

Curriculum & Learning Council

Minutes

Thursday, August 6, 2015

9:00am-11:00am – AC Conference Room

Members Present: Aaron Bahmer, Rex Cogdill, Larry Curtis, Mike Durfee, Michelle Landa, Rick Vonburg, Chris Wenzel

Members Absent: John Cline, Andy Espinoza, Jo Ellen Keigley, Becky Lorenz, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of June 4, 2015	It was moved and seconded to approve the minutes as presented. Motion passed.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion h. New Distance Learning Course Offering i. 2+2 Agreements 	<ul style="list-style-type: none"> i. Communication Program 2+2 – need approval It was moved and seconded to approve the Communication Program 2+2 with the inclusion of the approved electives from catalog on page 43; motion passed. i. Biology Program 2+2 – need approval It was moved and seconded to approve the Biology Program 2+2 with changes; motion passed.
Top 17 Checklist Review	<ul style="list-style-type: none"> •Communication Program Articulation Agreement The council reviewed the transfer articulation scorecard and the agreement for the Communications Agreement. The agreements are almost complete with the exception of Animal & Veterinary Science (Lynn will check on progress of UW approval of the ANSC course for the Vet Tech program), Interdisciplinary Studies, Nursing, and Elementary Education. Most of these should be complete within the next month except for Nursing which Mike indicated would be completed in Fall 2016 instead of Spring 2016.
Updated WCCC Request Form	The draft form for requesting a new, pilot, or revised degree or certificate from the WY Community College Commission was reviewed. The council would like to see a definition of workforce vs. special need as clarification on certificates. Comments included appreciation for the inclusion of web site links for research data. Michelle will bring the council’s request for definitions to the next AAC meeting.
COMPASS Discussion for 2016	This topic was tabled for the next meeting.
Catalog Review (cleanup on Pgs. 106, 107, 110) Start review for 2016-2017 catalog	The council reviewed the college catalog for the Interdisciplinary Studies programs (AA & AS). The programs still included a second PE which had been eliminated during a previous CLC meeting. With the removal of the second PE course, the programs would be short one credit for the required 60 credit hours. After discussion, it was moved and seconded to change the “approved electives” listed in the freshman spring semester from 6 to 7 credits and delete the “physical education activity” during the same semester for both the AA and AS programs. Motion passed. The music courses listed on page 106 of the catalog list conflicting credits hours in the descriptors. Lynn will make a copy of this page for Larry to give to Michael DeMers so course changes can be brought to a future meeting for approval. On page 107 and 110 of the catalog, wording needs updated to reflect the elimination of the three PE areas. Lynn will make a copies of the pages for

	<p>Chris to share with the PE faculty for updates in wording and sequence of PE courses.</p> <p>Lynn announced that all catalog changes are due to College Relations by early December this year; therefore, she has asked that the divisions review their respective program areas for updates or corrections. All catalog changes should be sent to Lynn and will be due by November 1, 2015.</p>
Other	<p>Larry brought forth an issue concerning the last date of withdrawal for summer classes. Rex explained that the summer session has multiple end dates for courses and the Colleague system uses class start and end dates to calculate the withdrawal dates for each course; therefore, a common last date of withdrawal is not listed in the catalog. A suggestion was for instructors to include the last date of withdrawal in their respective course syllabi. They should also list their class expectations concerning whether or not they will allow a withdrawal from a course or will assign the earned grade at the end of the course. Larry will remind his instructors to include this information on withdrawals in their syllabi.</p> <p>Rex gave an update on VAWA. The overall policy is pretty vague and he has been working on making it less vague. He will be presenting procedures for VAWA at the August Board meeting. Since the law requires that we “offer” training on VAWA, he will be sending a letter out to students next week with information on training. The training is an interactive video and conducted through a third party. Rex plans to keep track of those who take the training. The reporting of campus crimes will also include more elements concerning VAWA. All staff will be encouraged to take the training. At this time, community members who sign up for community education classes will not be required to take the training.</p> <p>Mike announced that he had shared the Course Syllabus Format with concurrent instructors this week. Comments from the group concerned the inclusion of some kind of descriptors for the General Education components or including the HLC required gen eds in the format. Michelle will look into this item and bring it to the next CLC meeting.</p>
Next Meeting:	<p>2:00 – 5:00pm, September 3, 2015 in the AC Conference Room</p> <p>With no further discussion, the meeting was adjourned.</p>

Curriculum & Learning Council

Minutes

Thursday, September 3, 2015
2:00pm-5:00pm – AC Conference Room

Members: Aaron Bahmer, John Cline, Rex Cogdill, Larry Curtis, Mike Durfee, Andy Espinoza, Jo Ellen Keigley, Michelle Landa, Becky Lorenz, Rick Vonburg, Susan Walker, Chris Wenzel, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of August 6, 2015	It was moved and seconded to approve the minutes as presented. Motion passed.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion h. New Distance Learning Course Offering i. 2+2 Agreements 	b. Add the following sentence to course descriptions for the VTTK courses listed: “Rabies pre-exposure prophylaxis series is required for this course.” VTTK 1001 Animal Care I VTTK 1002 Animal Care II VTTK 1500 Orientation to Vet Tech VTTK 1625 Laboratory Analysis VTTK 2001 Animal Care III VTTK 2002 Animal Care IV “Acceptable background check is required for this course.” VTTK 2510 Clinical Experience I “Rabies pre-exposure prophylaxis series and an acceptable background check are required for this course.” VTTK 1510 Clinical Techniques I VTTK 1520 Clinical Techniques II VTTK 1550 Practical Surgical & Medical Exp. I VTTK 1600 Clinical Procedures (Discussion notes below under topic “Allow all students to take VTTK courses...”) It was moved and seconded to approve all the course changes as presented. Motion passed.
Top 17 Checklist Review – Handout from UW	The updated transfer articulation scorecards from UW and EWC were reviewed. The completed and signed Communication articulation agreement was sent to UW on 8/17/2015 and the Elementary Education articulation agreement was sent on 9/2/2015 along with the 2+2 portion of the Biology program. Lynn is waiting on UW for the articulation agreement part for Biology. She also hopes to finalize the 2+2 parts for the Interdisciplinary programs soon. More program articulation agreements will developed in the next year.
Updated WCCC Request Form – definitions/clarifications	Michelle shared the AAC Credit Certificate Definition Recommendations for the proposed updated WCCC program request form. The group discussed the definitions in relation to current EWC certificate programs. Although CNA, CDL and the Welding certificates were discussed as to which definition they would fit, the group was cautioned that this form is for programs only of which both the CNA and CDL “programs” are only courses and do not qualify as a program for the purposes of this form. Currently, the only AAC recommended revisions to the form are the additions of items a., b., c., d., and e. under section C. Program; 3. Degree or Certificate to be awarded and the credit certificate definitions. Michelle

	<p>asked the group to send any other recommendations to her and she will forward them to the Academic Affairs Council.</p>
<p>General Education Requirements – add VTTK course to Lab Science Category – must be 2 or more credits Keep CATSI for Outcomes Assessment - Courses</p>	<p>In order to meet the General Education Requirements for an AAS degree, the Vet Tech program needed to add a course to the Lab Science I category. Susan suggested the VTTK 1500, 1600, 1630, 1755, or 2600.</p> <p>It was moved and seconded to approve adding VTTK 1500 to the Lab Science I category; motion passed.</p> <p>The group discussed the CATSI and General Education Requirements as two completely different concepts and keeping CATSI competencies for assessment purposes. Michelle told the group that the Outcomes Assessment committee has volunteered to look at these and will try to incorporate the CATSI into the general education requirement descriptors on page 25 of the catalog. There was concern that the general education requirements do not include “Information Literacy.” Since there seems to be confusion on this because the syllabi are coming in with CATSI, or the General Education Listings, with or without the approved sentence relating to which general education requirement is met, it was suggested that an All Faculty Meeting be set and include “Break the Window” (a safety meeting topic) and “CATSI/Gen Ed Blend” as topics. Michelle asked the council to consider taking the General Education Requirements listing off syllabi and only adding a sentence relating to which general education category is met by the course. Aaron suggested wording for this. Michelle asked him to send the wording to the group.</p> <p>It was moved and seconded to approve removing the General Education Requirements listing off syllabi and adding a sentence relating which general education category is met by the course; motion passed.</p>
<p>Discussion – Pare down PEAC offerings such as PEAC 1034, 1035, 1036, 1305, PEAT courses</p>	<p>Rex had proposed paring down some of the PE course offerings in light of the change in General Education Requirements—in particular the change of requiring only one Physical Education Activity instead of two. He had sent an email to Dr. Landa, Lynn and Sue Schmidt asking if there had been any follow-up on this after a meeting with Dee Ludwig and David Vondy. As no one on the council had any additional information on this topic, Rex indicated that he would do more research on this topic and bring it to a future CLC meeting for discussion.</p>
<p>Allow all students to take VTTK courses – Remove catalog wording restricting VTTK courses to VTTK majors</p>	<p>Dr. Bittner, Jamie Michael, and Cristi Semmler were present to add to the discussion of the availability of VTTK courses for all students. Both Dr. Bittner and Dr. Walker stated that they did not know VTTK courses were not available to all students. Lynn presented further research on this which included the fact that the restriction paragraph first appeared in the 2013-2014 catalog with no record in the CLC minutes for adding the restriction to that particular catalog. She also found that all VTTK courses had a restriction placed on them in the Colleague system prior to 1999. Susan would like to be able to offer VTTK courses to all students which would allow students more course options to complete their degrees in other areas. While some VTTK courses include course work with animals and require the appropriate safety measures such as the rabies vaccinations or a background check, other VTTK courses do not. Students entering the Vet Tech programs are required to have the rabies vaccinations and an acceptable background check in order to take the required VTTK courses to complete their Vet Tech program. The course changes submitted above will help identify the courses that do require either the rabies vaccinations, the background check or both vaccinations and background check as prerequisites from other VTTK courses which do not require these types of safety measures. All students could then take VTTK courses as long as they met the appropriate prerequisites.</p> <p>It was moved and seconded to remove the paragraph on page 116 of the catalog restricting VTTK courses to Vet Tech majors only. Motion passed.</p>

<p>Distance Learning Committee Membership - Aaron</p>	<p>Aaron asked the council for recommendations on an Instructional Support representative to serve on the Distance Learning Committee. Currently, one of the Library Co-Directors is serving on the committee; however, the term has expired. The council recommended keeping the Library Co-director and adding an additional representative from the Center for Tutoring & Learning.</p> <p>It was moved and seconded to add an additional representative from the Center for Tutoring & Learning (Court Merrigan); motion passed.</p> <p>Mike will ask Court if he would be willing to serve a term for the Distance Learning Committee.</p>
<p>Adjunct email addresses – Outlook or LancerNet or both?</p>	<p>The council determined that it is beneficial for adjunct instructors to have both an Outlook and a LancerNet email account. One account can be set to forward to the other account if the instructor so chooses in order to monitor only one account.</p> <p>It was moved and seconded to approve creating both accounts if it takes Computer Services less than 10 minutes to accomplish this; motion passed.</p>
<p>2015 Bridge Program Statistics - Handout</p>	<p>Statistics for the 2015 Bridge Program students were shared with the council. Twenty-six students participated in the program with 23 advancing at least one academic level after participation. The group thought it would be beneficial to track the students to see if they graduate. Rex thought Court has about 5 years of data now that could be used for this purpose. The money to fund the Bridge Program comes from the College Access Grant - \$30,000.</p>
<p>Other:</p>	<p>Rex handed out a form asking for presentation proposals and a tentative agenda for the Completion Conference which will be held October 28 in Casper.</p> <p>Rick reported a FaceBook posting for a national study done on community colleges. The report included community college ratings based in part on cost and graduation rates. EWC was rated 260 out of approximately 800 community colleges while one of the Wyoming community colleges was rated 4th in the nation.</p> <p>Aaron reported that the eVolution Conference will be held September 28 & 29. The WCET Conference will be in Denver on November 11 – 13.</p> <p>JoEllen reported that the National Testing Association Conference will be held in Florida; however, a virtual conference for 2 days will be available. JoEllen has signed up for placement testing workshops from two vendors—Castle and College Board (AccuPlacer). JoEllen will send out a schedule for the virtual part of the conference so anyone interested in attending the workshops can do so.</p> <p>It was moved and seconded to adjourn the meeting; motion passed.</p>
<p>Next Meeting:</p>	<p>2:00 – 5:00pm, September 17, 2015 in the AC Conference Room</p>

Curriculum & Learning Council

Minutes

Thursday, September 17, 2015

2:00pm-5:00pm – AC Conference Room

Members: Aaron Bahmer, John Cline, Rex Cogdill, Larry Curtis, Mike Durfee, Andy Espinoza, Jo Ellen Keigley, Michelle Landa, ~~Becky Lorenz~~, Rick Vonburg, Susan Walker, Chris Wenzel, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of Sept. 3, 2015	It was moved and seconded to approve the minutes as presented; motion passed.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion h. New Distance Learning Course Offering i. 2+2 Agreements 	<ul style="list-style-type: none"> a. VTTK 0005 Pre-exposure Rabies Vaccination It was moved and seconded to approve this course with an effective date of Spring 2016; motion passed. Note: Course number is pending on approval by WCCC. a. VTTK 2005 Pre-Screen for Veterinary Technology It was moved and seconded to approve this course with an effective date of Spring 2016; motion passed. Note: Course number is pending on approval by WCCC. b. Approve effective dates for the VTTK course changes approved at the Sept. 3 meeting: <ul style="list-style-type: none"> VTTK 1001 Animal Care I VTTK 1002 Animal Care II VTTK 1500 Orientation to Vet Tech VTTK 1625 Laboratory Analysis VTTK 2001 Animal Care III VTTK 2002 Animal Care IV VTTK 2510 Clinical Experience I VTTK 1510 Clinical Techniques I VTTK 1520 Clinical Techniques II VTTK 1550 Practical Surgical & Medical Exp. I VTTK 1600 Clinical Procedures It was moved and seconded to approve the change of adding VTTK 2005 as a prerequisite and VTTK 0005 as a co-requisite with an effective date of Spring 2016 for all the courses listed above; motion passed. b. VTTK 2815 Large Animal Techniques I – change credits from .5 to 4, change description, change contact hours, change prerequisite, and change offering sequence This course is being proposed to replace the Veterinary Elements course that was previously deleted. It was moved and seconded to approve the course changes and to make the effective date of Spring 2016; motion passed. b. VTTK 2816 Large Animal Techniques II – change credits from .5 to 2, change description, change contact hours, change prerequisite, and change offering sequence It was moved and seconded to approve the course changes and to make the effective date of Spring 2016; motion passed.
General Education Requirements Discussion/Guest – Peggy Knittel Additional VTTK Course for Lab Science Others?	Peggy Knittel and Kate Steinbock attended this meeting to present the work of the General Education Committee. Peggy commented that the general education requirements did not go into the catalog as they were intended. They presented documents including a list of the Course Competencies and explained that these were really the “Expected Student Outcomes” which should have been listed in the catalog on page 25. These are the competencies that were developed to replace the CATSI and should be used for course assessments. Concern was

	<p>expressed that Information Literacy was not included in the outcomes. Peggy commented that Information Literacy is pretty much built into each course as of now. The list also included the correlation between the outcomes and the general education requirement categories. Aaron and John will work on putting the seven outcomes into the Outcomes Assessment component on LancerNet for course assessments. The second document included the General Education Requirements which are listed in the catalog on pages 26 and 27. The document included the definitions that were developed for the gen eds but these were not included in the catalog and probably should have been. Michelle asked if members from the General Education Committee and any other interested parties would work with Lynn to develop a mockup of the catalog pages 25-27 and bring it back to the council within a month for review. Both Peggy and Kate indicated that they would help with this. The council discussed what should be listed on course syllabi and recommended that if a course met one of the general education categories that this could be indicated below the course description on the syllabus.</p> <p>Susan would like to add VTTK 1625, VTTK 1630, VTTK 1755, and VTTK 2600 to the General Education Category of Lab Science to provide options for Vet Tech students to meet the general education requirements for the Vet Tech program. It was moved and seconded to approve the addition of all the courses listed to the Lab Science category; motion passed.</p> <p>The council recommended not adding SOC 2200, SOC 2350, or POLS 1100 to the General Education Categories.</p>
<p>Graduation Planning – Proposed revisions to Administrative Rule 2.0.2 Curriculum & Learning Council</p>	<p>The council reviewed the Administrative Rule 2.0.2 Curriculum and Learning Council. The administrative rule is still under review and has not been presented to the EWC Board of Trustees as yet. Michelle explained that the purpose of this council is to review and make recommendations and as such did not really do graduation planning which has been primarily up to the staff in Academic Services. She would like to see a graduation committee developed with college-wide members to help plan and implement the graduation ceremony. The council recommended changing the wording back to “Graduation requirements.” The council also recommended adding “Accreditation activities” to the list as well. Michelle will take the recommended changes to the President’s Cabinet meeting.</p>
<p>Other:</p>	<p>Michelle announced that the Division Chair Meetings have now changed to the Academic Leadership Team meetings.</p> <p>Concern was expressed on the limited number of Block B course offerings. Further research on this was recommended.</p>
<p>Next Meeting:</p>	<p>2:00 – 5:00pm, October 8, 2015 in the AC Conference Room</p>

Curriculum & Learning Council

Minutes

Thursday, October 8, 2015

2:00pm-3:30pm – AC Conference Room

Members: Aaron Bahmer, John Cline, Rex Cogdill, Larry Curtis, Casey Debus, Mike Durfee, Andy Espinoza, Jo Ellen Keigley, Michelle Landa, ~~Becky Lorenz~~, Rick Vonburg, Susan Walker, Chris Wenzel, ~~Gwen Yung~~

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of Sept. 17, 2015	It was moved and seconded to approve the minutes for Sept. 17, 2015; motion passed.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion h. New Distance Learning Course Offering i. 2+2 Agreements 	<ul style="list-style-type: none"> i. Biology/Zoology 2+2 Agreement i. Biology/Physiology 2+2 Agreement <p>It was moved and seconded to approve both agreements; motion passed.</p> <ul style="list-style-type: none"> i. Biology/Biology Articulation Agreement – Informational only – approved previously. <p>The Biology 2+2 agreement had been approved at a previous meeting; this item was for information only as it is ready for signatures and to be forwarded to UW.</p>
Presentation for offering Basic Russian Grammar and Conversation – Dr. Bittner	This item was tabled.
HLC Faculty Qualifications – Dr. Landa	Michelle gave information on the HLC Faculty Qualifications. By September 2017, we will need to be in full compliance with the HLC mandate. For transfer courses, faculty will need a masters’ in the concentration or if their masters’ is in another concentration area, they must have 18 graduate hours in the content area. For occupational courses, faculty will need a terminal degree in the content area and be an expert in the field. Michelle has asked the Faculty Senate to write a draft policy that will be standard for everyone. No sun setting or grandfathering will be allowed. Michelle has also asked the HR office to pull all faculty credentials so that we will know the impact of this mandate as soon as possible. Questions included what kind of credentials would be needed to teach courses such as HMDV 1000 or HMDV 1025, and how is concentration going to be defined?
Catalog Mockup for Pages 25-27 Course Syllabus Format	<p>The council reviewed the outcomes and general education requirement mockup pages for the catalog. Corrections included adding the recently approved VTTK lab courses to the Lab Science category and changing VTTK 1751 Pharmaceutical Calculations to three (3) credits. There was still more discussion on the outcomes including whether or not they are measurable outcomes. John will work with the Outcomes Assessment committee along with members from the General Education committee to possibly update these and bring them to the next CLC meeting.</p> <p>The Course Syllabus Format was reviewed with the addition of the sentence regarding meeting a general education requirement. Aaron suggested removing the phrase, “If applicable” as it is redundant.</p>
Informational – Changes for Curriculum Forms Proposed New Course form Program Addition form Available on M:Instruction/Public/Curriculum forms	The Curriculum Forms for a proposed new course and a program addition were updated to reflect the current EWC general education categories. Rick stated that the UW Studies Requirements also needed updating. He suggested contacting Patrice Noel at UW.
COMPASS Discussion – Jo Ellen	Jo Ellen provided information on four companies that provide placement testing including Accuplacer, Tailwind, College Success and Maple T.A. Current pricing for COMPASS and COMPASS 5.0 is \$1.85 and \$1.55 per unit respectively. Two WY community colleges have already adopted and are using Accuplacer. After

	<p>reviewing the information, the council asked Jo Ellen to map out the pros and cons along with pricing for each company. Chris will have discussions with the math faculty and Larry will talk with the English faculty, then get their information to Jo Ellen so she can complete her mapping and recommendations for the next CLC meeting. The information will also be presented to the President's Cabinet on October 26. A decision will need to be made by November 1 so the information can be included in the 2016-2017 catalog.</p>
Catalog Review Assignments	<p>Lynn prepared a spreadsheet with catalog section assignments. All changes for the catalog are due by November 1. She will email the spreadsheet out to those who are responsible for catalog changes but are not on this council.</p>
Other:	<p>Rex and Michelle are currently looking at the PEAC offerings in an attempt to pare down the offerings particularly for the Fitness Center since only one PE course is now required for AA and AS degrees. Chris would like to have discussions with the athletic coaches and the PE faculty.</p> <p>The VTTK 2005 prescreen course has been made and two sections will be offered starting at midterm this fall to accommodate the spring preregistration period coming up. Students will need to complete this course before they can register for spring VTTK courses. One section will not have the charge of \$95 applied and one will have the charge. VTTK students who have already completed the prescreen this fall will be enrolled in the section with no charge so they can complete their spring registrations. The section with the \$95 charge will be for any new VTTK majors or those students who are not VTTK majors but want to take a VTTK course this spring.</p>
Reminders: All Faculty Meeting:	<p>12:00 – 1:00pm, October 22, 2015 in T131-132</p>
Next CLC Meeting:	<p>2:00 – 3:30pm, October 22, 2015 in the AC Conference Room</p>

Curriculum & Learning Council

Minutes

Thursday, October 22, 2015

2:00pm-3:30pm – AC Conference Room

Members: Aaron Bahmer, John Cline, Rex Cogdill, Larry Curtis, Mike Durfee, Andy Espinoza, Jo Ellen Keigley, Michelle Landa, Becky Lorenz, Rick Vonburg, Susan Walker, Chris Wenzel, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of October 8, 2015	It was moved and seconded to approve the minutes with the correction that the cost for both COMPASS and COMPASS 5.0 is \$1.55 per unit; motion passed.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion h. New Distance Learning Course Offering i. 2+2 Agreements 	b. ANSC 1550 – change to 3 lecture hours, change to spring semester, and change last sentence in course description. The council had questions concerning the syllabus that was provided with the course change form for ANSC 1550. The council would like more information and recommended tabling this request in light of Rick’s absence from this meeting until the November 5 meeting.
Bridge Program Summary Presentation – Court	Court Merrigan attended this meeting and presented information on the 2015 Bridge Program. Highlights from the program included outstanding tutoring from a former Bridge Program student, Lillian Lutter; all program participants were traditional age students; and 92% of the program participants advanced at least one academic level after participation. The program also gives students the opportunity to form their own peer group and to get a jump on navigating through the college experience. Court provided statistical data for the Bridge group and a control group including one semester and one year retention rates, graduation rates at 200%, graduation plus transfer rates, and transfer rates. It was suggested that more comparisons between the Bridge students and the control group could include completion of ENGL 1010 and college-level math in a year and 2-year time frame and possibly the average of grades for both groups. Court was commended on the fine job that he does with the program.
Outcome Expectations for Catalog	John reported that he talked with Kate about the concerns on the outcome expectations. He will get back to Kate and bring updated information to the November 5 meeting.
Place Testing Comparison – Jo Ellen	<p>Jo Ellen presented a Placement Exam Comparison Chart for Accuplacer, McCann, Tailwind, and Maple T.A. She recommended eliminating Tailwind because of cost and Maple T.A. because it only provides math testing. Although both Accuplacer and McCann have customizable test branching and diagnostics, she felt it was important to use the same placement testing product as the other WY colleges. Two colleges are already using Accuplacer. She also provided lists of Pros and Cons along with costs for Accuplacer and McCann. She recommended going with Accuplacer. She indicated that a practice test is available if anyone would like to try it.</p> <p>It was moved and seconded to recommend Accuplacer as the new placement exam; motion passed.</p> <p>Michelle will have Rex take the recommendation to the October November 26 President’s Cabinet meeting. Jo Ellen will contact Rex after the Cabinet meeting to find out whether or not Accuplacer was approved.</p> <p>Next step: With the impending catalog revision due date of November 1, Jo Ellen would like to get a committee and/or committees together as quick as possible to</p>

	<p>set up cut scores for both English and Math so the placement guide can be developed for inclusion in the new catalog. Michelle recommended working with one group for English and one group for Math.</p>
<p>VAWA Training for Students - Rex</p>	<p>Sue Schmidt, representing Rex, asked the council to recommend requiring students to take the VAWA Training in order to register for spring classes. She reported that a very small percentage of students have completed the training to date. Discussion included comments that the President’s Cabinet had already decided that they would not make it a requirement for students to complete, the link for completing the training is available publicly on LancerNet—(on landing page—before logging into LancerNet accounts), and a guideline book is available. Other discussion included whether or not students have to take the training or if we just need to make it available to students. Suggestions for encouraging students to take the training included making it part of New Student Orientation or College Studies courses. The council indicated that they did not want to require students to complete the training before they can register for spring classes.</p> <p>It was moved and seconded to recommend adding the training to the College Studies course as an activity to be completed beginning with Spring 2016; motion passed.</p>
<p>Other:</p>	<p>Mike told the council that Jean Chrostoski, the Goshen County School District Superintendent, had recently attended a Latino Conference in Phoenix and he thought she would be interested in presenting information on high school retention of Hispanic students. Since recruitment and retention of Hispanic students are important initiatives for both EWC and Goshen Count School District, he thought this could benefit our retention efforts with Hispanic students and EWC’s working partnership with our service area high schools. It was suggested that a session could be scheduled during the Spring 2016 in-service. Mike will coordinate this effort.</p> <p>Jo Ellen asked the council for suggestions on ways to get the word out regarding the new College Central Network which is great job tool that EWC purchased approximately a year ago. The job tool is not only available to students, it is also available to employers looking for potential employees. Since the product requires a yearly fee, she would like to see more usage of the product. She reports that she is having a hard time getting employers to use the site since there are so few students using the site. She asked everyone to encourage their instructors to have students utilize the site for job searches. She is also willing to visit classrooms to demonstrate or talk about the service. Suggestions from the council including visiting College Studies classes, Student Senate, Division meetings, and Career Day. The information is already included in the New Student Orientation packets and available at the EWC Job Fair. Jo Ellen will email Division Chairs asking to be put on division meeting agendas.</p>
<p>Reminders: Catalog Updates Due to Lynn by November 1</p> <p>Next CLC Meeting:</p>	<p>Council members were reminded that catalog changes or updates need to be given to Lynn by November 1.</p> <p>2:00 – 3:30pm, November 5, 2015 in the AC Conference Room</p>

Curriculum & Learning Council

Minutes

Thursday, November 5, 2015

2:00pm-3:30pm – AC Conference Room

Members: Aaron Bahmer, John Cline, Rex Cogdill, Larry Curtis, Casey Debus/Becky Lorenz, Mike Durfee, Andy Espinoza, Jo Ellen Keigley, Michelle Landa, Rick Vonburg, Susan Walker, Chris Wenzel, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of October 22, 2015	It was moved and seconded to approve the minutes for Oct. 22 with the correction of “October” 26 President’s Cabinet meeting; motion passed.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion h. New Distance Learning Course Offering i. 2+2 Agreements 	<ul style="list-style-type: none"> a. AGRI 1000 – Issues in Agriculture – 1cr. – Freshman Foundation It was moved and seconded to approve; motion passed. b. ANSC 1550 – change contact hours, semester offered, and course description It was moved and seconded to approve the changes with a correction of removing the last sentence “Hands-on activities will be included in this class.” from the course description; motion passed. b. ANSC 1610 – change prefix to VTTK/ANSC It was moved and seconded to table changes for both the ANSC 1610 & 1620 for further clarification; motion passed. b. ANSC 1620 – change prefix to VTTK/ANSC See motion for ANSC 1610. b. VTTK 1925 – change title and course description It was moved and seconded to approve changes for both VTTK 1925 & 1950; motion passed. b. VTTK 1950 – change title and course description See motion for VTTK 1925. b. SAFE 1510 – change title, course description, and semester offered It was moved and seconded to approve changes; motion passed. b. MUSC 2071 – change course description It was moved and seconded to approve changes for MUSC 2071, 2073, & 2074; motion passed. b. MUSC 2073 – change course description See motion for MUSC 2071. b. MUSC 2074 – change course description See motion for MUSC 2071. f. Veterinary Aide Certificate – change program credit hours from 26 to 30 It was moved and seconded to approve the change; motion passed. f. Welding & Joining A.A.S. – change program credit hours from 65 to 60 It was moved and seconded to approve the change; motion passed. f. Agri Business and Sciences A.S. – all options – change program sequence It was moved and seconded to approve changes; motion passed. f. Business Administration, Business Education, Business Office Technology - all options – add all ENTR courses as electives for Division of Business & Technology It was moved and seconded to approve; motion passed.

	<p>h. SOIL 2300 – Even Springs – Spring 2016 It was moved and seconded to approve; motion passed.</p>
ACCUPLACER Cut Scores – Jo Ellen	<p>Jo Ellen brought two drafts of the ACCUPLACER and ACT Course Placement Guide for the council to decide which example would be placed in the new catalog. She explained that all testers start the math testing with Elementary Algebra, then depending on their score, move either up or down to the next level of testing. She had also included HMDV 0510 and HMDV 0520 in the Reading Placement levels. The council discussed whether or not to include both Bridge Reading (HMDV 0500) and the HMDV 0510 & 0520 and the scores needed to place a student in either the HMDV 0510 or 0520 since those scores would be different for each level. Lynn will check enrollments for HMDV 0510 and 0520, and if we are offering the Bridge Reading in place of these two courses, then one of the placement levels can be removed. Discussion included whether the reading improvement courses could be made part of Adult Education. Mike thought that there were very few students who tested into reading improvement courses. Jo Ellen thought the number was higher so she will do some research on the reading statistics for the next meeting. In order to make the catalog corrections deadline, a corrected version of the guide will be emailed out to the council for a vote.</p>
Outcome Expectations for Catalog – John	<p>John Cline brought an updated draft for the Expected Outcomes for EWC Graduates. After discussion, the council recommended removing the first sentence under #1. Communication. Changes recommended for #3. Constitution included replacing the word “develop” with “demonstrate” and making two separate sentences for each constitution. The two sentences recommended are “Graduates will demonstrate knowledge of U.S. Constitution” and “Graduates will demonstrate knowledge of Wyoming Constitution”.</p> <p>It was moved and seconded to approve the corrected version to be put in the catalog on page 25 under Expected Student Outcomes; motion passed.</p> <p>Discussion included training for faculty on the new outcomes. It was suggested that an All Faculty Meeting could be utilized to provide training on CATs with the new outcomes. An All Faculty Meeting will be set and John will provide the training.</p>
Set Registration Dates for 2016-2017 year – Rex	<p>Rex asked the council what their recommendation would be to put together a schedule for registration dates for the next year. The council recommended adding planned registration dates in the catalog for the spring and fall semesters, but not the summer time registration dates. Rex will bring the proposed dates to the next meeting to be included in the new catalog.</p>
Wyoming Academic Challenge Event – Casey/Becky	<p>Becky asked the council about removing the responsibility for coordinating the Wyoming Academic Challenge Event from the library. Library staff have been coordinating this event for a number of years now and currently, there is no dedicated budget to sponsor and coordinate the event. It was suggested that a committee should be put together to help the Library staff coordinate the event. Michelle asked the Division Chairs to identify one faculty member from each area and one volunteer from Rex’s area to serve on the committee.</p>
2+2 Articulations Update – Michelle	<p>Michelle gave a brief update on the completed 2+2 agreements. With the Animal & Vet Science (Production Option) completed (Rick and Michelle signed the articulation agreement at this meeting), EWC has completed every plan that we can complete under the 17 Highest Demand Transfer Programs. We have also completed five of the Next 18 Highest Demand Transfer Programs and we are currently working on the 2+2 plan for Anthropology.</p>
Other:	<p>Michelle indicated that Heidi Edmunds and Ellen Creagar volunteered to meet with the College Studies instructors to provide training on teaching the “Not Anymore Training” that was recommended to be included in the College Studies curriculum. Court Merrigan is the coordinator for College Studies and it was recommended</p>

	that he meet with Heidi and/or Ellen and other instructors to discuss and talk about adding the “Not Anymore Training” component to the College Studies course.
Reminders: Next CLC Meeting: 2:00 – 3:30pm, November 19, 2015 in the AC Conference Room	

Curriculum & Learning Council

Minutes

Thursday, November 19, 2015

2:00pm-3:30pm – AC Conference Room

Members: Aaron Bahmer, John Cline, Rex Cogdill, Larry Curtis, Casey Debus/Becky Lorenz, Mike Durfee, Andy Espinoza, Jo Ellen Keigley, Michelle Landa, Rick Vonburg, Susan Walker, Chris Wenzel, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of November 5, 2015	It was moved and seconded to approve the minutes for Nov. 5, 2015; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion h. New Distance Learning Course Offering i. 2+2 Agreements 	<ul style="list-style-type: none"> a. ART 1010 – Introduction to Art – 3cr – Arts & Humanities Category It was moved and seconded to approve the new course; motion carried. b. ANSC 1610 – change prefix to VTTK/ANSC b. ANSC 1620 – change prefix to VTTK/ANSC Susan stated that both ANSC 1610 & 1620 will transfer as electives. It was moved and seconded to approve adding the VTTK prefix to both 1610 & 1620; motion carried with one opposed. f. Music (Applied), A.A. – change program credit hours from 65 to 60-61 f. Music Education, A.A. – change program credit hours from 67 to 62-63 Michelle asked for resubmission of both Music programs to include the effective date and reflect how the changes were made by listing the before and after courses for the programs. These were tabled until they can be resubmitted. f. Accounting, A.S. & Business Administration, A.S. – add required general education Art & Humanities elective in place of ENGL 2020 It was moved and seconded to approve this change; motion carried. i. Agri Business & Sciences (Animal Science Option), A.S. – Animal & Vet Science (Production Option), B.S. 2+2 Agreement It was moved and seconded to approve this 2+2 agreement; motion carried. i. Social Science Associate, A.A. – Anthropology, B.A. 2+2 Agreement The council reviewed this 2+2 agreement and expressed concern that two ANTH courses required for the freshman and sophomore year are not EWC courses. This item was tabled until further clarification on how students can complete an EWC program with non-EWC courses. The agreement was tabled for further discussion/clarification.
Removal of ENGL 2001 Sophomore Project: Interdisciplinary Writing from Communication 2 category – Kelly Strampe	<p>Kelly Strampe asked the council to remove the ENGL 2001 Sophomore Project from the Communication 2 general education category because it could be double counted as a general education requirement and the capstone for INST A.A. and A.S. degrees which was agreed upon by the general education committee that there would not be any double counting allowed for general education requirements. And, the general education committee did not intend for the ENGL 2001 to be added to this category in the first place. Also, the course does not have all the required components to qualify as a Communication 2 course and has not been articulated to UW as a Communication 2 gen ed.</p> <p>It was moved and seconded to remove ENGL 2001 from the Communication 2 general education category; motion carried.</p>
Inclusion of VAWA-related activities in College Studies curriculum – Court Merrigan	<p>Court Merrigan presented discussion from his meeting with College Studies instructors on including VAWA-related activities in the College Studies course. The group recommended not including VAWA-related activities for a couple of reasons including not enough time within the course activities to include VAWA—another</p>

	<p>subject would have to be removed, and the group felt that this is not an academic topic and should be addressed through Student Services. An additional comment was that we have high schools teaching the College Studies as a concurrent class and is this an appropriate topic for a high school student. Discussion from CLC included whether or not students would be comfortable viewing the video either in a class setting or on their own, and with or without class discussion/lecture on the subject before or after viewing the video. Court's group suggested including this topic in Orientation or summer pre-reg sessions, place holds on transcripts until students complete the training, or make it a dorm requirement. Another suggestion was to add a credit to HMDV 1000—CLC did not think this was a solution. Currently, students are emailed a pamphlet with information, some information is included in orientation packets, and several student groups such as the athletic teams and student senate receive information on the topic. Summer pre-reg sessions could also be an opportunity to give students information as well. Rex stated that EWC is not requiring students to watch the video, and we are not required to make students watch the video; but, we are required to make it accessible to everyone. Michelle confirmed that the President's Cabinet decided not to require students to complete the training.</p> <p>It was moved and seconded to take the recommendation from the HMDV group to not include VAWA activities in the College Studies course; motion carried with one opposed.</p>
<p>ACCUPLACER and ACT Course Placement Guide – Email Vote Results – Need to vote on this</p>	<p>Michelle had sent out the ACCUPLACER and ACT Course Placement Guide via email to the council to approve; however, not everyone voted so the guide was included on this agenda to be voted on for approval.</p> <p>It was moved and seconded to approve the ACCUPLACER and ACT Course Placement Guide as presented; motion carried.</p> <p>The implementation date was set for the beginning of January so it could be ready for Bridge students. Jo Ellen also stated that there is an option to put a maximum number of times a student can take tests during a short time period. Currently, students are charged for the first test, the second re-test is free, and then students can take a third re-test with advisor or counselor approval. They can take the re-tests in a short time period, i.e. same day, within a day, etc. Jo Ellen would like to standardize the timing of taking re-tests. It was suggested that Jo Ellen write out a proposal and bring it to the next CLC meeting.</p>
<p>Transfer of AA and AS degrees to Chadron— change in number of general education credits</p>	<p>It has come to the attention of the council that the change in required general education credit hours (from 30 to 24) is going to have an impact on students who will be transferring to Chadron State College. Nebraska colleges require 30 general education requirements be completed in the first two years of college. This topic will need further discussion once more information from Chadron is obtained.</p>
<p>Late Fall Online Classes - Ideas</p>	<p>Colby Community College offers "Late Fall Classes" for \$110 per credit hour and these courses are not covered by Financial Aid. Michelle wondered if EWC would be interested in doing something like this also—maybe offering interim classes. She asked the council to think about possible ideas for further discussion.</p>
<p>Other:</p>	<p>Casey announced that the Library staff would like to keep sponsorship of the Wyoming Academic Challenge event and do not want to put together a committee for this. It was suggested that a student group such as PTK could be asked to help out and possibly count toward their community service activity. Jennifer Minks and Debbie Ochsner are the PTK sponsors.</p> <p>It was moved and seconded to adjourn the meeting; motion carried.</p>

Curriculum & Learning Council

Minutes

Thursday, December 3, 2015

2:00pm-3:30pm – AC Conference Room

Members: Aaron Bahmer, John Cline, Rex Cogdill, Larry Curtis, Casey Debus/Becky Lorenz, Mike Durfee, Andy Espinoza, Jo Ellen Keigley, Michelle Landa, Rick Vonburg, Susan Walker, Chris Wenzel, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of November 19, 2015	It was moved and seconded to approve the minutes for the November 19, 2015 meeting. Motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion h. New Distance Learning Course Offering i. 2+2 Agreements 	<p>f. Music (Applied), A.A. – change program credit hours from 65 to 60-61 f. Music Education, A.A. – change program credit hours from 67 to 62-63 It was moved and seconded to approve both Music programs as presented; motion carried.</p> <p>f. Business Administration, A.A.S., Business Administration (Distance), A.A.S., & Business Office Technology, A.A.S. – change in language for approved electives It was moved and seconded to approve the changes for all three programs; motion carried.</p> <p>i. Social Science Associate, A.A. – Anthropology, B.A. 2+2 Agreement Ellen Creagar was present to provide additional information for this agreement. Council members had expressed concern that several courses needed to complete this agreement are not EWC courses. After further discussion and a withdrawn motion to approve with ANTH 1300 in the spring semester instead of ANTH 2000, it was moved and seconded to approve the agreement as presented, motion carried with two (2) council members opposing.</p>
Social Science Associate, A.A. – Anthropology, B.A. 2 + 2 Agreement – Ellen Creagar	See notes for item “i” above.
ACCUPLACER – Proposal of retesting timeline – Jo Ellen	<p>Jo Ellen presented the proposed ACCUPLACER Retest Policy. The council recommended changing the word “Policy” to “Procedure”; inserting “subject” in the first line between ACCUPLACER and test; and removing the bulleted line “These retake fees are in effect...” under FEES.</p> <p>It was moved and seconded to approve the ACCUPLACER Retest Procedure with the recommended changes; motion carried.</p>
Other:	It was moved and seconded to adjourn the meeting; motion carried.
<p>Reminders:</p> <p>Next CLC Meeting: 2:00 – 3:30pm, January 7, 2016 in the AC Conference Room</p>	

Curriculum & Learning Council

Minutes

Thursday, January 7, 2016

2:00pm-3:30pm – AC Conference Room

Members: Aaron Bahmer, John Cline, Rex Cogdill, Larry Curtis, Casey Debus/Becky Lorenz, Mike Durfee, Andy Espinoza, Jo Ellen Keigley, Michelle Landa, Rick Vonburg, Susan Walker, Chris Wenzel, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of December 3, 2015	It was moved and seconded to approve the minutes for December 3, 2015 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion h. New Distance Learning Course Offering i. 2+2 Agreements 	<ul style="list-style-type: none"> c. ENGL 2370 Western American Literature – delete course c. ENGL 2480 Literary Genres: Drama – delete course It was moved and seconded to approve the deletion of both ENGL 2370 and ENGL 2480; motion carried. <ul style="list-style-type: none"> f. Physical Education, Health & Recreation – change program credit hours from 64-68 to 60-61 After discussion and revisions (reduced Freshman Foundations to one credit, removed the one credit of Physical Education Elective, moved COSC 1200 to the spring semester of the freshman year and added EDFD 2100 Educational Psychology to the spring semester of the sophomore year), it was moved and seconded to approve the program change with revisions; motion carried.
Master of Ceremony for Graduation	It was moved and seconded to nominate Rick Vonburg as the Master of Ceremony for the 2016 Commencement; motion carried. Michelle will take the nomination to the President’s Cabinet meeting.
Other:	<p>Jo Ellen reported that the first ACCUPLACER test is scheduled for Friday, January 8 and the second one is scheduled for Monday, January 11. She reported that a free web page study application is available for students to access via phone, computer, tablet, or laptop. She reported that the tests seem more difficult because of sequencing and the phrasing of the questions. She indicated that COMPASS is still available until November so if she feels the student should have tested better, the option to give them the COMPASS test would be available. It was asked how long placement scores are valid and Jo Ellen stated that COMPASS results were valid for only a year. There is no standard time set for validity so EWC could possibly determine how long the ACCUPLACER scores are valid. No decision or motion was offered at this time.</p> <p>Meeting adjourned.</p>
Reminders: Next CLC Meeting: 2:00 – 3:30pm, January 21, 2016 in the AC Conference Room	

Curriculum & Learning Council

Minutes

Thursday, January 21, 2016

2:00pm-3:30pm – AC Conference Room

Members: Aaron Bahmer, John Cline, Rex Cogdill, Larry Curtis, Casey Debus/Becky Lorenz, Mike Durfee, Andy Espinoza, Jo Ellen Keigley, Michelle Landa, Rick Vonburg, Susan Walker, Chris Wenzel, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of January 7, 2016	It was moved and seconded to approve the meeting minutes for January 7, 2016 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion h. New Distance Learning Course Offering i. 2+2 Agreements 	<p>b. VTTK 1751 Pharmaceutical Calculations – change prerequisite and course description It was moved and seconded to approve this course change with the correction of replacing just the “MATH 0900” in the prerequisite phrase with “MATH 0920”; motion carried.</p> <p>f. Nursing – change program description and course sequence It was moved and seconded to approve this program change; motion carried.</p> <p>Further discussion on the Nursing program indicated that the future proposed change from an A.S. program to an ADN program should be submitted to CLC prior to the submission to the Wyoming Community College Commission and the program description for the catalog should indicate that this is a 2-year cohort program that starts every other fall semester. The program change should be submitted to CLC for the next meeting so that it can then be forwarded to WCCC to get approval as soon as possible.</p>
Move or cancel CLC meeting scheduled for Feb. 18, 2016 (Day of WACCT awards in Cheyenne)	Michelle and Rex will be attending the WACCT awards in Cheyenne during the scheduled Feb. 18 CLC meeting. It was decided to cancel the Feb. 18 meeting.
Program Reviews Scheduled for 2016 Program Review Data	<p>The council discussed whether or not the Program Review Data Compilation Report should be continued or not. Some members indicated that they use a small portion of the report for program reviews and other projects; however, much of it is redundant and is just filed away. No one recalled if this report is required for any other official reporting purposes. A shortened version or possibly other types of reports will be researched or identified for future use.</p> <p>The Program Reviews scheduled for 2016 are ABE/GED/ESL, Social Sciences Cluster, Pre-Professional Cluster, and the Science Cluster. The reviews will be due by the end of the spring semester, then submitted to the EWC Board of Trustees during the summer months for approval.</p>
Other: Summer Pre-registration Dates	Rex reported that the summer pre-registration dates for the Fall 2016 semester have been set for Wednesday, June 1 (Goshen County School District #1 students only), Friday, June 3, Monday, June 13, and Friday, July 15. A sign-up sheet will be placed in the Copy Center for faculty to volunteer for advising. In the past, faculty have received one release day for each pre-registration session that they worked, and if they worked all three sessions, they received free lunches for a week. Rex will be checking on the free lunches portion to see if that will be an option for this year.
Wyoming Academic Challenge	Casey reported that she is still looking for volunteers for the Wyoming Academic Challenge to be held on Saturday, February 20, 2016. She needs timers. She had one volunteer from this group to be a timer. She has a few others that she will ask and possibly ask a student group for some volunteers.

Sage Brush & Roses	Rick reported that Sage Brush & Roses is January 30, 2016. He reported that there were just a small number of tickets left when he checked last week.
Job Expo	Jo Ellen reported that she has sent out the Save the Date cards and emails for the Job Expo scheduled for April 6. She already has responses from some employers such as Wyrulec.
WyDEC Conference	Aaron reported that the WyDEC Conference will be held May 23 & 24, 2016 in Casper. Jo Ellen reported that the Wyoming College Testing Association has also scheduled a conference in conjunction with the WyDEC Conference.
Criminal Justice Training Event	Larry reported that he is helping sponsor a Criminal Justice Workshop/Training scheduled for February 17. A Panel Discussion on Women in Criminal Justice is scheduled from 10am – 12pm. And two sessions are scheduled from 1-3pm with topics of Gangs in Wyoming and Self Care. It was suggested that these sessions could be set up as workforce classes (noncredit) and have the participants complete registrations for the sessions. Participants will also be receiving POST credit for the trainings if they are eligible for those.
	The meeting was adjourned.
Reminders: Next CLC Meeting: 2:00 – 3:30pm, February 4, 2016 in the AC Conference Room The February 18, 2016 CLC meeting has been cancelled.	

Curriculum & Learning Council

Minutes

Thursday, February 4, 2016

2:00pm-3:30pm – AC Conference Room

Members: Aaron Bahmer, John Cline, Rex Cogdill, Larry Curtis, Casey Debus, Mike Durfee, Andy Espinoza, Jo Ellen Keigley, Michelle Landa, Rick Vonburg, Susan Walker, Chris Wenzel, ~~Gwen Yung~~

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of January 7, 2016	It was moved and seconded to approve the minutes for January 7, 2016 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion h. New Distance Learning Course Offering i. 2+2 Agreements 	<ul style="list-style-type: none"> b. VTKK 2620 Noninfectious Diseases – change course description The course description change was proposed to provide a more definitive description for the course. It was moved and seconded to approve this change. f. Nursing – change from A.S. to ADN program, change program description The program change included changing the Nursing program to an ADN to align with the nursing programs at the other WY colleges and UW. The program description change included the addition of the sentence “EWC will admit cohort groups of 12 students every two years beginning with Fall 2016”. It was moved and seconded to approve this change; motion carried. a. ENGL 2450 Literary Genres: Young Adult Literature – 3 credits This new course was proposed as an Arts and Humanities option for students to broaden English offerings in that category, and as an alternative to the survey courses. Discussion included the need to be more careful of courses offered before approving more new courses, and concern was expressed on the impact to the EWC Library’s resources. Multiple copies of the reading materials required for this course cannot be made available by the EWC Library. The course has not been officially submitted to UW to get approval of the course number proposed. It was moved and seconded to approve this course with understanding that the course number may be changed after submission to UW; motion carried. b. EDUC 2100 Practicum in Teaching – change course credits to 1-3 credits and change prerequisite This change was proposed to allow students to earn an additional 20 hours of classroom observation and will only be available to students what have already successfully completed the 2 credit hour course. Advisor consent will be required. The following two sentences will be added to the prerequisite, “The one credit (1) hour option is only available to students who have already successfully completed the two credit (2) hour course. Instructor consent required.” It was moved and seconded to approve this change; motion carried.
Review Nursing Program Revision Request to WCCC	The WCCC program revision form requesting the EWC Nursing A.S. program be changed to an ADN program was reviewed. It was moved and seconded to submit this request to the Wyoming Community College Commission; motion carried.
Deadlines for Submission of Curriculum Review Items	Council members would like to be able to review and consider curriculum changes before the regular scheduled meetings. In addition, lead time is needed to submit new courses to UW or WCCC to determine course number assignments before the Council reviews the requests. Deadlines were proposed for new submissions to allow for a review period and course numbering assignment by either UW or WCCC. It was moved and seconded to place a deadline for items (a) new course and (e) new program of one month lead time to allow for research and course number

	<p>assignment, and a deadline on all other items of the Friday before the scheduled CLC meeting; motion carried.</p> <p>The Division Chairs will announce this to faculty in their Divisions.</p>
Other:	<p>It was questioned whether travel funds would be available for people to attend the WyDEC Conference in Casper in May. Limited funds would be available if expenses can be kept to a minimum including no overnight stays.</p> <p>Articulation meetings for this year are mission critical and will have funding. Travel funds will also be available for articulation meetings next year.</p> <p>\$180,000 needs to be trimmed from Academics overall to meet this year's budget.</p>
<p>Reminders:</p> <p>The CLC meeting for February 18 has been cancelled.</p> <p>Next CLC Meeting: 2:00 – 3:30pm, March 3, 2016 in the AC Conference Room</p>	

Curriculum & Learning Council

Minutes

Thursday, March 3, 2016

2:00pm-3:30pm – AC Conference Room

Members: Aaron Bahmer, John Cline, Rex Cogdill, Larry Curtis, Casey Debus/Becky Lorenz, Mike Durfee, Andy Espinoza, Jo Ellen Keigley, Michelle Landa, Rick Vonburg, ~~Susan Walker~~, Chris Wenzel, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of February 4, 2016	It was moved and seconded to approve the minutes for February 4, 2016 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion h. New Distance Learning Course Offering i. 2+2 Agreements 	None
Ideas & Discussion - Course Fees	<p>A graduation fee was discussed during a President’s Cabinet meeting. This year’s costs include a diploma cover for those who walk, cost of printing and mailing certificates, and costs for caps and gowns. Currently, students pay for their caps and gowns. Caps and gowns will cost \$32 and processing costs for certificates are approximately \$14. A graduation fee could be paid for by student financial aid. A graduation fee would be accessed for all graduating students. It was questioned why do students who do not walk have to pay for caps and gowns? Several options were discussed including charging students according to whether or not they walk and how would this be tracked. Other discussion included whether or not other WY schools are charging a graduation fee, and would a graduation fee discourage or encourage students to finish their degree and participate in graduation. No determination or recommendation was put forward at this time.</p> <p>Fees for courses that require expensive supplies/equipment were also discussed including Vet Tech, Art, Distance Learning, and testing fees for English, Bridge Reading, and Bridge Math. Discussion included a process for requesting fees to be attached to courses. It was recommended that a form be developed for submitting a written request which would include rationale and cost of class per student. The written request can then be submitted to CLC for approval.</p>
Other:	<p>Jo Ellen reminded everyone that the Job Expo is scheduled for April 6 from 10:00am to 2:00pm in the gym. There will also be a couple of resume building workshops available through Community Education for students to attend prior to the Expo. March 22 will be a four-hour long evening workshop. She asked that everyone encourage their students to attend one of the workshops.</p> <p>Note: Jo Ellen sent out an email after this meeting with dates and times for the workshops. Saturday, March 12 – 9:00am – 1:00pm and Tuesday, March 22 – 5:30pm – 9:00pm.</p> <p>A Diversity Rally is being planned for April 13 at 12:00pm in the cafeteria. The cafeteria will be serving chicken fried steaks that day.</p>
Reminders: Next CLC Meeting: 2:00 – 3:30pm, March 24, 2016 in the AC Conference Room	

Curriculum & Learning Council

Minutes

Thursday, March 24, 2016

2:00pm-3:30pm – AC Conference Room

Members: Aaron Bahmer, John Cline, Rex Cogdill, Larry Curtis, Casey Debus, Mike Durfee, Andy Espinoza, ~~Jo Ellen Keigley~~, Michelle Landa, Rick Vonburg, Susan Walker, Chris Wenzel, ~~Gwen Yung~~

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of March 3, 2016	It was moved and seconded to approve the minutes for March 3, 2016 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion h. New Distance Learning Course Offering i. 2+2 Agreements 	<ul style="list-style-type: none"> i. Social Science (History) 2+2 Plan and Agreement It was moved and seconded to approve the Social Science (History) 2+2 Plan and Agreement with the suggested changes including replace “College Studies” with “Freshman Foundation”, remove PEAC and replace “Approved Activity/Fitness Course” with “Physical Education Activity”, replace “COM 2” with “Communication 2”, and add “Lab” in front of Science to indicate a Lab Science. Motion carried. i. Social Science (Sociology) 2+2 Plan It was moved and seconded to table the Social Science (Sociology) 2+2 Plan until corrections or additional information is received. Motion carried. Concerns indicated by the committee included whether or not College Studies or Freshman Foundations should be listed; list ENGL 2020 or Communication 2 course; list Physical Education Activity instead of Fitness Center; list STAT 2050 or 2070; list Lab Science instead of BIOL 1000 and GEOL 1100 (GEOL 1100 has not been offered in a long time and we do not have a qualified instructor at this time); and the Council would like to know why there are two lab science courses and a STAT class.
MUSC 1378 & MUSC 1400 – Remove from the Arts & Humanities Category in the College Catalog	MUSC 1378 and MUSC 1400 are considered transfer courses and are included in the General Education Requirements under the Arts & Humanities Category. As such, these courses require an instructor with a master’s degree in Music. In order for someone to teach these courses who does not have a master’s degree in Music, it was suggested that these courses be removed from the Arts & Humanities Category. The Council determined that these courses should be left in the category as they are part of the Music Applied and Music Education programs. It was determined that MUSC 1404 Master Chorus is not a transfer course and could be taught by someone who does not have a master’s degree in music. Offering MUSC 1404 would allow both students and community members to participate in the course.
Increase class capacity for online section 40’s from 8 students to 12 students	It was moved and seconded to approve increasing the class capacity for online section 40’s from 8 students to 12 students; motion carried.
Approve Final Exam Schedules for Fall 2016/Spring 2017	It was moved and seconded to approve the Final Exam Schedules for Fall 2016 and Spring 2017 with corrections; motion carried. Corrections on the Spring 2017 schedule included a spelling error; updating Learning to Academic Services; correction of rotation of days for exams scheduled at 1:00pm; and correction of dates for the night-final exams.
Course Fees Request Form	It was moved and seconded to approve the course fees request form as presented; motion carried. A course fee request form was developed for submitting written requests for course fees. Course fees that are already in place will be sunsetted and future course fee requests will need to be submitted to CLC on this request form for approval.

Fall Registration – March 30 & April 4, 2016	Fall registration for sophomores will begin on March 30 & March 31. Rex would like to have open registration begin on Friday, April 1 as traditionally the sophomores get a two-day start on registration. He has made arrangements for the CTCC lab to be open for students to register, and asked for two people to help in the lab from 11am – 2pm on Friday. Aaron and Andy indicated they would help in the lab. The Advisor Keys have been sent to Sue Schmidt and the Outreach Coordinators for dissemination to academic advisors.
2016-2017 Catalog Distribution	The 2016-2017 Catalogs are ready. Rex indicated that only 1000 printed copies of the catalog will be available. He also indicated that next year, we are going paperless and the catalog will only be available on the website. It was determined that Academic Services needs 200 copies to give to faculty members and outreach sites. College Relations has asked for ideas on printing program sheets or department sheets to make available to advisors and others. Other suggestions included a list of courses with pre-requisites or copies of the catalog pages with program and course information. Any other ideas can be sent to Lynn and she will forward them to College Relations.
Chadron State College Tuition Waiver	Only one student has indicated interest in the Chadron State College Tuition Waiver. It was moved and seconded to approve submitting Amanda Kaufman as EWC's selection for the Chadron State College Tuition Waiver. Motion carried.
Other:	<p>The AC Conference Room has been updated with Skype capabilities. The desktop can be shared through Skype. EWC has the Skype Business application.</p> <p>The CLC meeting scheduled for April 7, 2016 has been cancelled. The next scheduled CLC meeting is April 21, 2016.</p>
<p>Reminders:</p> <p>Next CLC Meeting: 2:00 – 3:30pm, April 21, 2016 in the AC Conference Room</p>	

Curriculum & Learning Council

Minutes

Thursday, April 21, 2016

2:00pm-3:30pm – AC Conference Room

Members: Aaron Bahmer, ~~John Cline~~, Rex Cogdill, Larry Curtis, Casey Debus, Mike Durfee, Andy Espinoza, ~~Jo Ellen Keigley~~, Michelle Landa, Rick Vonburg, Susan Walker, Chris Wenzel, ~~Gwen Yung~~

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of March 24, 2016	It was moved and seconded to approve the minutes for March 24, 2016 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. New Program f. Program Change g. Program Deletion h. New Distance Learning Course Offering i. 2+2 Agreements 	<ul style="list-style-type: none"> a. BADM 1006 – Business Mathematics I Lab a. MATH 1516 – Technical Math Lab <p>These two proposed courses were added to the agenda - Court Merrigan attended the meeting to present the two supplemental math lab courses. These courses would be primarily for vocational-track (ie. Welding and Cosmetology) students who do not score high enough on the ACCUPLACER test for BADM 1005 – Business Mathematics and MATH 1515 Applied Technical Math. The MATH 0903 prerequisite would be waived and they would be required to take the supplemental math lab course along with either the BADM 1005 or MATH 1515. This would allow the students to begin their programs in a more timely manner. Advisors would need to be made aware of this, so they can advise their students appropriately. Court indicated that he would be willing to provide an in-depth write up to give to welding and cosmetology advisors. He also indicated that he is willing to meet with the instructors/division meetings to provide more information.</p> <p>It was moved and seconded to approve both courses; motion carried.</p> <ul style="list-style-type: none"> f. Social Science Associate – change curriculum pattern/remove one required course <p>This program change is requesting to change SOC 1000 and PSYC 1000 from both required to only one required. In the Freshman Year – Fall Semester, PSYC 1000 or SOC 1000 would be required which would increase the approved electives in the Freshman Year – Spring Semester from 6 credits to 9 credits. Students would still be allowed credit for both courses if they take both. Political science and history majors are not required to take both. Students would be advised into the appropriate courses according to their future academic plans. Concern was expressed on how this would affect the 2+2 articulation agreements with UW. Since no effective date was reported on the request, the council suggested making the effective date Fall 2017 which would allow the change to be put into the catalog and changes (if needed) to be made to the 2+2 agreements for Political Science and History.</p> <p>It was moved and seconded to approve the program change EFFECTIVE FALL 2017; motion carried.</p> <ul style="list-style-type: none"> i. Social Science (Sociology) 2+2 Plan <p>It was moved and seconded to approve the Social Science (Sociology) 2+2 Plan with the following corrections, add “s” to Freshman Foundation and correct course number for Principles of Biology (should be 1000, not 1010); motion carried.</p>

	<p>Catalog Change – Include HIST 1320 & HIST 1330 on General Education category Social & Cultural Awareness It was moved and seconded to approve this catalog change to be included in the 2017 catalog - EFFECTIVE FALL 2017; motion carried.</p> <p>*Note – After contacting Heidi to let her know that the Sociology 2+2 plan had been approved with the corrections. Heidi clarified that the Biology course should be BIOL 1010 General Biology I. An email was sent out to CLC members on April 26, 2016 asking for their approval of this plan with BIOL 1010 instead of BIOL 1000. A majority of responses were received in favor of approving the plan with BIOL 1010.</p>
Academic Calendars for 2018-2019	<p>The draft academic calendars for 2018-2019 were developed. The calendars will be forwarded to the Board of Trustees for Board approval. Future draft calendars will be populated with the academic information, then presented to CLC for review.</p>
<p>Faculty Handbook for 2016-2017 Written Process for Selecting Adjuncts Other updates</p>	<p>Any updates for the 2016-2017 Faculty Handbook need to be submitted to Aaron and Lynn. The written process for selecting adjuncts was tabled for more discussion after the new Department Heads and the Division Chair for Arts, Humanities, Social and Behavioral Sciences have started their terms.</p>
<p>Chadron Tuition Waiver has been offered to Taylor Limoges</p>	<p>The Chadron Tuition Waiver has been offered to Taylor Limoges. Amanda Kaufman, who was originally selected as the recipient declined as she has accepted a PTK scholarship.</p>
<p>Student Evaluations – “Opt out” selection for the online version</p>	<p>Aaron explained that the Opt Out selection was added to the online version of the evaluations because the gradebook is blocked until the students respond to the evaluation and faculty expressed concern that students would give bad evaluations because they were being forced to complete an evaluation. Therefore, the opt out selection was added to the evaluation. It counts as a response. Aaron reported a 70% response rate for online student evaluations.</p>
<p>Other:</p>	
<p>The next CLC meeting is scheduled for August 25, 2016 at 2:00 pm in the AC Conference Room.</p>	

Curriculum & Learning Council

Minutes

May 24-26, 2016

Members: Aaron Bahmer, John Cline, Rex Cogdill, Larry Curtis, Casey Debus, Mike Durfee, Andy Espinoza, Jo Ellen Keigley, Michelle Landa, Rick Vonburg, Susan Walker, Chris Wenzel, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
<p>Curriculum Review (attached)</p> <ul style="list-style-type: none">a. New Courseb. Course Changec. Course Deletiond. Course(s) No Longer Offerede. New Programf. Program Changeg. Program Deletionh. New Distance Learning Course Offeringi. 2+2 Agreements	
	<p>Members voted anonymously through SurveyMonkey whether to recommend the following eligible faculty for Emeritus Status: Donna Charron, Jan Lilletvedt and Rick Vonburg. Results of the survey were in favor of recommending all three for Emeritus Status.</p>

Curriculum & Learning Council

Minutes

Email Vote

June 14, 2016

Members: Aaron Bahmer, John Cline, Rex Cogdill, Casey Debus, Mike Durfee, Heidi Edmunds, Andy Espinoza, 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">a. New Courseb. Course Changec. Course Deletiond. Course(s) No Longer Offerede. New Programf. Program Changeg. Program Deletionh. New Distance Learning Course Offeringi. 2+2 Agreements	b. CO/M 2020 – change course number to CO/M 2010 It was voted unanimously by email to approve changing the course number for CO/M 2020 Public Speaking to CO/M 2010 Public Speaking. UW will approve the EWC CO/M 2010 Public Speaking as a transfer COM2 course as soon as the course number is changed to 2010.

Curriculum & Learning Council

Minutes

Email Vote

August 10, 2016

Members: Aaron Bahmer, John Cline, Rex Cogdill, Casey Debus, Mike Durfee, Heidi Edmunds, Andy Espinoza, 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">a. New Courseb. Course Changec. Course Deletiond. Course(s) No Longer Offerede. New Programf. Program Changeg. Program Deletionh. New Distance Learning Course Offeringi. 2+2 Agreements	<p>b. HMDV 1250 – change course credit hours from 2 to a variable of 1-3, change course description</p> <p>b. HMDV 0500 – change contact hours from 2LB to 1/2L and 1LB</p> <p>It was voted unanimously by email vote to approve the changes for both HMDV 1250 and HMDV 0500.</p>