



Western Nevada College

Carson City • Douglas • Fallon • Fernley • Smith • Yerington

Curriculum Committee (19-20) Meeting Minutes:

	10/18/19	Bristlecone 321
Members Present	Eric York, Dave Riske, Dianne Hilliard, Geri Pope, Lauren Stevens, Fred Kille, Richard Kloes, Hal Starratt, Kyle Dalpe	
Members Missing	Scott Morrison, Jamie McNinch	
Guests	Georgia White, Mandy Billings, Gary Schwartz	
Agenda items for next meeting		
Agenda Topic	Approval of minutes from September 20, 2019	
Action Taken	Richard moves to approve, Fred second Minutes approved	
Comments/Information		
Agenda Topic	New PAT course proposals-MT 130, 132, 134	
Action Taken	Eric moves to approve, Dave second Motion approved	

<p>Summary of Discussion</p>	<p>Georgia White shared that WNC is communicating with Southwest Gas regarding students with an interest in construction, energy and pipeline fields.</p> <p>Three new courses (MT 130, 132 and 134) will be implemented as part of a skills certificate that will also include the existing course Cons 205.</p> <p>The classes will be taught by Southwest Gas instructors and they provide the expertise, tools and equipment needed.</p> <p>Employment rates range from \$25-29 per hour after completion of these courses and employment in the field. Jobs expand across many areas: Fallon, Yerington, Tahoe ect.</p> <p>These are 3 credit classes within common course numbers. The common course numbering process is completed.</p>
<p>Assignments/Potential Agenda Items</p>	
<p>Agenda Topic</p>	<p>New course proposal-Phil 245</p>
<p>Action Taken</p>	<p>Course approval-Fred moves to approve, Eric second</p> <p>The course will work to fulfill the humanities requirement for all WNC degrees that have it and for all previous active catalogs-Dianne moves to approve, Dave second</p> <p>Motions approved</p>

<p>Summary of Discussion</p>	<p>Curriculum Committee is revisiting Phil 245 from the previous meeting. At that time it was asked that Susan propose what degree requirement areas she hoped for Phil 245 to fulfill beyond elective. Also, the committee requested that Susan present the completion of the common course numbering process.</p> <p>3 credits- Phil 245-Contemporary Moral Problems (prerequisite: Eng 101 recommended) is approved as a new course and to fulfill the humanities requirement for all WNC degrees that have it (which will also fulfill the Liberal Arts requirement for the AA) for all previous active catalogs.</p> <p>Phil 245 fulfills two different Silver Core requirements at UNR-C10-Diversity and Equity and C12-Ethics.</p> <p>The class explores topical questions in practical ethics, e.g., war and terrorism, world hunger, abortion, racial discrimination, gender roles, the environment from a multicultural perspective. The class is linked to SLOs 1,2,5 and 6.</p>	
<p>Assignments/Potential Agenda Items</p>		
<p>Comments/Information</p>		
<p>Agenda Topic</p>	<p>Assessment Lead May Report</p>	
<p>Action Taken</p>	<p>Information only</p>	

Summary of Discussion	<p>Discussed the importance of assessment and what the lead group responsibilities have been, which are demonstrated in the report.</p> <p>Geri reviewed areas of the report specifically related to curriculum processes (ex: capstone requirement recommendation #2 for AA, 6 credit, 200-level requirement recommendation #3 for AGS).</p> <p>Geri is willing to help others in their areas to make assessment more accessible, simple and meaningful.</p> <p>Geri included an example of using a rubric in Canvas that shows both individual and group performance, which can act as a strong assessment tool.</p> <p>Assessment leads want to help add tools to instruction to make it better to assess.</p>
Assignments/Potential Agenda Items	
Comments/Information	

Agenda Topic	By-Laws update-Vice Chair role definition
Action Taken	Hal moves to approve, Fred second
Summary of Discussion	<p>Vice Chair Role Proposal Draft: The vice chair shall:</p> <ol style="list-style-type: none"> 1. Perform all the duties of the committee chair in his/her absence; 2. Prepare, with committee support, annual initiatives and status report to be presented to SPFIE; 3. Collaborate with the chair in prioritizing committee activities; 4. Be an active faculty member.

Assignment s/Potential Agenda Items	
Comments/ Information	

Agenda Topic	Creation of a schedule for annual review of courses for deactivation
Action Taken	Geri will formalize a procedure for the course deactivation process.
Summary of Discussion	<p>Dianne recommends a biannual review of courses to be deactivated with mid-fall timeframe to get ready for the next catalog creation.</p> <p>The tentative process is for Dianne's office to create a list of courses to be deactivated, Dianne will send the list to the Curriculum Chair, the Curriculum Chair will communicate with Division Directors to confirm courses for deactivation. April 1st is an ideal deadline to hear back about whether or not certain courses should be deactivated and if there is no response then the courses will be deactivated.</p>
Assignment s/Potential Agenda Items	
Comments/ Information	

Agenda Topic	Program Review Curriculum Report
Action Taken	Mandy will report the group's feedback to PARC.

Summary of Discussion	<p>Mandy Billings joined the Curriculum Committee meeting to gather feedback for PARC and for all to provide insights about the Program Review Curriculum Report.</p> <p>Eric reflects on the purpose of the form by asking questions such as: Who uses this? What do we do with this information? Are the right questions being asked? Who are our stakeholders?</p> <p>Gary shared the components of the form were more relevant when WNC had multiple programs in Liberal Arts areas. The questions seem to work better within PAT because of specific program areas. The form likely needs revisions to fit the newer AA, AS and AB degrees that do not have emphases.</p> <p>The group agrees that the form is not matching to all the current programs for WNC and updates are likely.</p>
Assignments/Potential Agenda Items	
Comments/Information	

Agenda Topic	New program proposal-AAS Paramedicine Program
Action Taken	<p>Hal motions to table agenda item, Eric second Curriculum Committee members support the concept being presented for the Associate of Applied Science in Paramedicine, but the details need more work. The committee members recommend that Terry Mendez and Judy Cordia meet with Dianne Hilliard to address the concerns. By the December meeting they can bring the necessary changes forward for review.</p>

<p>Summary of Discussion</p>	<p>There are continued questions/concerns about requirement areas and the high level of credits designated to the AAS Paramedicine Program.</p> <p>Observations:</p> <ul style="list-style-type: none"> ● 6 credits of English/Communications Requirement is needed instead of 3 credits. ● Com 101: Oral Communications cannot work to fulfill the Humanities/Social Science Requirement. ● Though recommended, Psc 100 cannot work alone to fulfill the US/NV Constitution Requirement because a minimum of 3 credits is needed as well covering both the US and the NV Constitution areas. ● Confirmation is needed that Ems 108 and Ems 115 can in fact fulfill the Human Relations Requirement with the reasoning that Human Relations are embedded in those classes. <p>The intention is for the program to be established by next fall, so next week there is hope to get on the agenda for Academic Affairs Council (AAC) to present the program at a future meeting. The Curriculum Committee members are not willing to express their approval for the program as next week's step approaches, but the members support the concept of the program and have recommendations as listed in action taken.</p>
<p>Assignments/Potential Agenda Items</p>	
<p>Comments/Information</p>	

<p>Agenda Topic</p>	<p>Old Business</p>
<p>Action Taken</p>	
<p>Summary of Discussion</p>	<p>None</p>
<p>Assignments/Potential</p>	

Agenda Items	
Comments/ Information	

Agenda Topic	New Business
Action Taken	Richard moves to approve, Hal second.
Summary of Discussion	Dianne drafted a process for new programs that includes distinct steps to ensure there is an organized procedure.
Assignments/Potential Agenda Items	
Comments/ Information	

Agenda Topic	Public Comment
Action Taken	
Summary of Discussion	Gary is the SPFIE liaison for Curriculum Committee and joined the meeting as a guest.
Assignments/Potential Agenda Items	
Comments/ Information	

Agenda Topic	Adjournment
Action Taken	Meeting Adjourned
Summary of Discussion	
Assignments/Potential	

Agenda Items	
Comments/ Information	