**Western Nevada College Curriculum Committee Meeting Minutes**

|  |  |  |
| --- | --- | --- |
| **2024-2025** | **February 7, 2025**  Call to Order – 12:36 pm | **Meeting conducted via Zoom** |
| **Members Present** | Geri Pope, Amy Ghilieri as proxy for E. York, Chelsie Hamtak, Smriti Bhattarai, Dana Ryan, Lauren Stevens, Winnie Kortemeier, Jaspreet Gill, Travis Carr | |
| **Members Missing** | Eric York, Matt Anderson | |
| **Guests** | Lisa Gallo-Swan, JW Lazzari, Audrey Auer | |
| **Agenda items for next meeting** |  | |

|  |  |
| --- | --- |
| **Agenda Topic #2** | **Minutes Approval from January 14, 2025** |
| **Action Taken** | Kortemeier moved to approve the minutes, Gill seconded.  Motion passed unanimously. |
| **Summary of Discussion** |  |

|  |  |
| --- | --- |
| **Agenda Topic #3** | **Proposal to change from variable to fixed credit** |
| **Action Taken** | Kortemeier moved to approve the change to 3 fixed credits to align with CCN. Hamtak seconded.  Passed unanimously. |
| **Summary of Discussion** | Presented by Travis Carr.  [CIT 211 - Microsoft Networking I](https://docs.google.com/document/d/1ytMAbThyh6gXIddTktJrik2le2Gvl8eM5rUNDWO5Qrw/edit?usp=sharing)  Proposal to update course from 3-5 variable credits to 3 fixed credits to align with CCN. |

|  |  |
| --- | --- |
| **Agenda Topic #4** | Update Course Outlines |
| **Action Taken** | Information Only |
| **Summary of Discussion** | [LTE 101 - Fundamental Phlebotomy](https://docs.google.com/document/d/192MdTRm0qzv0T5MmRJppXXdWdg93jO4uLFV6mkFWG2I/edit?usp=sharing) - Current  [LTE 102 - Applied Phlebotomy](https://docs.google.com/document/d/1DldjNPNsfCCcLQJn-oM3fccKS5LEYETyLY_EVIj7rmo/edit?usp=sharing) - Current  [LTE 101 - Fundamental Phlebotomy](https://docs.google.com/document/d/1qn7OFHls3psWo8W9j_4pkE-XpewgN1ki_uSHflPovK8/edit?usp=sharing) - Updated  [LTE 102 - Applied Phlebotomy](https://docs.google.com/document/d/1hQO9tCZsvClCzV4596d4LH_RDnFfUP0lc67RHRf5Ewk/edit?usp=sharing) - Updated  Audrey Auer presented items.  Updated course objectives. In LTE 102, discussion around amending last bullet “will be prepared to successfully take…” |

|  |  |
| --- | --- |
| **Agenda Topic #5** | **Proposal to update Skills Certificate** |
| **Action Taken** | Hamtak moved to approve the name change of the Machine Tool Technology Level 3 skills certificate to Computer Numerical Controls (CNC) Machining effective Fall 2025 pending AAC approval in March.  Ghilieri seconded.  Motion passed unanimously. |
| **Summary of Discussion** | Travis Carr presented item.  [Machine Tool Technology Level 3](https://docs.google.com/document/d/1gRUgqSM6nKMlqNB1NKqoDUetoJqvgepn/edit?usp=sharing&ouid=116280960186716051651&rtpof=true&sd=true)  Proposal is to change the name of the certificate from Machine Tool Technology Level 3 to Computer Numerical Controls (CNC) Machining. |

|  |  |
| --- | --- |
| **Agenda Topic #6** | **Proposal to update Skills Certificate** |
| **Action Taken** | Ghilieri moved to approve the removal of MTT 250 and addition of MTT 106, MTT 111 and DFT 110 to the curriculum and increase overall certificate units from 9 to 13 effective Fall 2025 pending AAC approval in March. Bhattarai seconded.  Motion passed unanimously. |
| **Summary of Discussion** | Travis Carr presented item.  [Machine Tool Technology Level 1](https://docs.google.com/document/d/1-QPwH4Kkw2p-PdSCMOb5SPg01laTF25z/edit?usp=sharing&ouid=116280960186716051651&rtpof=true&sd=true)  Proposal to update curriculum and to change the name of the certificate from Machine Tool Technology Level 1 to Manual Machining.  Proposal:  Removing MTT 250 (3)  Adding in MTT 106 (2), 111 (2) and DFT 110 (3).  Total new requirements: 13   |  |  | | --- | --- | | MTT 105: Machine Shop I | 3 | | MTT 106: Machine Shop Practice I | 2 | | MTT 110: Machine Shop II | 3 | | MTT 111: Machine Shop Practice II | 2 | | DFT 110: Blueprint Reading for Industry | 3 | |

|  |  |
| --- | --- |
| **Agenda Topic #7** | **Proposal to update COA Bookkeeping** |
| **Action Taken** | Hamtak moved to approve the change of Program electives for the COA Bookeeping to “Choose 6 units from any ACC course”. Ghilieri seconded.  Motion passed unanimously. |
| **Summary of Discussion** | Travis Carr presented item.  [Certificate of Achievement Bookkeeping](https://drive.google.com/file/d/1I2nxJKA1OBG3R2HJqVgWcAc-nubwMczK/view?usp=drive_link)  Proposal to update certificate program electives from program elective list to any ACC courses. |

|  |  |
| --- | --- |
| **Agenda Topic #8** | **Program Review Template** |
| **Action Taken** | Information Only |
| **Summary of Discussion** | Ghilieri presented the item.  [New Program Review Template](https://docs.google.com/document/d/1sMpYlra6QY3IUbgLQ423c28g0VVrhdIj1znKrvHu6cY/edit?usp=sharing)  Discussion points included:  Should curriculum committee have oversight of program reviews that are presented to curriculum? Curriculum should not have oversight over the program review process or recommendations except for curricular changes.  Further discussion around the Catalog, AAC and Program Guide print deadlines. |

|  |  |
| --- | --- |
| **Agenda Topic #9** | **April Meeting** |
| **Action Taken** | Kortemeier moved to change the April meeting date to March 28 @ 12:30pm. Hamtak seconded.  Motion passed unanimously. |
| **Summary of Discussion** | Pope presented the date conflict with the week of the EIE visit.  Proposed changing the date. |

|  |  |
| --- | --- |
| **Agenda Topic #10** | **Coursedog Curriculum Management System** |
| **Action Taken** | Information Only |
| **Summary of Discussion** | Pope presented item.  Announced that she will be sending out a survey to set up time for training in new Coursedog Computer System. |

|  |  |
| --- | --- |
| **Agenda Topic #11** | Committee Goals |
| **Action Taken** | Information Only |
| **Summary of Discussion** | Pope shared her plans to meet with Faculty groups in Liberal Arts starting the week of Feb. 10 to discuss the Gen Ed definitions.  [General Education Definitions](https://docs.google.com/document/d/1ztrpT-G20-vAk2IcOubq8szlb59w2jCqVmKohP0ixVU/edit?usp=sharing) |

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

|  |  |
| --- | --- |
| **Agenda Topic #13** | **New Business** |
| **Action Taken** | N/A |
| **Summary of Discussion** |  |

|  |  |
| --- | --- |
| **Agenda Topic #14** | **Public Comment** |
| **Action Taken** | N/A |
| **Summary of Discussion** |  |

|  |  |
| --- | --- |
| **Agenda Topic #15** | **Adjournment** |
| **Action Taken** | Ghilieri adjourned the meeting at 1:25 PM |
| **Summary of Discussion** |  |