

Western Nevada College Curriculum Committee Meeting Minutes

2023-2024	February 16, 2024 Call to Order – 9:05 am	Meeting conducted via Zoom
Members Present	Geri Pope, Amy Ghilieri, Matt Anderson, Chelsie Hamtak, Ron Beller, Eric York, Scott Morrison, Smriti Bhattarai, Jaspreet Gill,	
Members Missing	Lauren Stevens, Dana Ryan	
Guests	Patrick Bell, Deb Conrad, Tyler Golden (serving as proxy for Lauren Stevens), Vivien Austin	
Agenda items for next meeting	Course proposal materials	

Agenda Topic	Minutes Approval from January 19, 2024
Action Taken	Chelsie moves to approve the January minutes, Matt seconds Motion passes
Summary of Discussion	

Agenda Topic	New Course Proposals
Action Taken	Chelsie moves to approve pending completion of the CCN process, Smriti seconds motion passes
Summary of Discussion	EDU 220 Outline EDU 245 Outline These courses are being put forward in response to a request by the Nevada Department of Ed to provide further training options for paraprofessionals. These will be part of a skills certificate that is being developed. These courses are taught at all NSHE institutions.

Agenda Topic	Program Update
Action Taken	Chelsie moves to approve, Matt seconds motion passes
Summary of Discussion	Laborer’s Apprenticeship Skills Certificate

	<p>These changes are being proposed to make this certificate more accessible. Our original certificate has had no completions since its implementation.</p> <p>These adjustments better reflect what the employer is actually offering and requiring.</p> <p>The employer is teaching these things and we have determined that MATH 110 (for example) is best aligned with what they are teaching.</p> <p>OSHA 222 is the course required for the OSHA card. That OSHA card course does not count as 1 credit so we need to modify the electives as 2-3 credits rather than just 2, and Core credits to 6-7.</p> <p>How do we align what they do in these courses with what we do?</p> <ul style="list-style-type: none"> - the send their curriculum and we review to determine best alignment. - In the MOU we have established that we will be given access to course information for assessment purposes and we can verify the credentials of teachers.
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Agenda Topic	Updating Course Proposal Materials
Action Taken	
Summary of Discussion	<p>Course Development Questions</p> <p>Using these as a kind of cover page will help the committee get a better sense of the course that is being proposed.</p> <p>We could make it a fillable form and make it a required document for all course proposals.</p> <p>How granular do we need to be on this? For course level, we need more than a yes or no, how do we make sure we get an explanation? Do we want a justification?</p> <ul style="list-style-type: none"> - we want a justification, we need to ensure courses are being numbered properly for transfer very specifically (and student expectations)

	<ul style="list-style-type: none"> - Is our current level document detailed enough to provide guidance in creating a justification? - If we as a committee can also provide guidance that would be helpful <ul style="list-style-type: none"> - we could ask that people come to us first for the proposal of a brand new course and then go through CCN and official Curriculum review - on the form we can provide options that lead people to the different pathways for course development (a new course would have extra steps) <p>Do we want to form a subcommittee to further refine these documents for official approval?</p> <ul style="list-style-type: none"> - crickets..... - we should all look at these items over the next month and we can add notes over the next month and be prepared to act on these items at the next meeting <p>Course Outline and Syllabus Development</p> <p>Course Level Numbering Guidelines</p> <p>Curriculum Dev./Revision Instructions</p>
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Agenda Topic	New Business
Action Taken	NA
Summary of Discussion	<p>WNC General Education Definitions</p> <p>Gen ed versus not gen ed, not all courses fit under the general education requirements and should not be designated that way.</p> <p>These definitions are specific to courses meant to fit general education requirements, not those that do not fall under this area.</p> <p>Geri will write a paragraph to go with this document to introduce this project and then they can be put forward to faculty in the relevant areas.</p> <p>These definitions are required for transfer and accreditation.</p>

	<p>Can we have something to work with for the April meeting?</p> <ul style="list-style-type: none"> - Yes, we will set a deadline of the April meeting
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Agenda Topic	Old Business
Action Taken	NA
Summary of Discussion	

Agenda Topic	Public Comment
Action Taken	NA
Summary of Discussion	

Agenda Topic	Adjournment
Action Taken	Meeting adjourned
Summary of Discussion	