa Vinyard and Shanie Latham no later than February 21, 2014.

With no further business, Tammy Reaves made a motion to adjourn the meeting; Niki Vogelsang seconded the motion. All approved to adjourn the meeting at 3:49 p.m.
AGENDA

Curriculum Committee Meeting
March 10, 2014
3:00 p.m. ~ ASI 112

Approval of February 10, 2014, Minutes

Automotive Technology
- New Course, AUTxxx Automotive Heating/AC Systems Lab
- New Course, AUT151 Automotive Engine Repair
- New Course, AUT152 Automotive Engine Repair Lab
- New Course, AUT161 Introduction to Engine Performance
- New Course, AUT162 Introduction to Engine Performance Lab
- Modification to Course, AUT201 Basic Electrical Systems
- Modification to Course, AUT202 Basic Electrical Systems Lab
- Modification to Course, AUT211 Fuel Systems
- Modification to Course, AUT212 Fuel Systems Lab
- Modification to Course, AUT221 Electronics and Drivability
- Modification to Course, AUT222 Electronics and Drivability Lab
- Modification to Course, AUT231 Driveline Diagnosis and Service
- Modification to Course, AUT232 Driveline Diagnosis and Service Lab
- Modification to Course, AUT251 Automotive Heating and AC Systems
- Update to the Associate of Applied Science in Automotive Technology Degree Plan

Respiratory Therapy ~ Informational Item (Mindy Selsor)

Next Meeting: April 14, 2014
Curriculum Committee
Meeting Minutes
March 10, 2014

Members Present: Chris DeGeare (Vice Chair), Deborah Allen, Gary Boyher, Amy Call, Bill Kaune, John McDaniel, David McNair, Tammy Reaves, and Suzie Welch
Members Absent: Shanie Latham, Skyler Ross, and Niki Vogelsang
Other Present: Kim Flora, Kim Harvey, Dena McCaffrey, Lisa Pritchard, Mindy Selsor, and Lisa Vinyard (Secretary)

The meeting was called to order by Chris DeGeare at 3:04 p.m.

Minutes from the February 10, 2014, meeting were presented for approval. With no changes suggested, Gary Boyher made a motion approving the minutes as presented; Bill Kaune seconded the motion. All approved.

Automotive Technology: Gary Boyher reported on the Automotive Technology proposals requesting modifications to nine (9) courses and the addition of five (5) new courses to the program. Gary stated all the proposals submitted were in response to the Automotive Technology program’s accrediting body, the National Automotive Technicians Education Foundation (NATEF), and were necessary to maintain NATEF accreditation and Automotive Service Excellence (ASE) Certification. Modifications included the following: changes to course outcomes, outlines of topics, required textbooks, methods of instruction and methods of evaluation; changes to credit hour awards to allow an appropriate amount of time for course delivery, as course outcomes have been added/removed; and updates to course names and catalogue descriptions to better represent course content.

The Official Course Syllabi for the proposals list the Expected Learning Outcomes in a non-standard format. This is in direct response to NATEF recommendations, which require each specific outcome to be listed in the course syllabi, along with the associated exam to which the outcome aligns. The Committee accepted this rationale as an appropriate justification for the non-standard format. It was noted, however, that the Syllabus Review Subcommittee recommended changes to the Official Course Syllabi that were not included on the final documents presented to the Committee. Gary suggested reviewing the proposals as a group; however, since every proposal required revision, the Committee discussed each individually. The Committee stated each Official Course Syllabus needed to be reviewed again to confirm consistency of the following:
- accurate designation of semester course is to be offered in the Catalog Description;
- IX., ADA AA should not include a dash between ADA and AA;
- for each test/certification listed (also on the New Course Proposal), the test/certification name must be included along with the acronym;
- confirm consistency with the course prefix and course number (there should be no space between the two); and
- confirm consistency with course names.

Several Records of Actions and New Course Proposals also required modifications; in all instances the documents were approved as amended. Each proposal listed below was approved as amended, with all changes noted by Gary, Dena McCaffrey, Chris DeGeare, and Kim Harvey.
(1) Proposal to offer a new course, AUTxxxC Automotive Heating/AC Systems Lab. Bill Kaune made a motion approving the new course, as amended; Tammy Reaves seconded the motion. All approved.
(2) Proposal to offer a new course, AUT151 Automotive Engine Repair. David McNair made a motion approving the new course, as amended; John McDaniel seconded the motion. All approved.

(3) Proposal to offer a new course, AUT152 Automotive Engine Repair Lab. Bill Kaune made a motion approving the new course, as amended; Deborah Allen seconded the motion. All approved.

(4) Proposal to offer a new course, AUT161 Introduction to Engine Performance. David McNair made a motion approving the new course, as amended; John McDaniel seconded the motion. All approved.

(5) Proposal to offer a new course, AUT162 Introduction to Engine Performance Lab. Tammy Reaves made a motion approving the new course, as amended; Amy Call seconded the motion. All approved.

(6) Proposal to modify course AUT201 Basic Electrical Systems including updates to the Official Course Syllabus, changing the course name to Basic Electrical/Electronics Systems, and increasing the credit hour award from the current three (3) credit hours to four (4) credit hours. Bill Kaune made a motion approving the modifications, as amended; John McDaniel seconded the motion. All approved.

(7) Proposal to modify course AUT202 Basic Electrical Systems Lab including updates to the Official Course Syllabus, changing the course name to Basic Electrical/Electronics Systems Lab, and decreasing the credit hour award from the current six (6) credit hours to five (5) credit hours. David McNair made a motion approving the modifications, as amended; Deborah Allen seconded the motion. All approved.

(8) Proposal to modify course AUT211 Fuel Systems including updates to the Official Course Syllabus and changing the course name to Advanced Engine Performance. John McDaniel made a motion approving the modifications, as amended; Deborah Allen seconded the motion. All approved.

(9) Proposal to modify course AUT212 Fuel Systems Lab including updates to the Official Course Syllabus and changing the course name to Advanced Engine Performance Lab. David McNair made a motion approving the modifications, as amended; Bill Kaune seconded the motion. All approved.

(10) Proposal to modify course AUT221 Electronics and Drivability including updates to the Official Course Syllabus and changing the course name to Advanced Electrical/Electronics Systems. Bill Kaune made a motion approving the modifications, as amended; Amy Call seconded the motion. All approved.

(11) Proposal to modify course AUT222 Electronics and Drivability Lab including updates to the Official Course Syllabus and changing the course name to Advanced Electrical/Electronics Systems Lab. Tammy Reaves made a motion approving the modifications, as amended; Suzie Welch seconded the motion. All approved.

(12) Proposal to modify course AUT231 Driveline Diagnosis and Service including updates to the Official Course Syllabus and a decrease in credit hour award from the current three (3) credit hours to two (2) credit hours. John McDaniel made a motion approving the modifications, as amended; Bill Kaune seconded the motion. All approved.

(13) Proposal to modify course AUT232 Driveline Diagnosis and Service Lab including updates to the Official Course Syllabus and a decrease in credit hour award from the current six (6) credit hours to three (3) credit hours. Bill Kaune made a motion approving the modifications, as amended; Deborah Allen seconded the motion. All approved.

(14) Proposal to modify course AUT251 Automotive Heating and AC Systems including updates to the Official Course Syllabus and a change in course name to Automotive Heating/AC Systems. Tammy Reaves made a motion approving the modifications, as amended; Amy Call seconded the motion. All approved.
Proposal to update the Associate of Applied Science in Automotive Technology degree plan including the addition of the newly approved courses, updated course names, updated credit hour awards, and total credit hours required for the Associate of Applied Science degree and certificate. Bill Kaune made a motion approving the updates to the Associate of Applied Science in Automotive Technology degree plan, as amended; Tammy Reaves seconded the motion. All approved.

Respiratory Therapy ~ Mindy Selsor informed the Committee that the Respiratory Therapy program will be discontinued due to the low enrollment. There are not enough students to sustain the program. The program will be taught out to students currently in the program, and the program will maintain its accreditation until it is deactivated. Deactivation will occur following completion of the current students.

The next Curriculum Committee meeting will be held on April 14, 2014, at 3:00 p.m. All items for the April agenda should be submitted with appropriate signatures and electronically to Lisa Vinyard and Shanie Latham no later than March 28, 2014.

With no further business, Tammy Reaves made a motion to adjourn the meeting; Bill Kaune seconded the motion. All approved to adjourn the meeting at 4:08 p.m.
Approval of March 10, 2014, Minutes

Speech and Drama
- Renaming of Speech and Drama Department
- Modification to Course Prefix and Number, SPD105 Oral Communication to COM100
- Modification to Course Prefix and Number, SPD105H Honors Oral Communication to COM100H
- Modification to Course Prefix and Number, SPD175 Public Speaking to COM110
- Modification to Course Prefix and Number, SPD186 Intro to Television Production to COM150
- Modification to Course Prefix, SPD198 Television Production Practicum to COM198
- Modification to Course Prefix and Number, SPD286 Television Production II to COM250
- Modification to Course Prefix, SPD299 Broadcasting Internship to COM299
- Modification to Course Prefix and Number, SPD120 Theatre Appreciation to THT100
- Modification to Course Prefix and Number, SPD120H Honors Theatre Appreciation to THT100H
- Modification to Course Prefix and Number, SPD130 Beginning Acting to THT110
- Modification to Course Prefix and Number, SPD140 Stagecraft to THT120
- Modification to Course Prefix and Number, SPD199 Theatre Practicum to THT130

Developmental Math ~ Informational Item (Skyler Ross)

Next Meeting: May 12, 2014
Members Present: Shanie Latham (Chair), Deborah Allen, Gary Boyher, Chris DeGeare, Bill Kaune, David McNair, Skyler Ross, Niki Vogelsang, and Suzie Welch

Members Absent: Amy Call, John McDaniel, and Tammy Reaves

Other Present: Linda Abernathy, Michael Booker, Rebecca Ellison, Kim Flora, Mindy Selsor, and Lisa Vinyard (Secretary)

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

Minutes from the March 10, 2014, meeting were presented for approval. With no changes suggested, Bill Kaune made a motion approving the minutes as presented; Niki Vogelsang seconded the motion. All approved.

Speech and Drama: Rebecca Ellison reported on the Speech and Drama proposals requesting the renaming of the Speech and Drama department and modifications to twelve (12) courses. Rebecca explained that the recommended changes would more closely align Jefferson’s programs with many transfer institutions (e.g., Truman State University, the University of Missouri-Columbia, the University of Missouri-St. Louis, Missouri Baptist University, and Southeast Missouri State University). In response to an inquiry about the majority of the courses being 100-level, Rebecca stated she hoped to develop more 200-level courses in the departments. The changes would become effective with the Fall 2015 semester. Committee members requested minor changes be made to the Official Course Syllabus for each COM100, THT100, and THT100H.

(1) Proposal to re-designate the current department of Speech and Drama to the departments of Communication and of Theatre. The recommendation will allow Jefferson College's programs to more closely align with transfer institutions, the vast majority of which have separate programs for Communications and Theatre. Skyler Ross made a motion approving the change in program name from the current Speech and Drama to Communication and Theatre; Chris DeGeare seconded the motion. All approved.

(2) Proposal to change the course prefix, course number and course name for the current course SPD105 Oral Communication to COM100 Fundamentals of Communication. The new course name and reclassification to “COM” will better reflect the scope and content and will also more closely align with transfer institutions.

(3) Proposal to change the course prefix, course number and course name for the current course SPD105H Honors Oral Communication to COM100 Honors Fundamentals of Communication. The new course name and reclassification to “COM” will better reflect the scope and content and will also more closely align with transfer institutions.

(4) Proposals to change the course prefix and course number of the following courses (course names remain the same):
~ SPD175 Public Speaking to COM110 (3 credit hours)
~ SPD186 Introduction to Television Production to COM150 (3 credit hours)
~ SPD198 Television Production Practicum to COM198 (1 credit hour)
~ SPD286 Television Production II to COM250 (3 credit hours)
~ SPD299 Broadcasting Internship to COM299 (1 credit hour)
~ SPD120 Theatre Appreciation to THT100 (3 credit hours)
~ SPD120H Honors Theatre Appreciation to THT100H (3 credit hours)
~ SPD130 Beginning Acting to THT110 (3 credit hours)
Chris DeGeare made a motion to consider all twelve (12) Speech and Drama proposals under a single motion and vote; Skyler Ross seconded the motion. Chris DeGeare made a motion approving the Speech and Drama proposals, as amended; Gary Boyher seconded the motion. All approved.

**Developmental Math** ~ Skyler Ross shared information regarding a one-time course offering submitted to Dr. Selsor to offer Introductory Algebra in the Fall 2014 semester as a pilot. The goal of the math faculty is to streamline the transition of getting remedial students into college-level math (College Algebra) by removing the gap of offering two separate classes (Beginning and Intermediate Algebra); the content will be streamlined to achieve this. Data from the pilot sections will be tracked and compared to student performance in the current sequence of Beginning and Intermediate Algebra. The pilot course will satisfy the College Algebra pre-requisite as it will combine aspects of both Beginning and Intermediate Algebra. Skyler Ross and Connie Kuchar will each teach one section of the course.

Discussion ensued regarding current initiatives at the both state and federal level regarding persistence of remedial students. Mindy Selsor stated information is available at the Complete College America website. Shanie stated that the English department is also doing something similar to what the math department is doing to address remedial students.

The next Curriculum Committee meeting will be held on May 12, 2014, at 3:00 p.m. All items for the May agenda should be submitted with appropriate signatures and electronically to Lisa Vinyard and Shanie Latham no later than April 25, 2014.

With no further business, Suzie Welch made a motion to adjourn the meeting; Niki Vogelsang seconded the motion. All approved to adjourn the meeting at 3:35 p.m.
AGENDA

Curriculum Committee Meeting
May 12, 2014
3:00 p.m. ~ ASI 112

Approval of April 14, 2014, Minutes

Heating, Refrigeration and Air Conditioning Technology
- Modification to Course, HRA101 Electricity for HVAC
- Modification to Course and Reduction in Credit Hour Award, HRA216 Residential Air Conditioning Systems
- New Course Proposal, HRA2XX Advanced Electricity for HVAC
- New Course Proposal, HRA2XX Electric and Hydronic Heat
- New Course Proposal, HRA2XX Heat Pumps and Mini-Splints
- New Course Proposal, HRA2XX Residential Gas Heating Systems
- Update to the Associate of Applied Science Heating, Refrigeration and Air Conditioning Technology Degree Plan

Mathematics
- Change in Pre-Requisite Requirement, MTH180 Calculus I

Election of Curriculum Committee Chair and Vice Chair

Next Meeting: August 2014
Curriculum Committee  
Meeting Minutes  
May 12, 2014

**Members Present:** Shanie Latham (Chair), Deborah Allen, Gary Boyher, Amy Call, Chris DeGeare, Bill Kaune, John McDaniel, David McNair, Tammy Reaves, Skyler Ross, Niki Vogelsang, and Suzie Welch  
**Others Present:** Linda Abernathy, Shirley Davenport, Kim Flora, Kim Harvey, Sue Lerch, Dena McCaffrey, Lisa Pritchard, Mindy Selsor, Lisa Vinyard (Secretary), and Allan Wamsley.

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

Minutes from the April 14, 2014, meeting were presented for approval. With one minor change noted, Chris DeGeare made a motion approving the minutes as amended; Amy Call seconded the motion. All approved.

**Heating, Refrigeration and Air Conditioning Technology:** Bill Kaune provided an overview of the seven (7) proposals for the Heating, Refrigeration and Air Conditioning Technology program. Many changes and four new courses are being recommended along with the addition of Industrial Math as a program requirement. In response to a question regarding implementation of the changes, Bill stated that he hoped to have the changes in place by Fall 2014. Returning students have been informed that program changes are being recommended and that courses may not be available for registration until later in the summer; students will be notified by phone that these new courses are available so they can register. Bill would prefer students, including returning students, take these new courses; however, 2nd year students would not be required to take them. Course substitutions will be required for some students since the courses currently on the degree plan will no longer be offered. Approximately 45 students will be affected by these changes. There is concern with substituting multiple courses for multiple students. Committee members questioned the impact on the integrity of the program and the integrity of the College with course substitutions and changes made in this manner. The new degree plan will go into effect Fall 2015.

1. **Proposal to modify the course** HRA101 Electricity for HVAC due to the addition of a second electricity class to the curriculum. These changes are in response to recommendations from the program’s accrediting body, HVAC Excellence. Modifications to the following are included in the proposal: pre-requisite, co-requisite, and the Official Course Syllabus (Catalogue Description, Expected Learning Outcomes/Assessment Measures, and Outline of Topics). These changes are effective Fall 2015. David McNair made a motion approving the modifications to HRA101 Electricity for HVAC; Skyler Ross seconded the motion. All approved.

2. **Proposal to modify the course** HRA216 Residential Air Conditioning Systems as recommended by the program’s accrediting body, HVAC Excellence, and to reduce the credit hour award for the course from the current five (5) credit hours to three (3) credit hours (effective Fall 2014). These changes are necessary as the content will change considerably with the separation of heat pumps and ductless mini-splits into a separate class. The reduction in credit hour award for the course is to reflect the lighter work load needed to cover the remaining course outcomes. Modifications to the pre-requisite as well as the Official Course Syllabus (Expected Learning Outcomes/Assessment Measures and the Outline of Topics) have been made. Chris DeGeare made a motion approving the recommended modifications to the pre-requisite and to the Official Course Syllabus as well as the reduction in the credit hour award; Gary Boyher seconded the motion. All approved.

3. **Proposal to offer a new course** HRA2XX Advanced Electricity for HVAC as recommended by the program’s accrediting body, HVAC Excellence. Additionally, instructors and advisory committee members feel this proposed new course will be beneficial for students as electrical diagnostics and troubleshooting are evolving to the point where extra time is needed to teach the intricacies of the new technologies. David McNair made a motion approving the new course HRA2XX Advanced Electricity for HVAC; John McDaniel seconded the motion. All approved.

4. **Proposal to offer a new course**, HRA2XX Electric and Hydronic Heat, as recommended by HVAC Excellence, the program’s accrediting body. This new course will replace the current course HRA225...
Residential Heating Systems and will cover electric heat and hydronic heat. Niki Vogelsang made a motion approving the new course HRA2XX Electric and Hydronic Heat; Skyler Ross seconded the motion. All approved.

(5) Proposal to offer a new course HRA2XX Heat Pumps and Mini-Splits as recommended by HVAC Excellence, the program’s accrediting body. This new course is designed to keep up with changes in today’s technologies. Mini-Splits, also known as ductless units, are taking over a large portion of the HVAC industry. Since both heat pumps and mini-splits use heat pump technology, combining instruction in mini-splits along with heat pumps makes for a good fit. Previously, heat pumps and mini-splits were covered within the curriculum of HRA216 Residential Air Conditioning Systems, which will now focus only on air conditioning. Gary Boyher made a motion approving the new course HRA2XX Heat Pumps and Mini-Splits; John McDaniel seconded the motion. All approved.

(6) Proposal to offer a new course HRA2XX Residential Gas Heating Systems, as recommended by HVAC Excellence, the program’s accrediting body. This new course will replace the current course HRA225 Residential Heating Systems course. Deborah Allen made a motion approving the new course HRA2XX Residential Gas Heating System; Chris DeGeare seconded the motion. All approved.

(7) Proposal to update to the Associate of Applied Science Heating, Refrigeration and Air Conditioning Technology Degree Plan to reflect the proposed curriculum changes. It was suggested that the Record of Action be amended, expanding the rationale to reflect the specific changes, including the change from two certificates to one and the addition of the math requirement to the degree plan. It was also pointed out that the new degree plan effective date needs to be updated to 2015-2016. Skyler Ross made a motion approving the updates to the Associate of Applied Science Heating, Refrigeration, and Air Conditioning Degree Plan, as amended; Tammy Reaves seconded the motion. All approved.

Mathematics: Skyler Ross presented a proposal on behalf of the mathematics department requesting a change in the pre-requisite requirement for course MTH180 Calculus I by removing the option for students to take MTH134 College Algebra and MTH133 Trigonometry as pre-requisite options (both with a grade of “C” or better). The pre-requisite would now require students to take MTH141 Pre-Calculus (with a grade of “C” or better). This change will allow the mathematics department to remove the calculus preparatory material from MTH134 in order to better serve the majority of students who take it and have no plans to advance to MTH180. Student wanting to take MTH180 will be prepared to succeed in MTH180 by taking MTH141 as the pre-requisite. There is increasing pressure to differentiate STEM vs. non-STEM pathways in college-level mathematics, and College Algebra is primarily taken by non-STEM students. Eliminating the Calculus preparatory role from College Algebra will enable the department to adapt the curriculum to better serve non-STEM majors without adversely affecting the STEM majors. John McDaniel made a motion approving the change in the pre-requisite requirement for MTH180 Calculus I to remove the option for students to take MTH134 College Algebra and MTH133 Trigonometry as pre-requisite options (both with a grade of “C” or better); the pre-requisite would now require students to take MTH141 Pre-Calculus (with a grade of “C” or better). Chris DeGeare seconded the motion. All approved.

Election of Curriculum Committee Chair and Vice Chair: Shanie has fulfilled her two years as Chair of the Curriculum Committee, and with Chris DeGeare (Vice Chair) being selected as the Business & Technical Education Division Chair, he cannot assume the role of Chair now. Ideally, a returning Committee member would be willing to serve as Chair. The four returning Committee members did not express interest in the position. The Committee discussed options for the positions of Chair and Vice Chair including the following:

- The Committee discussed the benefits of current Committee members choosing the new Chair versus new Committee members who may have never served on the Committee and/or are new to the College.
- Traditionally the Chair position has alternated between Arts & Science and Career & Technical Education division faculty; however, this is not policy, only tradition.
Committee members voiced their opinions regarding the importance of the next Chair being an individual who has previously served on the Committee; the Chair should not be a faculty member who is not fully aware of the processes involved with the Committee.

There are faculty members who can serve as a resource for the next Chair; Shanie stated she had several people she consulted with in her role as Chair.

Committee members felt it was unfair to pressure the four returning faculty members to serve; they should be allowed time to think about the commitment as it is an important and time-consuming position.

In response to a question, Mindy stated there have always been a Chair and Vice Chair of Committee, never two Co-Chairs. Committee members thought two Co-Chairs may be a better structure and would be a lighter workload if shared between two individuals. Additionally, a new committee member could be paired with a returning committee member as a Co-Chair.

Since the August meeting has historically been an informational/organizational meeting, the vote could take place then; however, this may not be ideal, only because the new Chair will not have much of an opportunity to prepare for this new, important role.

Mindy Selsor thanked Shanie Latham for serving five years on the Committee (four as Vice Chair and Chair) and Skyler Ross for serving nine years on the Committee. She stated that strong leadership on this Committee is critical as this Committee oversees the curriculum for the entire College and this is likely the most influential Committee on campus. Mindy also reiterated it may be difficult for a faculty member who has never served on the Committee to assume the role of Chair.

Shanie will send a message to the 2014-2015 Curriculum Committee members providing an update on the Committee and the situation with the Chair and Vice Chairs positions.

Digital Literacy Update: Chris DeGeare provided an update on the Digital Literacy Subcommittee. Chris stated the Subcommittee hopes to have processes finalized by November or December so the information will be included in the 2015-2016 publication of the General Catalog. Chris will continue his subcommittee work over the summer and bring updates back in the Fall.

Proposal Submission Process: Committee members voice frustration with the proposal submission process and the difficulty in getting proposals submitted. The process needs to be revisited. Shanie stated the current process in place was approved by the Committee; suggestions for change should brought forward and discussed as a Committee.

Miscellaneous: Kim Harvey requested that the “Effective Date” be added to the Record of Action for next year as this would be helpful for her and her office.

The next Curriculum Committee meeting will be held in August 2014.

With no further business, Skyler Ross made a motion to adjourn the meeting; Tammy Reaves seconded the motion. All approved to adjourn the meeting at 3:58 p.m.