**Western Nevada College Curriculum Committee Meeting Minutes**

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| **2024-2025** | **May 02, 2025**Call to Order – 12:35pm | **Meeting conducted via Zoom** |
| **Members Present** | Eric York, Chelsie Hamtak, Smriti Bhattarai, Amy Ghilieri, Matt Anderson, Lauren Stevens, Winnie Kortemeier, Jaspreet Gill, Geri Pope, Travis Carr, and Dana Ryan |
| **Members Missing** |  |
| **Guests** | Dave Riske, Lisa Gallo Swan, Audrey Auer, Ron Beller, and JW Lazzari |
| **Agenda items for next meeting** |  |

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| **Agenda Topic #2** | **Minutes Approval from March 28, 2025** |
| **Action Taken** | Winnie moved to approve the minutes, Chelsie seconded.Motion passed. |
| **Summary of Discussion** | [CC Minutes 03.28.25](https://docs.google.com/document/d/12PcKYTmseRe-kHvgw6SBy19VWkcp0eGV/edit?usp=drive_link&ouid=116280960186716051651&rtpof=true&sd=true) |

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| **Agenda Topic #3** | **Program Review Report - AAS Tech - Machine Tool Technology** |
| **Action Taken** | Information Item |
| **Summary of Discussion** | [AAS Tech - Machine Tool Technology](https://docs.google.com/document/d/1kuKLDelt7RFYxCzPSY_-7De736ArDUKqMD3lEDRNf7M/edit?usp=sharing)Amy is presenting the AAS Tech - Machine Tool Technology program review report.The new process was very successful; a lot of information was gathered both on the process and on the program.2013 is when the AAS Tech degree was developed, it combined 6 subjects into a single degree (with different emphases) to help deal with low yield problems.Amy thanks Ron Beller and Travis for their work on the program review.The award scaffolding of this program is very clean, the skills certificate scaffolds to the certificate of achievement, the certificate of achievement scaffolds to the AAS Tech.Alignment to ISLOs and PLOs is solid, courses represent a broad range of ISLOs and PLOs.Amy notes that many students in this program are taking HIST 111, but that course has lower completion rates than other courses that meet the same general education requirement. An assessment of HIST 111 is going to be conducted next year with an eye to how students are doing in the class and what other courses (that fulfill that general education requirement) might be a better fit for these students. |

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| **Agenda Topic #4** | **Proposal to adopt a new course - MTT 296** |
| **Action Taken** | Winnie moved to approve the course pending completion of the CCN process. Amy seconded. Motion passed. |
| **Summary of Discussion** | [MTT 296 - Computer Numerical Control Practice II](https://docs.google.com/document/d/1t9Jlfu25ZjDJ8HrdB-BN1IrpbWJy8s-2/edit?usp=sharing&ouid=116280960186716051651&rtpof=true&sd=true)Ron Beller is asking for this course to be added to our offerings, this request comes out of the AAS Tech - Machine Tool Technology Program Review.This will enhance both the programming and technical skills that students are learning CNC I and II. It will also give them greater experience and confidence as they participate in the workforce. |

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| **Agenda Topic #5** | **Proposal to update a course - MTT 105** |
| **Action Taken** | Chelsie moved to approve. Winnie seconded. Motion passed. |
| **Summary of Discussion** | Proposal to add DFT 110 as a prerequisite/co-requisite for[MTT 105 - Machine Shop I](https://docs.google.com/document/d/134xLTBjSBpOWbEgBZVeASumTjvOXkDKf/edit?usp=sharing&ouid=116280960186716051651&rtpof=true&sd=true)[DFT 110 - Blueprint Reading for Industry](https://docs.google.com/document/d/18eIevQTXJZRaGi0iYpRk6sGHgI2qoXQRCd8cGNvecTA/edit?usp=sharing)This request is made by Ron Beller as a result of the program review of AAS Tech - Machine Tool Technology. Ron has found that students are not familiar with basic drafting when they start the program, and knowledge of drafting would support their success early in the program coursework.Lauren expressed concern that DFT 110 has only been offered online for the last 2 semesters. Not all students are comfortable with online learning, and adding this course with only online options may prevent students from participating in the program. Ron agrees that in-person would be better, but there has been significant improvement in the online course design with an emphasis on accessibility. Ron asserts that with appropriate support from the faculty, students are better off with this course even if it is only available online. |

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| **Agenda Topic #6** | **Program Review Report - AAS Tech - Computer Information Technology** |
| **Action Taken** | Information Item |
| **Summary of Discussion** | [AAS Tech - Computer Information Technology](https://docs.google.com/document/d/1RmVrRXSO0NJlooh1Phlgt8VvYC-8LZShOBxSIzopsGw/edit?usp=sharing)This program offers many awards, specifically in skills certificates.The IR dashboard is providing inaccurate information.This is not a very low yield program in terms of enrollment, but it rides the line for low yield in terms of completion. This is not surprising given the nature of the industry, many students are skilling up with a particular course for their current work.Students in these programs take a wide variety of courses. The same issue with HIST 111 exists as that which was discussed in the AAS Tech - Machine Tool Technology program review.Commendation to the CIT full-time faculty for their contributions to this program review.Recommendation to conduct regular curriculum reviews given the rapidly changing field.Recommendation to review course outlines to align ISLOs and the new award-specific outcomes. |

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| **Agenda Topic #7** | **Proposal to adopt a new course - CIT 144** |
| **Action Taken** | Winnie moved to approve the course pending the successful completion of the CCN process. Chelsie seconded. Motion passed. |
| **Summary of Discussion** | [CIT 144 - Introduction to Data Analytics](https://docs.google.com/document/d/1S6dB2tzgAJVG3RxUjDIgMpVSRixxYF3Q/edit?usp=sharing&ouid=116280960186716051651&rtpof=true&sd=true)This proposal comes from Dave Riske as a result of the program review of AAS Tech - Computer Information Technology.This has been a long time coming, we’ve not been prioritizing data analytics in part because it has been held in Continuing Ed. We were also waiting for the CompTIAa curriculum and testing, which is now available, and what is being proposed is aligned with what CompTIAa is offering.The purpose is to prepare our students for the successful completion of the Data Analytics certification and entry-level positions in industry.The plan will be to use the pre-test for the certification as an assessment of the course.Test-out (recently purchased by CompTIA) has certification exams as well, though we are not currently using that for assessment.How will this fit into our current degree offerings?* This will be much like the existing pathways, it will be an option for students who have an interest in pursuing data analytics.
* Based on interest and the industry moving forward, Dave may design a pathway much like those we currently have.

It will count as a program elective. This course does have some alignment with the Front-End Developer pathway.  |

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| **Agenda Topic #8** | **Program Review Report - AAS Tech - Automotive Mechanics** |
| **Action Taken** | Information Only |
| **Summary of Discussion** | [AAS Tech - Automotive Mechanics](https://docs.google.com/document/d/1LbyhCQnxvylx9ahZl-CZ0luFF_wIrrczHTfoYOR_Tmg/edit?usp=sharing)This review revealed that most of the students in this program are hobbyists rather than looking for work.The alignment of awards is really good in this program.There is a “hidden” credit in the general education requirements of the Certificate of Achievement.There was a drop-off of skills certificate achievement after the adoption of OSH 222 in Fall 2023. OSH 222 is offered by CONS faculty in the CONS area, and students weren’t taking it. A recommendation is that Auto 101 and Auto 115 faculty teach OSH 222 immediately before the Auto 101 and Auto 115 start time.Geri notes that thanks to Amy’s work on the program review process, this is the first time in the last two 7-year accreditation cycles that we have not been given a recommendation around program review. |

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| **Agenda Topic #9** | **Proposal to update a program - Certificate of Achievement - Automotive Mechanics** |
| **Action Taken** | Amy moved to approve. Chelsie seconded. Motion passed. |
| **Summary of Discussion** | Proposal to add OSH 222 to the [Certificate of Achievement - Automotive Mechanics](https://docs.google.com/document/d/10lbfmnAZ_VmiHwaZ0994zbcvxkWqvbUG/edit?usp=sharing&ouid=116280960186716051651&rtpof=true&sd=true) as a program requirement and remove the 2-credit General Elective requirement. OSH 222 was added to all of the Skills Certificates in February 2023 (effective Fall 2023), in response to changing industry standards.Adding OSH 222 and removing the 2-credit General Elective requirement takes the certificate from 31 to 30 credits. There are no 2-credit general elective courses.  |

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| **Agenda Topic #10** | **August 2025 meeting date** |
| **Action Taken** |  |
| **Summary of Discussion** | Our August meeting is currently scheduled for August 01, 2025. This is before faculty are on contract and so should be moved.August 22, 2025 will give faculty enough time to prepare for the meeting. Our August meeting will be August 22, 2025 at 12:30pm. |

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| **Agenda Topic #11** | **Committee Goals** |
| **Action Taken** | N/A |
| **Summary of Discussion** | [**Committee Goals**](https://drive.google.com/drive/folders/1TaHDm7Kk1RcLLhPg-07sLDL0cQ8KCzBW?usp=drive_link)Geri submitted the goal report to College Council on May 2, 2025. We got the General Education definitions completed ahead of our deadline and they have been shared with College Council with the request that people share them out more broadly for feedback.We have updated how Curriculum Committee participates in the program review process. This meeting was the first trial of the new process, and it went well. Now instead of just ticking boxes on a form, the committee is presented with the review and then the recommended curricular changes are on the agenda immediately following the presentation. This makes the committee’s participation in the review process more direct and means that faculty recommendations around curricular changes are implemented and not left to languish.The implementation of Coursedog means that all of our curriculum development support documents have been reviewed and are being updated to see how they fit in with our new process.  |

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| **Agenda Topic #12** | **Old Business** |
| **Action Taken** | N/A |
| **Summary of Discussion** |  |

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| **Agenda Topic #13** | **New Business** |
| **Action Taken** | N/A |
| **Summary of Discussion** | None |

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| **Agenda Topic #14** | **Public Comment** |
| **Action Taken** | N/A |
| **Summary of Discussion** | None |

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| **Agenda Topic #15** | **Adjournment** |
| **Action Taken** |  |
| **Summary of Discussion** |  |