

Western Nevada College Curriculum Committee Meeting Minutes

2023-2024	March 15, 2024 Call to Order – 9:05 am	Meeting conducted via Zoom
Members Present	Geri Pope, Amy Ghilieri, Matt Anderson, Ron Beller, Eric York, Scott Morrison, Smriti Bhattarai, Jaspreet Gill, Lauren Stevens,	
Members Missing	Chelsie Hamtak, Dana Ryan	
Guests		
Agenda items for next meeting	<p>Geri will take the course development questions and turn those into DRAFT forms for committee review in April.</p> <p>Bring the Course Outline Template to the April meeting to look for language that can be added to provide guidance during the development process.</p> <p>Scott will draft a statement regarding the guiding spirit of developing a syllabus, with input from faculty.</p> <p>Geri will update the Curriculum Course Dev./Revision Instructions and bring that back in April.</p>	

Agenda Topic	Minutes Approval from February 16, 2024
Action Taken	Scott moves to approve the February minutes, Smriti seconds Motion passes
Summary of Discussion	

Agenda Topic	Course Outline Updates
Action Taken	Information item
Summary of Discussion	<p>These were updated by Jayna Conkey to better align with UNR's course offerings and program requirements.</p> <p>Art 135 - Photography I</p> <p>Art 141 - Introduction to Digital Photography I</p> <p>Art 235 - Photography II Lighting The prerequisite for ART 235 is listed as ART 141, that is not correct, it is actually ART 135 or ART 141.</p>

Agenda Topic	Program Update - AAS Health Science
Action Taken	Matt moves to approve, Lauren seconds

	motion passes
Summary of Discussion	<p>AAS - Health Science</p> <p>Changing program requirements to 36 units total</p> <p>Changing program electives to choose 26 units from the following</p> <p>Adding HIT 117 under program electives</p> <p>Changing General Education requirements to 24 units total</p> <p>Changing General Electives to 9 units</p>

Agenda Topic	Program Update - Certificate of Achievement
Action Taken	<p>Scott moves to approve, Lauren seconds</p> <p>motion passes</p>
Summary of Discussion	<p>Proposal to add COM 215 as an option to fulfill the English/Communications requirement for Certificates of Achievement for the 2024/2025 catalog and retroactive 6 years.</p> <ul style="list-style-type: none"> - This change aligns with what has been done in the AGS and AAS degree requirements.

Agenda Topic	Updating Course Proposal Materials
Action Taken	
Summary of Discussion	<p>Course Development Questions</p> <ul style="list-style-type: none"> - Include decision tree? - create a document/form for updating a course as well <ul style="list-style-type: none"> - 80% question, not just for CCN but also for the existing course that is being updated - Fee question - pre-requisite question - assessment question - last question, should we break up the last question into two questions? <ul style="list-style-type: none"> - service to students and service to the communities served piece is giving people difficulties - Change textbook/materials question to open the language up, what is an example of the materials that may be used in this course

Course Outline and Syllabus Development

- update document, we do not have a “Dean of Instruction”
- number 2, reviewing/preparing?
- 4, change to “review and update”
- Can we add that outlines should be reviewed/updated every 5 years? This can occur during the program review process and should be completed for courses that are integral to the completion of the degree program.
- Numbering on the course outline page
 - there is a standardized syllabus template shared through the Canvas resources (developed by Learning and Innovation)
- For the course linkage area, we should specify that at least one objective should be linked to WNC SLOs
- Course Syllabus “Development”
 - last sentence of the first paragraph, remove
 - what is the purpose of the syllabus? What should guide the development of the syllabus? What is the purpose of a syllabus?
 - update last paragraph that it must be uploaded in Canvas.
- There is a longer document about the required and recommended elements for a syllabus. We need to update to that to the template from Scott and include the syllabus checklist in this document
- Syllabus checklis
 - assignment due dates, does that need to be included?
 - Early alert system statement
 - Link academic integrity and then can include a personal academic integrity statement if so desired

Course Level Numbering Guidelines

Curriculum Dev./Revision Instructions

- Change “Curriculum Committee member” to “Division Director”
- Change number 3 to reflect the current process
- Changing the course description should reflect that you need to update the course outline
- Need to add deactivating a course

NEW DOCUMENTS

	<p>Timeline document</p> <ul style="list-style-type: none"> - we should include recommended development dates for syllabus creation and materials review <p>We should start requiring a sample syllabus as a part of the course proposal process</p>
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Agenda Topic	New Business
Action Taken	NA
Summary of Discussion	

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	