



COMMITTEE MEETING
Wednesday, March 1, 2017
1:30-4:30 p.m.
Faculty Lounge

DISCUSSION MINUTES

Voting Members Present:

Guy Dadson, Natural Science
John Ison, Humanities
Cindy Zarske, Math/CSCI, Technical Review Chair
Jay Seidel, Tech. & Eng
Gary Graves, Business/CIS

Frank Guthrie, Fine Arts
Kelly Nelson-Wright, Social Science
David Brown, Library
Nahrin Hinaro, Counseling/Std Srvs
Sean Sheil, PE

Resource Members Present:

Nicol Tushla, Admission & Records
Doug Benoit, Dean Bus/CIS

Mark Greenhalgh, Dean Math/CSCI

Guest: George Bonnard, Tech Ed

Members Absent: Jennifer Combs/Curriculum Chair, Rachel Roschel/Curriculum, Jose Ramon/VPI, Scott Lee/Articulation, Laurie Triefenbach/Catlg/Sched Coord, Stewart Kimura/Matriculation, AS Student

I. Approval of Minutes:

- a. *February 15, 2017
 - i. Discussion Minutes
 - ii. Proposal Minutes
- MSU Approved

II. Approval of Agenda:

- MSU Approved

III. Curriculum Correction/Fast-Track Approvals:

- a. ENGR 101AF:
 - i. MIS Error revision request. TOPS Code. Correction to State, Cnet and Banner to align
- MSU Approved
- b. GEOG 230 F: - MSC
 - i. MIS Error revision request. SAMS code from "E-Non Occupational" to "D-Possibly Occupational". Correction to State, Cnet and Banner to align.
- MSU Approved

IV. Proposal Approvals:

- a. *Curriculum Proposal Agenda-*handout*
- Please refer to handout titled "***Curriculum Proposal Minutes***" for details on approvals.

V. Approval of SLOA's:

Programs:

- a. Web Scripting Skills Certificate (being replaced with *Web Design Skills Certificate*):
 - i. *Outcome:* Demonstrate proficiency in one or more common Business/Web Design Software programs.
Assessment: Department standard and/or web design projects.
 - ii. *Outcome:* Demonstrate an understanding of common web design and computer technology related terms
Assessment: Department standard and/or exam.
 - iii. *Outcome:* Demonstrate ability to create a website using Business/Web Design Software programs.

- Assessment:* Department standard and/or web design projects.
- b. Communications: General AA:
 - i. *Outcome:* Operate audio recording equipment used in radio, internet radio and television.
Assessment: Through evaluation of production assessed at the course level.
 - ii. *Outcome:* Demonstrate the ability to effectively direct and/or produce a video production while working in a group.
Assessment: Through evaluation of production assessed at the course level.
 - iii. *Outcome:* Compose written copy for radio, TV, film or the Internet.
Assessment: Through evaluation of written example assessed at the course level.
 - c. Commercial Music AA *Outcomes:*
 - i. *Outcome:* Describe and execute the basic concepts of songwriting in respect to melody, harmony and rhythm.
 - ii. *Outcome:* Explain the basics of intellectual property laws and copyright and Trademark protection.
 - iii. *Outcome:* Produce basic songs in a variety of commercial music genres using Digital Audio Workstation.
 - iv. *Outcome:* Perform or participate in a contemporary music production.
 - d. Industrial Arts AA *Outcomes:*
 - i. *Outcome:* Describe occupations typically found in each industry/technical area such as: Manufacturing; Automotive; Photography; Construction; Welding; Printing; and Drafting.
 - ii. *Outcome:* Apply theories and principles to solve technical and management problems.
 - iii. *Outcome:* Design, test and analyze a system or process to meet desired needs.
 - iv. *Outcome:* Apply good written and oral communication and presentation skills.
 - v. *Outcome:* Collect, analyze and interpret data to analyze and solve problems.
 - vi. *Outcome:* Select and use computer applications software.

Courses:

- a. IDES 085 F: - MSC W/CHANGES EFF SPRING 2017
 - i. Identify and apply the basic planning principles to kitchen and bath designs.
 - ii. Identify and produce layouts of the key components and their relationships.
 - b. IDES 147 F: - MSC – EFFECTIVE SPRING 2017
 - i. *Outcome:* Develop scaled drawings with dimensional considerations to determine efficient use of the interior environment.
Assessment: Studio exercises and projects
 - ii. *Outcome:* Formulate a design requirement through the process of programming.
Assessment: Studio exercises and projects
- MSU Approved- All SLO's item V. starting effective Spring 2017.

VI. PE Designation for PE Activity Courses:

- Tabled – articulation officer absent

VII. Announcements/Informational Items From Chair:

- a. Updates - NONE
- b. Examples for Accreditation report - NONE
- c. Other...
 - Tabled – chair absent

VIII. Technical Review Clarification/Updates: Cindy Zarske, Tech Review Chair

- a. Missing SLOs update
 - Remaining courses and programs missing SLOs are TECH 082, 088, 199, 299, Administration of Justice AA-T, Automotive Technology AS
- b. Motion to include field trips in schedule description:

Beginning with 2018 proposals, if field trips are or may be required for a course, a sentence indicating that there is a field trip requirement must be included in the schedule description.

- Discussed and agreed on suggested sentence for schedule description:
Field trips may be required outside of regularly scheduled class times.
- MSU approved beginning with 2018 proposals
- Tech Review Chair will update Tech Review Teams handout:
 - Team D - If Field Trips is marked on Assignment screen, check that above sentence is included in Schedule Description

c. Level 6 double-checks – *handout*

- Committee agreed to try the Level 6 checks for two weeks and post OK's or updates needed at Level 6
 - Committee asked Rachel to check if Level 6 action can include two options: "Reviewed" and "Recommended Changes"
 - If "Recommended Changes" is checked at Level 6, can a Governet email be triggered to go to the Tech Review Chair

d. Reminder – Tech Review weekly

- Tech Review chair reminded committee to continue doing tech review weekly.

II. Curriculum Policies and Procedures

- New Curriculum Process: If field trips may be required for a course, the potential requirement should be indicated in these areas of the proposal:
 - Assignment screen – Field Trips are indicated in "Required Out-of-Class Activities" field
 - Sentence in Schedule Description: "Field trips may be required outside of regularly scheduled class times"

III. Old Business: (includes return and/or ongoing curriculum issues):

- a. Online Instruction: Regular and Effective Contact: Department/Division Practices, DEAC updates
- b. *Pass Along Policy Proposals Part A and C: (*tabled 2/15/17 mtg*)

Next Curriculum Committee meeting Wednesday, March 15, 2017 at 1:30 p.m. in Faculty Lounge.