

# Curriculum & Learning Council

## Agenda

Tuesday, August 9, 2011

2:00 PM- 4:00 PM -- AC Conference Room

Members : Dee Ludwig, Rex Cogdill, Rick Vonburg, Chris Wenzel, Larry Curtis, Andy Espinoza, Ed Bittner, Diane McQueen, Becky Lorenz , Mike Durfee

AGENDA	DATA SOURCE	ACTION
Announcements	The committee requested minutes be placed on the website as Curriculum & Learning Council Minutes Pending Approval.	
Approve Minutes of July 12, 2011	It was moved and seconded to approve minutes of July 12, 2011. Motion carried.	
Curriculum Review (attached) a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion	HEQP 1500—Heavy Equipment Operator—5 Cr. Hr.	It was moved and seconded to approve. Motion carried.
College of Education Re-articulation Process Update	All education courses were accepted for re-articulation except EDEL 1450 Earth Science in the Elementary School which was not submitted for re-articulation. The division chair will find an instructor who is interested in teaching this course.	
Mentors	What Mentors Do-- <ul style="list-style-type: none"> <li>• be a resource for questions, policies, procedures, perspectives, advice, support</li> <li>• check proactively with the mentee to see how they are doing (at least once a week)</li> <li>• be a resource for classroom/instruction ideas, problems, issues</li> <li>• be available to review syllabi—show them one of your own</li> <li>• invite them for coffee/coke break</li> <li>• provide community resources, information, guidance</li> <li>• help them develop collegial relationships with others</li> <li>• be a friend...</li> </ul>	
MAP-Works—Rex Cogdill & Amy Smith	Rex and Amy provided information about MAP-Works, the new advisor alert system used to help with student retention for first and second year students.	
Defining a Credit Hour	<b>Eastern Wyoming College Credit Hour Definition</b> <ul style="list-style-type: none"> <li>• 1 hour lecture for 15 weeks</li> <li>• 2 hours lab for 15 weeks</li> <li>• Equivalent amount of work over a different amount of time</li> <li>Or</li> <li>• Other activities established by EWC including internships, practicums, field experience and on-line or distance credits</li> </ul>	
Adjunct Rate Table	Adjunct pay rates from all community colleges were compared. They ranged from \$566 to \$1244 per credit hour.	
Chemical Waste & Disposal Procedure	Veterinary Technology has contracted with a company to pick up out dated supplies when they are called.	
Next Meeting –	Thursday, September 8, 2011	
Other:	Becky— <ul style="list-style-type: none"> <li>•The new windows in the library are finished</li> <li>•New computers have been installed</li> <li>•Please allow plenty of time if you need materials reserved</li> </ul> Dee— <ul style="list-style-type: none"> <li>•The New Faculty Orientation will be August 18, 19, 22</li> </ul>	

Larry—

- Larry will visit with Dee about Division Scholarships

Mike—

- The 2011 Fall Outreach Coordinator Meeting will be October 18-19 at EWC

Rex—

- Handbooks are being updated

Andy—

- Andy will have presentations on various topics at the in-service meetings

Rick—

- Leland and Stan offered a two credit hour welding course at Basin Electric
- Three people are being interviewed for the Agriculture position

Chris—

- A draft of the AVMA report will be on the EWC Board agenda
- The science lab renovations are in their final stages
- The vacant math position will be filled with two adjunct instructors.

# Curriculum & Learning Council

## Minutes

Thursday, September 8, 2011

2:00 PM- 5:00 PM -- AC Conference Room

**Members Present:** Aaron Bahmer, Andy Espinoza, Becky Lorenz, Chris Wenzel, Dee Ludwig, Kate Steinbock, Larry Curtis, Mike Durfee, Rex Cogdill, Rick Vonburg

**Members Absent:** Diane McQueen, Gwen Yung

AGENDA	DATA SOURCE	ACTION
Announcements		
Approve Minutes of August 9, 2011		It was moved and seconded to approve minutes of August 9, 2011. Motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> <li>a. New Course</li> <li>b. Course Change</li> <li>c. Course Deletion</li> <li>d. Course(s) No Longer Offered</li> <li>e. New Program</li> <li>f. Program Change</li> <li>g. Program Deletion</li> </ul>	Information: VTTK 1610 and 1620 Anatomy & Physiology of Domestic Animals— Change Contact Hours to 2 Lec and 2 Lab and Semester Offered to Fall and Spring.	The courses were voted on and approved electronically.
ACT 2011 College Readiness Report ACT WY 2010 Graduating Class Profile Report		The committee reviewed and discussed the reports and voiced their concern about Wyoming's scores compared to the national scores. Some investigation will be done to see how other states compare to the national average.
Clinical Experience (Workload Credit)— Cr. Hr./Pay		It was moved and seconded to incorporate minor changes to the draft and post it on the M drive as well as include it in the Faculty Handbook. Motion carried.
Defining a Credit Hour		It was moved, seconded to approve EWC's definition of a credit hour (55 minutes) as follows: <ul style="list-style-type: none"> <li>✓ 1 hour lecture for 15 weeks</li> <li>✓ 2 hours lab for 15 weeks</li> <li>✓ Equivalent amount of work over a different amount of time or</li> <li>✓ Other activities established by EWC including internships, practicums, field experience, and on-line or distance education</li> </ul> Motion carried.
Program Review Schedule		The Program Review Schedule will be updated to include 2011-2012, 2012-2013, 2013-2014. In November Kim Russell will provide the division chairs with 2011-2012 data for Program Reviews. Faculty doing the program reviews will turn them in to the division chairs by May 1, 2012. Division chairs will turn them in to Dee by May 15, 2012. The reviews will be presented to the EWC Board during 2012 summer board meetings.
Chemical Waste & Disposal Procedure		The Vet Tech chemical waste & disposal procedures will be incorporated in the draft 04/05/11 and brought to a future CLC meeting.
Field Trips Report Form		A Field Trip report form listing the course, instructor, departure, return dates and times, destination and a list of students attending the activity will be placed in the Faculty Office area on LancerNet. This form may be used for notifying EWC about student field trips, athletic events, etc.
Next Meeting –		Fall 2011 CLC Meetings—All will be in the AC Conference Room from 2:00PM-5:00PM <ul style="list-style-type: none"> <li>• September 29</li> <li>• October 13</li> <li>• November 10</li> <li>• December 1</li> <li>• December 15</li> </ul>
Other:		Andy – <ul style="list-style-type: none"> <li>• Classroom TEB 260 is working great. Non-traditional students seem to use</li> </ul>

the CTC more on Fridays. Patricia Amerlan is busy keeping the everything in stock and in order in the computer rooms.

Aaron—

- David is an excellent addition to EWC. He is very curious, interested and committed to his new position.
- Very little technical support was needed for returning faculty and only minor help was needed for new faculty.

Rick—

- Nine Cosmetology students passed their State/National Boards.
- Skills USA winners—
  - Gold Medal—Ben Vetter-Related Technical Math
  - Silver Medal—Blake Parks-Welding
  - 4<sup>th</sup> Place (Welding Fabrication Team)
    - Gus Wilkinson
    - Trae Seebaum
    - Tanner Tipsword

Becky—

- The first week students were here they were checking items out of the library. They are very polite and very pleasant to work with.

Chris—

- The new science labs are working out very well and the instructors are pleased with them.
- Star Boards are under-utilized. Additional training on them would be helpful.
- The AVMA report is coming along well.

Rex—

- Having passwords available in Aaron's office worked out very well.
- The Student Center computer lab hours are 7AM –9PM Monday through Friday
- The Learning Skills Lab is open until 7:30AM - 9PM Monday through Friday
- MAP-Works information is loaded and useable.

Kate—

- Continuing to work on Outcomes Assessment and the transition.

Larry—

- Continues to work with new and adjunct faculty and continues learning more about his role as division chair.

Mike—

- Meetings are being scheduled with concurrent faculty and EWC faculty.
- Scheduling staff development training for Outreach
- Because distance education classes are critical for outreach students we may want to look at increasing distance education classes.

Next Meeting:

September 29, 2011

# Curriculum & Learning Council

## Minutes

Thursday, September 29, 2011

2:00 PM- 5:00 PM -- AC Conference Room

**Members Present:** Aaron Bahmer, Andy Espinoza, Becky Lorenz, Chris Wenzel, Dee Ludwig, Kate Steinbock, Larry Curtis, Mike Durfee, Rex Cogdill, Rick Vonburg

**Members Absent:** Diane McQueen, Gwen Yung

AGENDA	DATA SOURCE	ACTION
Announcements		
Approve Minutes of September 8, 2011		It was moved and seconded to approve minutes of September 8, 2011 as presented. Motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> <li>a. New Course</li> <li>b. Course Change</li> <li>c. Course Deletion</li> <li>d. Course(s) No Longer Offered</li> <li>e. New Program</li> <li>f. Program Change</li> <li>g. Program Deletion</li> </ul>		a. EDUC 2800--Education Capstone--1 Cr. Hr. It was moved and seconded to approve EDUC 2800. Motion carried.  Reminder—the deadline for Curriculum changes to be included in 2012-2013 catalog is October 27
Examine the Program Review Format		<ul style="list-style-type: none"> <li>• The 2011-2012 Program Review Schedule was updated to include Criminal Justice, and Interdisciplinary (to include Philosophy, HMDV, Religion, &amp; Humanities).</li> <li>• The Program Review Format was reviewed. Minor changes will be made to the form found on the M drive.</li> <li>• Statistical Data for Instructional Program Reviews will be updated and given to Division Chairs in November.</li> </ul>
New Program Enrollment Projections		EWC's Plate Welding pilot certificate program will need to be rewritten in order to continue being offered.
2011-2012 Learning Action Plans		The Committee reviewed the Learning Action Plans. The \$8000.00 additional funding to the Professional Development Budget, and the \$500.00 business administration exit exam assessment revision, and the \$500.00 business curriculum development review were all removed from the Strategic Planning Funds.
One-time Funding		The one-time funding for Learning & Effectiveness, Student Services, Others (including Admin Services, College Relations, President's Office), and Diversity Initiatives totals \$144,000.00.
Bridge Students COMPASS Report—Court Merrigan		Nineteen students participated in the Bridge Program. Court shared information indicating the students' improvement in their placement scores when they retested at the end of the Bridge Program. There was a total credit hour savings of 132 hours – 7hrs/average per student as a result of students testing into higher level Math and/or Writing or Reading courses.
2012 NISOD Excellence Awards		NISOD Excellence Awards will be in Austin, Texas in May, 2012. EWC can fund one person from each division. Division Chairs will bring names of interested people to the November 10 Curriculum and Learning meeting.
Fire Drill Schedule		Rex will share specifics about fire drills on the EWC campus as he gets them.
Draft of Qualifications for Wyoming Community College Faculty Members		Reviewed and discussed the draft.
Turnitin Solution & Pricing Information		Tyler and Aaron will research Turnitin and report back to CLC at a later date.
UW Gen Ed Report		UW's draft of their Task Force on Learning Outcomes was shared with the committee. It is time for EWC to examine our Gen Ed requirements to stay in line with UW.
Follow-Up on Dual & Concurrent Enrollment Programs (for informational purposes)		Mike is the EWC Concurrent/Dual Enrollment coordinator.
Wyoming P-20/W Progress		Reviewed the handout concerning Wyoming P-20/W

Other:	<p>Mike—</p> <ul style="list-style-type: none"> <li>Relayed a request from Diane McQueen suggesting that EWC become a member and a sponsor for the National Adult Education Society.</li> <li>The Outreach Coordinator meeting will be on October 18-19 at EWC.</li> </ul> <p>Aaron—</p> <ul style="list-style-type: none"> <li>Continuing work on star panel for TEB 108</li> <li>Continues working on compliance with federal regulations in 15 selected states concerning distance education classes/programs.</li> </ul> <p>Kate—</p> <ul style="list-style-type: none"> <li>Continuing writing of assessment report</li> </ul> <p>Rex—</p> <ul style="list-style-type: none"> <li>Gear-up was funded for next year.</li> <li>The MAP-Works survey was sent to first-time, full-time freshmen on September 28.</li> </ul> <p>Andy—</p> <ul style="list-style-type: none"> <li>Andy is working with Workforce Development.</li> </ul> <p>Rick—</p> <ul style="list-style-type: none"> <li>Donna Charron is taking a group of cosmetology students to a two day conference in Denver where they will benefit from exposure to different products.</li> <li>AG and VTTK met with EWC Construction for discussion concerning making the large animal facility more useable.</li> <li>Melissa Meeboer, Patricia Amerlan, and Rick will attend the Business Articulation on Friday, September 30.</li> </ul> <p>Chris—</p> <ul style="list-style-type: none"> <li>Ed Bittner becomes the VTTK Director on October 1.</li> <li>VTTK is continuing the preparations for the AVMA visit.</li> </ul>
Next Meeting –	<ul style="list-style-type: none"> <li>October 13—AC Conference Room 2:00PM-5:00PM</li> </ul>

# Curriculum & Learning Council

## Minutes

Thursday, October 13, 2011

2:00 PM- 5:00 PM -- AC Conference Room

**Members Present:** Aaron Bahmer, Andy Espinoza, Becky Lorenz, Chris Wenzel, Dee Ludwig, Gwen Yung, Kate Steinbock, Larry Curtis, Rex Cogdill, Rick Vonburg

**Members Absent:** Diane McQueen, Mike Durfee

AGENDA	DATA SOURCE	ACTION
Approve Minutes of September 29, 2011	It was moved and seconded to approve the minutes of September 29 with one change. Motion carried.	
Curriculum Review (attached) <ul style="list-style-type: none"> <li>a. New Course</li> <li>b. Course Change</li> <li>c. Course Deletion</li> <li>d. Course(s) No Longer Offered</li> <li>e. New Program</li> <li>f. Program Change</li> <li>g. Program Deletion</li> </ul>	<p>b. MATH 1105—Data Probability, &amp; Algebra for Elem School Teachers—3 Cr. Hr. Prerequisite Change It was moved and seconded to approve the prerequisite for MATH 1105 to read: MATH 1100 and MATH 0930 with a grade of “C” or better or appropriate score on the Math Placement Exam or consent of instructor. Motion carried.</p> <p>MATH 2120—Geometry &amp; Measurement for Elem School Teachers—3 Cr. Hr. Prerequisite Change It was moved and seconded to approve the prerequisite for MATH 2120 to read: MATH 1105 and MATH 0930 with a grade of “C” or better or appropriate score on the Math Placement Exam or consent of instructor. Motion carried.</p> <p>EDEL 2420—Elementary School Math Seminar II—1 Cr. Hr. Change course number to be in line with UW. It was moved and seconded to approve changing the course number from EDEL 2420 to EDEL 2410. Motion carried.</p> <p>VTTK 2500—Veterinary Anesthesia—3 Cr. Hr. Prerequisite Change.</p> <p>VTTK 2505—Diagnostic Imaging—2 Cr. Hr. Prerequisite Change. It was moved and seconded to approve adding VTTK 2510 to the list of prerequisites for both VTTK 2500 and VTTK 2505. Motion carried.</p> <p>Welding Fee Increase from \$50 to \$100 for each of the following courses: WELD 1755—Shielded Metal Arc Welding WELD 1760—Advanced Shielded Metal Arc Welding WELD 2500—Structural Welding WELD 2510—Pipe Welding I WELD 2520—Pipe Welding II It was moved and seconded to recommend increasing the welding fee to \$100 for the above classes. Motion carried. The recommendation will be taken to the November 8 EWC Board meeting.</p> <p>g. Early Childhood Education—Curriculum Pattern Change It was moved and seconded to approve the Early Childhood Education credit hour and curriculum pattern change. Motion carried.</p> <p>Elementary Education—Curriculum Pattern Change It was moved and seconded to approve the Elementary Education credit hour and curriculum pattern change. Motion carried.</p> <p>Secondary Education—Curriculum Pattern Change It was moved and seconded to approve the Secondary Education credit hour and curriculum pattern change. Motion carried.</p>	

	<p>Economics—Curriculum Pattern Change It was moved and seconded to approve the Economics credit hour and curriculum pattern change. Motion carried.</p> <p>Statistics It was moved and seconded to approve the Statistics credit hour and curriculum pattern change. Motion carried.</p> <p>NJCAA eligibility rule—(see email from Verl) There will be a meeting with Chris and the PEAC people to decide whether or not the proposed rule will bring about a few course changes.</p>
<p>Personnel Committee report from Mike and Chris</p>	<p>Chris and Mike reported that the Personnel Committee discussed future salary increases as well as discussion on the base salary for new incoming faculty.</p>
<p>Campus Cross-Cultural Climate Assessment Itinerary Draft</p>	<p>Peter Vogel will be on campus on October 31 and November 1 for the Cross-Cultural Assessment meetings. The CLC reviewed the draft of the itinerary for those days.</p>
<p>Other:</p>	<p>Rick—</p> <ul style="list-style-type: none"> <li>• The federal audit of the WTK Grant has been completed</li> <li>• The Livestock Judging team has returned from judging in Casper and Omaha.</li> <li>• Patricia Amerlan, Melissa Meeboer, &amp; Rick attended the Business Articulation.</li> <li>• Technology Day is Thursday, November 17.</li> </ul> <p>Larry—</p> <p>The Criminal Justice Club made a trip to Rawlins to visit the Wyoming State Prison, and the Wyoming Frontier Prison.</p> <ul style="list-style-type: none"> <li>• Michael Demers, Aaron Bahmer, and Larry attended the Music Articulation via video conference.</li> </ul> <p>Aaron—</p> <ul style="list-style-type: none"> <li>• Continues to work with authorizations concerning compliance with federal regulations for distance education classes/programs.</li> <li>• David Banville attended a technology conference in Laramie</li> </ul> <p>Andy—</p> <ul style="list-style-type: none"> <li>• Continues his very busy schedule—training for voc rehab, Excel training for Workforce Development, and the Community Education photo series.</li> </ul> <p>Rex—</p> <ul style="list-style-type: none"> <li>• October 20-21 Noel-Levitz will be on campus concerning the Enrollment Management Plan.</li> </ul> <p>Chris—</p> <ul style="list-style-type: none"> <li>• The AVMA Site Team will be on campus October 26, 27, and 28.</li> <li>• Chris will meet with the Physical Education faculty about their upcoming program review and the NJCAA eligibility rule.</li> <li>• The EWC Christmas party will be on December 18. The location of the party will be announced.</li> <li>• Vickie Winney is overseeing the Wyoming Nurses Association district that includes Torrington, Douglas, and Wheatland. She has also been accepted into an internship for Wyoming Nursing Leadership Institute.</li> </ul> <p>Gwen—</p> <ul style="list-style-type: none"> <li>• Irma Fouch will be teaching the CNA classes that begin on October 31 in Lusk.</li> <li>• Certified Nursing Assistant II classes have been approved by the state and will begin in January or February, 2012.</li> <li>• The Med Aid class will begin in Fall, 2012.</li> <li>• If there is enough interest, a CPR class will be offered for employees on November 16</li> </ul> <p>Dee—</p> <ul style="list-style-type: none"> <li>• The Learning Office is hosting a coffee break for all EWC employees on October 19 from 9:00AM-11:00AM and 1:00PM-3:00PM.</li> <li>• There will be an All Faculty Meeting over the noon hour on October 25.</li> </ul>



	<ul style="list-style-type: none"><li>• EWC will be hosting the Wyoming Community College Commission Meeting on October 27 and 28.</li></ul>
Next Meeting –	Thursday, November 10, 2:00PM-5:00PM in AC Conference Room

# Curriculum & Learning Council

## Minutes

Thursday, November 10, 2011

2:00 PM- 5:00 PM -- AC Conference Room

**Members Present :** Aaron Bahmer, Andy Espinoza, Becky Lorenz, Chris Wenzel, Dee Ludwig, Gwen Yung, Kate Steinbock, Larry Curtis, Mike Durfee **Members Absent:** Diane McQueen, Rex Cogdill, Rick Vonburg

AGENDA	DATA SOURCE	ACTION
Approve Minutes of October 13, 2011	It was moved and seconded to approve the minutes of October 13. Motion carried.	
Curriculum Review (attached) <ul style="list-style-type: none"> <li>a. New Course</li> <li>b. Course Change</li> <li>c. Course Deletion</li> <li>d. Course(s) No Longer Offered</li> <li>e. New Program</li> <li>f. Program Change</li> <li>g. Program Deletion</li> </ul>	<p>a. CULA 1100—Basic Culinary Skills—3 Cr. Hrs.            Description: This course gives the student an introductory overview of the fundamentals that are required to be a professional culinarian. Topics such as knife skills, stocks, sauces, and soups as well as recipe conversion, costing and product identification are all covered in this course. These are the basic building blocks for future culinary success.            Contact Hours: 3 lecture hours.</p> <p>CULA 1510—Sanitation—1 Cr. Hr.            Description: Applied Food Service Sanitation covers the latest developments, procedures, current government standards and emerging issues in Food Service Sanitation. Students will get a head start in understanding Hazard Analysis Critical Control Point (HACCP), a cutting-edge system that is the hospitality industry's system-of-choice.            Contact Hours: 1 lecture hour.            It was moved and seconded to approve CULA 1100 and CULA 1510. Motion carried.</p> <p>VTTK 2810—Veterinary Office Procedures—1 Cr. Hr.            (This is a reinstatement of an old course with changes.)            It was moved and seconded to approve reinstating VTTK 2810, to change the Cr. Hr. to 1, and change the contact hours to ½ lecture hour and 1 lab hour.            Motion carried.</p> <p>PEAT 2061—Varsity Golf—1 Cr. Hr.            It was moved and seconded to approve PEAT 2061 Varsity Golf pending verification of course number. Description: Sophomore varsity golf participant.            Contact Hours: ½ lecture hour and 1 lab hour.            Prerequisite: PEAT 2051. Motion carried.</p> <p>PEAT 2072—Varsity Basketball—1 Cr. Hr.            It was moved and seconded to approve PEAT 2072 Varsity Basketball pending verification of course number. Description: Designed for Sophomore physical education majors and minors. For those interested in basketball coaching methodology. Course focuses on advanced skill development with emphasis on teaching progressions in basketball.            Contact Hours: ½ lecture hour and 1 lab hour.            Prerequisite: PEAT 2062. Motion carried.</p> <p>PEAT 2074—Varsity Volleyball—1 Cr. Hr.            It was moved and seconded to approve PEAT 2074 Varsity Volleyball pending verification of course number. Description: Designed for Sophomore members of the Intercollegiate Team.            Contact Hours: ½ lecture hour and 1 lab hour.            Prerequisite: PEAT 2064. Motion carried.</p>	

- b. The current retake policy for PEAT 2051 Varsity Golf, PEAT 2062 Varsity Basketball, PEAT 2064 Varsity Volleyball allowing them to be taken four times for credit will be removed. These courses may be taken for credit only one time.

CSMO 1515—Clinical Application IV—6 Cr. Hr.

Prerequisite Change

It was moved and seconded to approve the prerequisite for CSMO 1515 to read: CSMO 1000 and CSMO 1005 with a grade of "C" or better. Motion carried.

EDEL 1410—Elementary School Math Seminar I—1Cr. Hr.

Description Change

It was moved and seconded to approve the course description as follows: Change...Theory of Arithmetic I...to: Numbers and Operations for Elementary School Teachers. Motion carried.

EDEL 2410—Elementary School Math Seminar II—1 Cr. Hr.

Description Change and Prerequisite Change

It was moved & seconded to approve the course description change as follows:

Change: ...Theory of Arithmetic II... to: Geometry and Measurement for Elementary School Teachers.

Change prerequisite to: Concurrent enrollment in MATH 2120. Motion carried.

MATH 2120—Geometry & Measurement for Elem School Teachers—3 Cr. Hr.

Description Change

It was moved and seconded to approve course description change as follows:

Change to: ...enroll concurrently in ELED 2410 Elementary School Math Seminar II. Motion carried.

VTTK 1500—Orientation to Veterinary Technology—3 Cr. Hr.

Change from 4 Cr. Hr. to 3 Cr. Hr. and change contact hours to 2 Lec, 2 Lab

It was moved and seconded to approve changing the Cr. Hr. to 3 and the contact hours to 2 lecture hours and 2 lab hours. Motion carried.

- f. AAS Farm & Ranch Management--

Add AGTK 1550 Veterinary Elements to the Approved Agriculture Electives

It was moved and seconded to approve adding AGTK 1550 to the list of approved electives. Motion carried.

AS Rangeland Ecology and Watershed Management—

Curriculum Pattern Change

It was moved and seconded to approve the program credit hours to 67 and the curriculum pattern change. Motion carried.

AAS Veterinary Technology—

Curriculum pattern change for freshman year, fall semester. The change is the result of the reinstatement of VTTK 2810 and the reduction of hours in VTTK 1500.

It was moved and seconded to approve the curriculum pattern change. Motion carried.

AA Secondary Education, Mathematics—

Change the note to students transferring to UW, and curriculum pattern change for fall semester of sophomore year.

It was moved and seconded to approve changing the "Change Note" to read: Students planning to transfer to the University of Wyoming Should take EDFD 2450. It was also moved to change the curriculum pattern for the fall semester of the sophomore year by deleting COSC 1010 and adding EDFD 2100. Motion carried.

	As a result, the AA Secondary Education, Mathematics program will change to 64-65 Cr. Hr.
Gen Ed Requirements (Mell will bring info to the meeting)	Mell provided handouts showing how the other Wyoming community colleges list their general education requirements. It was brought to the committee's attention that some of the courses listed under the degree requirements on pages 67 and 68 of EWC's current catalog are no longer being offered. These need to be reviewed and corrected in the future.
PE Problems with respect to a athletes	It was moved and seconded to approve physical education requirements as follows: Students may take two courses from Area II or one course from each Area I and Area II to satisfy the physical education requirement for the Associate of Science or the Associate of Arts degrees. Motion carried.
Casper College –Student Responses to Proposed Increase in Tuition Cap	The committee reviewed the report from Casper College concerning student responses to the proposed increase in tuition cap. Information based on student response shows the effect on FTE enrollment, effect on scholarship demand, and effect on college tuition revenue.
WACCT Award Nomination	It was voted by secret ballot to nominate Bob Creagar as the Eastern Wyoming College WACCT faculty nominee.
Nominate a student for the All-USA Community College Academic Team	The committee decided not to choose a student this year.
Next Meeting –	Thursday, December 1, 2:00PM-5:00PM in AC Conference Room
Other:	<p>Gwen—</p> <ul style="list-style-type: none"> <li>• HLTK 1511—Certified Nursing Assistant II will be offered in February</li> <li>• CPR for employees will be offered on November 16</li> </ul> <p>Chris—</p> <ul style="list-style-type: none"> <li>• AVMA has identified EWC's strengths and areas needing improvement</li> </ul> <p>Aaron—</p> <ul style="list-style-type: none"> <li>• Working on guidelines for evaluating on-line classes</li> </ul> <p>Kate—</p> <ul style="list-style-type: none"> <li>• Considering a work session in the spring for instructors to do the CAT and the Program and Course Assessments</li> </ul> <p>Larry—</p> <ul style="list-style-type: none"> <li>• The PTK induction of 14 students was very inspirational</li> </ul> <p>Andy—</p> <ul style="list-style-type: none"> <li>• Mentioned that instructors are not always knowledgeable of what is going on in various programs on campus. For example, cosmetology may not be aware of what the welding program is all about, and welding may not be aware of cosmetology, etc.</li> </ul> <p>Mike—</p> <ul style="list-style-type: none"> <li>• Reminded the committee of the importance that Distance Education classes are to students from the outreach areas who are seeking degrees</li> </ul> <p>Dee—</p> <ul style="list-style-type: none"> <li>• A mid-winter meeting for high school counselors and principals will be held on campus in January</li> <li>• EWC employees will be receiving a 2.6% pay increase</li> </ul>

# Curriculum & Learning Council

## Minutes

Thursday, December 1, 2011

2:00 PM- 5:00 PM -- AC Conference Room

Members Present: Aaron Bahmer, Andy Espinoza, Chris Wenzel, Gwen Yung, Kate Steinbock, Larry Curtis, Rick Vonburg

Members Absent: Becky Lorenz, Dee Ludwig, Diane McQueen, Mike Durfee, Rex Cogdill

AGENDA	DATA SOURCE	ACTION															
Approve Minutes of November 10, 2011		It was moved and seconded to approve the minutes of November 10, 2011. Motion carried.															
Curriculum Review (attached) <ul style="list-style-type: none"> <li>a. New Course</li> <li>b. Course Change</li> <li>c. Course Deletion</li> <li>d. Course(s) No Longer Offered</li> <li>e. New Program</li> <li>f. Program Change</li> <li>g. Program Deletion</li> </ul>	None.																
CLEP for German		It was moved and seconded to include German Language under the College Level Examination Program as one of the courses that EWC students may earn CLEP credit. Motion carried.															
PEAC discussion concerning AA and AS degree requirements		It was moved and seconded to move PEAC 1020 from Area II to Area I. Motion carried. It was also moved and seconded to remove the paragraph in the Physical Education Activity Degree Requirements that was added at the last CLC meeting. Motion carried.															
ACT and COMPASS reading scores		It was moved and seconded to adopt the statewide recommendations for reading scores. Motion carried. <b>DRAFT</b>															
		<table border="1"> <thead> <tr> <th>COMPASS Reading Score Range</th> <th>ACT Reading Score Range</th> <th>Course Placement</th> </tr> </thead> <tbody> <tr> <td>0-48</td> <td>0-11</td> <td>ABE reading</td> </tr> <tr> <td>49-63</td> <td>12 &amp; 13</td> <td>Reading 0510</td> </tr> <tr> <td>64-73</td> <td>14 &amp; 15</td> <td>Reading 0520</td> </tr> <tr> <td>74 and higher</td> <td>16 and higher</td> <td>No reading improvement required.</td> </tr> </tbody> </table>	COMPASS Reading Score Range	ACT Reading Score Range	Course Placement	0-48	0-11	ABE reading	49-63	12 & 13	Reading 0510	64-73	14 & 15	Reading 0520	74 and higher	16 and higher	No reading improvement required.
COMPASS Reading Score Range	ACT Reading Score Range	Course Placement															
0-48	0-11	ABE reading															
49-63	12 & 13	Reading 0510															
64-73	14 & 15	Reading 0520															
74 and higher	16 and higher	No reading improvement required.															
Commission Approves Gamma Version of Criteria...		The committee recommends that Aaron visit with WyDEC to discuss consideration of creating a consortium.															
Decreasing the <del>100% Refund Time</del> time students may add classes--		It was moved and seconded that for classes that meet the full semester, students may register for a class through 4PM on the fourth business day of the semester. For classes that meet for a period of time less than a full semester, students may register for a class through 4PM on the second business day from the beginning of the session. Motion carried.															
Online Class Evaluation Draft		Aaron provided a draft version of a Guide to Evaluating Online Classes.															
Goshen County Economic Development Annual Report		The report provided information on what is happening in Goshen County.															
Next Meeting –		Thursday, December 15, 2:00PM-5:00PM in AC Conference Room															
Other:		Larry— <ul style="list-style-type: none"> <li>• Discussed the I-Pad cart used as a teaching tool.</li> </ul> Kate— <ul style="list-style-type: none"> <li>• Assessment report is almost complete.</li> </ul> Aaron— <ul style="list-style-type: none"> <li>• Missouri has been approved as one of the states for Distance Learning.</li> </ul> Andy— <ul style="list-style-type: none"> <li>• Doing Outlook Training at Basin Electric.</li> </ul> Rex— <ul style="list-style-type: none"> <li>• The work continues on the permanent walls between Student Services and the Bookstore.</li> <li>• 4:00PM today (December 1) is the deadline for students to withdraw from classes.</li> </ul>															

Chris—

- Ed Bittner and Susan Walker and several VTTK students will be attending the Wyoming Veterinary Medical Association meeting in Casper.

Rick—

- There were 150 students on campus for Technology Day.
- The Range Beef Cow Symposium ended today.

Dee—

- Outreach Coordinators and others attend the LEARN Conference.
- As part of the diversity issues, the EWC administration has identified a source of funds to pay fees for EWC employees interested in taking SPAN 1490 Topics In: Conversational Spanish in the Spring 2012. There is a class limit of 24. Requests will be on a first-come, first-serve basis.

Mike—

- The second annual School/EWC Partnership meeting will be on January 26.
- There will be two trainings for outreach people in February.
- The Outreach Coordinator meeting will be in Lusk on February 21.

# Curriculum & Learning Council

## Minutes

Thursday, December 15, 2011

2:00 PM- 5:00 PM -- AC Conference Room

**Members :** Aaron Bahmer, Chris Wenzel, Dee Ludwig, Diane McQueen, Gwen Yung, Kate Steinbock, Larry Curtis, Mike Durfee, Rick Vonburg

**Members Absent:** Andy Espinoza, Becky Lorenz, Rex Cogdill

AGENDA	DATA SOURCE	ACTION
Approve Minutes of December 1, 2011		Moved and seconded to approve with changes. Motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> <li>a. New Course</li> <li>b. Course Change</li> <li>c. Course Deletion</li> <li>d. Course(s) No Longer Offered</li> <li>e. New Program</li> <li>f. Program Change</li> <li>g. Program Deletion</li> </ul>	a. New Courses <ul style="list-style-type: none"> <li>• VTTK 1001—Animal Care I—0 Cr. Hr. Students in the Veterinary Technology Program are required to work a minimum of 1 hour per week caring for program and shelter animals and a minimum of ½ hour per month attending meetings on the Veterinary Technology Program while they are enrolled in this course. The course is designed to enrich the material students are learning in the classroom as well as to promote high quality animal care. This course is offered for S/U credit only. Prerequisite: VTTK 1500</li> <li>• VTTK 1002—Animal Care II—0 Cr. Hr. This course is a continuation of VTTK 1001 Animal Care I. This course is offered for S/U credit only. Prerequisite: VTTK 1001</li> <li>• VTTK 2001—Animal Care III—0 Cr. Hr. This course is a continuation of VTTK 1002 Animal Care II. This course is offered for S/U credit only. Prerequisite: VTTK 1002</li> <li>• VTTK 2002—Animal Care IV—0 Cr. Hr. This course is a continuation of VTTK 2001 Animal Care III. This course is offered for S/U credit only. Prerequisite: VTTK 2001</li> </ul> <p style="background-color: yellow;">It was moved and seconded to approve all new VTTK courses. Motion carried.</p> b. Course Change <ul style="list-style-type: none"> <li>• VTTK 1750—Veterinary Pharmacology Change to 4 Cr. Hr. 3 hours lecture, 2 hours lab Description: (ADD TO THE CURRENT DESCRIPTION) Laboratory exercises allow the student to actually practice filling prescriptions, writing prescription labels, making entries into medical records and into both written and computerized drug logs. Compounding of medications is demonstrated and students are required to formulate percent solutions and mixed solutions (medical cocktails) under direct veterinary supervision.</li> </ul> <p style="background-color: yellow;">It was moved and seconded to approve the changes to VTTK 1750. Motion carried.</p> <ul style="list-style-type: none"> <li>• VTTK 2950—Clinical Experience III Change to 3 Cr. Hr.</li> </ul> <p style="background-color: yellow;">It was moved and seconded to approve the changes to VTTK 2950. Motion carried.</p>	

	<p>f. Program Change</p> <ul style="list-style-type: none"> <li>• Add the new Animal Care courses as follows: Freshman Year—Fall Semester: VTTK 1001 Animal Care I Freshman Year—Spring Semester: VTTK 1002 Animal Care II Sophomore Year—Fall Semester: VTTK 2001 Animal Care III Sophomore Year—Spring Semester: VTTK 2002 Animal Care IV</li> <li>• Change VTTK 1750 Veterinary Pharmacology to 4 Cr. Hr.</li> <li>• Change VTTK 2950 Clinical Experience III to 3 Cr. Hr.</li> </ul> <p>It was moved and seconded to approve the VTTK program changes listed above. Motion carried.</p>
Revised Minimum Faculty Credentials—AAC Approved	Informational item.
Overview and Stats of Bridge Program	Court gave the committee a yearly update of the Bridge Program statistics and success.
Decreased time that students may add classes	Clarification—The committee did NOT change the 100% refund time. The only change was--that for classes that meet the full semester, students may register for a class through 4PM on the fourth business day of the semester. For classes that meet for a period of time less than a full semester, students may register for a class through 4PM on the second business day from the beginning of the session.
“Whistleblower Statement”	It was moved and seconded to approve the “Whistleblower Statement” which deals with reporting concerns regarding animal treatment. Motion carried.
Next Meeting –	Thursday, January 12, 2:00-3:00PM in the AC Conference Room
Other:	<p>Aaron—</p> <ul style="list-style-type: none"> <li>•A syllabi archive is on our web site</li> </ul> <p>Rick—</p> <ul style="list-style-type: none"> <li>•The Skills USA team has been meeting and practicing</li> <li>•Andy has done two training sessions for Basin Electric</li> <li>•Northland Industries is very impressed with EWC students and is planning to attend our job fair.</li> <li>•Tim Nyquist has resigned</li> </ul> <p>Chris—</p> <ul style="list-style-type: none"> <li>•The curriculum changes in MATH, VTTK, and PE are good</li> <li>•The new MATH position will be posted in the Chronicle</li> </ul> <p>Gwen—</p> <ul style="list-style-type: none"> <li>•The first on-campus CNA II class will begin in February</li> </ul> <p>Mike—</p> <ul style="list-style-type: none"> <li>•The School Partnership Meeting will be on January 26. This meeting will allow concurrent high school instructors to meet EWC instructors.</li> </ul> <p>Larry—</p> <ul style="list-style-type: none"> <li>•WLEA suggested that more training for dispatchers be offered</li> <li>•It is important that all instructors list the date for finals on their syllabi</li> <li>•The iPad cart price has tripled. Computer Services is researching this</li> <li>•Classroom observations were great and will be written up very soon</li> </ul> <p>Carmie—</p> <ul style="list-style-type: none"> <li>•Summer 2012 Class Schedules have been turned in to College Relations</li> </ul> <p>Dee—</p> <ul style="list-style-type: none"> <li>•Ashley Harpstreith has resigned</li> <li>•The In-service agenda will be out soon</li> </ul>



# Curriculum & Learning Council

## Agenda

Thursday, February 2, 2012

2:00 PM- 5:00 PM -- AC Conference Room

**Members Present:** Andy Espinoza, Becky Lorenz, Chris Wenzel, Dee Ludwig, Kate Steinbock, Larry Curtis, Rex Cogdill, Rick Vonburg

**Members Absent:** Aaron Bahmer, Diane McQueen, Gwen Yung, Mike Durfee

**Guest:** Peter Van Houten

AGENDA	DATA SOURCE	ACTION
Approve Minutes of December 15, 2011		Moved and seconded to approve with changes. Motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> <li>a. New Course</li> <li>b. Course Change</li> <li>c. Course Deletion</li> <li>d. Course(s) No Longer Offered</li> <li>e. New Program</li> <li>f. Program Change</li> <li>g. Program Deletion</li> </ul>	<p>b. FCSC 1140—Nutrition—Prerequisite Change— Prerequisite: Placement score for English 1010 or better and Compass Score indicating no reading improvement class is required or appropriate ACT scores for English and reading.</p> <p>PEAC 1032—Aerobic Conditioning I/Fitness Center--Description Change— Concurrent enrollment in PEAC 1020, 1033, 1034, 1035, 1036, 1271, 1273, 1305, 1291, 2000 is not allowed. These classes are allowed access to the Fitness Center as a part of the class. Minimum of 2 lab hours per week.</p> <p>PEAC 1033—Aerobic Conditioning II/Fitness Center--Description Change— Concurrent enrollment in PEAC 1020, 1032, 1034, 1035, 1036, 1271, 1273, 1305, 1291, 2000 is not allowed. These classes are allowed access to the Fitness Center as a part of the class. Minimum of 2 lab hours per week.</p> <p>PEAC 1034—Aerobic Conditioning III/Fitness Center--Description Change— Concurrent enrollment in PEAC 1020, 1032, 1033, 1035, 1036, 1271, 1273, 1305, 1291, 2000 is not allowed. These classes are allowed access to the Fitness Center as a part of the class. Minimum of 2 lab hours per week.</p> <p>PEAC 1035—Aerobic Conditioning IV/Fitness Center—Description Change— Concurrent enrollment in PEAC 1020, 1032, 1033, 1034, 1036, 1271, 1273, 1305, 1291, 2000 is not allowed. These classes are allowed access to the Fitness Center as a part of the class. Minimum of 2 lab hours per week.</p> <p>PEAC 1036—Fitness and Aerobic Conditioning—Description Change— Concurrent enrollment in PEAC 1020, 1032, 1033, 1034, 1035, 1271, 1273, 1305, 1291, 2000 is not allowed. These classes are allowed access to the Fitness Center as a part of the class. Minimum of 2 lab hours per week.</p>	<p>It was moved and seconded to approve all of above changes. Motion carried.</p>
Requiring COMPASS for certificates		Kate, Rick, and Larry will research what other colleges are doing in this area and bring their findings to a future meeting.
EWC 2012-13 Tuition & Fee/Room & Board Rate		The new Tuition & Fee/Room & Board Rates were provided as an informational piece for the committee.
EWC Course Completion Report for SU/10-SP1		The Course Completion Report was provided as information for the committee.
WCCC Enrollee Success Rates for 2010 & 2011		The Enrollee Success Rate Report was provided as information for the committee.
Graduation Planning		Graduation plans are beginning! The committee discussed suggestions for the menu for the steak fry, and also discussed possibilities for who might be the master of ceremonies.
Next Meeting:		<b>TUESDAY</b> , February 14, 2012
Other:		Becky—The cleaning and weeding out old items in the library continues. Chris—He is finishing up the Fall 2011 evaluations and is working on strategic planning.

	<p>Rex—The Upward Bound Grant has been submitted!</p> <p>Rick—Three hundred fifty people were served at the very successful Sage Brush and Roses event.</p> <p>Dee--</p> <ul style="list-style-type: none"><li>• There is no signage directing people to the Welding area</li><li>• The AWS re-accreditation visit was a great success.</li><li>• Electronic signs may be viewed more than bulletin boards</li></ul> <p>Andy—The CTC is open 5 days a week this semester</p> <p>Larry—He is finishing his Fall 2011 evaluations.</p> <p>Kate—The first assessment meeting will be on February 15</p>
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# Curriculum & Learning Council

## Minutes

Tuesday, February 14, 2012

2:00 PM- 5:00 PM -- AC Conference Room

**Members Present:** Aaron Bahmer, Andy Espinoza, Chris Wenzel, Dee Ludwig, Diane McQueen, Gwen Yung, Kate Steinbock, Mike Durfee, Rex Cogdill, Rick Vonburg

**Members Absent:** Becky Lorenz, Larry Curtis

AGENDA	DATA SOURCE	ACTION
Approve Minutes of February 2, 2012	It was moved and seconded to approve the minutes of February 2. Motion carried.	
Curriculum Review (attached) a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion	<p>a. VTTK 1900—Vet Tech Biochemistry—4 Cr. Hr. It was moved and seconded to approve: Motion carried. VTTK 1900 Vet Tech Biochemistry (4L, 4 CR) A one-semester course providing students with the fundamentals of both chemistry and biology. Chemistry topics include matter and energy, atomic structure, periodic table, chemical composition and nomenclature, solutions, bonding, reaction rates, acids and bases, pH, and radioactivity. Biology topics to be discussed are basic cell structure and function, biomolecules (proteins, carbohydrates, lipids, and nucleic acids), cellular division through both mitosis and meiosis, protein synthesis through transcription and translation, and basic genetics/patterns of inheritance. Prerequisite: MATH 0900 with a grade of “C” or better or appropriate score on placement exam and no reading improvement required.</p> <p>b. VTTK 1500—Orientation to Veterinary Technology—Cr. Hr. &amp; Contact Hour change Change Cr. Hr. from 4 to 3 Change Contact Hours to 2 hours lecture, 2 hours lab.</p> <p>VTTK 1600—Clinical Procedures—Cr. Hr. &amp; Contact Hour change Change Cr. Hr. from 4 to 3 Change Contact Hours to 2 hours lecture, 2 hours lab.</p> <p>It was moved and seconded to approve the changes to VTTK 1500 and VTTK 1600. Motion carried.</p> <p>VTTK 1750—Veterinary Pharmacology—Prerequisite change. Prerequisite: Placement score for ENGL 0640 or higher and MATH 0900 or higher and no reading improvement required and VTTK 1900 with a grade of “C” or better.</p> <p>VTTK 2900—Nutrition in Veterinary Medicine—Prerequisite change. Prerequisite: VTTK 1900 with a grade of “C” or better.</p> <p>It was moved and seconded to approve the changes to VTTK 1750 and VTTK 2900. Motion carried.</p>	
Web Page Development—Ron Bronson	Ron is beginning the process of re-writing web pages. He will attend division meetings to share ideas for web page development in order to improve program content.	
Tests Administered in Testing Center	A breakdown of various tests and numbers of tests administered for November, December, and January were presented for information.	
April—Community College Month	<p>A list of activities being considered for Community College month include:</p> <ul style="list-style-type: none"> <li>• “Taste of EWC” highlighting cuisine from the regions of the U.S. as well as from some of EWC’s international students’ countries</li> <li>• Community college alma mater day featuring EWC employees who attended a community college along with a display with pictures of those employees</li> <li>• Hosting a legislator day</li> <li>• Hosting a Business After Hours</li> <li>• Student Worker Week—highlight some of our student workers</li> </ul>	

	<ul style="list-style-type: none"> <li>• Get a proclamation from the Mayor</li> <li>• Possible service learning project with the city</li> </ul>
Athletic Tuition Waivers for Out-of-State Athletes—for information and discussion	Rex discussed a recent change in the scholarship budget regarding athletes. Beginning in 2012/13, the volleyball/basketball/rodeo coaches will be allowed up to 8 out-of-state tuition waivers for athletic recruits in these sports.
Updated Course Request Forms	All Concurrent and Outreach Course Request forms are being updated to include proposed textbook title, author, edition, copyright, and ISBN number. The form will also include a place to indicate any prerequisites or testing requirements and if they have been met.
Degree Checks	<p>A timeframe is needed for submitting the Intent to Graduate cards. The following paragraph will be added to the next catalog. It will also be included in the Faculty Handbook.</p> <ul style="list-style-type: none"> <li>•Candidates who plan to complete requirements for graduation in December must file an "Intent to Graduate" card with the EWC Records Office no later than April 15<sup>th</sup>. Those who plan to graduate in May must file an "Intent to Graduate" card with the EWC Records Office no later than November 15<sup>th</sup>.</li> </ul>
Next Meeting:	Thursday, March 1 in the AC Conference Room
Other:	<p>Chris—</p> <ul style="list-style-type: none"> <li>•The Veterinary Technology Program is making several changes.</li> <li>•Chris continues to work on overload and adjunct contracts.</li> </ul> <p>Diane—</p> <ul style="list-style-type: none"> <li>•The Learning Skills Lab is getting new work stations.</li> <li>•Diane is working on a video orientation for ABE students. The English version of this video orientation will be translated into multiple languages and housed on the EWC website for all teachers to use.</li> </ul> <p>Gwen—</p> <ul style="list-style-type: none"> <li>•There are seven students in the HLTK 1510 Nurse Assistant class that began on February 7.</li> <li>•Gwen is looking forward to the remodel of classroom.</li> </ul> <p>Rick—</p> <ul style="list-style-type: none"> <li>•Four Nail Technology students passed their boards</li> <li>•Kerry Steward has finished her Masters in</li> <li>•One hundred fifty people attended the Science Technology Engineering &amp; Math (STEM) meeting in Casper.</li> </ul> <p>Kate—</p> <ul style="list-style-type: none"> <li>•Kate is planning the assessment help sessions.</li> <li>•Kate will attend a meeting in Casper on February 16 concerning Child Readiness/Headstart.</li> </ul> <p>Mike—</p> <ul style="list-style-type: none"> <li>•Mike is busy with meetings and training sessions with the outreach coordinators.</li> <li>•Tuesday, February 21 is the Spring Outreach Coordinator meeting. It will be at the Segar House in Lusk.</li> <li>•February 29 is the Mid-Winter BOCES meeting.</li> </ul> <p>Aaron—</p> <ul style="list-style-type: none"> <li>•In December Aaron attended a two day video conference meeting on the Enterprise System.</li> <li>•No permission and/or fees are required for distance education in Kentucky, Illinois, and Texas.</li> </ul> <p>Andy—</p> <ul style="list-style-type: none"> <li>•Andy is preparing for up-coming workforce trainings in Glenrock and Guernsey.</li> </ul> <p>Dee—</p> <ul style="list-style-type: none"> <li>•Interviews for Workforce Director will begin on Friday, February 17.</li> <li>•Selection committees have been chosen for the Business, Agriculture, and Math positions</li> <li>•Summer renovations will take place in the lower Tebbet classrooms, the Faculty link, Upper Tebbet classrooms 271 and 273.</li> </ul>

# Curriculum & Learning Council

## Minutes

Thursday, March 1, 2012

2:00 PM- 5:00 PM -- AC Conference Room

**Members Present:** Aaron Bahmer, Andy Espinoza, Chris Wenzel, Dee Ludwig, Diane McQueen, Gwen Yung, Kate Steinbock, Mike Durfee, Rex Cogdill, Rick Vonburg, Becky Lorenz, Larry Curtis

AGENDA	DATA SOURCE	ACTION
Approve Minutes of February 14, 2012	It was moved and seconded to approve the minutes of February 14, 2012. Motion carried.	
Curriculum Review (attached) <ul style="list-style-type: none"> <li>a. New Course</li> <li>b. Course Change</li> <li>c. Course Deletion</li> <li>d. Course(s) No Longer Offered</li> <li>e. New Program</li> <li>f. Program Change</li> <li>g. Program Deletion</li> </ul>	<p>b. HIST 1290—History of the US West—Request that it counts as a cultural awareness for EWC’s general education requirements.  <b>It was moved and seconded to approve HIST 1290. Motion carried.</b></p> <p>VTTK 1610—Anatomy &amp; Physiology of Domestic Animals—Cr. Hr., Contact Hour, Description, Prerequisite change.</p> <p>VTTK 1620—Anatomy &amp; Physiology of Domestic Animals—Cr. Hr., Contact Hour, Description, Prerequisite change.  <b>It was moved and seconded to approve changes to VTTK 1610 and VTTK 1620. Motion carried.</b></p> <p>f. Veterinary Technology—Course sequence change.  <b>It was moved and seconded to approve the course sequence change to the Veterinary Technology Program. Motion carried.</b></p>	
CAAP Test Requirement	Outcomes Assessment will continue research on this.	
Reduction of paper in Student Services—Rex <ul style="list-style-type: none"> <li>• Hard copies of mid-term grades</li> <li>• Student Adds</li> </ul>	<p>Division Chairs need to be aware that in the future Advisors will be notified via email concerning student Drop/Add.</p> <p>Since midterm grades are not permanent grades, the signed roster will be eliminated.</p> <p>“No shows” need to be reported immediately. Do not wait until midterm.</p>	
New Financial Aid Rules & Regulations for 2012/13 – Molly	Several changes in the Federal Pell Grant will be in effect for the 2012-13 award year. Please see the Financial Aid office for details.	
COMPASS Reading Score Changes	<p>The ACT Reading Score was changed back to <b>21 and higher</b>, and the following paragraph will be added to the 2012-13 catalog and to the COMPASS/ACT brochure:</p> <p><b>Students whose ACT reading score is 20 or lower are placed in appropriate courses after COMPASS reading testing. When students, faculty or advisors suspect that reading course enrollment based on COMPASS reading scores will misplace or unreasonably extend time to college course completion, further reading skill assessment will inform developmental reading course placement.</b></p>	
Other:	<p>Mike—</p> <ul style="list-style-type: none"> <li>• Attended the Spring Coordinators’ meeting in Lusk. Bruce Brown presented on Communication and Customer Services. Mike will begin Outreach advising in April.</li> </ul> <p>Aaron—</p> <ul style="list-style-type: none"> <li>• Working on rotation schedule tools. Aaron has revamped some codes so projected rotation schedules will be available further ahead than they currently are.</li> </ul> <p>Rex—</p> <ul style="list-style-type: none"> <li>• Working on Strategic Planning.</li> <li>• Advertising has begun for the Enrollment Director position.</li> <li>• The new add date will be included in the 2012-13 catalog.</li> </ul> <p>Andy—</p> <ul style="list-style-type: none"> <li>• Doing training with City of Guernsey, and Glenrock.</li> <li>• Fridays are being set up to accommodate more travel to Outreach sites.</li> </ul>	

	<p>Rick—</p> <ul style="list-style-type: none"> <li>•Conducted an EWC tour for SARAC, UW, and EWC personnel.</li> <li>•Business Instructor and Ag Instructor applications are being reviewed.</li> </ul> <p>Chris—</p> <ul style="list-style-type: none"> <li>•There were approximately 200 participants in the Math contest.</li> <li>•Working on Strategic Planning and Program Reviews.</li> </ul> <p>Gwen—</p> <ul style="list-style-type: none"> <li>•Seven CAN students passed the course.</li> <li>•One of the Outreach CNA instructors will no longer be teaching.</li> </ul> <p>Becky—</p> <ul style="list-style-type: none"> <li>•The Academic Challenge went well.</li> <li>•Strategic Plans are done.</li> <li>•The library continues to weed out older books to make room for new material. The Department of Correction is taking some of the books, the rest will go to recycle.</li> </ul> <p>Dee—</p> <ul style="list-style-type: none"> <li>•Hired Wade Bruch for the Workforce Director position.</li> <li>•The BOCES meeting was held on February 29.</li> <li>•The All Faculty meeting will be held on March 6. A panel will speak on the topic of Useful Practices concerning various teaching practices.</li> <li>•Our Fall2011 FTE is up 8%.</li> <li>•Beginning Fall 2012, TEB 131 will be used as a classroom for some of our larger classes.</li> </ul>
Next Meeting:	Thursday, March 15 in the AC Conference Room

# Curriculum & Learning Council

## Minutes

Thursday, March 15, 2012

2:00 PM- 5:00 PM -- AC Conference Room

**Members Present:** Aaron Bahmer, Andy Espinoza, Chris Wenzel, Dee Ludwig, Diane McQueen, Gwen Yung, Kate Steinbock, Mike Durfee, Rex Cogdill, Rick Vonburg, Larry Curtis

**Members Absent:** Becky Lorenz

AGENDA	DATA SOURCE	ACTION
Approve Minutes of March 1, 2012		It was moved and seconded to approve the minutes of March 1. Motion carried.
Curriculum Review (attached) a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion	a. HMDV 1250-Students by Design—2 Cr. Hr.	It was moved and seconded to approve HMDV 1250. Motion carried.
Requesting ideas on how to improve Visitation Day—Zach and Rex		Seventy-three prospective students attended the last visitation day. Visitation day works well as it is. No changes will be made at this time.
Next Meeting:		Thursday, April 5 in AC Conference Room
Other:		

# Curriculum & Learning Council

## Minutes

Thursday, April 5, 2012

2:00 PM- 5:00 PM -- AC Conference Room

**Members Present:** Aaron Bahmer, Andy Espinoza, Chris Wenzel, Dee Ludwig, Diane McQueen, Rick Vonburg, Larry Curtis

**Members Absent:** Gwen Yung, Kate Steinbock, Mike Durfee, Rex Cogdill, Becky Lorenz

AGENDA	DATA SOURCE	ACTION
Approve Minutes of March 15, 2012		It was moved and seconded to approve the minutes of March 15. Motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> <li>a. New Course</li> <li>b. Course Change</li> <li>c. Course Deletion</li> <li>d. Course(s) No Longer Offered</li> <li>e. New Program</li> <li>f. Program Change</li> <li>g. Program Deletion</li> </ul>	a. EDUC 2230—Second Language Acquisition—3 Cr. Hr. EDUC 2235—Teaching ESL/EFL Reading and Writing—3 Cr. Hr. EDUC 2240—Teaching ESL/EFL Listening and Speaking—3 Cr. Hr.  It was moved and seconded to approve EDUC 2230, EDUC 2235, EDUC 2240. Motion carried.  Topics Request: HIST 1490—Topics In: North American Indian History-In Depth Study of Sites-- ?? Cr. Hr.  It was moved and seconded to approve HIST 2490, Topics In: North American Indian History-In Depth Study of Sites—3 Cr. Hr. Motion carried.	
ITEC 2360 Course Fee		It was moved and seconded to approve a \$15 course fee for ITEC 2360. Motion carried. It will be added to the Special Charges section on page 24 of the current catalog.
Advisors/Programs		It was suggested that one person handle the master advisee list in order to cap each advisor's number of advisees at 15.
Graduation meal estimate		Laurie emailed an estimate of \$1460 for the 2012 graduation meal. This is \$3.65/plate for 400 meals. The meal is: Hamburger, Hotdog, or Brat Baked Beans Pasta Salad Brownie Bottled Water or Ice Tea
Next Meeting:		Thursday, April 19 in AC Conference Room
Other:		



# Curriculum & Learning Council

## Minutes

Thursday, April 19, 2012

2:00 PM- 5:00 PM -- AC Conference Room

**Members Present:** Aaron Bahmer, Andy Espinoza, Chris Wenzel, Dee Ludwig, Gwen Yung, Kate Steinbock, Mike Durfee, Rex Cogdill, Rick Vonburg, Becky Lorenz, Larry Curtis

**Members Absent:** Diane McQueen

AGENDA	DATA SOURCE	ACTION
Approve Minutes of April 5, 2012	Minutes of April 5 were approved with changes.	
Curriculum Review (attached) <ul style="list-style-type: none"> <li>a. New Course</li> <li>b. Course Change</li> <li>c. Course Deletion</li> <li>d. Course(s) No Longer Offered</li> <li>e. New Program</li> <li>f. Program Change</li> <li>g. Program Deletion</li> </ul>	a. HLTK 1525—Medication Assistant-Certified—5.5 Cr. Hr.  It was moved and seconded to approve HLTK 1525. Motion carried.	
Best Time to Begin Summer Registration—Rex	It was moved and seconded that in the future, summer registrations will begin mid-February. Motion carried.	
Advisors/Programs edits--Aaron	Faculty members may be assigned up to 15 active advisees. It was moved and seconded to adopt paying a prorated portion of the rate of one credit hour for up to 15 more advisees. Motion carried	
Minimum Faculty Qualifications--Dee	AAC provided a draft of the Minimum Qualifications for Wyoming Community College Adjunct Faculty Members. CLC members were encouraged to share the draft with faculty members. A finalized form will be recommended at the May 10 AAC meeting.	
Honoring Student Veterans at Graduation--Rex	It was moved and seconded to add a sentence to the graduation program thanking EWC veterans for their service to our country and for their personal sacrifice. Motion carried.	
Emergency Planning--Rex	Rex provided a draft for emergency planning. He will edit and update it for a future meeting.	
WY Community Colleges Annual Performance Report	Committee members were given a copy of the Wyoming Community Colleges Annual Performance Report for 2010-2011.	
Testing Statistics—January through March	Janet Martindale provided January through March Testing Center Statistics.	
Next Meeting:	Thursday, May 3 in AC Conference Room	
Other:	Dee— <ul style="list-style-type: none"> <li>•There will be no graduation speaker this year.</li> <li>•The EWC Mobile Welding Lab will be cleaned and reconditioned and taken to the LCCC campus for the CLIMB program to train single mothers for careers in welding.</li> <li>•The last New Faculty Meeting was held today.</li> <li>•Please share any ideas for the fall in-service with Dee.</li> </ul> Kate— <ul style="list-style-type: none"> <li>•Kate will send out a schedule of times when she will be available in the Board Room to help anyone with their CATs</li> </ul> Mike— <ul style="list-style-type: none"> <li>•Newcastle graduation is on May 8</li> <li>•Douglas graduation is on May 12</li> </ul> Larry— <ul style="list-style-type: none"> <li>•Rick and Larry will take a group of Criminal Justice students to the Lusk Women’s prison and to the Wyoming Law Enforcement Academy on Thursday, April 26.</li> <li>•The Music position is being advertised.</li> </ul> Aaron— <ul style="list-style-type: none"> <li>•Aaron has been working on the ABE promotion and on the computerized Veterinary Technology Comprehensive exams.</li> </ul>	

Andy—

- Andy shared the staff diversity poster
- Andy is concerned that students in the Self-Directed Studies classes don't seem to be very "self-directed."

Rex—

- Zach was hired to fill the Associate Director of Enrollment Management position.
- The Admissions Coordinator position is being advertised.
- The Summer Bridge Program has received a \$25,000 grant that will fund 25 students.

Rick—

- Five Cosmetology students have passed the State Boards.
- Applicants for the Ag position will be interviewed on Friday, April 27.
- The Ag & Rodeo banquet was held on April 18. Cargill donated the steak for the dinner.

Chris—

- Vet Tech students are preparing for their Comps
- The new math instructor, Richard Darnell, has been given a list of the courses that he will be teaching and the syllabi for those courses.
- Chris received a glowing message about what a wonderful instructor Darcia Boche is. Darcia has been teaching Elementary Algebra.

Becky—

- Casey and Becky are finishing the library book weeding project.

Gwen—

- The first CNA II class will be finished on May 17.
- The Nurse Assistant class for this summer has a waiting list!

# Curriculum & Learning Council

## Minutes

Thursday, May 3, 2012

2:00 PM- 5:00 PM -- AC Conference Room

**Members Present:** Aaron Bahmer, Andy Espinoza, Chris Wenzel, Dee Ludwig, Diane McQueen, Gwen Yung, Kate Steinbock, Mike Durfee, Rex Cogdill, Rick Vonburg, Becky Lorenz, Larry Curtis

AGENDA	DATA SOURCE	ACTION
Approve Minutes of April 19, 2012	The minutes of April 19, 2012 were approved with changes.	
Curriculum Review (attached) <ul style="list-style-type: none"> <li>a. New Course</li> <li>b. Course Change</li> <li>c. Course Deletion</li> <li>d. Course(s) No Longer Offered</li> <li>e. New Program</li> <li>f. Program Change</li> <li>g. Program Deletion</li> </ul>	<ul style="list-style-type: none"> <li>a. GEOL 1070—The Earth: It's Physical Environment—4 Cr. Hr. It was moved and seconded to approve GEOL 1070. Motion carried.</li> <li>b. COSC 1200—Computer Information Systems—Remove the prerequisite It was moved and seconded to approve changes to COSC 1200. Motion carried.</li> <li>f. BADM AAS –Curriculum pattern change for Freshman Year/Spring Semester, and for Sophomore Year/Fall Semester It was moved and seconded to approve the curriculum pattern change for the BADM AAS degree. Motion carried.</li> </ul> <p>BADM AAS (On-Line)—Add the On-Line program to the catalog It was moved and seconded to add the BADM AAS on-Line degree to the catalog. Motion carried.</p>	
SP/12 IPEDS Summaries-for information	This was an informational item.	
Summer Meeting Dates	Tentative dates for Curriculum & Learning Council, if needed, will be June 12 and July 24. Meeting times will be 12:00 PM-2:00PM. Lunch will be provided.	
Other:	<p>Larry—</p> <ul style="list-style-type: none"> <li>•Twenty applications have been received for the music instructor position.</li> <li>•Rick Patterson and Larry took ten students to the Wyoming Law Enforcement Academy and the Lusk Women's Prison.</li> </ul> <p>Aaron—</p> <ul style="list-style-type: none"> <li>•The Distance Learning task force is discussing Distance Learning tracking.</li> </ul> <p>Rex—</p> <ul style="list-style-type: none"> <li>•Four applicants are being interviewed for Admissions Coordinator.</li> <li>•Graduation preparations continue.</li> </ul> <p>Rick—</p> <ul style="list-style-type: none"> <li>• EWC's welding participants at Skills USA received 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> place. These students were fine representatives of EWC.</li> <li>•Patricia Pulliam attended Skills USA as one of the judges.</li> </ul> <p>Chris—</p> <ul style="list-style-type: none"> <li>•All classroom visits/evaluations are finished.</li> <li>•The Veterinary Technology Program received word that it is fully accredited.</li> <li>•Certified Nursing Assistant and Math Program Reviews are being completed.</li> </ul> <p>Kate—</p> <ul style="list-style-type: none"> <li>•Kate will do a CATs presentation at (Mike's August 7<sup>th</sup> meeting)</li> </ul> <p>Gwen—</p> <ul style="list-style-type: none"> <li>•Lusk has passed their site state survey.</li> </ul> <p>Mike—</p> <ul style="list-style-type: none"> <li>•Concurrent welding classes will be offered from all three high schools in Cheyenne.</li> <li>•Discussion at the Division IV meeting held today, May 3, indicated that <b>new</b> EWC students do best in College Studies. It would be a good idea to try to get new students enrolled in HMDV 1000 during their very first semester, even more helpful would be to get them enrolled in the Block A classes during their first semester.</li> </ul>	

# +Curriculum & Learning Council

## Minutes

Tuesday, June 12, 2012

12:00 PM- 2:00 PM -- AC Conference Room

**Members Present:** Aaron Bahmer, Andy Espinoza, Chris Wenzel, Dee Ludwig, Gwen Yung, Larry Curtis, Mike Durfee, Rex Cogdill

**Members Absent:** Becky Lorenz, Diane McQueen, Kate Steinbock, Rick Vonburg

**Guests:** Casey Debus (for Becky Lorenz), Ed Bittner

AGENDA	DATA SOURCE	ACTION
Approve Minutes of May 3, 2012		It was moved and seconded to approve the minutes of May 3. Motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> <li>a. New Course</li> <li>b. Course Change</li> <li>c. Course Deletion</li> <li>d. Course(s) No Longer Offered</li> <li>e. New Program</li> <li>f. Program Change</li> <li>g. Program Deletion</li> </ul>	b. VTTK 1500 Orientation to Veterinary Technology—Description Change  It was moved and seconded to approve the description change. Motion carried.  VTTK 1625 Veterinary Urinalysis—Title and Description Change  It was moved and seconded to approve the title change to Laboratory Analysis and to change the description. Motion carried.  VTTK 1630 Veterinary Hematology—Description change  It was moved and seconded to approve the description change. Motion carried.  f. Veterinary Technology A.A.S.—Change in title of course, VTTK 1625.  It was moved and seconded to change the title of VTTK 1625 to Laboratory Analysis. Motion carried.	
Suggested Classes for EWC Evening Schedule		Several courses were added to the list of suggested evening classes. Aaron will prepare a flow chart for the next meeting.
CampusCruiser Academic Alert		Rex provided printouts and information on CampusCruiser Academic Alert.
Library/Media Services Annual Report		Casey reviewed the 2011-2012 Library/Media services Annual Report. Excellent report!
National American University		Division chairs were asked to share information concerning the doctoral program being offered by National American University.
Program Reviews— Mathematics Certified Nursing Assistant		Program Reviews for Mathematics, and Certified Nursing Assistant will be presented at the Board of Trustees meeting tonight (6/12/12).
Emeritus Status—Melissa Meeboer		The committee voted unanimously by secret ballot to grant Emeritus status to Melissa Meeboer.
Other:		<ul style="list-style-type: none"> <li>• Committee members received a list of Chadron State College Schools and Department Heads for 2012-2013.</li> <li>• Committee members were each asked to vote for ten Learning Action Plans and return them to Lynn.</li> <li>• Next Curriculum &amp; Learning meeting will be on July 24.</li> </ul>

# Curriculum & Learning Council

## Minutes

Tuesday, July 24, 2012

12:00 PM- 2:00 PM -- AC Conference Room

**Members Present:** Chris Wenzel, Dee Ludwig, Larry Curtis, Mike Durfee, Rick Vonburg

**Members Absent:** Aaron Bahmer, Andy Espinoza, Diane McQueen, Gwen Yung, Kate Steinbock, Rex Cogdill

**Guests:** Zach Smith, Mai Lee Holmes

AGENDA	Action
Approve Minutes of June 12, 2012	It was moved and seconded to approve the minutes of June 12. Motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> <li>a. New Course</li> <li>b. Course Change</li> <li>c. Course Deletion</li> <li>d. Course(s) No Longer Offered</li> <li>e. New Program</li> <li>f. Program Change</li> <li>g. Program Deletion</li> </ul>	g. Program Deletions <ul style="list-style-type: none"> <li>• Agricultural Business</li> <li>• Agricultural Economics</li> <li>• Animal Science</li> <li>• Certificate-Web Design</li> <li>• AAS-Computer Information Systems</li> <li>• General Agriculture</li> <li>• History</li> <li>• Certificate-Information Support Specialist</li> <li>• Political Science</li> <li>• Psychology</li> <li>• Sociology</li> <li>• Early Childhood Certificate</li> <li>• Agriculture Education</li> <li>• Construction Technology AAS</li> <li>• Construction Technology Certificate</li> </ul> <p>It was moved and seconded delete all programs except Certificate-Web Design. Web Design has one student enrolled and will be deleted when this student has completed the program. No other students will be enrolled in this program. Motion carried.</p>
Suggested Classes for EWC Evening Schedule	The committee reviewed the 3-year plan and made some minor additions to be discussed at a future meeting.
Program Reviews for July Board Meeting— <ul style="list-style-type: none"> <li>• ART</li> <li>• EDUCATION</li> </ul>	The committee reviewed the Art and Education Program Reviews.
FA/12 Financial Aid Disbursement Dates	The FA/12 Financial Aid Disbursement will certainly be appreciated by the students. The division chairs will share these dates at their division meeting.
Articulation Agreements— <ul style="list-style-type: none"> <li>• EWC/DeSales University</li> <li>• EWC/University of Phoenix</li> </ul>	Articulation agreements have been received from DeSales University and University of Phoenix.
Testing Center Statistics for April, May, June	The statistics provided by Janet Martindale showed how very busy the Testing Center has been.
FA/12 New Student Orientation & Beyond	Zach presented Rex's draft agenda for the New Student Orientation for Fall 2012.
UW Six-Year Graduation Rates	The UW Six-Year Graduation Rates were reviewed and discussed.
Catalog Issues	
Other:	Calendar dates will be set at the next Curriculum and Learning Meeting.