

# Curriculum & Learning Council

## Minutes (Corrected)

Thursday, August 25, 2016

2:00pm-3:30pm – AC Conference Room

**Members:** Aaron Bahmer, Christine Chesser, John Cline, Rex Cogdill, Casey Debus, Heidi Edmunds, Andy Espinoza, Jo Ellen Keigley, Michelle Landa, Monte Stokes, Susan Walker, Chris Wenzel, Gwen Yung, Roger Humphrey

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of April 21, 2016	<b>It was moved and seconded to approve the minutes for April 21, 2016 as presented; motion carried.</b>
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. Proposed Course Fee</li> <li>f. New Program</li> <li>g. Program Change</li> <li>h. Program Deletion</li> <li>i. New Distance Learning Course Offering</li> <li>j. 2+2 Agreements</li> </ul>	<ul style="list-style-type: none"> <li>a. ANSC 1070 Beginning Livestock Fitting and Showing – 1 credit – New Course <b>It was moved and seconded to approve this course with conditions that the word “lab” be removed from the syllabus, the course description should include whether animals will be provided, and it should clearly indicate whether the course is open or not to all students. The changes need to be done by Friday, Sept. 2, 2016. Motion carried.</b></li> <li>b. MATH 1515 Applied Technical Math – Prerequisite <b>This change would require students to have appropriate score on math placement exam or co-enrollment in MATH 1516 (Lab). It was moved and seconded to approve this course change; motion carried.</b></li> <li>b. REWM 2000 Principles of Range Management – Prerequisite <b>This change would add AECL 1000 to the list of prerequisites for this course. It was moved and seconded to approve this course change effective for Spring 2017; motion carried.</b></li> <li>b. REWM 2500 Rangeland Plant Identification – Prerequisite <b>This change would add REWM 2000 as a prerequisite. It was moved and seconded to approve this course change effective for Fall 2017; motion carried.</b></li> <li>b. VTTK 2610 Infectious Diseases – Course Title, Credit Hours, Contact Hours, Prerequisite, Course Description <b>This change would change would combine VTTK 2600 &amp; VTTK 2610 into one course. The 2-hour lab (VTTK L007) from VTTK 2600 would be added to this course to change the credits from 3 to 4 credits, the prerequisite would be VTTK 1630, and the course title would be changed to Veterinary Infectious Diseases and Applied Diagnostics. It was moved and seconded to approve this course change effective for Fall 2016; motion carried.</b></li> <li>c. VTTK 2600 Diagnostic Microbiology – Delete Course <b>It was moved and seconded to delete this course effective Fall 2016; motion carried.</b></li> <li>e. EDUC 2100 Practicum in Teaching - \$25.00/per course <b>It was moved and seconded to approve this course fee effective for Spring 2017; motion carried.</b></li> </ul>

	<p>e. VTTK 2610 Infectious Diseases - \$75.00/per course  <b>This course fee was attached to VTTK 2600 which was combined with VTTK 2610.</b>  <b>It was moved and seconded to transfer this course fee from VTTK 2600 to this course effective Fall 2016; motion carried with one opposed.</b></p> <p>e. ANSC 1620 - \$150/per course  <b>It was moved and seconded to approve this request with these changes, add ANSC 1610 course to the proposal, change proposed course fee amount to \$80 for each course, and make the effective date Spring 2017; motion carried.</b></p> <p><b>The approved course fee applications will be forwarded to the President's Cabinet for further approval. It was recommended to review of course fees annually with recommended changes to be concluded by October 31 or November 1. This would give enough time to get approvals done before the next catalog deadline which is usually in December of each year.</b></p> <p>g. Child Development Certificate – Program Description, Course Rotation  <b>This change was removed from the agenda.</b></p> <p>g. Elementary Education (Online) – Program Description, Remove online program from catalog  <b>It was moved and seconded to approve removal of the online program from the catalog on page 94 but keep it in the list of programs at the beginning of the program section of the catalog; motion carried.</b></p> <p>g. Veterinary Technology A.A.S. – Credit Hours, Add VTTK 2610 to Lab Science Category, Remove VTTK 2600 Diagnostic Microbiology from Lab Science Category  <b>It was moved and seconded to approve this program change effective for Fall 2016; motion carried.</b></p> <p>j. Nursing ADN 2+2 Plan &amp; MOU  <b>The 2+2 plan was tabled until corrections are made. It was recommended to remove the asterisks from the prerequisite courses that can be taken at EWC and remove the wording “Additional Courses for BSN track at University of Wyoming”. The plan should look more like the other 2+2 plans that have already been approved such as the Zoology plan.</b></p>
<p>Student Probation/Suspension/Expulsion - Rex</p>	<p><b>The Academic Standing portion of the Academic Procedures and Regulations from the catalog was brought forward for review. The council was asked to bring ideas to the September 22 CLC meeting. These will be reviewed for approval by November or December to meet the catalog deadline in December.</b></p>
<p>Advisor Alerts – Rex</p>	<p><b>With the personnel move of Amy Smith from Student Services to the Academic Services office, Rex asked who should be responsible for collecting the Advisor Alerts and calling the students. It was suggested that this topic should be taken to the Persistence &amp; Completion committee to be addressed by the advising subcommittee (Kate Steinbock &amp; Kelly Strampe). Discussion included the importance of processing, tracking, and filing the alerts as informational data on the students. Discussion also included the importance of the advisors contacting the students regarding the alerts versus clerical staff.</b></p>

<p>Set Pre-registration Days for Summer 2017 Suggestion – set all days in June or move one to early August</p>	<p><b>It was suggested that the summer registration day that has previously been scheduled in July be moved to early August as Testing Center personnel are off contract during the month of July and it is difficult to find additional personnel to cover the testing needs. A summer registration history dating back to 2006 with student numbers was provided. The history showed no August dates during this time frame.</b></p>
<p>2016-2017 Faculty Handbook Available</p>	<p><b>The 2016-2017 Faculty Handbook with minor corrections should be available on the website by the end of August.</b></p>
<p>Other:</p>	<p><b>The meeting times and days were briefly discussed. The set times and days will be difficult for several members to meet. It was suggested that a Doodle poll be put out to members to find the best time and days. Another suggestion was to split the scheduled meetings between the three department heads so that only one would need to be present for meetings and would need to miss class for every meeting.</b></p>
<p><b>Next CLC Meeting – Thursday, Sept. 8, 2:00pm – 3:30pm, AC Conference Room</b></p>	

# Curriculum & Learning Council

## Minutes (Corrected)

Thursday, Sept. 8, 2016

2:00pm-3:30pm – AC Conference Room

**Members:** Aaron Bahmer, Christine Chesser, John Cline, Rex Cogdill, Casey Debus, Heidi Edmunds, Andy Espinoza, Jo Ellen Keigley, Michelle Landa, Monte Stokes, Susan Walker, Chris Wenzel, Gwen Yung

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of August 25, 2016	<b>It was moved and seconded to approve the minutes for August 25, 2016 with the correction of adding “with one opposed” to the motion to approve transfer of the course fee from VTTK 2600 to VTTK 2610 effective Fall 2016.</b>
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. Proposed Course Fee</li> <li>f. New Program</li> <li>g. Program Change</li> <li>h. Program Deletion</li> <li>i. New Distance Learning Course Offering</li> <li>j. 2+2 Agreements</li> </ul>	<p>g. Farm/Ranch Management, A.A.S. – Add ANSC 1070 to the approved elective lists on pg. 78 &amp; 80  <b>It was moved and seconded to approve adding ANSC 1070 to the approved elective list on catalog pages 78 &amp; 80 and to add the “This course is open to all EWC students and is an animal science elective for Farm and Ranch majors or Agribusiness and Sciences majors.” to the Course Description; motion carried.</b></p> <p>g. Accounting, A.S. – Change CO/M 2010 Public Speaking to CO/M 2010 or ENGL 2020            g. Business Administration, A.S. – Change CO/M 2010 Public Speaking to CO/M 2010 or ENGL 2020  <b>It was moved and seconded to approve the change of CO/M 2010 Public Speaking to CO/M 2010 or ENGL 2020 as the COM2 requirement for both Accounting, A.S. and Business Administration, A.S. effective for Fall 2017; motion carried.</b></p> <p>j. Nursing ADN 2+2 Plan &amp; MOU  <b>It was moved and seconded to approve the revised Nursing ADN 2+2 plan with minor corrections (correct course name for CHEM 1000, remove one “M” from CO/M 2010, and correct UW course “PHYC” or “PHCY”); motion carried.</b>  <b>The 2+2 Plan and signed MOU will be sent to UW for signatures.</b></p>
Student Probation/Suspension/Expulsion – Ideas?	<p><b>Changes for the Student/Probation/Suspension/Expulsion procedures were started last year with students who were on probation or suspension were to meet with Julie Sherbeyn for retention efforts. This step did not work as expected so Rex was asking for suggestions. A suggestion was to have faculty write a support letter for students seeking reinstatement. Rex will draft something and bring it to the next meeting.</b></p> <p><b>Students changing majors also needs to be addressed so students do not have to repeat courses. The use of Amnesty was also discussed and needs to be utilized more. The Amnesty procedure could be included with Rex’s letter to students/faculty and also included in new advising training sessions.</b></p>
Distance Learning Committee Report – Aaron	<p><b>Aaron asked this committee to recommend memberships for the Distance Learning Committee since it is a subcommittee of CLC, and since most of the membership is based on divisions including the Division Chair and a faculty member from each division. It was recommended to replace Dr. Landa with Roger Humphrey and the Division Chair memberships with division representatives. After more discussion it was recommended to have six faculty representatives (open to faculty at large) and representatives from the academic areas including the Library, the Center for Tutoring &amp; Learning, the Center for Testing &amp; Career Services, and a representative from Student Services.</b></p>

	<b>It was also recommended to add Distance Learning and Outcomes Assessment reports as standing agenda items.</b>
Other:	<b>There being no further items for discussion, the meeting was adjourned.</b>
<b>Next CLC Meeting – Thursday, Sept. 22, 2:00pm – 3:30pm, AC Conference Room</b>	

# Curriculum & Learning Council

## Minutes

Thursday, October 6, 2016

2:00pm-3:30pm – AC Conference Room

**Members:** ~~Aaron Bahmer~~, Christine Chesser, John Cline, Rex Cogdill, Casey Debus, Heidi Edmunds, Andy Espinoza, Margaret Farley, Roger Humphrey, ~~Jo Ellen Keigley~~, Michelle Landa, ~~Monte Stokes~~, Susan Walker, Chris Wenzel, Gwen Yung

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of Sept. 8, 2016	<b>It was moved and seconded to approve the minutes of Sept. 8, 2016 with corrections (change 2020 Public Speaking to 2010 Public Speaking); motion carried.</b>
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. Proposed Course Fee</li> <li>f. New Program</li> <li>g. Program Change</li> <li>h. Program Deletion</li> <li>i. New Distance Learning Course Offering</li> <li>j. 2+2 Agreements</li> </ul>	<p>a. MGT 2100 – Principles of Management, 3 cr. – Effective ?  <b>It was moved and seconded to approve this course effective for Fall 2017; motion carried. The motion was later rescinded and a new motion was made and seconded to approve this course EFFECTIVE FOR SPRING 2017; motion carried.</b></p> <p>b. ZOO 2015 – Human Anatomy – Change prerequisite to BIOL 1000 or 1010 with a grade of “C” or better, or concurrent enrollment in BIOL 1010. – Effective ?  <b>It was moved and seconded to approve this change effective for 2017-2018 catalog; motion carried.</b></p> <p>g. Business Administration, A.A.S. – change curriculum pattern – Effective 2017-2018 Catalog (Both BSAD.AAS &amp; BSDL.AAS)  <b>It was moved and seconded to approve this change effective for 2017-2018 catalog; motion carried.</b></p> <p>g. Accounting, A.S. &amp; Business Administration, A.S. – change curriculum pattern – replace IMGT 2400 with MGT 2100 new course – Effective Spring 2017 or 2017-2018 Catalog  <b>It was moved and seconded to approve this change effective for 2017-2018 catalog with course substitution allowed for MGT 2100 for the Spring 2017 semester; motion carried.</b></p> <p>h. Business Office Technology, A.A.S. (BOTK.AAS) – delete program            h. Business Office Technology, Certificate (BOFTK.CD) – delete program            h. Business Records, Certificate (BSRC.C) – delete program  <b>It was moved and seconded to approve all three program deletions effective for 2017-2018 catalog; motion carried.</b></p>
Student Probation/Suspension/Expulsion – Draft - Rex	<b>Rex brought examples of letters and the appeal form that are used to provide information to students who have been placed on Academic Probation, Academic Suspension or Academic Dismissal. The example letters imply that students will have to attend a certain number of hours for tutoring each week. Discussion included whether or not the tutoring was enforced, which it is not. Members agreed that the letters should state what we are “really” doing that could be enforced. It was suggested that the students be “required” to take the HMDV 1050 Study Strategies course and tutoring would be suggested and encouraged.</b>
Course Fee Review for 2017-2018 Catalog	<b>A list of current course fees were reviewed. It was determined that the costs for the cosmetology kits should be listed in the catalog and added as a course fee.</b>

	<b>Christine will submit course fee requests for the kits. Any new course fee requests should be submitted by the next meeting to make the catalog deadline.</b>
Distance Learning Committee Report - Aaron	<b>No report due to Aaron's absence from this meeting.</b>
Outcomes Assessment Committee Report - John	<b>John Cline reported that the Outcomes Assessment Committee held their 2<sup>nd</sup> meeting today. They are moving forward with the Student Learning Outcomes project. They hope to complete the project within 5 years. One issue discussed was the use of UW objectives for transfer programs could prove to be discouraging; however, it was determined that the UW objectives could be up to our interpretation.</b>
Other:	<p><b>Dr. Landa opened discussion on why we are having a reading assessment. Responses included students who are underprepared or have a language barrier are tested. She asked if the reading assessment is arbitrarily applied throughout the courses. It was determined that there are a few courses that have no reading improvement as a prerequisite including most of the Cosmetology courses and a few other courses that require a lot of reading for course content. The reading assessment is included in the battery of assessment tests. Dr. Landa will pull some data and the conversation will be continued. Casey shared information on the Learning Express Library including Reading Skills and Math Skills which could be incorporated into the HMDV classes. They also have a Libguide for Accuplacer. She will send the link to Lynn to be shared with the council members.</b></p> <p><b>Dr. Landa asked everyone if the meeting times for this council could possibly be moved to the Thursday mornings opposite from the Professional Development Committee meetings. It was determined that several members could not meet in the morning due to classes. It was determined that the meeting times would be kept as currently scheduled.</b></p>
<b>Next CLC Meeting – Thursday, October 27, 2:00pm – 3:30pm, AC Conference Room</b>	

# Curriculum & Learning Council

## Minutes

Thursday, October 27, 2016

2:00pm-3:30pm – AC Conference Room

**Members:** Aaron Bahmer, Christine Chesser, John Cline, Rex Cogdill, ~~Casey Debus~~, Heidi Edmunds, Andy Espinoza, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Michelle Landa, ~~Monte Stokes~~, Susan Walker, Chris Wenzel, Gwen Yung

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of Oct. 6, 2016	<b>It was moved and seconded to approve the minutes for October 6, 2016 as presented; motion carried.</b>
Curriculum Review (attached) <ol 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. Proposed Course Fee</li> <li>f. New Program</li> <li>g. Program Change</li> <li>h. Program Deletion</li> <li>i. New Distance Learning Course Offering</li> <li>j. 2+2 Agreements</li> </ol>	<p><b>New Courses:</b></p> <p>a. BADM 1010 – Business Studies, 1 cr. – Effective Fall 2017 Add to catalog listing under Freshman Foundations <b>After discussion, it was moved and seconded to table this application until we can determine direction, parameters, criteria, rationale, and/or rubric for new courses that are replacing college studies in their area as a Freshman Foundations course; motion carried.</b></p> <p><b>Discussion included:</b></p> <ul style="list-style-type: none"> <li>• <b>Students will have less opportunities to interact with general student population or will a cohort of students within a program be a benefit?</b></li> <li>• <b>What if program instructors are overloaded and can't teach the course—will instructors outside of the program area be allowed to teach the course?</b></li> <li>• <b>What if the course doesn't fill (8 or more students)? Would program students be allowed to take any of the Freshman Foundation courses including one outside of their program? Would it benefit them for their program?</b></li> <li>• <b>Wait to approve course when a certain number of incoming program majors are reached?</b></li> <li>• <b>Establish parameters/criteria rubric and/or rationale for approval of future course requests?</b></li> </ul> <p>a. SOIL 2111 – Introduction to Precision Agriculture, 3 cr. – Effective Spring 2017 <b>It was moved and seconded to approve this course with the idea that we are upfront with the instructor regarding the intend to teach this course with a qualified EWC instructor after the first offering; motion carried. This course will be put in the catalog as a program elective for AGBSS.AS and FRCH.AAS. The course will eventually be a program course for the new Agronomy program that is being developed.</b></p> <p>a. VTTK 1000 – Introduction to Veterinary Science, 1 cr. – Effective Fall 2017 <b>It was moved and seconded to approve this course; motion carried. The documentation for this proposed course was very program specific; it included a unit on career goals and setting up the Vet Tech internships; it is a CVTA requirement; the course would also include all units from the College Studies course; and the Vet Tech program has enough incoming freshmen to ensure the course will have full enrollment.</b></p>

a. VTTK 1605 – Veterinary Anatomy and Physiology, 3 cr. – Effective Fall 2017  
**This course request was tabled. The VTTK 1610 & 1620 and ANSC 1610 & 1620 courses should be presented together as the same courses.**

**Course Changes:**

b. CSMO 1000, 1005, 1010, 1015, 1020, 1025, 1030, 1035 & 1550 – Cosmetology Courses – Remove placement score prerequisites and no reading improvement – Effective Fall 2017

**It was moved and seconded to approve these course changes; motion carried.**

b. ANSC 1610 & 1620 – Anatomy & Physiology of Domestic Animals I/II – change course title, course number, contact hours, description – Effective 2017-2018 Catalog

**This course request was tabled. The VTTK 1610 & 1620 and ANSC 1610 & 1620 courses should be presented together as the same courses.**

b. VTTK 1500 – Orientation to Veterinary Technology – change course description – Effective 2017-2018 Catalog

**It was moved and seconded to approve this course change as amended (add +40 hours observation; add “observation” to course description); motion carried.**

b. VTTK 1700 – Medical Terminology – change course description – Effective 2017-2018 Catalog

**It was moved and seconded to approve this course change; motion carried.**

b. VTTK 2550 – Practical Surgical & Medical Experience II – change credit hours from 3 to 4 cr., change contact hours ??, change course description – Effective 2017-2018 Catalog

**It was moved and seconded to approve this course change with 2L, 2LB, and 1OT to represent 120 hour externship; motion carried.**

**Delete Courses:**

c. ANSC 1610 & 1620 – Anatomy & Physiology of Domestic Animals I/II- delete course and replace with ANSC 2615

**This course deletion was tabled.**

c. VTTK 2510 – Clinical Experience I – delete course – incorporate into VTTK 1500 – Effective 2017-2018 Catalog

c. VTTK 2520 – Clinical Experience II – delete course – incorporate into VTTK 2550 – Effective 2017-2018 Catalog

c. VTTK 2810 – Veterinary Office Procedures – delete course – incorporate into other VTTK courses – Effective 2017-2018 Catalog

**It was moved and seconded to approve deleting VTTK 2510, 2520 & 2810; motion carried.**

c. VTTK 2950 – Clinical Experience III – delete course – incorporate into VTTK 2750

**This course deletion was tabled.**

**Proposed Fees:**

e. CSMO 1005 – Nail Technology Lab - \$220 Nail Kit – Effective Fall 2017  
Nail Kit required for AAS Cosmetology and Nail Technician Certificate

e. CSMO 1025 – Hair Fundamentals - \$500 Hair Kit – Effective Fall 2017  
Hair Kit required for AAS Cosmetology and Hair Technician Certificate

e. CSMO 1010 – Intro to Skin Technology - \$200 Skin Kit – Effective Fall 2017  
Skin Kit required for Skin Technician Certificate

**It was moved and seconded to approve course fees for CSMO 1005, 1025, and 1010; motion carried.**

e. AECL 1000 – Agroecology - \$25 – Effective Fall 2017

**It was moved and seconded to approve this course fee; motion carried.**

**The approved course fee requests will be taken to the President’s Cabinet for final approval.**

**Program Changes:**

g. AGBSS.AS & FRCH.AAS – Add CROP 1150 to approved electives – Effective 2017-2018 Catalog

**It was moved and seconded to add CROP 1150 and SOIL 2111 to the approved electives list in the catalog for AGBSS.AS & FRCH.AAS; motion carried.**

g. Elementary Education ELED.AA – Curriculum pattern, expand approved electives – Effective Spring 2017

**It was moved and seconded to approve program changes for ELED.AA; motion carried.**

g. Early Childhood Education EDEC.AA – Curriculum pattern, expand approved electives – Effective Spring 2017

**It was moved and seconded to approve program changes for EDEC.AA; motion carried.**

g. Secondary Education SCED.AA – Curriculum pattern, expand approved electives – Effective Spring 2017

**It was moved and seconded to approve program changes for SCED.AA as amended (CO/M 2020 changed to CO/M 2010); motion carried.**

g. Cosmetology CSMO.AAS – Reduce credit hours from 81+ to 73+ - Effective Fall 2017

**It was moved and seconded to approve program changes as amended (change Wyoming Board of Cosmetology required hours from 1800 to 1600); motion carried.**

g. Veterinary Technology VTTK.AAS – Reduce credit hours from 72-73 to 62-63, change program description, curriculum pattern

**This program change was tabled.**

	<p>g. Veterinary Aide VTAD.CD – Change curriculum pattern – Effective 2017-2018</p> <p><b>It was moved and seconded to approve this program change; motion carried.</b></p>
Distance Learning Committee Report - Aaron	<b>Agenda item tabled for lack of time.</b>
Outcomes Assessment Committee Report - John	<b>Agenda item tabled for lack of time.</b>
CLC Meeting Schedule – Recommend meeting only once a month	<b>Bring agenda item to future meeting.</b>
Deadline for submitting Curriculum Changes - <b>Monday before scheduled CLC meeting</b>	<b>The deadline for submitting curriculum changes is the FRIDAY before the scheduled CLC meeting. Lynn’s deadline to have agendas out to the committee is the MONDAY before the scheduled CLC meeting.</b>
Other:	<b>The deadline for all curriculum changes that needed to go into the next catalog were due before today. Any future course fee requests are due by the deadline for the next CLC meeting (Nov. 17). The only curriculum changes that will be allowed to come forward for the next CLC meeting (Nov. 17) are Barbering program, Vet Tech courses &amp; program, and Education.</b>
<p><b>Next CLC Meetings – Thursday, November 17, 2:00pm – 3:30pm, AC Conference Room</b>  <b>Thursday, December 1, 2:00pm – 3:30pm, AC Conference Room</b></p>	

# Curriculum & Learning Council

## Minutes

Thursday, November 17, 2016

2:00pm-3:30pm – AC Conference Room

**Members:** Aaron Bahmer, Christine Chesser, John Cline, Rex Cogdill, Casey Debus, Heidi Edmunds, Andy Espinoza, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Michelle Landa, Monte Stokes, Susan Walker, Chris Wenzel, Gwen Yung

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of Oct. 27, 2016	<b>It was moved and seconded to approve the minutes for October 27, 2016 as presented; motion carried.</b>
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. Proposed Course Fee</li> <li>f. New Program</li> <li>g. Program Change</li> <li>h. Program Deletion</li> <li>i. New Distance Learning Course Offering</li> <li>j. 2+2 Agreements</li> </ul>	<b>New Courses:</b> <ul style="list-style-type: none"> <li>a. BARB 1020 – Barbering Shop Management and Business Methods, 3 cr.– Effective Spring 2018</li> <li>a. BARB 1025 – Barbering Hair Fundamentals I, 4 cr. – Effective Fall 2017</li> <li>a. BARB 1035 – Barbering Hair Fundamentals II, 3 cr. – Effective Spring 2018</li> <li>a. BARB 1375 – Barbering Assessment, 3 cr. – Effective Summer 2018</li> <li>a. BARB 1425 – Techniques in Barbering, 3 cr. – Effective Summer 2018</li> <li>a. BARB 1500 – Clinical Applications I, 4 cr. – Effective Spring 2018</li> <li>a. BARB 1505 – Clinical Applications II, 3 cr. – Effective Spring 2018</li> <li>a. BARB 1535 – Clinical Applications VII, 6 cr. – Effective Summer 2018</li> <li>a. BARB 1550 – General Science of Barbering, 3 cr. – Effective Fall 2017</li> </ul> <b>All BARB courses were approved with Barbering program; see approval under New Programs: Barbering Technology.</b> <ul style="list-style-type: none"> <li>a. INST 1000 – General Professional Standards I, 3 cr. – Effective Summer 2017</li> <li>a. INST 1010 – Science of Teaching I, 3 cr. – Effective Summer 2017</li> <li>a. INST 1375 – Instructor Assessment, 1 cr. – Effective Summer 2017</li> <li>a. INST 1500 – General Professional Standards II, 3 cr. – Effective Summer 2017</li> <li>a. INST 1550 – Student Supervision, 3 cr. – Effective Summer 2017</li> </ul> <b>All INST courses were withdrawn from the agenda.</b> <ul style="list-style-type: none"> <li>a. ENGL 0625 – English Foundations: Grammar &amp; Writing, 3 cr. – Effective Fall 2017</li> <li>a. ENGL 1009 – English 1009 – Co-Requisite, 2 cr. – Effective Fall 2017</li> </ul> <b>It was moved and seconded to approve both ENGL 0625 and ENGL 1009; motion carried.</b> <b>ENGL 0625 will replace ENGL 0620, 0630, &amp; 0640. Students placing in lower ACT (0-15) or ACCUPLACER (0-70) scores will be placed in ENGL 0625.</b>

Students placing in higher ACT (16-17) or ACCUPLACER (71-85) scores will be placed in ENGL 1010 and ENGL 1009. The ACT or ACCUPLACER cut scores determined for these new courses will not affect TECH 1005. The ENGL 0640 course will not be deleted at this time; however, it will not be included in the course schedules effective Fall 2017.

a. PEAT 2065 – Varsity Cheerleading, 1 cr. – Effective Fall 2017

a. PEAT 2075 – Varsity Cheerleading, 1 cr. – Effective Spring 2018

**It was moved and seconded to approve both PEAT 2065 & PEAT 2075 courses; motion denied with 12 opposed.**

**It was determined that Sue Schmidt is not qualified per the faculty matrix to teach these courses. If PEAT 2065 was approved it would be considered a transfer course as it would satisfy the Physical Education Activity general education category.**

**Course Changes:**

b. ANSC 1610 & 1620 – Anatomy & Physiology of Domestic Animals I/II – change course title, course number, contact hours, description – Effective 2017-2018 Catalog

**It was moved and seconded to deny the changes to these courses; motion carried with 1 opposed.**

**It was moved and seconded to reconsidered denial of changes these courses; motion carried.**

**It was moved and seconded to approve the changes as presented; motion carried.**

**These two courses were approved to be combined into one 3-credit course listed as ANSC 2615.**

b. VTTK 1610 & 1620 – Anatomy & Physiology of Domestic Animals I/II – same changes as presented for ANSC 1610 & 1620 – Effective 2017-2018 Catalog

**It was moved and seconded to approve the changes to these courses with the course description amended for both ANSC 2615 and VTTK 2615 to state that “students cannot earn credit for both ANSC 2615 and VTTK 2615” and these two courses need to be cross listed; motion carried.**

**These course changes were added to the agenda in light of discussion and approval of ANSC 2615.**

b. LIBS 2280 – Literature for Children – remove pre-requisite of ENGL 1010 - Effective Spring 2017

**It was moved and seconded to approve this course change and make it EFFECTIVE FALL 2017; motion carried.**

b. MATH ~~0930~~ 0903 – Bridge Math – change course title, change course description – Effective Fall 2017

**It was moved and seconded to approve the course change as presented; motion carried.**

b. PHIL 2300 – Ethics in Practice – change prefix to SOSC – Effective 2017-2018 Catalog

**It was moved and seconded to approve the course change as presented; motion carried.**

b. RELI 1000 – Introduction to Religion – add prefix SOSOC, change course number to 1100

**It was moved and seconded to approve the course change as presented; motion carried.**

**Course needs to be articulated with UW.**

**Delete Courses:**

c. ANSC 1610 & 1620 – Anatomy & Physiology of Domestic Animals I/II- delete course and replace with ANSC 2615 – Effective Fall 2017

**c. VTTK 1610 & 1620 – delete courses and replace with VTTK 2615**

**It was moved and seconded to approve deleting ANSC 1610 & 1620 as well as VTTK 2610 & 1620; motion carried.**

c. ENGL 0620 – Foundations of Grammar – Effective Fall 2017

c. ENGL 0630 – Grammar & Writing Improvement – Effective Fall 2017

**It was moved and seconded to approve deletion of ENGL 0620 & 0630; motion carried.**

c. MATH 0900 – Pre-Algebra Arithmetic – Effective Fall 2017

**It was moved and seconded to approve the course deletion; motion carried.**

**Proposed Fees:**

e. ACCUPLACER Placement Testing – Virtual Proctoring Fee - \$25 per B-Virtual testing session – Effective Fall 2017

**It was moved and seconded to approve the proctoring fee; motion carried.**

**New Programs:**

f. Barbering Technology, 30 cr. – Effective Fall 2017

**It was moved and seconded to approve this program with title changed to Barbering Technician and all the related proposed new BARB courses; motion carried.**

f. Instructor Training Program, 19 cr. – Effective Summer 2017

**After discussion, the new program request was withdrawn. It was determined that courses for testing preparation could be offered without approving a new program. The courses could be developed under the CSMO department and offered on demand.**

**Program Changes:**

g. Child Development Certificate, 24 cr. Change program description, change curriculum pattern – Effective Spring 2017

**It was moved and seconded to approve the program change as amended including removal of “Elementary Education: Early Childhood Area of Concentration” and make the program changes EFFECTIVE for FALL 2017; motion carried.**

g. Pre-Dentistry, Pre-Med, Pre-Vet, Pre-Allied Health, Pre-Nursing and Pre-Pharmacy – Change required course from ENGL 2020 or ENGL 2020 or CO/M 2010 – Effective Fall 2017

**It was moved and seconded to approve the program change as presented; motion carried.**

	g. Veterinary Technology VTTK.AAS – Reduce credit hours from 72-73 to 62-63, change program description, curriculum pattern – Effective 2017-2018 <b>it was moved and seconded to approve the program change as presented; motion carried.</b>
Updated Curriculum Forms to include Session Cycles and Yearly Cycles	<b>The new course request form has been updated to include selections for session cycles and yearly cycles. The course offering cycles are utilized by the Student Planning module when a course schedule has not been set.</b>
Distance Learning Committee Report - Aaron	<b>Time did not allow for this agenda item.</b>
Outcomes Assessment Committee Report - John	<b>Time did not allow for this agenda item.</b>
Other:	<b>Beth Reed presented information on the Alice Kits. The Alice Kits contain items that can be used to barricade a classroom door or other useful items during an emergency. Items could include rope, bungee cords, flashlight, door stoppers, etc. Beth is determining if this is something faculty want. Faculty should contact Beth if they are interested in a kit or if they have questions.</b>
<b>Next CLC Meeting – Thursday, December 1, 2:00pm – 3:30pm, AC Conference Room</b>	

# Curriculum & Learning Council

## Minutes

Friday, January 27, 2017

1:00pm-3:00pm – T131

**Members:** Aaron Bahmer, Christine Chesser, John Cline, ~~Rex Cogdill~~, Casey Debus, Heidi Edmunds, Andy Espinoza, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Michelle Landa, Monte Stokes, ~~Susan Walker~~, Chris Wenzel, Gwen Yung

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of Nov. 17, 2016	<b>It was moved and seconded to approve the minutes for November 17, 2016 as presented; motion carried.</b>
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. Proposed Course Fee</li> <li>f. New Program</li> <li>g. Program Change</li> <li>h. Program Deletion</li> <li>i. New Distance Learning Course Offering</li> <li>j. 2+2 Agreements</li> </ul>	<p><b>New Courses:</b></p> <ul style="list-style-type: none"> <li>a. CSMO XXXX – General Professional Standards I, 4 cr.– Effective 3/20/2017</li> <li>a. CSMO XXXX – Science of Teaching, 3 cr. – Effective 3/20/2017</li> <li>a. CSMO XXXX – General Professional Standards II, 3 cr. – Effective 3/20/2017</li> <li>a. CSMO XXXX – Student Supervision, 3 cr. – Effective 3/20/2017</li> <li>a. CSMO XXXX – Instructor Assessment, 1 cr. – Effective 3/20/2017</li> </ul> <p><b>It was moved and seconded to approve all the CSMO courses; motion carried. The course numbers will be assigned pending consultation with the Wyoming Community College Commission.</b></p> <p><b>Course Changes:</b></p> <ul style="list-style-type: none"> <li>b. Prerequisite Changes/Catalog Cleanup – See Attached listing. <b>It was moved and seconded to approve all changes included on the attached listing as presented; motion carried.</b></li> <li>b. CSMO 1175 – Nail Technician Assessment – Effective Fall 2017 change description – Remove “This comprehensive exam is a three day procedure.” Add “This is a comprehensive preparation and exam.” <b>It was moved and seconded to approve the course description change for CSMO 1175; motion carried.</b></li> <li>b. ANSC/VTTK 2615 Anatomy &amp; Physiology of Domestic Animals I/II – approve effective date of Spring 2017 <b>It was moved and seconded to approve moving the effective date for ANSC/VTTK 2615 to Spring 2017; motion carried.</b></li> <li>b. ANSC 2110 Beef Production &amp; Management – Effective ASAP change contact hours from 2L, 2LB to 3L <b>It was moved and seconded to approve changing the contact hours for ANSC 2110; motion carried.</b></li> <li>b. ANSC 1070 Beginning Livestock Fitting and Showing – Effective Fall 2017 change contact hours from 1L to 1/2L, 1LB <b>It was moved and seconded to approve changing the contact hours for ANSC 1070; motion carried.</b></li> </ul>

	<p><b>Program Changes:</b></p> <p>g. Farm and Ranch Management (FRCH.AAS) – Effective 2017-2018 Catalog Change curriculum pattern, change credit hours from 60-61 to 60-64  <b>It was moved and seconded to approve changing the curriculum pattern and credit hours for the FRCH.AAS program; motion carried.</b></p> <p>g. Criminal Justice (CMJT.AAS) – Effective 2017-2018 Catalog Change credit hours from 64-66 to 60-62, change curriculum pattern  <b>It was moved and seconded to approve changing the curriculum pattern and credit hours for the CMJT.AAS program; motion carried.</b></p>
<p>Program Review Schedule for 2016-2017 (Handout)</p>	<p><b>The Program Review Schedule for 2016-2017 was given to council members. The statistical data for program reviews will be ready for distribution soon. Program reviews are to be submitted to Academic Services by April 15.</b></p>
<p>Distance Learning Committee Report - Aaron</p>	<p><b>The regular Distance Learning Committee has not met; but the EWC LMS committee has met and has started research on systems. A statewide LMS committee is also researching systems to serve K-20 statewide. Aaron currently serves on this committee as the representative from the state WyDEC group. Aaron reported that he and several members from the EWC LMS committee attended a statewide committee meeting where several systems were demonstrated. The EWC LMS committee will wait on further research until the state committee makes a final selection. Then the group will either recommend the state’s selection or continue researching for a new system.</b></p>
<p>Outcomes Assessment Committee Report - John</p>	<p><b>The next Outcomes Assessment meeting is next week. The Outcomes Assessment Report will be presented at the February Board of Trustees’ meeting. The committee is working on Student Learning Outcomes and will be developing a performance indicator matrix for presenting outcomes data to the college community and Board of Trustees members.</b></p>
<p>Other:</p>	<p><b>The dates for the summer pre-registration sessions are May 30 or 31 for Goshen County School District, June 2 (Friday), June 23 (Friday) and July 10 (Monday).</b></p> <p><b>Jo Ellen is working to set up the remote ACCUPLACER proctoring system. She also asked everyone to encourage their students to attend the Job Expo which will be held on March 22 from 10:00am-2:00pm.</b></p> <p><b>HLC has approved our extension plan for concurrent adjunct faculty who did not meet the faculty qualifications matrix. Concurrent faculty will have until March 1 to submit their individual plans for meeting the matrix. The individual plans will be forwarded to HLC for review. We should have final word by the end of March. There was discussion on alternative course delivery methods such as web conferencing to individual computers, possibly utilizing the UW WEN system, or hybrid/flipped classroom delivery using EWC faculty. Future discussions on this topic will be brought forward after researching the needs from outreach.</b></p>
<p><b>Next CLC Meeting – Friday, February 24, 2017, 1:00pm – 3:00pm, AC Conference Room</b></p>	

# Curriculum & Learning Council

## Minutes

Friday, February 24, 2017

1:00pm-3:00pm – T131

**Members:** Aaron Bahmer, Christine Chesser, John Cline, Rex Cogdill, ~~Casey Debus~~, Heidi Edmunds, Andy Espinoza, Margaret Farley, ~~Roger Humphrey~~, Jo Ellen Keigley, Michelle Landa, Monte Stokes, ~~Susan Walker~~, Chris Wenzel, Gwen Yung

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of Jan. 27, 2017	<b>It was moved and seconded to approve the minutes for January 27, 2017 as presented; motion carried.</b>
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. Proposed Course Fee</li> <li>f. New Program</li> <li>g. Program Change</li> <li>h. Program Deletion</li> <li>i. New Distance Learning Course Offering</li> <li>j. 2+2 Agreements</li> </ul>	<b>No Reviews</b>
ACT/ACCUPLACER Course Placement Guide	<b>Jo Ellen Keigley presented the updated ACT/ACCUPLACER Course Placement Guide. It was moved and seconded to approve the guide with corrections including correct course name for MATH 0903 Pre-Algebra Arithmetic in the first Placement Level box and place the scores for TECH 1005 before the scores for ENGL 1009; motion carried.</b>
SAT Cut Score Recommendations	<b>Jo Ellen Keigley presented the Recommended Cut Scores for the New SAT. Jo Ellen will send a corrected version to the group. The Division Chairs and Department Heads will have their department faculty review the scores and get feedback to Lynn or Jo Ellen by Friday, March 3. An email vote will then be utilized to obtain CLC members' final approval and insertion into the college catalog.</b>
Faculty Timeline Draft	<b>Andy Espinoza presented a faculty timeline completion worksheet for members to review. Suggestions for the form included splitting the Complete Y/N column into two columns for fall and spring and one minor correction. Members discussed the deadline for submission of syllabi including whether the deadline allowed enough time for review of syllabi by the Division Chairs/Department Heads and providing students with any corrected syllabi in a timely manner. Discussion also included whether the use of a syllabus template could help ensure required syllabus components are included, which could also aid Division Chairs/Department Heads in their review of syllabi. Andy will present this to the faculty at the faculty meeting and get feedback on the completion worksheet, deadline options for syllabi, and mandating or recommending the use of a syllabus template.</b>
Distance Learning Committee Report - Aaron	<b>Aaron Bahmer reported that the LMS committee met today. The state group has received prices for the systems that the state group reviewed. He asked the CLC members if the Distance Learning Committee, which is a subcommittee of CLC, if the committee needs to meet to review changes concerning distance learning courses. The tasks set for the Distance Learning Committee including reinvigorate the committee and determine direction including research and discussion pertaining to distance education.</b>
Outcomes Assessment Committee Report - John	<b>John Cline reported that the Outcomes Assessment report is finished and he will be presenting the report to the Board of Trustees at the February meeting. The committee's next goal will be strategic planning.</b>

Other:	<p>It was moved and seconded to nominate Peggy Knittel, on condition of her acceptance, as the 2017 Commencement Master of Ceremonies; motion carried. Chris Wenzel will ask Peggy if she will accept this honor.</p> <p>The Academic Calendars for Fall 2019, Spring 2020 and Summer 2020 will be sent to the CLC committee members for review by Friday, March 3. Recommendations are due back by the next CLC meeting on April 21. The calendars will then be presented to the Board of Trustees for approval at the board meeting in May.</p> <p>Rex Cogdill asked for feedback on whether students should be the only ones who can drop classes. Currently, the student can request to drop classes through the drop/add process, the instructor can drop a student, and the institution can drop a student. If the student is the only one who can drop classes, this would make them accountable for receiving a refund or not for tuition and fees. Rex is looking for an institutional standard on this. The Division Chairs/Department Heads will ask for feedback from their department faculty and bring feedback to the next CLC meeting.</p> <p>Jo Ellen Keigley reminded everyone that the Job Expo is March 22, 2017 from 10:00am – 2:00pm.</p>
<p>March 24, 2017 Meeting was cancelled</p> <p>Next CLC Meeting – Friday, April 21, 2017, 1:00pm – 3:00pm, AC Conference Room</p>	

# Curriculum & Learning Council

## Minutes

### Email Vote

March 8, 2017

**Members:** Aaron Bahmer, Christine Chesser, John Cline, Rex Cogdill, Casey Debus, Heidi Edmunds, Andy Espinoza, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Michelle Landa, Monte Stokes, Susan Walker, Chris Wenzel, Gwen Yung

**Minutes:** Lynn Wamboldt

AGENDA	Action
<p>Curriculum Review (attached)</p> <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><li>h. New Distance Learning Course Offering</li><li>i. 2+2 Agreements</li></ul>	
Corrected Cut Scores for SAT email vote	<p><b>An email vote was sent to council members regarding the corrected recommended cut scores for SAT. The recommended correction from the English faculty is to set the cut score for ENGL 0626 to 10-26, set the cut score for TECH 1005 to 27-40, and leave the ENGL 1009 cut score at 27-30. The recommended correction was approved by a quorum of nine approval votes. Six members did not vote.</b></p>

# Curriculum & Learning Council

## Minutes

Friday, April 21, 2017

1:00pm-3:00pm – AC Conference Room

**Members:** Aaron Bahmer, Christine Chesser, John Cline, Rex Cogdill, Casey Debus, Heidi Edmunds, Andy Espinoza, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Michelle Landa, Monte Stokes, Susan Walker, Chris Wenzel, Gwen Yung

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of Feb. 24, 2017	<b>It was moved and seconded to approve the minutes for February 24, 2017 as presented; motion carried.</b>
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. Proposed Course Fee</li> <li>f. New Program</li> <li>g. Program Change</li> <li>h. Program Deletion</li> <li>i. New Distance Learning Course Offering</li> <li>j. 2+2 Agreements</li> </ul>	<p>a. BARB 2500 Barbering Crossover – 6 credits – EFF. 5/17/17 <b>It was moved and seconded to approve the BARB 2500 course effective for 5/17/17; motion carried.</b></p> <p>e. BARB 2500 Barbering Crossover - \$2500 – EFF. Fall 2017 <b>It was moved and seconded to approve the course fee for BARB 2500 effective for Fall 2017; motion carried. Dr. Landa will forward the course fee application to the President’s Cabinet for approval.</b></p>
Academic Calendars – Fall 2019, Spring 2020 & Summer 2020	<p><b>John Marrin was present at this meeting representing the Faculty Senate to ask CLC for reconsideration on the 2018-2019 academic calendars in particular Spring 2019. The early start of the spring semester (January 8) poses challenges to faculty and advisors such as registering students on academic probation into correct classes. It was noted that the academic calendars were not presented to the AHSBS Division for review before they were approved by CLC this past year; therefore, faculty in the division did not have a chance to voice their concerns regarding the early spring semester start. The other Division Chairs/Department Heads reported no discussions concerning issues with the 2018-2019 academic calendars with their respective divisions. Further research will need to be conducted with other areas of the college as to any repercussions in forwarding a recommendation for making changes to the Board approved academic calendars for 2018-2019. Pending research results, a CLC meeting will need to be scheduled to discuss and vote on changes for the 2018-2019 academic calendars.</b></p> <p><b>After discussion and corrections made to the Spring 2020 academic calendar (move midterm and end of Block A to Friday, March 6 and begin Block B to Monday, March 16), the Academic Calendars for Fall 2019, Spring 2020 and Summer 2020 were approved as amended; motion carried.</b></p>
Approve Final Exam Schedules for Fall 2017, Spring 2018, Fall 2018 & Spring 2019	<p><b>The Final Exam Schedules for Fall 2017 and Spring 2018 were approved with a minor typo correction; motion carried.</b></p> <p><b>The Final Exam Schedules for Fall 2018 and Spring 2019 were tabled pending decision on Academic Calendars for Fall 2018, Spring 2019, and Summer 2019.</b></p>
ENGL 0640 & ENGL 1009 for Outreach Discussion	<b>The Financial Aid office has expressed concern that we are being discriminating against outreach students based on the fact that the new ENGL 1009 course is not being offered at their site; therefore they are being enrolled in the ENGL 0640 course instead which is not eligible to be paid for with a Hathaway scholarship. The Hathaway scholarships will pay for ENGL 1009 because it is a 1000 level course. The ENGL 1009 course will be piloted on the main campus starting Fall 2017. Success of the course will be assessed and if successful, will then be taught at the Douglas Campus and other outreach sites by qualified faculty/adjuncts.</b>
Distance Learning Committee Report - Aaron	<b>The LMS committee is ready to move with Canvas. Five of the WY community colleges are moving to Canvas. An implementation plan has been submitted; however, it was returned to Tyler Vasko with questions. The plan is at the</b>

	<p>President's Cabinet level now. It was stated that a decision needed to be made by Monday, April 24, 2017; however, it was determined that this was not a possibility because the questions haven't been answered yet.</p>
Outcomes Assessment Committee Report - John	<p>The Outcomes Assessment Committee is currently working on Performance Indicators.</p>
Other:	<p>CAAP Testing is scheduled for another week. In the past, a comparison was done between COMPASS scores and CAAP scores. A correlation between CAAP scores and ACCUPLACER scores is not be possible this year because these are two different products. There has been discussions in the past about using another assessment product. It was determined that there needs to be a bigger discussion about what we do with this data and what would be meaningful to faculty. It was recommended that Jo Ellen work with the Outcomes Assessment Committee on this project, then bring back a recommendation.</p> <p>Rex asked for feedback on whether students should be the only ones who can drop classes. Feedback/comments should be emailed to Rex as soon as possible.</p>
<p>Next CLC Meeting – Tentative for May 5, 2017 at 2:00pm to discuss and make a decision on the Spring 2019 academic calendar.</p>	

# Curriculum & Learning Council

## Minutes

Friday, May 5, 2017

2:00pm-3:00pm – AC Conference Room

**Members:** Aaron Bahmer, Christine Chesser, John Cline, Rex Cogdill, Casey Debus, Heidi Edmunds, Andy Espinoza, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Michelle Landa, Monte Stokes, Susan Walker, Chris Wenzel, Gwen Yung

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of April 21, 2017	<p><b>Roger Humphrey chaired the May 5, 2017 meeting in Dr. Landa's absence.</b></p> <p><b>It was moved and seconded to approve the minutes for April 21, 2017 as presented; motion carried.</b></p>
<p>Curriculum Review (attached)</p> <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. Proposed Course Fee</li> <li>f. New Program</li> <li>g. Program Change</li> <li>h. Program Deletion</li> <li>i. New Distance Learning Course Offering</li> <li>j. 2+2 Agreements</li> </ul>	<ul style="list-style-type: none"> <li>a. BARB 2600 Barbering Crossover for Hair Stylist – 8 credits – EFF. 8/29/17</li> <li>e. BARB 2600 Barbering Crossover for Hair Stylist - \$2500 – EFF. Fall 2017</li> <li>e. BARB 1525 Barbering Hair Fundamentals I - \$750 Barbering Kit – EFF. Fall 2017</li> </ul> <p><b>It was moved and seconded to approve all three Barbering requests; motion carried.</b></p>
Academic Calendar – Spring 2019	<p><b>The Spring 2019 Academic calendar was brought back to CLC for discussion concerning the early semester start. CLC members present at this meeting reported results from discussions with their areas:</b></p> <p><b>Science – Start Block B on Monday after Spring Break, and begin the semester on January 15;</b></p> <p><b>AHSBS – Start the semester on January 15 and start Block B on Monday after Spring Break;</b></p> <p><b>WELD/Cmptr Apps – Start Block B on a Monday and they were fine with the semester starting either January 8 or January 15;</b></p> <p><b>CSMO – Start the semester on January 15 and start Block B on a Monday;</b></p> <p><b>Ag/Bus – No report;</b></p> <p><b>VTTK – No report;</b></p> <p><b>Staff – A later start to the semester allows staff to get things done before the faculty come back;</b></p> <p><b>Athletics (Basketball) – the basketball teams come back early after the Christmas Break and an earlier start to the semester works well for them.</b></p> <p><b>Suggested changes to the calendar included moving the In-Service days to January 10, 11, and 14; moving the start of regular and Block A classes to January 15; moving Winter Break to February 14 and 15; moving Midterm and end of Block A to March 8; leaving Spring Break as scheduled for March 11-15; moving the start of Block B to March 18; moving finals to May 7, 8, 9, and 10; moving Graduation to May 10; and moving In-Service to May 13 and 14. Rationales for the changes included more prep time for faculty and staff before the semester start and starting Block B on a Monday after a long break instead of a Thursday before a long break provides uninterrupted Block B scheduling and gives students a break before starting their Block B courses.</b></p> <p><b>It was moved and seconded to approve the suggested changes listed above to the Spring 2019 Academic Calendar; motion carried.</b></p> <p><b>The approved changes to the calendar along with rationale for the changes will be resubmitted to the Board of Trustees for consideration.</b></p>

2017 Summer Registration Sign-Up Sheet	<p><b>Faculty will be encouraged to sign up for summer pre-registration sessions. Additional faculty have already signed up which was not reflected on the schedule presented at this meeting.</b></p>
Reminder to register your advisees for Fall 2017	<p><b>There are over 200 students not registered for fall at this point. Faculty will be reminded to register their advisees for Fall 2017.</b></p>
Other:	<p><b>Jo Ellen reported that CAAP testing is finished; however, there were ten students who should have taken the CAAP but did not schedule. Andy reporting that the welding faculty will be looking at changing the assessment for their programs to provide more meaningful information to students and faculty. One idea was to make CAAP a requirement for the portfolio which is an assessment for SOSC and education majors; however, CAAP testing results are not available until July. Discussion on assessments will be continued.</b></p> <p><b>A pre-registration logistics meeting with faculty/staff who will be helping with the summer pre-registration sessions was suggested at an earlier Academic Leadership Team meeting. Roger suggested that May 15 or 16 could be a possibility. He will visit with Dr. Landa and the President's Cabinet before scheduling a meeting.</b></p> <p><b>There has been a suggestion that final exam dates and times could be added to course syllabi and reviewed with students at the beginning of classes to provide students with final exam scheduling information. This could reduce the number of students requesting early exams to accommodate their travel plans. It would also give faculty more leverage to say "no" when students ask for final exams to be made available earlier than scheduled.</b></p> <p><b>It was moved and seconded to include the final exam date and time component to the Course Syllabus Format effective beginning 2017-2018; motion carried.</b></p>
<p><b>Next CLC Meeting – To be determined.</b></p>	

# Curriculum & Learning Council

## Minutes

May 16, 2017

### Survey for Emeritus Status

**Members:** Aaron Bahmer, John Cline, Christine Chesser, Rex Cogdill, Casey Debus, Andy Espinoza, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Michelle Landa, Monte Stokes, Susan Walker, Chris Wenzel, Gwen Yung

**Minutes:** Lynn Wamboldt

AGENDA	Action
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><li>h. New Distance Learning Course Offering</li><li>i. 2+2 Agreements</li></ul>	
	<b>Members voted anonymously through SurveyMonkey whether to recommend the following eligible faculty for Emeritus Status: Andy Espinoza &amp; Peggy Knittel. There were 11 responses to the survey in favor of recommending both Andy and Peggy for Emeritus Status.</b>