



Western Nevada College

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

Curriculum Committee (19-20) Meeting Minutes:

	09/20/19	Bristlecone 321
Members Present	Eric York, Dave Riske, Dianne Hilliard, Geri Pope, Lauren Stevens, Fred Kille, Jamie McNinch, Kyle Dalpe, Richard Kloes	
Members Missing	Scott Morrison, Hal Starratt	
Guests		
Agenda items for next meeting		
Agenda Topic	Approval of minutes from August 14, 2019	
Action Taken	Eric moves to approve, Fred second Minutes approved	
Comments/Information		
Agenda Topic	Prerequisite change to Acc 202 and Acc 203	
Action Taken	Dianne moves to approve, Dave second Motion approved	

<p>Summary of Discussion</p>	<p>Currently the prerequisite for Acc 202 and Acc 203 is Acc 201 with no listed minimum grade.</p> <p>The request is to change the prerequisite for Acc 202 and Acc 203 to pass Acc 201 with a C or higher. The change will be effective for fall 2020.</p> <p>Richard shared students that achieve a low grade in Acc 201 generally do not perform well in Acc 202 and/or Acc 203.</p> <p>This change is intended to help students to be well prepared to successfully pass Acc 202 and/or Acc 203 and to assist with overall degree achievement, which may also include transfer to UNR.</p>
<p>Assignments/Potential Agenda Items</p>	
<p>Agenda Topic</p>	<p>Prerequisite changes to Math 127 and 181</p>
<p>Action Taken</p>	<p>Richard moves to approve, Dave second</p> <p>Motion approved</p>
<p>Summary of Discussion</p>	<p>Currently the prerequisite for Math 127 is Math 126 or appropriate score on the WNC placement or equivalent exam or three units of high school mathematics at the level of algebra and above, or consent of instructor.</p> <p>The current prerequisite for Math 181 is Math 126 and 127 or Math 128 or appropriate score on the WNC placement or equivalent exam.</p> <p>Eric and other math faculty are in support of changing the prerequisite for both Math 127 and Math 181 to include a grade of C- or higher. The change will be effective for fall 2020.</p> <p>Eric stated that students generally do not do well in Math 127 and/or Math 181 when they achieve a low grade in the previous math. This change is intended to help students successfully advance through the math sequencing most common to the Associate of Science degree. It can also help students for transfer.</p>

Assignments/Potential Agenda Items	
Comments/Information	
Agenda Topic	New Course Proposal Phil 245
Action Taken	The committee requests that Susan propose what degree requirement areas she hopes for Phil 245 to fulfill beyond elective (ex: liberal arts and humanities). Also, the committee requests that Susan presents completion of common course numbering process.
Summary of Discussion	<p>Geri presented material on behalf of Susan Priest for Phil 245- Contemporary Moral Problems. Materials included the Course Outline, Common Course Numbering Additions and Changes Form and the Western Nevada College Articulation Form.</p> <p>3 credits- Phil 245 (prerequisite: Eng 101 recommended) 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>Phil 245 fulfills 2 different silver core requirements at UNR (C10-Diversity and Equity and C12-Ethics).</p>
Assignments/Potential Agenda Items	
Comments/Information	
Agenda Topic	Deactivation of GRC classes no longer being offered.
Action Taken	Eric moves to approve, Lauren second Motion approved

Summary of Discussion	<p>The committee agrees the below GRC classes should be deactivated. The following classes will no longer be offered since new GRC classes have taken their place:</p> <p>Grc 109-Color and Design Grc 144-Electronic Layout and Typography Grc 156- Design with Illustrator Grc 179- Multimedia Design and Production Grc 183-Design with Photoshop Grc 188-Web Animation I Grc 256-Advanced Design with Illustrator Grc 283-Electronic Imaging II</p>
Assignment s/Potential Agenda Items	
Comments/Information	

Agenda Topic	NSHE Grading Policy for “Satisfactory/Unsatisfactory”
Action Taken	Information-no action
Summary of Discussion	<p>At the last meeting, 8/14/2019, questions came up about the grading policy when discussing the agenda topic of pass/fail verses satisfactory/unsatisfactory.</p> <p>For informational purposes Scott provided the NSHE Grading Policy, which states Satisfactory (undergraduate courses: C or above graduate courses: B or above) and Unsatisfactory (undergraduate courses: D or below graduate courses: C or below).</p>
Assignment s/Potential Agenda Items	
Comments/Information	

Agenda Topic	Goals for AY 2019/2020
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Action Taken	Dave motions to approve, Fred second Motion approved
Summary of Discussion	The following goals are approved: <ul style="list-style-type: none"> 1. Review bylaws and develop policies and procedures for the process of approving new and existing curriculum. 2. Work with PARC to develop a formal process for program reviews to be presented to the Curriculum Committee. <p>In line with goal #1 the committee discussed the need for a work group. Many topics came up including, but not limited to: accessibility and numbering guidelines; a curriculum development handbook; delineation of how the committee reviews/approves classes verses programs, etc.</p> <p>Dave volunteered for the work group and more volunteers are needed.</p>
Assignments/Potential Agenda Items	
Comments/Information	

Agenda Topic	By-laws update to define the role of Vice Chair
Action Taken	The committee plans to finalize the description for the Vice Chair.
Summary of Discussion	The committee discussed what responsibilities other Vice Chairs take on at WNC and what specifically would support the Curriculum Committee. The description of the Vice Chair may be to perform duties as needed and to complete the annual report for SPFIE. Some verbiage may also be added about facilitating assessment.
Assignments/Potential Agenda Items	
Comments/Information	

Agenda Topic	Assessment Lead Report May 2019
Action Taken	Recommendation for committee members to read for further discussion.
Summary of Discussion	A 2018/2019 Assessment Lead Faculty group reviewed annual strategic plans created by academic programs and administrative offices to align with the WNC Strategic Plan and NSHE's goal of "Research". The group's work was comprised of addressing the AY 18/19 Liberal Arts Division goals by reviewing program review recommendations for the AA, AS and AGS; and assessing the progress/outcome of those recommendations to date.
Assignments/Potential Agenda Items	
Comments/Information	

Agenda Topic	Old Business
Action Taken	Work group created to explore database options.
Summary of Discussion	<p>Eric revisited the course outline project that took place in 2017. The project was very involved and Eric, along with other committee members, see value in exploring a system that can manage catalog and curriculum information in a centralized database.</p> <p>This system could be time saving, serve as institutional memory for the college, allow for more continuous updating and assist with accreditation efforts.</p> <p>Eric and Dave will lead the work group to research options. Kyle will offer his insights as TMCC implemented a database. Jamie will join later when more progress has taken place.</p> <p>During the discussion Dave mentioned a possible issue to Dianne and it appears there is an interface issue between deactivated courses in PeopleSoft and translation to the WNC website. So, courses that were deactivated from the 2017 course outline project are absent from PeopleSoft, but visible on the WNC website. Dianne will follow up on the issue.</p>

Assignment s/Potential Agenda Items	
Comments/ Information	

Agenda Topic	New Business
Action Taken	
Summary of Discussion	None
Assignment s/Potential Agenda Items	
Comments/ Information	

Agenda Topic	Public Comment
Action Taken	
Summary of Discussion	None
Assignment s/Potential Agenda Items	
Comments/ Information	

Agenda Topic	Adjournment
Action Taken	Meeting Adjourned
Summary of Discussion	

Assignment s/Potential Agenda Items	
Comments/ Information	