

Western Nevada College Curriculum Committee Meeting Minutes

2022-2023	April 14, 2023 Call to Order – 12:30 pm	Meeting conducted via Zoom
Members Present	Lauren Stevens, Geri Pope, Amy Ghilieri, Scott Morrison, Matt Anderson, Eric York, Kathy Cocking (standing in for Debi), Ron Beller, Winnie Kortemeier, Dana Ryan, Chelsie Hamtak, Ellie Dutton (standing in for Terry Mendez)	
Members Missing	Niki Gladys, Terry Mendez, Debi Ingraffia-Strong	
Guests		
Agenda items for next meeting		

Agenda Topic	Approval of March 10, 2023 Minutes
Action Taken	Matt moves to approve March 10, 2023 minutes , Amy seconds Chelsie abstains as she was not in attendance. Motion approved
Summary of Discussion	

Agenda Topic	Discussion of the Creation of a Bachelor's of Science in Nursing
Action Taken	Information Only
Summary of Discussion	Kathy shares BSN option is being discussed for the future. This will give our nursing students a natural progression from the AAS to the BSN. The goal would be for the BSN portion to be available online as many other programs utilize this model.

Agenda Topic	Proposal to Make Changes Retroactive 6 years
Action Taken	Winnie moves to approve for AA Liberal Arts changes to be retroactive 6 years, Amy seconds Motion approved
Summary of Discussion	Proposal to make the change regarding the Associate of Arts 200-level course degree requirement to be effective retroactively 6 years.

Agenda Topic	Proposal to Create a Skills Certificate
Action Taken	Scott moves to approve the Firefighter I Skills Certificate, Amy seconds Motion approved
Summary of Discussion	Skills Certificate - Firefighter I

	<p>This prepares students for industry certification exams: IFSAC/NFPA Firefighter I.</p> <p>The goal is to apply this to the fall even though it will not make the catalog. Documentation has to be ready by the next board meeting if we want it to work for the fall.</p>
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Agenda Topic	Course Outlines in PeopleSoft
Action Taken	Information Only
Summary of Discussion	<p>The enrollment management committee heard from Rachael about website information with focus on catalog year to year. Discussion came up about data moving from PeopleSoft to the website such as course descriptions. Course objectives and outlines do not pull from PeopleSoft. Currently the course description is manually entered by Admissions and Records to PeopleSoft. There may be challenges to enter the additional course outlines and objectives to PeopleSoft to then convert to the website, possibly because of character limits. Whether course outlines and objectives go from PeopleSoft to the website or go directly to the website, there are bandwidth issues for both admissions and the webmaster to make these manual changes.</p>

Agenda Topic	Proposal to Update Course & Program Approvals
Action Taken	<p>Winnie moves to approve Policy 3-2-1 for Course & Program Approvals, Amy seconds</p> <p>Motion approved</p>
Summary of Discussion	<p>Current Policy 3-2-1 Course & Program Approvals Proposal Policy 3-2-1 Course & Program Approvals</p> <p>The goal of the proposed changes is to make the process and policy separate. Additionally, the changes provide clear and consistent direction for all involved.</p> <p>Conversation comes up about having appropriate places to review dates and deadlines for catalog and CCN process, etc. There will not be dates and deadlines in policy, but rather some within process.</p>

Agenda Topic	Proposal to Update Common Course Numbering Approval Process
Action Taken	Scott moves to approve the Common Course Numbering Approval Process, Amy seconds

	Motion approved
Summary of Discussion	<p>Proposal Common Course Numbering Approval Process</p> <p>The updates to this document make the common course numbering approval process more clear and with updated language for positions, etc.</p>

Agenda Topic	Update to Curriculum Committee support documents
Action Taken	Information Only
Summary of Discussion	<p>Curriculum Course Development Questions Curriculum Course Development Instructions Proposed Curriculum Course Revision and Development Visual Course Level Numbering Guidelines Course Outline and Syllabus Preparation and Usage Guidelines for the New Curriculum Program Proposal Form Program Review Curriculum Review Report Curriculum Committee Annual Process</p> <p>Dana shares about a curriculum webpage. It would be a committee tab under faculty/staff. The goal is for committee chairs to work on it and have it ready for fall.</p> <p>Dana suggests the curriculum course development document becomes a checklist.</p> <p>Discussion came up about criteria for a gen ed classes. Discussion comes up about defining objectives, student learning outcomes and content.</p> <p>Discussion comes up about differences between documents for how to create a course and how to get a course approved.</p> <p>Dana suggests that her, Chelsie and Geri meet to organize, update and define how the documents are used.</p> <p>Winnie suggests 2 separate documents for the how to of outlines and syllabi.</p>

Agenda Topic	Old Business
Action Taken	NA
Summary of Discussion	

Agenda Topic	New Business
Action Taken	

Summary of Discussion	Winnie is taking a sabbatical for fall 2023-24.
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Agenda Topic	Public Comment
Action Taken	NA
Summary of Discussion	

Agenda Topic	Adjournment
Action Taken	Meeting adjourned
Summary of Discussion	