

Curriculum Committee (19-20) Meeting Minutes:

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|  | 08/14/19 | President’s Boardroom |
| **Members Present** | Hal Starratt, Eric York, Dave Riske, Dianne Hilliard, Geri Pope, Lauren Stevens, Fred Kille, Jamie McNinch, Scott Morrison, Kyle Dalpe | |
| **Members Missing** |  | |
| **Guests** | Judy Cordia, Georgia White | |
| **Agenda items for next meeting** |  | |
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| **Agenda Topic** | Approval of Minutes from May 17, 2019 | |
| **Action Taken** | Scott moves to approve, Fred second  Minutes approved | |
| **Comments/Information** |  | |
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| **Agenda Topic** | Election of Recorder for AY 2019/2020 | |
| **Action Taken** | Scott nominates Lauren, Dave second  Motion approved | |
| **Summary of Discussion** |  | |
| **Assignments/Potential Agenda Items** |  | |
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| **Agenda Topic** | Proposal to Elect a Vice Chair-Eric York | |
| **Action Taken** | Dave moves to approve, Hal second  Motion approved | |
| **Summary of Discussion** | Upcoming curriculum related responsibilities will make it useful to have Eric as the Vice Chair. | |
| **Assignments/Potential Agenda Items** |  | |
| **Comments/Information** |  | |
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| **Agenda Topic** | Call for Membership |  |
| **Action Taken** | Kyle will send Deb Conrad an email for an additional call for membership for the Curriculum Committee. | |
| **Summary of Discussion** | The bylaws indicate the committee is ideally composed of ten voting members and two ex-officio members, with the majority of voting members consisting of academic faculty. To best support the bylaws it is preferred that two additional academic faculty become members with focus on faculty from PAT and Nursing and Allied Health divisions if possible. | |
| **Assignments/Potential Agenda Items** |  | |
| **Comments/Information** |  | |

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| **Agenda Topic** | Review of Curriculum Committee Bylaws |
| **Action Taken** | A bylaws update will be made by Geri to WestNet. |
| **Summary of Discussion** | The Vice Chair position will be added to the bylaws using optional wording regarding the existence of the position. Additionally, the responsibilities of this role will be included. |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |

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| **Agenda Topic** | Email Voting |
| **Action Taken** |  |
| **Summary of Discussion** | Moving forward, the committee members agree that email votes are to be used infrequently, with a deadline in place and all questions should be answered with the Chair closely monitoring the conversation. Preferably a Google Doc will be implemented. |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |

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| **Agenda Topic** | Goals for AY 2019/2020 |
| **Action Taken** | Goal suggestions will be prepared for the next meeting. |
| **Summary of Discussion** | Some goals may be removed that are reinstatements of the primary charge of the Curriculum Committee. Other goals may be revised or added with attention to policies and procedures as well as the program review process.  Examples:   1. Consider removing goal #1 2. Create goal: Develop a formal process for program review to be presented to the Curriculum Committee. 3. Revise current goal #2: We will review bylaws and consider developing policies and procedures for the process of approving new and existing curriculum. |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |

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| **Agenda Topic** | Prerequisite changes to Math 127 and Math 181 |
| **Action Taken** | Agenda item tabled for next meeting. |
| **Summary of Discussion** | Eric plans to meet with the math faculty to further review the current prerequisites. |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |

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| **Agenda Topic** | Grading Scale-proposal to change Pass/Fail to Satisfactory/Unsatisfactory |
| **Action Taken** | Lauren moves to approve, Fred second  Amendment: Scott moves to approve, Hal second  Motion approved |
| **Summary of Discussion** | All active classes that are currently on a Pass/Fail grading scale will now be set up on a Satisfactory/Unsatisfactory grading scale starting in fall 2019.  The amendment is to also include sections of Math 95 and Math 96 taught at affiliate high schools with the same fall 2019 start date.  The Pass/Fail option does not affect students' GPA when they do well, but it does negatively affect the GPA when they perform poorly. The Satisfactory/Unsatisfactory option does not affect students GPA regardless. |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |

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| **Agenda Topic** | New Proposed Degree-Bachelor of Applied Science Organization and Project Management |
| **Action Taken** | Dianne moves to approve, Fred second  Motion approved |
| **Summary of Discussion** | Georgia presented on the Bachelor of Applied Science in Organization and Project Management that provides advanced education in a breadth of business, organization, and project management courses. Suggestions were made for improvement on the proposal. The primary curriculum changes are as follows:   1. Specify math requirement to be Math 120 or higher required. 2. Specifically state the total number of credits to program completion is 120 on the proposal form. 3. Change the proposed start semester to fall 2020 on the proposal form.   Future discussion was requested regarding the lack of requirements for the 400 level courses. |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |

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| **Agenda Topic** | New Proposed Degree-Associate of Applied Science in Health Sciences |
| **Action Taken** | Hal moves to approve, Fred second  Motion approved |
| **Summary of Discussion** | Dianne and Judy presented on the Associate of Applied Science in Health Sciences that can support students going for potential transfer degrees in community health, public health, health education, and related areas. The degree also supports students interested in the nursing field that may or may not be admitted to WNC’s program. Additionally, students can prepare for health related careers in emergency medical services, laboratory technician, nursing assistant and related areas.  The degree will support financial aid regulations that state students must be under an achievable degree in case they don’t make it into the Associate of Applied Science in Nursing.  The primary curriculum changes are as follows:   1. Add Anth 101 and Ems 100 to the program electives category. |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |

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| **Agenda Topic** | Future Meeting Dates/Times |
| **Action Taken** |  |
| **Summary of Discussion** | Meeting dates will be the 3rd Friday of each month:  September 20, 2019  October 18, 2019  November 22, 2019  December 20, 2019 (may modify)  January 17, 2020  February 21, 2020  March 20, 2020  April 17, 2020  May 15, 2020 |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |

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| **Agenda Topic** | Old Business |
| **Action Taken** |  |
| **Summary of Discussion** | None |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |

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| **Agenda Topic** | New Business |
| **Action Taken** |  |
| **Summary of Discussion** | None |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |

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| **Agenda Topic** | Public Comment |
| **Action Taken** |  |
| **Summary of Discussion** | None |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |

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| **Agenda Topic** | Adjournment |
| **Action Taken** | Meeting Adjourned |
| **Summary of Discussion** |  |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |