

# Curriculum & Learning Council

## Minutes

Thursday, August 24, 2017

2:00pm-3:00pm – AC Conference Room

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

**Minutes:** Lynn Wamboldt

AGENDA	Action
<p>Approve Minutes of May 5, 2017, voting minutes for May 16, 2017 &amp; voting minutes for August 15, 2017</p>	<p><b>It was moved and seconded to approve the minutes for May 5, May 16, and August 15 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> <li>k. Matrix Change</li> </ul>	<p>c. Course Deletion – NRST 1640 Basic Intravenous Therapy <b>It was moved and seconded to approve deleting the course NRST 1640; motion carried. Effective Sept. 1, 2017</b></p> <p>g. Program Change – Social Science SOSC.AA Add CRMJ to list of approved program electives <b>It was moved and seconded to approve adding the prefix CRMJ to the list of approved program electives for the Social Science program; motion carried. Effective for Fall 2017</b></p> <p>g. Program Change – Nursing NURS.ADN Change 1st Spring Semester to Prerequisite Semester? <b>It was moved and seconded to table this request for further clarification; motion carried.</b></p> <p>h. Program Deletion – PreNursing PNSG.AS <b>After discussion and recommendation of further research on this program, it was moved and seconded to withdraw the PNSG.AS program deletion request; motion carried.</b></p> <p>k. Matrix Change – Remove ART 1179 from ART cluster and add Master’s /18 grad hours in computers for this class only. <b>It was moved and seconded to approve the matrix change; motion carried with one opposed.</b></p>
<p>Course Syllabus Format Addition Include statement concerning final exams/projects for online course sections</p>	<p>“Final exam/projects will be due during Finals Week. Finals week is [Insert appropriate semester final exam week dates here]”</p> <p><b>This statement will be added to the Course Syllabus Format Guide for online course sections.</b></p>
<p>Curriculum Changes for the Catalog 2018-2019 are <b>Due by Nov. 24, 2017</b> to be presented at the Nov. 30, 2017 CLC Meeting</p>	<p><b>Curriculum changes for catalog 2018-2019 are due by November 24, 2017.</b></p>
<p>Faculty/Advising Handbook changes are <b>Due by Nov. 24, 2017</b> to be presented at the Nov. 30, 2017 CLC Meeting and forwarded to the President as an Administrative Rule Change</p>	<p><b>Faculty/Advising Handbook changes are due by November 24, 2017.</b></p>

<p>Program Review Schedule for 2017-2018 Deadlines for Submission will be assigned in February 2018.</p>	<p><b>Program Review Deadlines will be assigned in February 2018.</b></p>
<p>CLC Meeting Dates – Thursdays 2:00-4:00pm: Sept. 14 &amp; 28 Oct. 12 &amp; 26 Nov. 9 &amp; 30 Dec. 14 (Tentative if needed) Jan. 11 &amp; 25 Feb. 8 &amp; 22 Mar. 22 (March 8 is Spring Break – no meeting) April 12 &amp; 26 May 10</p>	<p><b>CLC Meeting Dates – Thursdays 2:00-4:00pm: Sept. 14 &amp; 28 Oct. 12 &amp; 26 Nov. 9 &amp; 30 Dec. 14 (Tentative if needed) Jan. 11 &amp; 25 Feb. 8 &amp; 22 Mar. 22 (March 8 is Spring Break – no meeting) April 12 &amp; 26 May 10</b></p>
<p>Other:</p>	
<p><b>Next CLC Meeting – Thursday, September 14 at 2:00pm in the AC Conference Room</b></p>	

# Curriculum & Learning Council

## Minutes

Thursday, September 14, 2017

2:00pm-4:00pm – AC Conference Room

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

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of August 24, 2017	<b>It was moved and seconded to approve the August 24, 2017 meeting minutes 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> <li>k. Matrix Change</li> </ul>	<ul style="list-style-type: none"> <li>a. New Course - ART 2141 Professional Practices in the Arts – 1Cr. - Effective Fall 2018 <b>It was moved and seconded to approve ART 2141 Professional Practices in the Arts effective for Fall 2018; motion carried.</b> <b>The course will need to be articulated with UW.</b></li> <li>b. Course Change - CSMO 2505 Science of Teaching – change credit hour from 3 to 6, change contact hours to 2 LEC 4 LAB – Effective Spring 2018 – Catalog 2018 <b>It was moved and seconded to approve the course changes for CSMO 2505 Science of Teaching effective for Fall 2018; motion carried.</b></li> <li>e. Course Fee – ART 2410 Ceramics I - \$40 per course - Effective Fall 2018 <b>It was moved and seconded to approve the \$40 course fee for ART 2410 Ceramics I effective for Fall 2018; motion carried.</b> <b>The question was asked where do the fees show up in the individual department budgets? Roger indicated that he is communicating with Administrative Services to research this.</b></li> <li>f. New Program – Chemistry A.S. – 60 crs – Effective Fall 2018 <b>It was moved and seconded to approved the Chemistry A.S. program with corrections including adding POLS 1000 to the Sophomore Fall semester for a total of 16 credits, move the PEAC course to the Sophomore Spring semester for a total of 15 credits, and adjust the total program credits from 60 to 63 credits effective for Fall 2018; motion carried. The program will be submitted to WCCC as a pilot program and a new program.</b></li> <li>f. New Program – Gunsmithing A.S. – 65 crs – Effective Fall 2018 or sooner <b>Discussion included one instructor for the GUNS courses could result in overload each semester, include MATH 1400 instead of MATH 1000, a Chemistry lab would make more sense than a Biology lab, offer as A.A.S. program instead of A.S., and Trinidad has a transfer agreement with Adams State to transfer A.A.S. degree in Gunsmithing to BA in Interdisciplinary Studies.</b> <b>It was moved and seconded to remove the new program request for Gunsmithing pending further clarification; motion carried.</b></li> <li>g. Program Change – ART.AA Art – Expand list of Approved Electives to include any 1000-2000 level course – Effective Fall 2018 <b>It was moved and seconded to approve the program change for ART.AA including changing the list of Approved Electives to include “Any course at the 1000 or above level”, adding the new 1 credit course ART 2141 to the Sophomore Spring semester, and changing the program credits from 60 to 61 credits to include the new ART 2141 course in the program sequence effective for Fall 2018; motion carried.</b></li> </ul>

	<p>g. Program Change – SCED.AA Secondary Education PE Option – Effective Fall 2018  <b>It was moved and seconded to approve the program change for SCED.AA to include a PE Option and list the correct course number for CO/M 2010 effective for Fall 2018; motion carried.</b></p> <p>Clarification on SCED.AA Secondary Education Agriculture Option  <b>It was brought to the attention of CLC that the SCED.AA Secondary Education Agriculture Option has been running in Colleague as a stand-alone program since 2015. After researching CLC documents, this has been incorrect. The Agriculture Option was never approved to run as a stand-alone program (AGRED.AA) and this needs to be corrected in Colleague system as soon as possible. Students graduating with the Secondary Education Agriculture Option should have the SCED.AA reflected on their transcript. Currently, there are six students listed with an AGRED.AA program.</b>  <b>It was moved and seconded to correct this by changing the students’ majors to SCED.AA and inactivating the AGRED.AA program in Colleague effective immediately; motion carried.</b></p> <p><b>Note:</b> After approving the 2017 Music Programs Review, the EWC Board of Trustees voted to put the Music programs on <b>Hiatus</b> at the July 2017 Board meeting. This action will be reflected in the 2018-2019 catalog.</p>
CAAP Exit Exam Discussion – John Cline	<p><b>ACT is discontinuing the CAAP test and Jo Ellen is currently researching other test options including ETS which has major fields of testing however there are costs associated with these testing options. John asked the council if the Outcomes Assessment Committee should work on this and bring forward a recommendation. Roger would like the Academic Leadership Team to also discuss this topic and work with the Outcomes Assessment Committee to bring forward a recommendation.</b></p>
Consistent Prerequisites/Corequisites wording for Student Planning Tool & Catalog – Lynn & Jim	<p><b>Lynn and Jim Maffe have been working in Colleague to prepare for implementing the Student Planning Tool. To use consistent Prerequisite/Corequisite wording, some examples were provided so that CLC could recommend the best wording. It was recommended to put the phrase “with a “C” or better” at the end of the examples and to use the commas appropriately. A semi colon could be used for breaks between groupings. Aaron will work with Jim on the commas.</b></p>
Distance Learning Committee – Aaron	<p><b>Aaron reported that the Distance Learning Committee has met for the 2<sup>nd</sup> time this semester. EWC has signed the contract for Canvas, and the DL committee is preparing for training and implementation. Training will start in the spring with implementation in the summer for distance courses only. The DL committee will look at class templates and begin mapping out the training process including a 3-day state training and local trainings during the May in-service and summer pre-registration days. Canvas has unlimited online training available for one year after startup which will begin in March 2018. Full implementation of Canvas is targeted for Fall 2018. The cost for Canvas is based on a 5-year contract with the first year’s payment due in June 2018.</b></p>
Outcomes Assessment Committee – John Cline	<p><b>See CAAP Exit Exam Discussion above.</b></p>
Homework – Review List of Courses not offered since Fall 2013 and bring forward those courses recommended for deletion	<p><b>The Council was asked to review a list of courses that have not been offered since Fall 2013 with their Division members to recommend deletion of courses. Members should send a list of courses recommended for deletion denoted in “red” or “red-lined” to Lynn before the last CLC meeting in November.</b></p>
Other:	<p><b>It was moved and seconded to adjourn the meeting; motion carried.</b></p>
<p><b>Next CLC Meeting – Thursday, October 12 at 2:00pm in the AC Conference Room  The September 28 meeting is cancelled due to Articulation Summit and AAC meetings in Laramie</b></p>	

# Curriculum & Learning Council

## Minutes

Thursday, October 12, 2017

2:00pm-4:00pm – AC Conference Room

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

**Minutes:** Lynn Wamboldt

**Guests:** Lynn Bedient

AGENDA	Action
Approve Minutes of September 14, 2017	<b>Chris Wenzel chaired the council for this meeting in Roger Humphrey's absence. It was moved and seconded to approve the meeting minutes for September 14, 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> <li>k. Matrix Change</li> </ul>	<ul style="list-style-type: none"> <li>a. New Course – LIBS 1000 Library Research Methods 1 credit – EFF. FA/18 <b>This course will be taught online and was developed as an alternative Block B course. It was moved and seconded to approve this course effective for Fall 2018; motion carried.</b></li> <li>a. New Course – WELD 2990 Semiautomatic Pipe Welding 2 credits – EFF. FA/18 <b>Lynn Bedient presented this new course to the council. It will replace either HLED 1221 or ELTR 1515 in the AAS Welding Program. After discussion, it was moved and seconded to approve this course effective for Spring 2018; motion carried.</b></li> <li>b. Course Change – Cosmetology Courses (All) – EFF. FA/18 <b>The WCCC requested that EWC renumber the Cosmetology courses to align with the Common Course Numbering Guideline. A listing of the proposed course number changes was submitted to WCCC. The changes were approved by WCCC. It was moved and seconded to approve the course number changes effective for Fall 2018; motion carried.</b></li> <li>c. Delete Course – SAFE 1510 Industrial Safety – EFF. FA/18 <b>This course is being removed from the Welding &amp; Joining Certificate program. It was determined that this course is offered as a concurrent course in outreach and after discussion, it was moved and seconded to keep this course in the catalog; motion carried.</b></li> <li>g. Program Change – Welding &amp; Joining Technology AAS – EFF. FA/18 Remove HLED 1221 &amp; ELTR 1515, replace with WELD 2645 &amp; WELD 2990</li> <li>g. Program Change – Welding &amp; Joining Certificate – EFF. FA/18 Remove SAFE 1510 and replace with elective credits</li> <li>g. Program Change – Machine Tooling Technology Certificate – EFF. FA/18 Remove AGTK 1810 &amp; SAFE 1510, replace with elective credits</li> </ul> <p><b>It was moved and seconded to approve all program changes for WJTK.AAS, WJTK.CD &amp; MTT.CD effective for Fall 2018; motion carried.</b></p>
Distance Learning Committee – Aaron	<b>The Distance Learning Committee will meet on Monday, Oct. 23 to discuss CANVAS. Aaron reported that the contracts have been signed. Aaron and Tyler will attend a statewide implementation training and the state will offer a 3-day training for everyone.</b>
Outcomes Assessment Committee – John Cline	<b>Jo Ellen reported on research for a CAAP replacement. There are very few replacements available. She has done research on ETS which has testing available for general education subjects. There are two versions—long and short. The long version is about a 2-hour test. Scoring costs for ETS are \$16.50 per student. She indicated that WWCC uses ETS and mandates participation in the testing.</b>

	<p>Jo Ellen also reported on the ACCUPLACER transition to next Generation ACCUPLACER. The transition will happen in January, so she will need a subcommittee for research and to determine course placement cut scores. She would like faculty representation from areas of reading, English, and mathematics.</p>
<p>Homework – Catalog Review &amp; Faculty Handbook Review Due January 5, 2018</p>	<p>Portions of the catalog were given to members for review. All catalog changes are due to Academic Services by January 5, 2018. The council recommended reviewing the faculty handbook during a meeting.</p>
<p>Homework – Review List of Courses not offered since Fall 2013 and bring forward those courses recommended for deletion Due November 15, 2017</p>	<p>Members were reminded to review the list of courses that have not been offered within the past three to four years. Courses recommended for deletion need to be submitted by November 15, 2017.</p>
<p>Other:</p>	<p><b>Student Planning Tool – Aaron presented three student planning tool issues to the council for recommendation.</b></p> <ol style="list-style-type: none"> <li>1. <b>Program Title Structure – program titles should be consistent in structure, so the group was presented with several different examples including BSRC.C Business Records Certificate, BSDL.AAS Business Administration DL, BADM.AS Business Administration or Business Records (Certificate), Business Administration (AS), and Business Administration DL (AS). Discussion included whether or not to keep the program mnemonic (BSRC.C) with the program title; the overall program title length; and use of abbreviations.</b> It was moved and seconded to approve the following program title structure: Business Records (Certificate) Business Administration (AS) Business Administration DL (AS); Motion carried with one opposed.</li> <li>2. <b>Program Descriptions – The recommendation was to copy and paste the program descriptions from the catalog. A program template was also recommended along with updating the current program curriculum forms. Program requirements will be part of the program descriptions and referred to as program requirements instead of program prerequisites.</b> It was moved and seconded to approve copying and pasting the program descriptions from the catalog into Colleague and developing a program template; motion was not voted on.</li> <li>3. <b>Prerequisites and co-requisite wording – Several examples were given and it was recommended to use the phrase “All prerequisite courses must be completed with a grade of “C” or better.” after listing all prerequisite courses. Co-requisite course listings will end with the phrase “must be taken at the same time as this course.” A list of three or more requisites will include a comma prior to the final conjunction. The conjunctions “and” and “or” will be used properly. Compound requisite lists will be separated with a semicolon and the appropriate conjunction.</b> No motion on these recommendations was made.</li> </ol>
<p><b>Next CLC Meeting – Thursday, October 26 at 2:00pm in the AC Conference Room</b></p>	

# Curriculum & Learning Council

## Minutes

Thursday, October 26, 2017

2:00pm-4:00pm – T272

**Members:** Aaron Bahmer, ~~Christine Chesser~~, John Cline, ~~Rex Cogdill~~, Sue Schmidt (Proxy for Rex Cogdill), Casey Debus, Heidi Edmunds, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, ~~Monte Stokes~~, Susan Walker, Chris Wenzel, Gwen Yung

**Minutes:** Lynn Wamboldt

AGENDA	Action
<p>Approve Minutes of October 4, 2017 (Email Vote) &amp; October 12, 2017</p>	<p><b>It was moved and seconded to approve the minutes for October 4, 2017 as presented, and approve with corrections the minutes for October 12, 2017; motion carried. Corrections included January 2019 for update to Next Generation ACCUPLACER; add administration and recruiting to list of subcommittee members for research on Next Generation ACCUPLACER; and indicate no action taken on the Student Planning Tool Discussion item.</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> <li>k. Matrix Change</li> </ul>	<ul style="list-style-type: none"> <li>a. New Course – PEAC 1294 Beginning Yoga – EFF. FA/18 (Also include course under Physical Education Activity gen ed category in catalog)</li> <li>a. New Course – PEAC 2294 Intermediate Yoga – EFF. FA/18 (Also include course under Physical Education Activity gen ed category in catalog) <b>It was moved and seconded to approve both PEAC 1294 &amp; PEAC 2294 effective for Fall 2018; motion carried.</b></li> <li>b. Course Change – SOIL 2111 Introduction to Precision Agriculture – EFF. SP/18 Change course prefix to AGTK <b>It was moved and seconded to table this item pending more information regarding course number and transferability; motion carried.</b></li> <li>g. Program Change – Agri Business and Sciences AS – EFF. FA/18 Add new option: Agriculture Communications <b>After discussion and concern about adding an additional communications course (new course form was not submitted for this), it was moved and seconded to table this item pending more information; motion carried.</b></li> </ul> <p>Catalog Change: Re-format Agri Business and Sciences Options <b>It was moved and seconded to approve re-formatting the Agri Business and Sciences Options in the 2018-2019 catalog; motion carried.</b></p>
<p>Proposed Final Exam Schedule Rotation</p> <p>Proposed Fall 2018 Final Exam Schedule Proposed Spring 2019 Final Exam Schedule</p>	<p><b>The Academic Leadership Team brought forward the recommended proposed Final Exam Schedule Rotation based on odd or even semesters. The proposed Fall 2018 and Spring 2019 Final Exam Schedules follow the recommended rotation and were also presented.</b></p> <p><b>It was moved and seconded to approve the Final Exam Schedule Rotation and the proposed Fall 2018 and Spring 2019 Final Exam Schedules; motion carried.</b></p>
<p>Block A &amp; B Courses – Advising &amp; Testing</p>	<p><b>The transition activities including testing and advising between Block A and Block B has presented a challenge for students to be placed into the next course for Block B. If students need placement testing at the end of a course in Block A, the testing should be done sooner so grades can be posted and students can be advised into the next course in Block B before Block B begins. Should there be a 2-day span between Block A and Block B courses to accommodate these activities? This would be an Academic Calendar issue which would require resubmission of the academic calendars to the Board for approval. No action was taken on this agenda item.</b></p>
<p>Distance Learning Committee – Aaron</p>	<p><b>Aaron reported that the Distance Learning Committee met this past week. They are working on course templates and firming up training days for CANVAS. February 28 – March 2 is training at UW. Local training will be May 7 from 9am-</b></p>

	<p>12pm and 1pm-4pm. Suggestions included requiring all faculty to use certain tools such as posting syllabi and using the gradebook. This would be a CLC decision as to what tools would be required. There would need to be training available for adjuncts and concurrent instructors.</p>
<p>Outcomes Assessment Committee – John Cline</p>	<p>John indicated that the membership for the Outcomes Assessment Committee needs to be updated due to changes in divisions and attendance limitations. He also recommended that the committee should focus efforts on assessment of student outcomes (including program and course assessment). The council recommended membership to include a committee chair, administrative assistant (minutes), one faculty representative from each of the three big divisions and one rotating faculty representative from Cosmetology and Vet Tech, a library representative, the data analyst, and the VP for Academic Services.</p>
<p>Homework – Catalog Review &amp; Faculty Handbook Review Due January 5, 2018</p>	<p>Council was reminded about the deadline for catalog and faculty handbook changes.</p>
<p>Homework – Review List of Courses not offered since Fall 2013 and bring forward those courses recommended for deletion Due November 15, 2017</p>	<p>Council was reminded about the deadline for course deletions.</p>
<p>Other:</p>	<p>Student Planning Tool Discussion – The target date for Student Planning is Spring 2019 so students can register for Fall 2019. There has been a lot of work done to front load and trouble shoot the information that is needed for the Student Planning Tool. Sue has asked LCCC for information on how they implemented Student Planning. This may help us with our implementation. Two full years of course scheduling will need to be entered into Colleague for Student Planning to work correctly for students. Future course schedules will need to be entered as soon as possible. The Fall 2018/Spring 2019/Summer 2019 course schedule should be finalized by March 1, 2018.</p> <p>Jo Ellen announced the Accordance Study deadline has been extended to January 22, 2018. Students can still do the testing for money. It was noted that LCCC uses multiple measures for placement (high school GPA's and courses or ACT scores) and CWC uses high school GPS's or ACT scores).</p> <p>The next CLC meeting has been moved to Thursday, November 30 at 2:00pm in the AC Conference room.</p>
<p>Next CLC Meeting – Thursday, November 16 at 2:00pm in the AC Conference Room</p>	



# Curriculum & Learning Council

## Minutes

Thursday, November 16, 2017

2:00pm-4:00pm – AC Conference Room

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

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of October 26, 2017	<b>It was moved and seconded to approve the minutes for October 26, 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> <li>k. Matrix Change</li> </ul>	<ul style="list-style-type: none"> <li>a. New Course – ENTO 1001 Insect Biology 4 cr. – EFF. FA/18 (Add to approved Program Elective box) <b>It was moved and seconded to approve ENTO 1001 as a new course effective for Fall 2018; motion carried.</b> <b>A Distance Learning form will be completed and submitted to the Distance Learning Committee if this course is intended for distance delivery.</b></li> <li>a. New Course – SOIL 2010 Introduction to Soil Science 4 cr. – EFF. FA/18 (Add to approved Program Elective box) <b>It was moved and seconded to approve SOIL 2010 as a new course effective for the 2018-2019 catalog; motion carried.</b></li> <li>b. Course Change – ANSC 2030 Principles of Livestock Feeding – EFF. FA/18 Change course description <b>It was moved and seconded to approve the course description change for ANSC 2030 effective for Fall 2018; motion carried.</b></li> <li>b. Course Change – CRMJ 2350 Introduction to Corrections II/I – EFF. FA/18 Change course title <b>It was moved and seconded to approve the course title change (Introduction to Corrections) for CRMJ 2350 effective for Fall 2018; motion carried.</b></li> <li>b. Course Change – CRMJ 2690 Supervised Lab Experience – EFF. FA/18 Change credit hours, contact hours, prerequisites &amp; course description <b>It was moved and seconded to approve the changes for CRMJ 2690 as amended (add “approved” before supervised placements in the second sentence of the course description and remove the last sentence in the course description— “Approval of criminal justice agencies is required.”) effective for Fall 2018; motion carried.</b></li> <li>b. Course Change – SOIL 2111 Introduction to Precision Agriculture – EFF. SP/18 Change prefix &amp; course number <b>It was moved and seconded to approve the change of prefix and course number to AGTK 1710 pending course number approval from WCCC for SOIL 2111 effective for Spring 2018; motion carried.</b></li> <li>b. Course Change – ANSC 1010 Livestock Production I – EFF. FA/18 Change title <b>It was moved and seconded to approve course title change for ANSC 1010 to Introduction to Animal Science; motion carried.</b></li> <li>c. Course Deletion – CRMJ 2570 Criminalistics (Forensics) – EFF. FA/18 <b>It was moved and seconded to approve the deletion of CRMJ 2570 effective for Fall 2018; motion carried.</b></li> <li>d. Course(s) No Longer Offered – Recommended for Deletion – EFF. FA/18</li> </ul>

ART 2115 – Should have been made inactive as of 8/1/2012  
ART 1000 – Not on the list – still offered in Outreach  
ART 1250 – Last offered in Douglas 14/SP  
HLED 1280 – Last offered at WLEA 07/SP  
HLTK 1200 – Offered once 07/FA but was cancelled  
HLTK 1220 – Last offered in Douglas 08/FA  
HLTK 1515 – Last offered at EWC 11/SP  
HLTK 1650 – Last offered in Douglas 02/SP  
HLTK 1690 – Last offered at EWC 08/SP  
MINE 1870 – Never offered  
MINE 1875 – Never offered  
VTTK 1900 – Last offered at EWC 13/SP

**This is the list of recommended courses for deletion as of the date of this meeting. More courses will be recommended for deletion and it was recommended to wait until the list is complete and the course deletions can be acted on in one motion. It was moved and seconded to table action on the recommended courses for deletion until the November 30, 2017 CLC meeting; motion carried.**

g. Program Change – Agri Business and Sciences AS-Agroecology/Agronomy Option – EFF. FA/18

Change credit hours to 60-61, replace SOIL 2200 with SOIL 2010, add supporting Bio/Genetics Science Elective, add BIOL 2020 & CO/M 2010

**It was moved and seconded to approve the changes for the Agri Business and Sciences AS-Agroecology/Agronomy Option effective for Fall 2018; motion carried.**

g. Program Change – Agri Business and Sciences AS-Animal Science Option – EFF. FA/18

Replace AECL 1000 with BIOL 2020

**It was moved and seconded to approve the change for the Agri Business and Sciences AS-Animal Science Option effective for Fall 2018; motion carried.**

g. Program Change – Rangeland Ecology and Watershed Management AS – EFF. FA/18

Replace SOIL 2200 with SOIL 2010

**It was moved and seconded to approve the change for the Rangeland Ecology and Watershed Management AS program effective for Fall 2018; motion carried.**

g. Program Change – Criminal Justice Corrections Emphasis AA – EFF. FA/18  
Change program title, program description, curriculum pattern

**It was moved and seconded to approve changing the program titles for the Criminal Justice Corrections Emphasis AA program including the distance program to Criminal Justice, changing the program descriptions and curriculum patterns effective for Fall 2018; motion carried.**

h. Program Deletion – Criminal Justice Law Enforcement Emphasis AA – EFF. FA/18

**It was moved and seconded to approve deleting the Criminal Justice Law Enforcement Emphasis AA program effective for Fall 2018; motion carried.**

h. Program Deletion – Languages (Foreign) AA – EFF. FA/18

h. Program Deletion-ESL/EFL Teaching Certificate Program – EFF. FA/18

h. Program Deletion- Music AA – EFF. FA/18

h. Program Deletion – Music Education – EFF. FA/18

**It was moved and seconded to delete the Languages (Foreign) AA, ESL/EFL Teaching Certificate, Music AA, and Music Education AA programs effective for Fall 2018; motion carried.**

Distance Learning Committee – Aaron	Aaron reported that the Distance Learning Committee is working on the course templates in CANVAS. He is also working with the Statewide Implementation Group (SIG) on various pieces of implementing CANVAS including a transition management plan in December. He will be meeting with the college president, vice presidents and division chairs on December 14.
Outcomes Assessment Committee – John Cline	John reported that Debbie Ochsner has volunteered to remain on the Outcomes Assessment Committee. Faculty members include Christine Chesser, Gwen Yung, and Vicky Mayfield.
Homework – Catalog Review & Faculty Handbook Review Due January 5, 2018	
Homework – Review List of Courses not offered since Fall 2013 and bring forward those courses recommended for deletion Due November 15, 2017	
Other:	<p>Student Planning Tool Update – Lynn reported that the Academic Program names have been updated to accommodate field size and order of presentation in the Student Planning Tool. Jim Maffe and Lynn are working on the prerequisites and corequisites and Sue Schmidt is building the pseudo courses needed for the elective courses and general education courses. Some programs have capstone courses and some programs just have an outcomes assessment activity such as a departmental exam, portfolio, etc. It has been suggested that all program outcomes assessment activities be built in as courses that have 0 credit assigned. This would allow students to schedule the activity in Student Planning. Heidi mentioned that the INST programs need changes including the outcomes assessment activity (course) which she will work on and bring to the next ALT meeting.</p> <p>Heidi reported on the Persistence &amp; Completion Academy work. The committee is refocused on student success, being intentional in collection of data, students experience, collecting qualitative data, a communication plan (disseminating information on the academy work campus wide), barriers (holds on student accounts preventing them from registering for the next semester), and analytics.</p> <p>Margaret reported that she has found an adjunct that can teach the FCSC 1140 course for spring 2018 – Tom Holts. His qualifications will be reviewed and the class set up for online.</p>
Next CLC Meeting – Thursday, November 30 at 2:00pm in the AC Conference Room	

# Curriculum & Learning Council

## Minutes

Thursday, November 30, 2017

2:00pm-4:00pm – AC Conference Room

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

**Others:** Court Merrigan

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of November 16, 2017	<p><b>It was moved and seconded to approve the minutes for November 16, 2017 as presented; motion carried.</b></p> <p><b>Note: Aaron Bahmer was absent from the meeting; however, he provided an email vote on all agenda items.</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> <li>k. Matrix Change</li> </ul>	<ul style="list-style-type: none"> <li>a. New Course – GUNS 1500 Introduction to Firearms and Firearm Safety 3 cr. – EFF. FA/18</li> <li>a. New Course – GUNS 1505 Firearms Bench Metal 3 cr. – EFF. FA/18</li> <li>a. New Course – GUNS 1510 Firearms Machine Shop I 3 cr. – EFF. SP/19</li> <li>a. New Course – GUNS 1515 Firearms Machine Shop II 3 cr. – EFF. FA/18</li> <li>a. New Course – GUNS 1520 Stockmaking I 3 cr. – EFF. FA/18</li> <li>a. New Course – GUNS 1525 Stockmaking II 3 cr. – EFF. FA/18</li> <li>a. New Course – GUNS 1550 Firearms Repair 3 cr. – EFF. FA/18</li> <li>a. New Course – GUNS 1600 Firearms Conversion 3 cr. – EFF. FA/18</li> <li>a. New Course – GUNS 1650 Firearms Metal Finishing 3 cr. – EFF. FA/18</li> <li>a. New Course – WELD 1781 GTAW for Gunsmithing 3 cr.</li> </ul> <p><b>It was moved and seconded to bundle all of the new courses into one vote, and approve all the new courses effective for Fall 2018; motion carried.</b></p> <ul style="list-style-type: none"> <li>b. Course Change – HLTK 1510 Nurse Assistant – EFF. FA/18 Add HLTK 2005 Pre-Screen for Health Tech as prerequisite or corequisite <b>It was moved and seconded to approve listing HLTK 2005 as a prerequisite or corequisite for HLTK 1510 in the catalog effective for Fall 2018; motion carried.</b></li> <li>b. Course Change – PEAC 1032 Aerobic Conditioning I/Fitness Center – EFF. FA/18 Change Corequisite: PEAC L001 Fitness Center Orientation, change course description</li> <li>b. Course Change – PEAC 1033 Aerobic Conditioning II/Fitness Center – EFF. FA/18 Change prerequisite to PEAC 1032 with a grade of “C” or better, change course description</li> <li>b. Course Change – PEAC 1036 Fitness &amp; Aerobic Conditioning – EFF. SP/18 Change prerequisite to PEAC 1033 with a grade of “C” or better or enroll for audit only, change course description</li> </ul> <p><b>It was moved and seconded to bundle all of the PEAC course changes into one vote, and approve all the recommended changes for PEAC 1032, 1033 &amp; 1036 effective for Fall 2018; motion carried.</b></p>

b. Course Change – VTTK 2615 Anatomy and Physiology of Domestic Animals I/II – EFF. FA/18

Change title, change prerequisites, change course description

**It was moved and seconded to approve the changes for VTTK 2615 effective for Fall 2018; motion carried.**

b. Course Change – VTTK 2750 Clinical Problems – EFF. SP/18

Change credits hours from 3 credits to 4 credits, change contact hours, change course description, change prerequisites

**It was moved and seconded to approve as amended (change last sentence to “Students will complete a final clinical experience, a minimum 240 hour externship, at an instructor-approved veterinary site of the student’s choice.”) effective for Spring 2018; motion carried.**

c. Course Deletion – FCSC 1140 Nutrition – EFF. FA/18

c. Course Deletion – PEAC 1020 Fitness & Conditioning – EFF. FA/18

c. Course Deletion – PEAC 1034 & 1035 Aerobic Conditioning III & IV/Fitness Center – EFF. FA/18

c. Course Deletion – PEAC 1271 Weight Loss Conditioning – EFF. FA/18

c. Course Deletion – PEAC 1291 Individual Adapted Physical Education – EFF. FA/18

c. Course Deletion – VTTK 2950 Clinical Experience III – EFF. FA/18

**It was moved and seconded to bundle all the course deletions into one vote, and approve the course deletions for FCSC 1140, PEAC 1020, PEAC 1034, PEAC 1035, PEAC 1271, PEAC 1291 & VTTK 2950 effective for Fall 2018; motion carried.**

d. Course(s) No Longer Offered – Recommended for Deletion – EFF. FA/18

Hold list until December 14, 2017 meeting

**It was moved and seconded to table this agenda item until the December 14 meeting; motion carried.**

e. Proposed Course Fee – WorkKeys Assessment - EFF. July 1, 2018

\$55/competive battery of three exams or \$20 per individual exam

**It was moved and seconded to approve the proposed fee as presented for the WorkKeys Assessment effective July 1, 2018; motion carried.**

g. Program Change – Business Education – EFF. FA/18

Curriculum Change – Replace Social & Cultural Awareness elective to MGT 2100 Principles of Management, change Arts & Humanities Elective to Approved Elective, add note for students transferring to UW

**It was moved and seconded to approve the changes for Business Education as presented effective for Fall 2018; motion carried.**

g. Program Change – Skin Technician – EFF. FA/18

Change program title to Esthetics

**It was moved and seconded to approve changing the Skin Technician program title to Esthetics effective for Fall 2018; motion carried.**

g. Program Change – Communication – EFF. FA/18

Change curriculum pattern

**It was moved and seconded to approve the curriculum pattern change for the Communication program effective for Fall 2018; motion carried.**

g. Program Change – Gunsmithing – EFF. FA/18

Change curriculum pattern – replace BIOL 1010 with Lab Science requirement

	<p><b>It was moved and seconded to approve the curriculum pattern change for the Gunsmithing program effective for Fall 2018; motion carried.</b></p> <p>g. Program Change – Education – EFF. FA/18 Change program description</p> <p><b>It was moved and seconded to table the program description change for Education until the December 14 meeting; motion carried.</b></p> <p>g. Program Change – Secondary Education-Agriculture Option – EFF. FA/18 Change curriculum pattern – replace Freshman Foundations with AGRI 1000 Issues in Agriculture, replace CO/M 1040 with CO/M 2010 Public Speaking in the Additional requirements/electives box</p> <p><b>It was moved and seconded to approve the curriculum pattern change for the Secondary Education-Agriculture Option program effective for Fall 2018; motion carried.</b></p> <p>g. Program Change – Child Development Certificate – EFF. FA/18 Change program description, change curriculum pattern</p> <p><b>It was moved and seconded to approve the program description and curriculum pattern for the Child Development Certificate effective for Fall 2018; motion carried.</b></p> <p>g. Program Change – Veterinary Technology – EFF. FA/18 Change program description, curriculum pattern change - switch Communication 1 and VTTK 2615 in Freshman Year</p> <p><b>The program description change included program admission requirements including ACT scores of Math <math>\geq 21</math>, English <math>\geq 18</math> &amp; Reading <math>\geq 21</math> Or HOAE raw scores of Arithmetic <math>&gt; 40</math>, Reading Comprehension <math>&gt; 40</math> &amp; Vocational Adjustment Index <math>&gt; 40</math> Or Completion of all first semester of VTAD certificate courses with a grade of “C” or better and placement into VTTK 1751. The program admission requirements are required to meet AVMA accreditation for the Vet Tech program. The requirements added to the EWC Vet Tech program are comparative or less restrictive than other regional vet tech programs.</b></p> <p><b>It was moved and seconded to approve the program description change including admission requirements and the curriculum pattern changes for the Veterinary Technology program effective for Fall 2018; motion carried with one opposed.</b></p> <p>g. Program Change – INST AA – EFF. FA/18 Change credit hours, change program description, change curriculum pattern, change outcomes assessment (needs discussion)</p> <p>g. Program Change – INST AS – EFF. FA/18 Change program description, change curriculum pattern, change outcomes assessment (needs discussion)</p> <p><b>Discussion included the change in the outcomes assessment for the INST.AA &amp; INST.AS programs. Research indicates there is only one viable option to replace the CAAP test - ETS test which is a 2 hour exam and would cost \$16.50 per student. Discussion also included whether or not to keep the ENGL 2001 as one of the options. It was determined that the Outcomes Assessment Committee needs to bring forward a recommendation on the outcomes assessment activity for both of these programs and whether or not the ENGL 2001 course should be eliminated.</b></p> <p><b>It was moved and seconded to table program changes for INST.AA and INST.AS until the December 14 meeting; motion carried.</b></p>
Distance Learning Committee – Aaron	<p><b>The Distance Learning Committee met and discussed elements for a course template in Canvas. Aaron will continue his research in how Canvas classes work and will provide visual and practical options for the committee to choose from.</b></p>

Outcomes Assessment Committee – John Cline	<b>The Outcomes Assessment Committee will meet on Thursday, December 07, 2017 and will forward a recommendation on the outcomes assessment activity for INST.AA and INST.AS programs to the CLC December 14 meeting.</b>
Homework – Catalog Review & Faculty Handbook Review Due January 5, 2018	
Homework – Review List of Courses not offered since Fall 2013 and bring forward those courses recommended for deletion Due <b>December 14</b> , 2017	
Other:	<b>Jo Ellen reported that she is going to add wording to the Placement Guide to the effect that placement scores are only good for one year and exceptions must be approved by a Division Chair or the Vice President for Academic Services.</b>
<b>Next CLC Meeting – Thursday, December 14 at 2:00pm in the AC Conference Room</b>	

# Curriculum & Learning Council

## Minutes

Thursday, December 14, 2017

2:00pm-4:00pm – AC Conference Room

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

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of November 30, 2017	<b>It was moved and seconded to approve the minutes for November 30, 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> <li>k. Matrix Change</li> </ul>	<ul style="list-style-type: none"> <li>a. New Course – CO/M 1000 Introduction to Mass Media 3 credits – EFF. Fall 2018 <b>It was moved and seconded to approve CO/M 1000 as a new course effective for Fall 2018; motion carried.</b></li> <li>a. New Course – EQST 1515 Equine Science I 4 credits – EFF. Spring 2019 <b>It was moved and seconded to approve EQST 1515 as a new course effective for Spring 2019; motion carried.</b></li> <li>a. New Course – MOLB 2240 Medical Microbiology 4 credits – EFF. Fall 2018 <b>It was moved and seconded to approve MOLB 2240 as a new course effective for Fall 2018; motion carried.</b></li> <li>a. New Course – MUSC 1200 Applied Lessons Piano I A 1 credit – EFF. Fall 2018</li> <li>a. New Course – MUSC 1201 Applied Lessons Piano I B 1 credit – EFF. Fall 2018</li> <li>a. New Course – MUSC 1202 Applied Lessons Piano I C ± 2 credit – Eff. Fall 2018</li> <li>a. New Course – MUSC 1203 Applied Lessons Piano I D ± 2 credit – Eff. Fall 2018</li> <li>a. New Course – MUSC 2200 Applied Lessons Piano II 1-2 credits – Eff. Fall 2018 <b>It was moved and seconded to approve MUSC 1200, 1201, 1202, 1203 &amp; 2200 as new courses effective for Fall 2018; motion carried.</b></li> <li>b. Course Change – ANSC 1035 Horse Production – EFF. Fall 2018 change title, change prefix, change number, change description <b>It was moved and seconded to approve changing ANSC 1035 to EQST 2615 Equine Science II effective for Fall 2018; motion carried.</b></li> <li>b. Course Change – MUSC 1404 Master Chorus – EFF. Immediately or Fall 2018 allow students to get a max of 4 credits instead of 1 credit <b>It was moved and seconded to approve MUSC 1404 to be repeatable with a max credit limit of 4 credits effective for Fall 2018; motion carried.</b></li> <li>c. Course Deletion – MUSC 1030 Written Theory I – EFF. Fall 2018</li> <li>c. Course Deletion – MUSC 1035 Aural Theory I - EFF. Fall 2018</li> <li>c. Course Deletion – MUSC 1040 Written Theory II – EFF. Fall 2018</li> <li>c. Course Deletion – MUSC 1045 Aural Theory II – EFF. Fall 2018</li> <li>c. Course Deletion – MUSC 1071 Applied Music Instrument I – EFF. Fall 2018</li> <li>c. Course Deletion – MUSC 1073 Applied Music Piano – EFF. Fall 2018</li> </ul>



c. Course Deletion – MUSC 1074 Applied Music Voice – EFF. Fall 2018

c. Course Deletion – MUSC 1415 Introduction to Music Technology – EFF. Fall 2018

c. Course Deletion – MUSC 2030 Written Theory III – EFF. Fall 2018

c. Course Deletion – MUSC 2035 Aural Theory III – EFF. Fall 2018

c. Course Deletion – MUSC 2040 Written Theory IV – EFF. Fall 2018

c. Course Deletion – MUSC 2045 Aural Theory IV – EFF. Fall 2018

c. Course Deletion – MUSC 2071 Applied Music Instrument – EFF. Fall 2018

c. Course Deletion – MUSC 2073 Applied Music Piano – EFF. Fall 2018

c. Course Deletion – MUSC 2074 Applied Music Voice – EFF. Fall 2018

c. Course Deletion – MUSC 2455 Convocation – EFF. Fall 2018

**It was moved and seconded to delete MUSC 1030, 1035, 1040, 1045, 1071, 1073, 1074, 1415, 2030, 2035, 2040, 2045, 2071, 2073, 2074 and 2455 effective for Fall 2018; motion carried.**

d. Courses No Longer Offered – Proposed for Deletion – All courses highlighted in yellow on spreadsheet

**It was moved and seconded to delete all courses presented (highlighted) plus CRMJ 1950; motion carried. Courses deleted include: ART 1250, CRMJ 1950, EDFD 2451, EDUC 1500, EDUC 1515, ENGL 0100, ENGL 2140, ENTR 2540, FCSC 2131, HIST 1251, HIST 2055, HLED 1280, HLTK 1220, HLTK 1650, HLTK 1690, HMDV 1550, INST 2350, MINE 1870, MINE 1875, PEAC 2011, PEPR 2012, PEPR 2017, POLS 1070, POLS 2310, SAFE 1535, SAFE 1536, SAFE 1705, SPAN 2030, TECH 1980 and THEA 2050.**

g. Program Change – Add Agri Business and Sciences – Agriculture Communications Option – EFF. Fall 2018

**It was moved and seconded to approve adding an Agriculture Communications Option to the Agri Business and Sciences AS program effective for Fall 2018; motion carried.**

g. Program Change – Add Agri Business and Sciences – Equine Science Option – EFF. Fall 2018

**It was moved and seconded to approve adding an Equine Science Option to the Agri Business and Sciences AS program effective for Fall 2018; motion carried.**

g. Program Change – Interdisciplinary Studies AA & AS – EFF. Fall 2018  
curriculum changes, outcomes assessment activity

**It was moved and seconded to approved curriculum changes with the Outcomes Assessment Activity to be determined later for both AA and AS Interdisciplinary Studies including the distance learning programs effective for Fall 2018; motion carried.**

g. Program Change – Pre-Nursing, Pre-Allied Health, Nursing ADN, Pre-Pharmacy – replace MOLB 2220 Pathogenic Microbiology with MOLB 2240 Medical Microbiology and for Pre-Denistry and Pre-Medicine – replace MOLB 2220 Pathogenic Microbiology with MOLB 2021 General Microbiology – EFF. Fall 2018

**It was moved and seconded to approve replacing MOLB 2220 with MOLB 2240 for Pre-Nursing, Pre-Allied Health, Nursing-ADN and Pre-Pharmacy; and replacing MOLB 2220 with MOLB 2021 for Pre-Denistry and Pre-Medicine effective for Fall 2018; motion carried.**

	<p>k. Matrix Change – MATH 1515, POLS 1050, and TECH 1005</p> <p><b>It was moved and seconded to approve changing faculty credentials to bachelor's degree appropriate for MATH 1515, POLS 1050, and TECH 1005 effective pending Cabinet approval; motion carried.</b></p>
Distance Learning Committee – Aaron	<p><b>Canvas training dates are set for Feb. 28 – Mar. 2, 2018. Training will be split into two sessions of one and one half days. Up to ten faculty can attend the training. Aaron has a list of suggested faculty who would attend the training, then come back and train others. He will be doing something with CANVAS during the January In-Service.</b></p>
Outcomes Assessment Committee – John Cline	<p><b>It is recommended by the Outcomes Assessment Committee to adopt ETS as a proctored exam for Spring 2018 as a stop-gap measure to replace the CAAP exam. ETS assesses general education in addition to program assessments. OA would like a recommendation from CLC as to what should be the assessment for all AA and AS programs. There is an online option. JoEllen recommended an online proctored option.</b></p> <p><b>After further discussion, it was moved and seconded to approve using the ETS Proficiency Profile for Spring 2018 to be used in the same manner as CAAP was administered in the past; motion carried.</b></p>
Homework –Faculty Handbook Review Due January 5, 2018	<p><b>Edits for the Faculty Handbook are due by January 5, 2018.</b></p>
Other:	<p><b>The next CLC meeting is scheduled for January 11, 2018 at 2:00pm in the AC Conference Room.</b></p>
<p><b>Next CLC Meeting – Thursday, <del>December 14</del> at 2:00pm in the AC Conference Room</b></p>	

# Curriculum & Learning Council

## Minutes

Thursday, January 11, 2018

2:00pm-4:00pm – AC Conference Room

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

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of December 14, 2017	<b>It was moved and seconded to approve the minutes for December 14, 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> <li>k. Matrix Change</li> </ul>	<p>c. Course Deletion – HMDV 0510 Fundamentals of Reading I – EFF. Fall 2018</p> <p>c. Course Deletion – HMDV 0520 Fundamentals of Reading II - EFF. Fall 2018  <b>Discussion for HMDV 0500, MATH 0903, 0920 &amp; 0930 included how effective are these (ran as block classes), are students improving to the next level, do we have consistency in instructors, and do we need to train an instructor for HMDV 0500. It was moved and seconded to bundle the course deletions for HMDV 0510 and 0520 and to approve for deletion; motion carried.</b></p> <p>g. Program Changes –            Mathematics – total credits equals 63 not 62            Mathematics Secondary Education – total credits equals 62-63 not 61-63 and no program description  <b>It was moved and seconded to bundle Mathematics (reduce Social &amp; Cultural Awareness Electives to 3 credits and add 3 credits of Approved Electives in the Fall Semester of the Sophomore Year and change total credits to 63) and Mathematics Secondary Education (add program description and change total credits to 62-63) and to approve as corrected; motion carried.</b></p> <p>Preprofessional Allied Health – remove CMAP from list of approved electives, total credits equals 61-62 not 60 -61            Preprofessional Nursing – total credits equals 59-61 not 60-61, change program description, MATH 1000 is not a prerequisite for STAT 2050; need to list which CMAP courses  <b>It was moved and seconded to bundle and approve changes to the Preprofessional Allied Health program (changing total credits listed to 61-62 and removing the CMAP from the list of approved electives) and to the Preprofessional Nursing program (change total credits to 60-64, remove “at UW and UNMC” from the first sentence in the program description, remove MATH 1000 from the Freshman Fall Semester, remove CMAP from list of approved electives, and increase approved electives in the Sophomore Fall Semester to 4-7); motion carried.</b></p> <p>Preprofessional Veterinary Medicine – not enough credits in approved electives to make the total of 65 credits required for the program-change total credits to 64  <b>This program change was tabled for more information.</b></p> <p>Statistics – need program description  <b>It was moved and seconded to approve the change for the Statistics program (added program description); motion carried.</b></p> <p>Economics – add program description            Welding-Machine Tool Technology (CERT 1 YR) – add program description            Welding &amp; Joining Technology (CERT 1 YR) – add program description and Approved electives            Agriculture Business &amp; Sciences-Equine/Communication Options – add program descriptions</p>

	<p>Welding-Plate (CERT LESS THAN 1 YR) – add outcomes assessment: written exam and 3/8 inch plate test  <b>It was moved and seconded to approve changes for Economics (add program description), Welding-Machine Tool Technology (add program description), Welding &amp; Joining Technology Certificate (add program description &amp; prefixes for approved electives), Agriculture Business &amp; Sciences – Equine/Communications Options (add program descriptions) and Welding-Plate Certificate (add outcomes assessment activity-written exam and 3/8 inch plate test); motion carried.</b></p> <p>Criminal Justice (AAS) – add program description  <b>It was moved and seconded to approve the program description for Criminal Justice AAS program; motion carried.</b></p> <p>Elementary Education &amp; Secondary Education – change Communication 2 to ENGL 2020 or CO/M 2010  <b>It was moved and seconded to approve changes for Elementary Education and Secondary Education programs (change Communication 2 to ENGL 2020 or CO/M 2010); motion carried.</b></p> <p>Criminal Justice AAS and Corrections Certificate/Corrections Certificate Distance Learning – correct total credits from 60-62 to 60-61 and 31-33 to 31-32, change ENGL 1010 to Communication 1  <b>It was moved and seconded to approve changes to Criminal Justice AAS (total credits to 60-61, change ENGL 1010 to Communication 1) and Corrections Certificates (total credits to 31-32, change ENGL 1010 to Communication 1); motion carried.</b></p>
<p>Considerations for Physical Education and Pre-Allied Health Programs – Gregg Burroughs</p>	<p><b>Greg Burroughs presented some considerations for the Physical Education and Pre-Allied Health programs including some options to consider such as adding Psychology of Sport/Scientific Foundations of Coaching; changing course title and content of Introduction to Physical Education to Introduction to Kinesiology, Physical Education and Health; change course titles of Majors Volleyball and Basketball to Theory and Principles of Coaching Volleyball and Basketball; make PEPR 2012 Physical Education for Elementary Schools a program requirement for both Physical Education and Elementary Education majors; and make PEPR 1052 Prevention of Athletic Injuries/Illness a program requirement for both Physical Education and Pre-Allied Health.</b></p>
<p>Distance Learning Committee – Aaron</p>	<p><b>The Distance Learning Committee has not met yet this month. They will be working on the transition for CANVAS. There are ten people signed up to attend the training on March 1 &amp; 2. The on-campus training is scheduled for May 7. The committee will discuss delivery of the on-campus training.</b></p>
<p>Outcomes Assessment Committee – John Cline</p>	<p><b>The Outcomes Assessment Committee will be working on the AA and AS programs' outcomes assessment activities.</b></p>
<p><b>Next CLC Meeting – Thursday, January 25, 2018 at 2:00pm in the AC Conference Room</b></p>	

# Curriculum & Learning Council

## Minutes

Thursday, January 25, 2018

2:00pm-4:00pm – AC Conference Room

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

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of January 11, 2018	<b>It was moved and seconded to approve the minutes for January 11, 2018 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> <li>k. Matrix Change</li> </ul>	<ul style="list-style-type: none"> <li>a. New Course – MOLB 2221 General Microbiology 4cr. – EFF. Fall 2018 <b>It was moved and seconded to approve the new course for General Microbiology; motion carried.</b></li> <li>b. Course Change – ENTR 1500 Successful Entrepreneurship – EFF. Fall 2018 Remove prerequisite</li> <li>b. Course Change – HLTK 1511 Certified Nursing Assistant II – EFF. Fall 2018 Change course description</li> <li>b. Course Change – HLTK 1525 Medication Assistant-Certified – EFF. Fall 2018 Add prerequisite – HLTK 1511 and change course description <b>It was moved and seconded to bundle and approve all course changes for ENTR 1500, HLTK 1511, and HLTK 1525; motion carried.</b></li> <li>c. Course Deletion – EDUC 2225 Introduction to Teaching English as a Second or Foreign Language – EFF. Fall 2018</li> <li>c. Course Deletion – EDUC 2230 Second Language Acquisition - EFF. Fall 2018</li> <li>c. Course Deletion – EDUC 2235 Teaching ESL/EFL Reading and Writing – EFF. Fall 2018</li> <li>c. Course Deletion – EDUC 2240 Teaching ESL/EFL Listening and Speaking – EFF. Fall 2018</li> <li>c. Course Deletion – ENGL 1210 English Composition for International Students – EFF. Fall 2018</li> <li>c. Course Deletion – HLTK 1695 Emergency Medical Technology II – EFF. Fall 2018 <b>It was moved and seconded to bundle and approve all course deletions including EDUC 2225, EDUC 2230, EDUC 2235, EDUC 2240, ENGL 1210, and HLTK 1695; motion carried.</b></li> <li>g. Program Change – English AA – EFF. Fall 2018 Remove “Computer Applications” from the electives box. <b>It was moved and seconded to approve program change for English AA; motion carried.</b></li> <li>g. Program Change – Mathematics Secondary Education AA – EFF. Fall 2018 Change program credits from 61-63 to 60-61, change curriculum pattern, add electives box <b>It was moved and seconded to approve program changes for Mathematics Secondary Education AA; motion carried.</b></li> <li>g. Program Change – Preprofessional Veterinary Medicine AS – EFF. Fall 2018 Change program credits from 65 to 64, reduce science/math elective credits to 7 in the spring semester of the freshman year <b>It was moved and seconded to approve presented changes for the Preprofessional Veterinary Medicine and to add MOLB 2221 as an elective; motion carried.</b></li> </ul>

	<p>g. Program Change – Elem Ed, Early Childhood, Secondary Ed &amp; Child Dev programs including DL programs – EFF. Fall 2018 Change/add program descriptions <b>It was moved and seconded to approve the program descriptions for Elem Ed, Early Childhood, Secondary Ed and Child Development programs including the Distance Learning programs; motion carried.</b></p> <p>g. Program Change – Welding-Machine Tool Technology Cert. – EFF. Fall 2018 Add approved electives box including courses with the following prefixes: AGTK, ELTR, ENTR, HLED, and WELD <b>It was moved and seconded to approve program changes for Welding-Machine Tool Technology Certificate; motion carried.</b></p>
Distance Learning Committee – Aaron	<p><b>Aaron is working on CANVAS and preparing for training. Faculty will be able to log into CANVAS by the end of the month. Aaron also reported that there is a possibility that the WY colleges will come together to purchase Zoom.</b></p>
Outcomes Assessment Committee – John Cline	<p><b>No report.</b></p>
Other	<ol style="list-style-type: none"> <li>1. <b>It was moved and seconded to nominate Rex Cogdill for the Graduation Master of Ceremonies; motion carried with one abstaining.</b></li> <li>2. <b>Trey Schroefel was suggested as a student candidate for the Chadron State Scholarship.</b></li> <li>3. <b>Curriculum changes – beginning February 2018, proposed curriculum changes will be presented at the CLC meeting with a 2 week or 1 month delay on voting which will give members time to review changes and time to submit new courses, deleted courses, and course number changes to the WCCC for preliminary approval.</b></li> <li>4. <b>Pilot programs – move to an online catalog or add addendums to the catalog so new programs can be added in a more timely manner. More discussion on this topic is needed.</b></li> <li>5. <b>Gunsmithing program will be on the WCCC agenda for approval about mid February. The program will utilize the Douglas High School wood shop. Next steps will be to hire an instructor and purchase specialty equipment. Possible funding sources could include Perkins grant.</b></li> <li>6. <b>The ACEN accreditation visit is scheduled for February. The Nursing program will add a second cohort for 2019. Looking at maybe using Zoom to bring the program to Torrington with a possible partnership with Banner Health for costs.</b></li> <li>7. <b>Two Dean Model – Roger has suggested these as 11-month positions; however, the college president is looking at 10-month positions. Eight department heads have been suggested. The department heads would have 6 hours of release time from teaching each year with 5 days on contract before the fall semester and 5 days after the spring semester. The department heads would work with the deans for program needs.</b></li> <li>8. <b>Roger is looking into the use of student tech fees for technology improvements.</b></li> <li>9. <b>Roger is also researching how the course fees are incorporated into the department budgets.</b></li> <li>10. <b>Jo Ellen announced that five more testers are needed for the concordance.</b></li> </ol>
<p><b>Next CLC Meeting – Thursday, February 8, 2018 at 2:00pm in the AC Conference Room</b></p>	

# Curriculum & Learning Council

## Minutes - Corrected

Thursday, February 22, 2018

2:00pm-4:00pm – AC Conference Room

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

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of January 25, 2018	<b>It was moved and seconded to approve the minutes for January 25, 2018 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> <li>k. Matrix Change</li> </ul>	<p>f. Precision Agriculture A.A.S. – EFF FA18 <b>Submitted for review as a pilot program. Comments/concerns should be forwarded to Monte. Members will vote approval at the next CLC meeting.</b></p> <p>f. Precision Agriculture Certificate – EFF FA18 <b>Submitted for review as a pilot program. Comments/concerns should be forwarded to Monte. Members will vote approval at the next CLC meeting.</b></p> <p>f. Welding Specialist Certificate – EFF FA18 <b>Submitted for review as a pilot program. Comments/concerns should be forwarded to Monte. Members will vote approval at the next CLC meeting.</b></p> <p>Other – Remove ZOO 1500 from the Lab Science 1 General Education Category 1500 is a CTE course number and as such is difficult to transfer in an AA or AS degree. <b>It was moved and seconded to remove ZOO 1500 from the Lab Science I General Education Category; motion carried.</b></p> <p>Freshman Foundations – AGRI 1000 and VTTK 1000 – Can any AA or AS program take these courses and have them count towards the Freshman Foundation General Education Requirement? WCCC is asking us to change the course number for VTTK 1000 to a course number more reflective of a CTE program (1500 – 1900 or 2500-2900). <b>It was moved and seconded to change VTTK 1000 to VTTK 1505 effective for Fall 2018; motion carried with one opposed.</b></p> <p>Change VTTK 1001, 1002, 2001, 2002 Animal Care courses to VTTK 1501, 1502, 2501 and 2502 – WCCC is asking us to change the course numbers to CTE course numbering (1500-1900 or 2500-2900). <b>It was moved and seconded to change VTTK 1001, 1002, 2001, 2002 to VTTK 1501, 1502, 2501, and 2502 as presented; motion carried.</b></p> <p>Change CULA 1100 Basic Culinary Skills to CULA 1505 – WCCC is asking us to change the course number to CTE course numbering (1500-1900 or 2500-2900). <b>It was moved and seconded to change CULA 1100 to CULA 1505 as presented; motion carried.</b></p> <p>ANSC 2230 – WCCC is asking us to coordinate with Casper College (Ag dept.) to resolve course number conflict. ANSC 2230 is being used for Livestock Judging II by LCCC. The Commission is asking that we coordinate with Casper College to determine a new course number for Livestock Judging III. The credit amount also does not match. Our course is 1 credit and the other schools' course is 2 credits. <b>Monte will do some more research on this and bring any changes forward.</b></p>

Final Exam Schedules for Fall 2018/Spring 2019	<b>Drafts of the Final Exam Schedules for Fall 2018 and Spring 2019 were presented. Members are to review and bring back any corrections to the next CLC meeting.</b>
Academic Calendars – Fall 2020/Spring 2021/Summer 2021	<b>Drafts of the Academic Calendars for Fall 2020, Spring 2021 and Summer 2021 were presented. Changes/corrections are to be presented at the next CLC meeting.</b>
Chadron State College Scholarship Nominations	<b>Members were asked to forward nominations for the Chadron State College Scholarship to Lynn before the next CLC meeting. Members will vote on these at the next CLC meeting. A nomination and an alternate must be given to Susan Stephenson by April 1, 2018 to be submitted to Chadron State College.</b>
2018 Summer Registration Days May 22 (Tuesday) – GCSD #1 June 1 (Friday) June 18 (Monday) July 9 (Monday) August 3 (Friday)	<b>A sign-up sheet will be available sometime in March for faculty advisors.</b>
Distance Learning Committee – Aaron	<b>Aaron was asked to provide a follow up on ZOOM for the next meeting. Canvas training dates in Casper are March 1 &amp; 2. Ten people will be attending. The DL Committee is working on training dates for summer sessions and nominations for the Master Distance Educator. <del>Blue Belt will be available May 7.</del> On campus training will be May 7.</b>
Outcomes Assessment Committee – John Cline	<b>No meetings were held for Outcomes Assessment.</b>
Other	<b>There was discussion on the timing of adding programs and whether or not a Catalog Addendum could be added along with who could approve a Catalog Addendum. A Catalog Addendum would most likely be a recommendation from CLC to Cabinet for approval.</b>
<b>Next CLC Meeting – Thursday, March 22, 2018 at 2:00pm in the AC Conference Room</b>	



# Curriculum & Learning Council

## Minutes

Thursday, March 22, 2018

2:00pm-4:00pm – AC Conference Room

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

**Others:** Sue Schmidt, Susan Stephenson, Darryl Wilkes

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of February 22, 2018	<p><b>It was moved and seconded to approve the minutes for February 22, 2018 as corrected; motion carried.</b>  <b>(Correction under Distance Learning Committee heading – Replace sentence, “Blue Belt will be available May 7.” with “On campus training will be May 7.”</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> <li>k. Matrix Change</li> </ul>	<p><b>New Courses:</b></p> <ul style="list-style-type: none"> <li>a. CRMJ XXXX Current Issues in Criminal Justice 3 credits – EFF FA18  <b>Submitted for review. Comments/concerns should be forwarded to Shane Stone.</b></li> </ul> <p><b>Course Changes:</b></p> <ul style="list-style-type: none"> <li>b. CO/M 2060 Forensics – EFF FA18 – Change course number to 2058 per WCCC’s request.</li> <li>b. RELI 1100 Introduction to Religion – EFF FA18 – Change course number back to 1000 per WCCC’s request.</li> <li>b. ANSC 1220 Techniques of Livestock Judging II – EFF FA18 – Change credit hours from 1 to 2</li> <li>b. ANSC 2230 Advanced Techniques of Livestock Judging III – EFF FA18 – Change credit hours from 1 to 2, change prerequisite wording</li> <li>b. ANSC 2240 Advanced Techniques of Livestock Judging IV – EFF FA18 – Change prerequisite wording  <b>It was moved and seconded to bundle and approve all course changes for CO/M 2060, RELI 1100, ANSC 1220, ANSC 2230 and ANSC 2240 effective for Fall 2018; motion carried.</b></li> </ul> <p><b>New Programs:</b></p> <ul style="list-style-type: none"> <li>f. Precision Agriculture A.A.S. – EFF FA18 – Final Approval</li> <li>f. Precision Agriculture Certificate – EFF FA18 – Final Approval  <b>It was moved and seconded to approve both the Precision Agriculture A.A.S. and Precision Agriculture Certificate as pilot programs effective for Fall 2018; motion carried with one opposed.</b></li> <li>f. Welding Specialist Certificate – EFF FA18 – Final Approval  <b>It was moved and seconded to approve the Welding Specialist Certificate as a pilot program effective for Fall 2018; motion carried.</b></li> </ul> <p><b>Program Changes:</b></p> <ul style="list-style-type: none"> <li>g. Criminal Justice A.A. – EFF Date TBD – First Review  <b>Submitted for review. Comments/concerns should be forwarded to Shane Stone.</b></li> </ul>

<p>Discussion – Requirements/processes for adding programs after the “regular” catalog is published.</p>	<p><b>Susan Stephenson and Sue Schmidt were invited to this meeting to discuss timelines and processes for adding new programs after a new catalog is published. It was indicated that AA or AS programs do not have as lengthy of an approval process as Certificate programs. Certificate programs can take five to six months to get through all approvals to qualify for Financial Aid. Three things to keep in mind when approving new programs and certificates: 1. Don’t jeopardize students’ financial aid; 2. Don’t jeopardize student completions; and 3. Maintain a level of consistency. Further discussion included how the catalog is displayed on the EWC website, adding an addendum to the catalog and suggested deadlines for adding programs and certificates. The suggested deadlines were May 1 for AA/AS/AAS programs, January 1 – Certificates for Fall Semesters and June 1 – Certificates for Spring Semesters.</b></p>
<p><b>Final Exam Schedules for Fall 2018/Spring 2019 Need Final Approval</b></p>	<p><b>It was moved and seconded to approve the Final Exam Schedules for Fall 2018 and Spring 2019 as presented; motion carried.</b></p>
<p>Academic Calendars – Fall 2020/Spring 2021/Summer 2021 <b>Need Final Approval</b></p>	<p><b>It was moved and seconded to approve the Academic Calendars for Fall 2020, Spring 2021 and Summer 2021. After discussion on adding a day for registration, the motion to approve was retracted; and this topic was tabled until the next CLC meeting. Members were asked to present their versions of the calendars with a registration day to the next CLC meeting for review.</b></p>
<p>Chadron State College Scholarship Nominations</p>	<p>Jared Pilkington – SCED.AA &amp; BSED.AA – 3.925 GPA Cody Powell – ELED.AA – 3.813 GPA Pamela Pierce – SOSC.AA – 3.50 GPA Trey Schroefel – SCED.AA – 3.297 GPA <b>It was determined that Cody Powell is not eligible for the scholarship. It was moved and seconded to approve Pamela Pierce as the first choice for the scholarship, Jared Pilkington as the 1<sup>st</sup> alternate and Trey Schroefel as the 2<sup>nd</sup> alternate; motion carried.</b></p>
<p>Distance Learning Committee – Aaron</p>	<p><b>Aaron reported that the Distance Learning Committee is working on the selection process for the Master Distance Educator. Nominations are due by May 1. The committee is also investigating distance learning course fees.</b></p>
<p>Outcomes Assessment Committee – John Cline</p>	<p><b>A goal for this committee and CLC is to make sure there is an outcomes assessment activity for all programs and certificates. Jo Ellen reported that the ETS testing window is set for April 3 – 20. The test can be taken in two 1-hour sessions or one 2-hour session. Seventy-eight students are required to take the ETS test this spring.</b></p>
<p>Other</p>	<p><b>Meeting was adjourned with no further information or discussions.</b></p>
<p><b>Next CLC Meeting – Thursday, April 12, 2018 at 2:00pm in the AC Conference Room</b></p>	

# Curriculum & Learning Council

## Minutes (Corrected)

Thursday, April 12, 2018

2:00pm-4:00pm – AC Conference Room

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

**Guest:** Shane Stone

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of March 22, 2018	<b>It was moved and seconded to approve the March 22, 2018 minutes 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> <li>k. Matrix Change</li> </ul>	<p><b>New Courses:</b></p> <p>a. CRMJ XXXX – Current Issues in Criminal Justice 3 credits – EFF FA18 – Final Approval  <b>It was moved and seconded to approve the new Current Issues in Criminal Justice course; motion carried.</b></p> <p><b>Course Fee:</b></p> <p>e. HLTK 1510 – Nursing Assistant - \$240 – EFF FA19            \$115 – Testing            \$120 – WY State Board of Nursing            \$5 – CPR Card</p> <p><b>Discussion included if the fees are approved, whether or not the fees will be included in the Health Tech budget to be used for the listed costs. It was suggested that the action required from CLC is only the approval of course fees and should not include how the fees are set up or which budget the fees are ran through. After further discussion, it was moved and seconded to approve tabling the course fee request for further research; motion carried with one opposed.</b></p> <p><b>Program Changes:</b></p> <p>g. Criminal Justice (AA) – Change credit hours from 60-61 to 61-62, change curriculum pattern – EFF TBD – Final Approval  <b>It was moved and seconded to approve curriculum pattern changes for the Criminal Justice AA program contingent upon submission and approval of the new criminal justices courses; motion carried.</b></p> <p><b>Discussion included the process and timing for submission and approval of new courses for program changes or proposed new programs. If program changes or new programs require new courses, then the new course requests should be submitted with the program requests so they can be approved at the same time. It was suggested that a box be added to the program forms to indicate new courses needed and documentation (new course requests) has been submitted.</b></p> <p><b>Other Changes:</b></p> <p>Add SOIL 2200 Applied Soils to the Approved Ag Electives Box in the catalog  <b>It was moved and seconded to approve adding SOIL 2200 to the Approved Ag Electives Box in the catalog.</b></p>
Discussion – Reverse Transfers and ENGL 2001	<b>It was determined that more information is needed on this before an action item can be voted on regarding reverse transfers.</b>

<p>Academic Calendars – Fall 2020/Spring 2021/Summer 2021  <b>Need Final Approval</b></p>	<p><b>Suggestions were presented for adding in advising days, removing break days, changing finals and in-service days.</b></p> <p><b>It was moved and seconded to tentatively adopt the calendars for Fall 2020/Spring 2021/Summer 2021; motion carried.</b>  <b>The changes will be presented to Cabinet and either forwarded to the Board to be reapproved or returned to the CLC Council for updates.</b></p> <p><b>Changes for Fall 2020 included changing Monday, August 17 from New Faculty Orientation to a general in-service day, moving student orientation to either the Friday, Saturday or Sunday before with the start of classes on Monday, August 24. Finals would be moved up a day to begin on Monday, Dec. 7 and ending on Dec. 10. Friday and Monday (Dec. 11 &amp; 14) would be designated as in-service days. Total class days would remain at 69 days and faculty days would remain at 80 days. It was determined that an advising day with no class would not be needed for fall as students will be registering for a full year of classes when Student Planning is up and running. The heavy advising time will be needed in the spring semester.</b></p> <p><b>Changes for Spring 2021 include pushing the start of the semester out a week with in-service beginning on Jan. 13 through Jan. 15 and starting classes on the Tuesday (Jan. 19) after Martin Luther King Day (orientation would have to be done earlier – perhaps on the weekend before or possibly online). The Winter Break would be removed to allow for an advising day to be scheduled in April (April 15). Finals week would begin on Monday, May 10 and end on Thursday, May 13 with graduation and in-service on Friday, May 14. Total class days will total 71 and total faculty days will be 81 days.</b></p> <p><b>The Summer 2021 calendar would be adjusted to accommodate the later start of the Spring 2021 semester, with the pre-session beginning on May 18, the regular session would begin on Monday, June 7 and ending on July 16. The summer flexible end date would be <del>August</del> <b>July 30</b>. The Cosmetology program needs 45 days in the summer session which can be accomplished between the pre-session and the flexible end date. Christine and Roger will need to work with the HR office to adjust Christine’s contract to cover the summer class days.</b></p>
<p>Hybrid &amp; ZOOM  Identify these in course schedule?  Include definitions in catalog/course schedule?  Assignment of section numbers for courses utilizing ZOOM technology.  Include in syllabi?</p>	<p><b>This topic was not discussed at this time.</b></p>
<p>Distance Learning Committee – Aaron</p>	<p><b>No report at this time.</b></p>
<p>Outcomes Assessment Committee – John Cline</p>	<p><b>The Outcomes Assessment committee is reviewing and working on HLC requirements.</b></p>
<p>Other</p>	<p><b>None reported.</b></p>
<p><b>Next CLC Meeting – Thursday, April 26, 2018 at 2:00pm in the AC Conference Room</b></p>	

# Curriculum & Learning Council

## Minutes

Thursday, April 26, 2018

2:00pm-4:00pm – AC Conference Room

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

**Guests:** Dr. Shane Stone

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of April 12, 2018	<b>It was moved and seconded to approve the minutes for April 12, 2018 as corrected (Summer 2021 Flexible End Date was corrected from August 30 to July 30); 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> <li>k. Matrix Change</li> </ul>	<p><b>New Courses:</b></p> <ul style="list-style-type: none"> <li>a. AGTK 1930 – UAV License and Registration, 2 credits – EFF FA18 <b>1<sup>st</sup> Review – Final approval scheduled for the next CLC meeting.</b></li> <li>a. CRMJ XXXX – Crisis Intervention, 3 credits – EFF SP19 <b>1<sup>st</sup> Review – Final approval scheduled for the next CLC meeting.</b></li> <li>a. CRMJ XXXX – Tactical Communications, 3 credits – EFF FA18 <b>1<sup>st</sup> Review – Final approval scheduled for the next CLC meeting.</b></li> <li>a. CRMJ XXXX – Fundamentals of Leadership, 3 credits – EFF FA18 <b>1<sup>st</sup> Review – Final approval scheduled for the next CLC meeting.</b></li> <li>a. SPAN 2030 – 2<sup>nd</sup> Year Spanish I, 4 credits – EFF FA18 (Reactivate course) <b>It was moved and seconded to reactive the SPAN 2030 course with no changes to course description and effective for Fall 2018; motion carried.</b></li> <li>a. COSC 1010 – Introduction to Computer Science I, 4 credits – EFF FA18 (Reactivate course) <b>1<sup>st</sup> Review – The most current syllabus for this course will be sent to CLC members to review – Final approval scheduled for the next CLC meeting.</b></li> </ul> <p><b>Course Changes:</b></p> <ul style="list-style-type: none"> <li>b. CRMJ 2690 – Supervised Lab Experience – EFF FA18 Change course title to Criminal Justice internship, change course number to 2970, change contact hours to Other, change semesters offered to every Fall, Spring, and Summer, change prerequisite, and change course description. <b>It was moved and seconded to approve all course changes for CRMJ 2690 effective Fall 2018; motion carried.</b></li> </ul> <p><b>Program Changes:</b></p> <ul style="list-style-type: none"> <li>g. Precision Agriculture AAS and Certificate – EFF FA18 Change curriculum pattern <b>It was moved and seconded to approve changing the curriculum pattern (switch UAV License and Registration to Freshman Spring Semester and Precision Hardware and Software to Freshman Fall Semester) for Precision Agriculture AAS and Certificate programs effective for Fall 2018; motion carried.</b></li> <li>g. Preprofessional Nursing AS – EFF FA18 Change program description <b>It was moved and seconded to approve the program description for the Preprofessional Nursing AS program effective for Fall 2018; motion carried.</b></li> </ul>

Discussion – Reverse Transfers and ENGL 2001	<p><b>The Outcomes Assessment Committee had recommended replacing the ENGL 2001 outcomes assessment activity for Interdisciplinary Studies programs with program specific capstones. Discussion at this meeting included transferring in a course from the transfer school that could satisfy the outcomes assessment course/activity or waiving the outcomes assessment requirement; allowing substitutions (UW or other four-year school courses) for Arts &amp; Humanities and Social &amp; Cultural Awareness requirements; waiving the PE requirement; and reducing the cost of graduation from \$50 to \$25. The reverse transfer should be as barrier-free as possible to encourage students to do the reverse transfer. The process should also be included in the catalog at some point as well. Roger asked members to bring back their recommendations to the CLC meeting scheduled for May 8.</b></p>
Academic Calendars – Fall 2018/Spring 2019 Updated with Advising Days – Need to reapprove and resubmit to the Board	<p><b>It was moved and seconded to approve the Academic Calendars for Fall 2018/Spring 2019 as updated with Advising Days and the removal of the Dec. 18 In-service day for Fall 2018 (to make exactly a total of 160 faculty days for the year 2018/2019); motion carried with four votes in favor, three votes not in favor, and three abstaining.</b></p>
Hybrid & ZOOM Identify these in course schedule? Include definitions in catalog/course schedule? Assignment of section numbers for courses utilizing ZOOM technology. Include in syllabi?	<p><b>The Distance Learning Committee has been working on definitions for hybrid, Zoom, and blended delivery methods for courses. The Distance Learning Committee’s recommendations will be brought to the next CLC meeting.</b></p>
Distance Learning Committee – Aaron	<p><b>Nominations for Master Distance Educator are due to Aaron by Tuesday, May 1. Canvas training is set for May 7.</b></p>
Outcomes Assessment Committee – John Cline	
Other	<p><b>Jo Ellen reported that the percentage of students (72% on campus and 75% overall) completing the ETS tests were not as good as CAAP). She recommends revisiting the process for next year.</b></p> <p><b>An additional meeting for CLC was set for Tuesday, May 8 at 10 a.m.</b></p>
<p><b>Next CLC Meeting –</b></p>	