

# Curriculum & Learning Council

## Minutes

Wednesday, September 22, 2021

3:00 p.m. – AC Conf Room

**Members:** Aaron Bahmer, Lynn Bedient, Katie Brigham, David Currie, Casey Debus, Margaret Farley, Bryan Hart, Roger Humphrey, Colleen Mitchell, Sue Schmidt, Amy Smith, Kate Steinbock, Susan Stephenson, Monte Stokes, Sherri Warren, Gwen Yung

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of May 6, 2021	<b>It was moved and seconded to approve the minutes for May 6, 2021 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. Program Learning Outcomes (PLOs)</li> <li>j. New Distance Learning Course Offering</li> <li>k. 2+2 Agreements</li> <li>l. Matrix Change</li> </ul>	<p><b>a. NEW COURSES</b></p> <p><b>EDEL 2140 Teaching Literacy in the Elementary School</b>  <b>1<sup>st</sup> Reading Review - Approved</b>  <b>It was moved and seconded to approve EDEL 2140 as a new course on 1<sup>st</sup> reading review; motion carried.</b></p> <p><b>b. COURSE CHANGES</b></p> <p><b>MATH 1515 Applied Technical Mathematics</b>            Change course number to 1500  <b>1<sup>st</sup> Reading Review – Approved</b>  <b>2<sup>nd</sup> Reading Review – Approved</b>  <b>It was moved and seconded to approve changing MATH 1515 to MATH 1500 on 2<sup>nd</sup> reading review; motion carried.</b></p> <p><b>c. COURSE DELETIONS</b></p> <p><b>MUSC 2015 Intro to the Music of the World’s Peoples</b>  <b>1<sup>st</sup> Reading Review – Approved</b>  <b>It was moved and seconded to approve deletion of MUSC 2015 on 1<sup>st</sup> reading review; motion carried.</b></p> <p><b>g. PROGRAM CHANGES</b></p> <p><b>CSMO.AAS</b>            Remove CMAP 1900 as a program requirement; change credits from 76+ to 74+  <b>1<sup>st</sup> Reading Review – Approved</b>  <b>It was moved and seconded to approve changes for the CSMO.AAS program on 1<sup>st</sup> reading review; motion carried.</b></p>
New SCHED Type Assignments for Course Sections	<b>Members were given information on the new SCHED Type codes approved through the Wyoming Community College Commission state-wide groups. The codes include definitions for each code. Roger asked members to review the definitions and to be thinking about section number definitions that would correlate with the new SCHED codes.</b>
College Effectiveness Committee	<b>Members were provided a copy of the new Administrative Rule for the College Effectiveness Committee. Members reviewed the information and expressed concern with item 1.f. Oversee the Academic Outcomes Assessment Committee. The Outcomes Assessment Committee is a subcommittee of the Curriculum and Learning Council and as such forwards recommendations to CLC for approval. Roger stated that he would take this to Cabinet and recommend removing the 1.f. item. Members should also be thinking about who could serve on the committee. The first meeting for this committee will be next month.</b>

Outcomes Assessment Update – Roger	The Planning Cycles completed this past year have been reviewed and scored. This year will be dedicated to collecting data including what we are going to collect, when it will be collected, and how it will be collected. We will start with the Institutional Learning Objectives (ILOs) and Program Learning Objectives (PLOs).
Distance Taskforce Update – Aaron	The Distance Taskforce did not meet this last year. Roger will set up a meeting.
Other	It was reported from student club members that the Club Rush was not very well attended. Suggestions from the student club members included getting the word out to students through Instagram or Facebook and possibly text messages would be more effective.
<b>Information &amp; Reminders:</b> <b>All Faculty Meeting – Oct. 1 at 12pm – TEB 131</b> <b>WY Articulation Summit (Virtual) – Oct. 8</b> <b>Midterm Grades Due – Oct. 12 at 12pm</b> <b>Block B Classes Start – Oct. 12</b> <b>Fall Break – Oct. 14 &amp; 15</b>	
<b>Next CLC Meeting – Needs to be determined – Wednesdays at 3pm? (Oct. 20, Nov. 17, Dec. 8)</b> <b>Some members cannot attend on Wednesdays and would like to look at another day. A poll will be sent out to members to determine a better time/day for meetings this semester.</b>	

# Curriculum & Learning Council

## Minutes

Wednesday, October 20, 2021

meet.google.com/qtp-uwnd-gpu

12:00 p.m. – AC Conf Room

**Members:** Tami Afdahl, Aaron Bahmer, Lynn Bedient, Katie Brigham, David Currie, Casey Debus, Margaret Farley, Bryan Hart, Roger Humphrey, Colleen Mitchell, Sue Schmidt, Amy Smith, Kate Steinbock, Monte Stokes, Sherri Warren, Gwen Yung

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of June 30, 2021 (Email Vote) and September 22, 2021	<b>It was moved and seconded to approve the minutes for June 30, 2021 and September 22, 2021 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. Program Learning Outcomes (PLOs)</li> <li>j. New Distance Learning Course Offering</li> <li>k. 2+2 Agreements</li> <li>l. Matrix Change</li> </ul>	<p><b>a. NEW COURSES</b></p> <p><b>EDEL 2140</b> Teaching Literacy in the Elementary School – 3 credits            1<sup>st</sup> Reading Review – Approved  <b>2<sup>nd</sup> Reading Review – Approved</b>  <b>It was moved and seconded to approve the new EDEL 2140 course as presented on 2<sup>nd</sup> Reading; motion carried.</b></p> <p><b>XXXX 1500</b> Administrative Role of the Medical Assistant – 3 credits  <b>1<sup>st</sup> Reading Review – Tabled</b></p> <p><b>XXXX 1510</b> Phlebotomy and Lab Techniques for the Medical Assistant – 2 credits  <b>1<sup>st</sup> Reading Review – Tabled</b></p> <p><b>XXXX 1520</b> Clinical Role of the Medical Assistant I – 3 credits  <b>1<sup>st</sup> Reading Review – Tabled</b></p> <p><b>XXXX 1525</b> Clinical Role of the Medical Assistant II – 2 credits  <b>1<sup>st</sup> Reading Review - Tabled</b></p> <p><b>XXXX 1530</b> Pharmacology for the Medical Assistant – 4 credits  <b>1<sup>st</sup> Reading Review – Tabled</b>  <b>It was moved and seconded to bundle and table the first reading for XXXX 1500, 1510, 1520, 1525, and 1530 for further information; motion carried.</b></p> <p><b>b. COURSE CHANGES</b></p> <p><b>MATH 0903</b> Pre-Algebra Arithmetic            Change title to Fundamentals of Mathematics  <b>1<sup>st</sup> Reading Review – Approved</b>  <b>It was moved and seconded to approve the course title change for MATH 0903 on 1<sup>st</sup> Reading as presented; motion carried.</b></p> <p><b>VTTK 0005</b> Pre-Exposure Rabies Vaccination            Change course description and remove course fee  <b>1<sup>st</sup> Reading Review – Approved</b></p> <p><b>VTTK 0010</b> Pre-screen for Veterinary Technology            Change course description and remove course fee  <b>1<sup>st</sup> Reading Review – Approved</b>  <b>It was moved and seconded to bundle and approve course changes for VTTK 0005 and 0010 as presented; motion carried.</b></p>

**VTTK 1009** Co-Requisite for VTTK 1751

Change course description

**1<sup>st</sup> Reading Review – Approved**

**VTTK 1500** Orientation to Veterinary Technology

Change course description

**1<sup>st</sup> Reading Review – Approved**

**VTTK 1510** Clinical Techniques I

Change course description

**1<sup>st</sup> Reading Review – Approved**

**VTTK 1520** Clinical Techniques II

Change course description

**1<sup>st</sup> Reading Review – Approved**

**VTTK 1600** Clinical Procedures

Change course description

**1<sup>st</sup> Reading Review - Approved**

**VTTK 1700** Veterinary Medical Terminology

Change course description

**1<sup>st</sup> Reading Review – Approved**

**VTTK 1751** Pharmaceutical Calculations

Change course description

**1<sup>st</sup> Reading Review – Approved**

**It was moved and seconded to bundle and approve course changes for VTTK 1009, 1500, 1510, 1520, 1600, 1700, and 1751 on 1<sup>st</sup> Reading as presented; motion carried.**

### **c. COURSE DELETIONS**

**MUSC 2015** Intro to the Music of the World's Peoples

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to approve deletion of MUSC 2015 on 2<sup>nd</sup> Reading as presented; motion carried.**

### **e. PROPOSED COURSE FEES**

**MCHT 1620** Machine Tool Technology II - \$75

**1<sup>st</sup> Reading Review – Approved**

**WELD 1700** General Welding - \$75

**1<sup>st</sup> Reading Review – Approved**

**WELD 1755** Shielded Metal Arc Welding - \$125 (increase of \$25)

**1<sup>st</sup> Reading Review – Approved**

**WELD 1760** Advanced Shielded Metal Arc Welding - \$125 (increase of \$25)

**1<sup>st</sup> Reading Review – Approved**

**WELD 1772** Flux Core Arc Welding - \$75

**1<sup>st</sup> Reading Review – Approved**

**WELD 1773** Gas Metal Arc Welding - \$75

**1<sup>st</sup> Reading Review – Approved**

**WELD 1780** Gas Tungsten Arc Welding – Plate - \$75

**1<sup>st</sup> Reading Review – Approved**

**WELD 2500** Structural Welding - \$125 (increase of \$25)  
**1<sup>st</sup> Reading Review - Approved**

**WELD 2510** Pipe Welding I - \$125 (increase of \$25)  
**1<sup>st</sup> Reading Review – Approved**

**WELD 2520** Pipe Welding II - \$125 (increase of \$25)  
**1<sup>st</sup> Reading Review – Approved**

**WELD 2645** SMAW and GTAW - \$75  
**1<sup>st</sup> Reading Review – Approved**

**WELD 2790** Semiautomatic Pipe Welding - \$75  
**1<sup>st</sup> Reading Review – Approved**

It was moved and seconded to bundle and approve on 1<sup>st</sup> Reading the course fees for MCHT 1620, WELD 1700, 1755, 1760, 1772, 1773, 1780, 2500, 2510, 2520, and 2645 with the contingency that the fees go to the welding department.

Discussion: Academics cannot guarantee that the fees would go directly to the welding department budget. It was suggested that an Administrative Rule be written to define course fees and how they are added to the program budgets. The rule should include existing and any new course fees. Roger will bring a draft of an administrative rule to the next CLC meeting.

It was then moved and seconded to amend the original motion by removing the contingency that the fees go to the welding department; motion carried.

#### **g. PROGRAM CHANGES**

##### **CSMO.AAS - Cosmetology**

Remove CMAP 1900 as a program requirement; change credits from 76+ to 74+  
1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review – Approved**

It was moved and seconded to approve the program change for CSMO.AAS as presented on 2<sup>nd</sup> Reading; motion carried.

##### **CSNT.C - Nail Technician Certificate**

Change semester from Fall to Fall, Spring ~~or Both~~ and Summer

**1<sup>st</sup> Reading Review – Approved as amended**

It was moved and seconded to approved the program change for CSNT.C.

Discussion: The Nail program could also be offered during the summer session, so the semesters offered should read as Fall, Spring, and Summer.

It was moved and seconded to amend the original motion to include “and summer” on 1<sup>st</sup> Reading; motion carried.

##### **VTAD.CD – Veterinary Aide Certificate**

Change program description, change outcomes assessment activity

**1<sup>st</sup> Reading Review – Approved**

It was moved and seconded to approve the program change for VTAD.CD as presented on 1<sup>st</sup> Reading; motion carried.

#### **I. MATRIX CHANGES**

Matrix Review – Please review and bring back recommended changes to the next CLC meeting.

New SCHED Type Assignments for Course Sections  
Section number assignments

**Meetings will be set up with each academic group to discuss the new SCHED type assignments.**

<p>Outcomes Assessment Update – Roger</p>	<p><b>Roger and Amy will be meeting with groups to go over the planning cycles and curriculum mapping. They will be looking at a 1 ½-year cycle, specifically with program outcomes (PLOs).</b></p>
<p>Other</p>	<p><b>Distance Learning – Roger will set a meeting at a later date.</b></p> <p><b>Strategic Planning – ALT will prioritize the strategic plans for Academics within categories including Staff, Equipment, and Budgets. These plans will live within the overall Academic Master Plan. The plans submitted by Academics for next year will go to the overall College Effectiveness Committee (CEC).</b></p> <p><b>A Registration Meeting will be set for next week to go over the plan for the Spring and Summer registration opening.</b></p> <p><b>A Welding Testing Facility Meeting will be set up with Lynn Bedient, Roger Humphrey and Donna White to propose changes in the charge amounts for welding testing (Workforce).</b></p>
<p>Information &amp; Reminders:  <b>College Effectiveness Committee – names to Roger</b>  <b>Nov. 8 – Spring &amp; Summer Registration Opens</b>  <b>Nov. 24-26 – Thanksgiving Break</b></p>	<p><b>Nov. 19 – Last Day to Withdraw from Regular Semester classes</b>  <b>Nov. 23 – Last Day to Withdraw from Block B classes</b></p>
<p><b>Next CLC Meeting – Needs to be determined –Nov. 17 at 3pm or Nov. 19 at 1pm, and Dec. 8 at 3pm or Dec. 10 at 10am</b></p> <p><b>The CLC meetings for the next two months were set for Nov. 17 at 3pm and Dec. 8 at 3pm.</b></p>	

# Curriculum & Learning Council

## Minutes

Wednesday, November 17, 2021

3:00 p.m. – AC Conf Room

**Members:** Tami Afdah, Aaron Bahmer, Lynn Bedient, Katie Brigham, David Currie, Casey Debus, Margaret Farley, Roger Humphrey, Colleen Mitchell, Sue Schmidt, Amy Smith, Kate Steinbock, Monte Stokes, Sherri Warren, Gwen Yung

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of Oct. 20, 2021	<b>It was moved and seconded to approve the minutes for Oct. 20, 2021 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. Program Learning Outcomes (PLOs)</li> <li>j. New Distance Learning Course Offering</li> <li>k. 2+2 Agreements</li> <li>l. Matrix Change</li> </ul>	<p><b>a. NEW COURSES</b></p> <p><b>COSC 1030</b> Computer Science I – 4 credits  <b>1<sup>st</sup> Reading Review – Approved</b>  <b>It was moved and seconded to approve COSC 1030 as presented on 1<sup>st</sup> Reading Review; motion carried.</b></p> <p><b>GUNS 1725</b> Hand Loading and Ballistics – 2 credits  <b>1<sup>st</sup> Reading Review – Approved on contingency</b></p> <p><b>GUNS 1735</b> CNC (Computer Numerical Control) – 2 credits  <b>1<sup>st</sup> Reading Review – Approved on contingency</b></p> <p><b>GUNS 2725</b> Pistol Smithing – 2 credits  <b>1<sup>st</sup> Reading Review – Approved on contingency</b>  <b>It was moved and seconded to approve GUNS 1725, 1735 and 2725 as presented on 1<sup>st</sup> Reading Review. After discussion, the motion was amended and seconded to approve but full approval is contingent on inclusion of measurable outcomes; motion carried.</b></p> <p><b>Future new course requests must include course description, course objectives and course outline. Final approval of new courses will include full approval on inclusion of measurable outcomes.</b></p> <p><b>b. COURSE CHANGES</b></p> <p><b>MATH 0903</b> Pre-Algebra Arithmetic            Change title to  <b>1<sup>st</sup> Reading Review – Approved</b>  <b>2<sup>nd</sup> Reading Review - Approved</b></p> <p><b>VTTK 0005</b> Pre-Exposure Rabies Vaccination            Change course description and remove course fee  <b>1<sup>st</sup> Reading Review – Approved</b>  <b>2<sup>nd</sup> Reading Review - Approved</b></p> <p><b>VTTK 0010</b> Pre-screen for Veterinary Technology            Change course description and remove course fee  <b>1<sup>st</sup> Reading Review – Approved</b>  <b>2<sup>nd</sup> Reading Review – Approved</b></p> <p><b>VTTK 1009</b> Co-Requisite for VTTK 1751            Change course description  <b>1<sup>st</sup> Reading Review – Approved</b>  <b>2<sup>nd</sup> Reading Review – Approved</b></p>

**VTTK 1500** Orientation to Veterinary Technology

Change course description

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review - Approved**

**VTTK 1510** Clinical Techniques I

Change course description

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review - Approved**

**VTTK 1520** Clinical Techniques II

Change course description

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review - Approved**

**VTTK 1600** Clinical Procedures

Change course description

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review - Approved**

**VTTK 1700** Veterinary Medical Terminology

Change course description

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review - Approved**

**VTTK 1751** Pharmaceutical Calculations

Change course description

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to bundle and approve course changes for MATH 0903, VTTK 0005, VTTK 0010, VTTK 1009, VTTK 1500, VTTK 1510, VTTK 1520, VTTK 1600, VTTK 1700, and VTTK 1751 on 2<sup>nd</sup> Reading Review; motion carried.**

**BIOL 2400/2410** General Ecology/Field Ecology

Change prerequisite to BIOL 1010 or BIOL 1000

**1<sup>st</sup> Reading Review – Approved**

**It was moved and seconded to approve the course change for BIOL 2400 and 2410 on 1<sup>st</sup> Reading Review; motion carried.**

**e. PROPOSED COURSE FEES**

**MCHT 1620** Machine Tool Technology II - \$75

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review - Approved**

**WELD 1700** General Welding - \$75

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review - Approved**

**WELD 1755** Shielded Metal Arc Welding - \$125 (increase of \$25)

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review - Approved**

**WELD 1760** Advanced Shielded Metal Arc Welding - \$125 (increase of \$25)

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review - Approved**

**WELD 1772** Flux Core Arc Welding - \$75

1<sup>st</sup> Reading Review – Approved



**2<sup>nd</sup> Reading Review - Approved**

**WELD 1773** Gas Metal Arc Welding - \$75

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review - Approved**

**WELD 1780** Gas Tungsten Arc Welding – Plate - \$75

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review - Approved**

**WELD 2500** Structural Welding - \$125 (increase of \$25)

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review – Approved**

**WELD 2510** Pipe Welding I - \$125 (increase of \$25)

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review - Approved**

**WELD 2520** Pipe Welding II - \$125 (increase of \$25)

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review - Approved**

**WELD 2645** SMAW and GTAW - \$75

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review - Approved**

**WELD 2790** Semiautomatic Pipe Welding - \$75

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to bundle and approve all new course fee requests and increase course fee requests for MCHT 1620, WELD 1700, WELD 1755, WELD 1760, WELD 1772, WELD 1773, WELD 1780, WELD 2500, WELD 2510, WELD 2520, WELD 2645, and WELD 2790 on 2<sup>nd</sup> Reading Review; motion carried.**

**Roger is drafting an Administrative Rule regarding course fees. This will go to the December Board Meeting for approval.**

**g. PROGRAM CHANGES**

**CSNT.C Cosmetology-Nail Technician Certificate**

Change semester from Fall to Fall, Spring and Summer

1<sup>st</sup> Reading Review – Approved as Amended

**2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to approve the program change for CSNT.C on 2<sup>nd</sup> Reading Review; motion carried.**

**VTAD.CD Veterinary Aide Certificate**

Change program description, change outcomes assessment activity

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to approve program changes for VTAD.CD on 2<sup>nd</sup> Reading Review; motion carried.**

**BWFO.AS Biology-Wildlife and Fisheries Option**

Add “or CHEM 1000” to Freshman Fall Semester

**1<sup>st</sup> Reading Review – Approved**

	<p><b>It was moved and seconded to approve the program change for BWFO.AS on 1<sup>st</sup> Reading Review; motion carried.</b></p> <p><b>GUNS.AAS Gunsmithing</b> Change approved program electives description to Take any course from the 1700 and 2700 level with a GUNS prefix. <b>1<sup>st</sup> Reading Review – Approved as amended (change program elective wording)</b> <b>It was moved and seconded to approve the program change for GUNS.AAS. After discussion, the motion was amended to change the program electives to read “Take any course at the 1000 or above level with the GUNS prefix.”; motion carried.</b></p> <p><b>PAHL.AS Pre-Allied Health</b> Change program title to Pre-Health Science, change program description, change curriculum pattern, and change total credits from 60-61 to 61. <b>1<sup>st</sup> Reading Review - Approved</b> <b>It was moved and seconded to approve the program change for PAHL.AS on 1<sup>st</sup> Reading Review; motion carried.</b></p> <p><b>I. MATRIX CHANGES</b></p> <p><b>Anthropology Courses</b> <b>1<sup>st</sup> Reading Review – Approved</b></p> <p><b>Criminal Justice Courses</b> <b>1<sup>st</sup> Reading Review – Approved</b></p> <p><b>Education Courses</b> <b>1<sup>st</sup> Reading Review – Approved</b></p> <p><b>Music Courses</b> <b>1<sup>st</sup> Reading Review – Approved</b></p> <p><b>Technology Courses</b> <b>1<sup>st</sup> Reading Review – Approved</b> <b>It was moved and seconded to bundle and approve matrix changes for Anthropology, Criminal Justice, Education, Music, and Technology courses on 1<sup>st</sup> Reading Review; motion carried.</b></p> <p><b>Matrix Review Items</b> Reminder to review these and propose changes</p>
General Education Update	<p><b>The General Education Committee is working on drafting a process for adding or removing courses to the general education categories and reviewing the categories. It was suggested that an annual or 3-year review be added to the process as well. The committee is scheduled to bring the process forward to CLC in January to be included in the 2022 Catalog.</b></p>
Outcomes Assessment Update – Roger	<p><b>Two workshops will be scheduled during the January in-service to work on PLO’s and what data to collect. The plan is to look at data points several times during the academic year such as May and January, and to work on ILO’s for the general education courses in 2022. Canvas may possibly be utilized to help with tracking.</b></p>
Other	<p><b>Roger will be scheduling a meeting for the Distance Learning Taskforce early in the spring semester.</b></p> <p><b>At the January CLC meeting, Roger will give a detailed report on HLC changes.</b></p>

	<p><b>Sherri and the math instructors are working on redesigning the developmental math pathway. She will be sending out a proposal to all faculty and will be asking for input.</b></p> <p><b>Roger reported on the open faculty positions. The candidate for Art has accepted the position. The candidate for MATH has been offered the position with a deadline of 4 pm today for a response. The deadline for the CHEM candidate to accept or not is Friday at 4 pm. Interviews for the COMM position are being conducted at this time.</b></p>
<p><b>Information &amp; Reminders:</b> <b>Nov. 19 – Last Day to Withdraw from Regular Semester classes</b> <b>Nov. 23 – Last Day to Withdraw from Block B classes</b> <b>Nov. 24-26 – Thanksgiving Break</b> <b>Dec. 2 – Evening of Elegance</b></p>	
<p><b>Next CLC Meeting – Dec. 8 at 3pm in the AC Conference Room or Google Meet</b></p>	

# Curriculum & Learning Council

## Minutes

Wednesday, December 8, 2021

3:00 p.m. – AC Conf Room

**Members:** Tami Afdahl, Aaron Bahmer, Lynn Bedient, ~~Katie Brigham~~, David Currie, Casey Debus, Margaret Farley, Roger Humphrey, Colleen Mitchell, Sue Schmidt, Amy Smith, Kate Steinbock, Monte Stokes, Sherri Warren, ~~Gwen Yung~~

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of Nov. 17, 2021	<b>It was moved and seconded to approve the minutes for November 17, 2021 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. Program Learning Outcomes (PLOs)</li> <li>j. New Distance Learning Course Offering</li> <li>k. 2+2 Agreements</li> <li>l. Matrix Change</li> </ul>	<p><b>a. NEW COURSES</b></p> <p><b>COSC 1030</b> Computer Science I – 4 credits            1<sup>st</sup> Reading Review – Approved  <b>2<sup>nd</sup> Reading Review - Approved</b>  <b>It was moved and seconded to approve COSC 1030 as a new course effective for Fall 2022 on 2<sup>nd</sup> Reading; motion carried. Note: The course syllabus has been sent to UW for articulation purposes.</b></p> <p><b>GUNS 1725</b> Hand Loading and Ballistics – 2 credits            1<sup>st</sup> Reading Review – Approved on contingency  <b>2<sup>nd</sup> Reading Review – Tabled</b></p> <p><b>GUNS 1735</b> CNC (Computer Numerical Control) – 2 credits            1<sup>st</sup> Reading Review – Approved on contingency  <b>2<sup>nd</sup> Reading Review – Tabled</b></p> <p><b>GUNS 2725</b> Pistol Smithing – 2 credits            1<sup>st</sup> Reading Review – Approved on contingency  <b>2<sup>nd</sup> Reading Review – Tabled</b>  <b>It was moved and seconded to approve GUNS 1725, GUNS 1735, and GUNS 2725 as new courses on 2<sup>nd</sup> Reading. After discussion on course objectives and course outcomes, a second motion was made and seconded recommending that the 2<sup>nd</sup> Reading be tabled pending clarification on course outcomes; motion carried.</b></p> <p><b>EQST 1590</b> Farrier Science III – 4 credits            1<sup>st</sup> Reading Review – Approved on condition</p> <p><b>EQST 1595</b> Farrier Science IV – 4 credits            1<sup>st</sup> Reading Review – Approved on condition  <b>It was moved and seconded to approve EQST 1590 and EQST 1595 on 1<sup>st</sup> Reading with the condition that the course outcomes be reviewed. There was discussion on the course outcomes, what horses would be used for the courses, what liability would the college have, etc. After discussion, the motion carried with one (1) opposed.</b></p> <p><b>FDSC 1500</b> Animal Harvesting – 2 credits            1<sup>st</sup> Reading Review – Approved on contingency</p> <p><b>FDSC 1550</b> Beef Fabrication – 2 credits            1<sup>st</sup> Reading Review – Approved on contingency</p> <p><b>FDSC 1560</b> Lamb Fabrication – 2 credits            1<sup>st</sup> Reading Review – Approved on contingency</p> <p><b>FDSC 1570</b> Pork Fabrication – 2 credits</p>

**1<sup>st</sup> Reading Review – Approved on contingency**

**FDSC 1575** Processed Meats and Cured Products – 2 credits

**1<sup>st</sup> Reading Review – Approved on contingency**

**FDSC 1600** Hazard Analysis Critical Control Points and Safety – 2 credits

**1<sup>st</sup> Reading Review – Approved on contingency**

It was moved and seconded to approve FDSC 1500, 1550, 1560, 1570, 1575, and 1600 on 1<sup>st</sup> Reading with the contingency that course outcomes and a matrix qualification are presented. Discussion included the location of courses (two local meat markets) and what qualifications would an adjunct need to teach the courses. After discussion, the motion carried.

**MATH 0950** Preparation for College Mathematics – 1-3 credits

**1<sup>st</sup> Reading Review – Approved**

It was moved and seconded to approve MATH 0950 on 1<sup>st</sup> Reading. There was a lively discussion regarding the impact of FTE, tuition, and fees since this course would essentially replace MATH 0903, MATH 0920, and MATH 0930. After discussion, the motion carried with eight (8) votes for approval, four (4) opposed and one (1) abstaining.

**MEDA 1520** Clinical Role of the Medical Assistant I – 3 credits

**1<sup>st</sup> Reading Review – Approved on contingency**

**MEDA 1525** Clinical Role of the Medical Assistant II – 3 credits

**1<sup>st</sup> Reading Review – Approved on contingency**

**MEDA 1530** Pharmacology for the Medical Assistant – 3 credits

**1<sup>st</sup> Reading Review – Approved on contingency**

**MEDA 1550** Medical Office Procedural Skills – 3 credits

**1<sup>st</sup> Reading Review – Approved on contingency**

**MEDA 1800** Phlebotomy Principles in Practice – 3 credits

**1<sup>st</sup> Reading Review – Approved on contingency**

**MEDA 1970** Medical Assistant Practicum – 3 credits

**1<sup>st</sup> Reading Review – Approved on contingency**

It was moved and seconded to approve MEDA 1520, 1525, 1530, 1550, 1800 and 1970 on 1<sup>st</sup> Reading on contingency that the program is approved as well. Discussion included concern regarding the prerequisite for ZOO 2015 (BIOL 1000 or BIOL 1010); a course that would be required for the certificate program and whether or not students would be willing to take a biology course before starting the Medical Assistant Certificate. After discussion, the motion was amended and seconded to approve on 1<sup>st</sup> Reading with more discussion on the new program regarding the biology prerequisite for the program; motion carried.

**EDEL 2140** – This course has already been approved effective for Fall 2022; however, it has been requested to approve it effective for Spring 2022. The course is scheduled to be offered this spring semester under a topics number but there is concern that it will not be accepted by UW or the other WY Community Colleges as a transfer course unless it is offered under the true course number. It was moved and seconded to approve the course effective for Spring 2022; motion carried.

#### **b. COURSE CHANGES**

**BIOL 2400/2410** General Ecology/Field Ecology

Change prerequisite to BIOL 1010 or BIOL 1000

**1<sup>st</sup> Reading Review – Approved**

**2<sup>nd</sup> Reading Review – Approved**

It was moved and seconded to approve the change for BIOL 2400 and 2410 on 2<sup>nd</sup> Reading; motion carried.

**EQST 1570/1580 Horseshoeing I/Horseshoeing II**

Change course titles to Farrier Science I and Farrier Science II

Change credits from 1 to 2 3 credits and contact hours to 2 hrs lec and 2 hrs lab.

**1<sup>st</sup> Reading Review – Approved on contingency**

It was moved and seconded to approve changes for EQST 1570 and 1580 on 1<sup>st</sup> Reading contingent upon approval of the Farrier Science Certificate; motion carried.

**f. NEW PROGRAMS**

**CROP Production Certificate – 33 credits**

**1<sup>st</sup> Reading Review – Approved**

It was moved and seconded to approve the Crop Production Certificate on 1<sup>st</sup> Reading. Discussion included that the concept is good; however, it needs some work on the verbiage. After discussion, the motion to approve on 1<sup>st</sup> Reading carried.

**Farrier Science Certificate – 32 credits**

**1<sup>st</sup> Reading Review – Approved on contingency**

**Beef Fabrication Certificate – 18 credits**

**Meat Cutter Certificate – 35 credits (includes completion of Beef Fabrication Certificate credits)**

**1<sup>st</sup> Reading Review – Approved on contingency**

It was moved and seconded to consider the Farrier Science Certificate, the Meat Cutter Certificate and the Beef Fabrication Certificate together to approve on 1<sup>st</sup> Reading contingent upon receiving more specific information on these programs before the 2<sup>nd</sup> Reading review; motion carried. Discussion centered around college liability and faculty matrix for new courses.

**Medical Assistant Certificate – 31 credits**

**1<sup>st</sup> Reading Review – Approved on condition**

It was moved and seconded to approve the Medical Assistant Certificate on 1<sup>st</sup> Reading Review on condition that more research is presented on this; motion carried. Discussion included reasoning for why this program is being presented—Banner has approached EWC to offer this program, it is also part of the WHIP II proposal from the Governor with one time funds available (\$25,000), also a possibility to include it in the EDA grant. Costs for the program would include \$75,000 for a full-time faculty and a \$10,000 supply budget. Discussion also included concern over the BIOL 1000 or 1010 prerequisite that students would have to take before starting the program.

**g. PROGRAM CHANGES**

**BWFO.AS Biology-Wildlife and Fisheries Option**

Add “or CHEM 1000” to Freshman Fall Semester

**1<sup>st</sup> Reading Review – Approved**

**2<sup>nd</sup> Reading Review – Approved**

It was moved and seconded to approve the change for BWFO.AS on 2<sup>nd</sup> Reading; motion carried.

**GUNS.AAS Gunsmithing**

Change approved program electives description to Take any course from the 1700 and 2700 level with a GUNS prefix.

**1<sup>st</sup> Reading Review – Approved as amended (change program elective wording)**

**2<sup>nd</sup> Reading Review – Approved**

It was moved and seconded to approve on 2<sup>nd</sup> Reading to change the program electives description to “Take any course at the 1000 or above level with a GUNS prefix”; motion carried.

**PAHL.AS Pre-Allied Health**

Change program title to Pre-Health Science, change program description, change curriculum pattern, and change total credits from 60-61 to 61.

1<sup>st</sup> Reading Review - Approved

**2<sup>nd</sup> Reading Review – Approved**

It was moved and seconded to approve the changes for the PAHL.AS program on 2<sup>nd</sup> Reading; motion carried.

The changes for this program will need to be sent to the WCCC for approval as well and possibly HLC for approval.

**AGBSS.AS Agriculture and Business**

Change curriculum pattern

1<sup>st</sup> Reading Review – Approved on contingency

It was moved and seconded to approve changes for AGBSS.AS on 1<sup>st</sup> Reading contingent upon approval of the new certificate programs; motion carried.

**FRCH.AAS Farm/Ranch Management**

Change title to Agribusiness Management, change program description, change curriculum pattern

1<sup>st</sup> Reading Review – Approved on contingency

It was moved and seconded to approve changes for FRCH.AAS on 1<sup>st</sup> Reading contingent upon approval of the new certificate programs; motion carried.

**AGBP.CD Beef Production Certificate**

Change program description, program credits, change curriculum pattern

1<sup>st</sup> Reading Review – Approved on contingency

It was moved and seconded to approve changes for AGBP.CD on 1<sup>st</sup> Reading contingent upon approval of the new certificate programs; motion carried.

**HMSV.AA Human Services**

Change curriculum pattern

1<sup>st</sup> Reading Review – Approved

It was moved and seconded to approve changes for HMSV.AA on 1<sup>st</sup> Reading; motion carried.

**I. MATRIX CHANGES**

**Anthropology Courses**

1<sup>st</sup> Reading Review – Approved

2<sup>nd</sup> Reading Review – Approved

**Criminal Justice Courses**

1<sup>st</sup> Reading Review – Approved

2<sup>nd</sup> Reading Review - Approved

**Education Courses**

1<sup>st</sup> Reading Review – Approved

2<sup>nd</sup> Reading Review – Approved

**Music Courses**

	<p>1<sup>st</sup> Reading Review – Approved  <b>2<sup>nd</sup> Reading Review – Approved</b></p> <p><b>Technology Courses</b>  1<sup>st</sup> Reading Review – Approved  <b>2<sup>nd</sup> Reading Review – Approved</b>  <b>It was moved and seconded to bundle and approve all matrix changes as presented on 2<sup>nd</sup> Reading; motion carried.</b></p> <p><b>Matrix Review Items</b>  Reminder to review these and propose changes</p>
General Education Update	<b>An update will be given at the January In-Service.</b>
Outcomes Assessment Update – Roger	<b>An update will be given at the January In-Service.</b>
Other	<b>No other items were brought forward for discussion.</b>
Information & Reminders: <b>Dec. 13 11am-1pm – Employee Christmas Carry-In Lunch</b> <b>Dec. 14 at 12:00 p.m. – Grades Due</b> <b>Jan. 10-11, 2022 – New Faculty Orientation</b> <b>Jan. 12-14, 2022 – In-Service</b> <b>Jan. 17, 2022 – College Closed Equality Day</b> <b>Jan. 18, 2022 – Spring Semester Classes Begin</b>	
<b>Next CLC Meeting – January 13, 2022 at 1:00pm in the AC Conference Room or Google Meet</b>	



# Curriculum & Learning Council

## Minutes

Thursday, February 24, 2022

1:00 p.m. – AC Conf Room

**Members:** Tami Afdahl, Aaron Bahmer, Lynn Bedient, Katie Brigham, Casey Debus, Suzy Delger, Margaret Farley, Roger Humphrey, Sergio Mendez, Colleen Mitchell, Sue Schmidt, Amy Smith, Monte Stokes, Kelly Strampe, Sherri Warren, Gwen Yung,

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of January 13, 2022	<b>It was moved and seconded to approve the minutes for January 13, 2022 as corrected (corrected spelling for “CNA” and “Perigrine”); 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. Program Learning Outcomes (PLOs)</li> <li>j. New Distance Learning Course Offering</li> <li>k. 2+2 Agreements</li> <li>l. Matrix Change</li> <li>m. New General Education Course</li> </ul>	<p><b>a. NEW COURSES</b></p> <p>Since the catalog deadline is coming quickly and all curriculum changes must be made in the catalog and Colleague before the fall registration opens, it was moved and seconded to set aside our rules regarding 1<sup>st</sup> &amp; 2<sup>nd</sup> Reading to discuss and approve curriculum changes during this meeting for both 1<sup>st</sup> &amp; 2<sup>nd</sup> Reading in one motion; motion carried.</p> <p><b>ENGL 2020 – Literature, Media, and Culture 3 credits</b>  <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b>  <b>It was moved and seconded to approve the new course ENGL 2020 as amended (added sentence to course description, changed prerequisite to no prerequisite); motion carried.</b>  <b>Note: UW does not accept ENGL 2205 as a COM 2.</b></p> <p><b>VTTK 1650 Veterinary Nutrition 2 credits</b>  <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b>  <b>It was moved and seconded to approve the new course VTTK 1650 as amended (change corequisite to prerequisite/corequisite); motion carried.</b></p> <p><b>b. COURSE CHANGES</b></p> <p><b>BADM 1005 – Business Mathematics I</b>            Change prerequisite to “An appropriate score on the Math placement exam and/or approval from the Math Placement Coordinator”.  <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b>  <b>It was moved and seconded to approve the prerequisite change for BADM 1005 as presented; motion carried.</b></p> <p><b>CSMO 1700 – Intro to Hair Technology</b>            Add prerequisite course (CSMO 1705)  <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b></p> <p><b>CSMO 1785 – Clinical Applications II</b>            Add prerequisite courses (CSMO 1700, CSMO 1715)  <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review - Approved</b>  <b>It was moved and seconded to bundle and approve the prerequisite changes for CSMO 1700 and CSMO 1785 as amended (replace prerequisite course CSMO 1725 with CSMO 1715); motion carried.</b></p> <p><b>ENGL 2205 – Introduction to Literature</b>            Remove prerequisite course  <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b>  <b>It was moved and seconded to approve removing the prerequisite course for ENGL 2205 as presented; motion carried.</b></p>

**REWM 2000 – Principles of Rangeland Management**

Change prerequisite courses to Prerequisite/Corequisite courses.

**1<sup>st</sup> & 2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to approve changing the prerequisite courses to prerequisite/corequisite courses for REWM 2000 as presented; motion carried.**

**TECH 1005 – Applied Technical Writing**

Change prefix to ENGL

**1<sup>st</sup> & 2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to approve changing the prefix from TECH to ENGL for TECH 1005 as presented; motion carried.**

**This change was due to course alignment through CCNS.**

**VTTK 1500 – Orientation to Veterinary Technology**

Change prerequisite

**1<sup>st</sup> & 2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to approve the change in prerequisites for VTTK 1500 as amended (remove Math placement); motion carried.**

**VTTK 1510 – Clinical Techniques I**

Change prerequisite and add pre/corequisite courses

**1<sup>st</sup> & 2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to approve prerequisite changes for VTTK 1510 as amended (remove MATH 0950); motion carried.**

**VTTK 1625 – Laboratory Analysis**

Change contact hours

**1<sup>st</sup> & 2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to approve the change in contact hours for VTTK 1625 as presented; motion carried.**

**e. Proposed Course Fee Change**

**NRST 1510 Certified Nursing Assistant**

Reduce course fee from \$280 to \$265

**1<sup>st</sup> & 2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to approve reducing the course fee for NRST 1510 as presented; motion carried.**

**g. PROGRAM CHANGES**

**FRCH.AAS – Agriculture-Farm and Ranch Management**

Add SOIL and ANSC prefixes to approved electives list of prefixes.

**1<sup>st</sup> & 2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to approve changes in the list of approved electives for the FRCH.AAS program as amended (add only SOIL and ANSC prefixes to list); motion carried.**

**ENGL.AA – English**

Change curriculum pattern

**1<sup>st</sup> & 2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to approve the curriculum pattern changes for ENGL.AA as amended (ENGL 2020 as COM2 and increase approved electives in the Sophomore Year, Spring Semester from 8-10 to 10 credits); motion carried.**

**VTAD.CD – Veterinary Aide Certificate**

Program description change, curriculum pattern change

**1<sup>st</sup> & 2<sup>nd</sup> Reading Review – Approved**

	<p><b>It was moved and seconded to approve the program description change and curriculum pattern change for VTAD.CD as presented; motion carried.</b></p> <p><b>VTTK.AAS – Veterinary Technology</b>  Program description change, curriculum pattern change, total programs change from 74-76 to 75-76  <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b>  <b>It was moved and seconded to approve the program description change, curriculum pattern change and change in total program credits for VTTK.AAS as presented; motion carried.</b></p> <p><b>i. PROGRAM LEARNING OUTCOME CHANGES</b></p> <p><b>MATH.AS – Mathematics</b>  Remove Outcome #6: Describe how mathematics has developed throughout history.  <b>1<sup>st</sup> Reading Review – Approved</b>  <b>2<sup>nd</sup> Reading Review – Approved</b>  <b>It was moved and seconded to approve 1<sup>st</sup> Reading Review; motion carried.</b>  <b>It was moved and seconded to approve 2<sup>nd</sup> Reading Review; motion carried.</b></p> <p><b>I. MATRIX CHANGES</b></p> <p><b>Finance (FIN Courses)</b>  Add FIN prefix to Business Administration courses for the AAS degree  <b>1<sup>st</sup> Reading Review – Approved</b>  <b>2<sup>nd</sup> Reading Review – Approved</b>  <b>It was moved and seconded to approve adding FIN prefix to Business Administration courses matrix for the AAS degree on 1<sup>st</sup> Reading Review; motion carried.</b>  <b>It was moved and seconded to approve adding FIN prefix to Business Administration courses matrix for the AAS degree on 2<sup>nd</sup> Reading Review; motion carried.</b></p> <p><b>Matrix Review Items</b>  Reminder to review these and propose changes</p> <p><b>m. NEW GENERAL EDUCATION COURSE</b></p> <p><b>ENGL 2050 – Creative Writing</b>  Add to Arts &amp; Humanities Category  <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b>  <b>It was moved and seconded to approve adding ENGL 2050 to the Arts &amp; Humanities Category; motion carried.</b></p> <p><b>ENGL 2205 – Introduction to Literature</b>  Add to Arts &amp; Humanities Category  <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b>  <b>It was moved and seconded to approve moving ENGL 2205 from the Communication 2 Category to the Arts &amp; Humanities Category; motion carried.</b></p>
<p>Chadron State College Tuition Waiver – Need candidates by March CLC meeting</p>	<p><b>Members were asked to bring student candidate names to the next CLC meeting (March, 2022) or send names to Roger or Lynn.</b></p>
<p>Academic Calendars – Fall 2024, Spring 2025, Summer 2025</p>	<p><b>Members were asked to bring back any recommendations to the next CLC meeting (March, 2022). Any changes or recommendations will be discussed and voted on at the March meeting. The calendars will then be forwarded to the College Board for final approval.</b></p>

General Education Proposed Course Process and Form	<b>Members were asked to review the process and form. Members will vote on this at the March, 2022 meeting. The approved process will be added to the Faculty Handbook.</b>
General Education Committee Recommendation	<b>Members were asked to review the General Education Committee recommendation for changes within the general education requirements. Final approval will not be sought until this fall to allow changes in programs to be addressed through the curriculum change processes.</b>
Outcomes Assessment Update – Roger	<b>Beth Martin, Amy, and Roger are working on assessment. Planning Cycles and Assessment Maps have been completed. They should have a collection of data by the end of this semester. Next year, they will be working on ILOs (Institutional Learning Outcomes) and CLOs (Course Learning Objectives). They will also be reviewing the use of Perigrine as an assessment for general education courses.</b>
Other	<p><b>Midterm grades – a link will be sent out to instructors to enter midterm grades. Deficiency communications will be sent to student advisors.</b></p> <p><b>There is CARES funding available for Professional Development activities.</b></p> <p><b>The Student Center will be sponsoring a Midterm supper on March 2, 2022 in TEB 131-132 for students. Study groups will be utilized to help students study for midterm exams.</b></p>
<b>Information &amp; Reminders:  Mar. 8, 2022 – Midterm  Mar. 10, 2022 – Block B Classes Begin  Mar. 21 – 25, 2022 – Spring Break</b>	
<b>Next CLC Meeting – March 17, 2022 at 1pm in the AC Conference Room or Google Meet</b>	

# Curriculum & Learning Council

## Minutes

Thursday, March 17, 2022

1:00 p.m. – AC Conf Room

**Members:** Tami Afdahl, Aaron Bahmer, Lynn Bedient, Katie Brigham, Casey Debus, Suzy Delger, Margaret Farley, Roger Humphrey, Sergio Mendez, Colleen Mitchell, Sue Schmidt, Amy Smith, Monte Stokes, Kelly Strampe, Sherri Warren, Gwen Yung,

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of February 24, 2022	<b>It was moved and seconded to approve the minutes for February 24, 2022 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. Program Learning Outcomes (PLOs)</li> <li>j. New Distance Learning Course Offering</li> <li>k. 2+2 Agreements</li> <li>l. Matrix Change</li> <li>m. New General Education Course</li> </ul>	<p><b>b. COURSE CHANGES</b></p> <p><b>To expedite the approval of curriculum changes that need to be put into the 2022-2023 catalog, it was moved and seconded to temporarily set aside our rules regarding 1<sup>st</sup> &amp; 2<sup>nd</sup> Reading to discuss and approve curriculum changes during this meeting for both 1<sup>st</sup> &amp; 2<sup>nd</sup> Reading in one motion; motion carried.</b></p> <p><b>CHEM 1000 – Intro to Chemistry</b> Change prerequisite to “An appropriate score on the Math placement exam and/or approval from the Math Placement Coordinator.” <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b></p> <p><b>COSC 1010 – Intro to Computer Science I</b> Change prerequisite to “An appropriate score on the Math placement exam.” <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b></p> <p><b>MATH 1515/1500 – Applied Technical Mathematics</b> Change prerequisite to “An appropriate score on the Math placement exam and/or approval from the Math Placement Coordinator.” <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b></p> <p><b>It was moved and seconded to bundle and approve the course changes for CHEM 1000, COSC 1010, and MATH 1515/1500 on 1<sup>st</sup> and 2<sup>nd</sup> Reading Review; motion carried.</b></p> <p><b>g. PROGRAM CHANGES</b></p> <p><b>ART.AA</b> Curriculum pattern change <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b> <b>It was moved and seconded to approve the curriculum pattern change for ART.AA on 1<sup>st</sup> and 2<sup>nd</sup> Reading Review; motion carried.</b></p> <p><b>m. NEW GENERAL EDUCATION COURSE</b></p> <p><b>ENGL 2020 Literature, Media, and Culture</b> Add course to Communication 2 Category <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved as amended</b> <b>It was moved and seconded to approve ENGL 2020 as a Communication 2 course. After discussion of the course objectives and the implications of approving this when other programs may still have ENGL 2205 listed, the motion was amended to approve adding ENGL 2020 to the Communication 2 category; work on the course objectives; and allow Lynn to change ENGL 2205 to ENGL 2020 for any other programs effective by this change; motion carried.</b></p>

General Education Proposed Course Process and Form	<p>The general education proposed course process and form was review and discussed. Suggested changes to the form included indenting the bulleted items; remove items 1 and 2 listed under item G. Course Syllabus; attach an appendix with Blooms Taxonomy Chart and examples; include a review of outcomes by the Outcomes Assessment Committee before submitting to CLC; reformat page 3 of the form into an Excel spreadsheet or a Word table; and some minor spelling corrections. The form will be revised and brought back to the next CLC meeting.</p>
Chadron State College Tuition Waiver	<p>Two student names were offered up as candidates for the Chadron State College Tuition Waiver.  Ashley Riley – BADM.AS and  Suzanne Frausto – HMSV.AA and SOSOC.AA  Lynn will do some research to get their GPA's and any other information that can be shared. An email vote will be sent out on these so a name can be forwarded to the Financial Aid office in time to submit to Chadron.</p>
Graduation Ceremonies – Need Master of Ceremonies (1 or 2 people)	<p>Margaret Farley was nominated as the Master of Ceremonies. With no other nominations, it was moved and seconded to approve Margaret as the MC for graduation; motion carried.</p>
Academic Calendars – Fall 2024, Spring 2025, Summer 2025	<p>The Academic Calendars were reviewed. Each department was asked for feedback. Vet Tech had no objections to the calendars. Student Services had no objections. Nursing had no objections. Ag/Business expressed concern regarding the start of Block B courses two days before a break (Fall Break, Spring Break, etc.). Cosmo/Barb would like to start Block B on Oct. 21 for the fall and March 17 for the spring to allow extra days for Block A classes since Block B classes already have extra days during finals week. Math/Science had no objections. AHSBS would like to move Spring Beak back one week. Lynn will get feedback from Welding/Gunsmithing and put together a proposal for the calendars for presentation at the next CLC meeting.</p>
Outcomes Assessment Update – Roger	<p>Roger is working with Beth Martin putting folders together for the assessment pieces. As the new Outcomes Assessment Coordinator, Beth will be working with each department group on data collection and helping them with data analysis. Xi is putting together a collection tool for the data.  Next year they will be working with ILO's and CLO's, assessment maps, and working with the various groups to make sure data is being collected and analyzed. The next cycle of Program Reviews will include assessment data and analysis. The Outcomes Assessment Committee will also be reviewing the future of Peregrine as the general education exit assessment. Beth will also be researching the pass/fail rates for students in the general education courses.  Roger is planning on two ad hoc committees to work on initiatives this fall. One will be the General Education Committee to work on mapping the general education courses to the ILO's and to continue their work on the organization of the general education courses and reviewing changes that UW proposes. A second committee consisting of 5-7 faculty members will study a Monday through Thursday class schedule, times and days when a course is scheduled, and definitions for Hybrid courses (Hybrid-Distance or HiFlex). They will forward recommendations by next December.  This committee will also research and recommend professional development activities for faculty.</p>
Other	<p>It was reported that we will be able to use self-service to register students for fall; however, we will still collect paper registrations for backup. Refresher training and training for new faculty will be available the week after Spring Break. It is very important that we get as many returner students registered as possible before the end of the semester.   Roger is thinking of moving the academic structure back to Divisions.</p>

<p>Information &amp; Reminders: <b>Mar. 21 – 25, 2022 – Spring Break</b> <b>April 7 &amp; 8 – Sophomore Registration</b> <b>April 11 – Open Registration</b> <b>April 15 – 18 – Easter Break</b></p>	
<p><b>Next CLC Meeting – April, 2022 TBD in the AC Conference Room or Google Meet</b></p>	

# Curriculum & Learning Council

**Minutes (Corrected)**  
**Thursday, January 13, 2022**

**1:00 p.m. – AC Conf Room**

**Members:** Tami Afdahl, Aaron Bahmer, Lynn Bedient, Katie Brigham, ~~Casey Debus~~, Suzy Delger, ~~Margaret Farley~~, Roger Humphrey, Sergio Mendez, Colleen Mitchell, Sue Schmidt, Amy Smith, Monte Stokes, Kelly Strampe, Sherri Warren, Gwen Yung,

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of Dec. 8, 2021	<b>It was moved and seconded to approve the minutes for December 8, 2021 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. Program Learning Outcomes (PLOs)</li> <li>j. New Distance Learning Course Offering</li> <li>k. 2+2 Agreements</li> <li>l. Matrix Change</li> </ul>	<p><b>a. NEW COURSES</b></p> <p><b>GUNS 1725</b> Hand Loading and Ballistics – 2 credits            1<sup>st</sup> Reading Review – Approved on contingency            2<sup>nd</sup> Reading Review – Tabled  <b>2<sup>nd</sup> Reading Review - Approved</b></p> <p><b>GUNS 1735</b> CNC (Computer Numerical Control) – 2 credits            1<sup>st</sup> Reading Review – Approved on contingency            2<sup>nd</sup> Reading Review – Tabled  <b>2<sup>nd</sup> Reading Review - Approved</b></p> <p><b>GUNS 2725</b> Pistol Smithing – 2 credits            1<sup>st</sup> Reading Review – Approved on contingency            2<sup>nd</sup> Reading Review – Tabled  <b>2<sup>nd</sup> Reading Review – Approved</b></p> <p><b>It was moved and seconded to approve GUNS 1725, GUNS 1735, and GUNS 2725 as new courses on 2<sup>nd</sup> Reading Review; motion carried.</b></p> <p><b>EQST 1590</b> Farrier Science III – 4 credits            1<sup>st</sup> Reading Review – Approved on condition  <b>2<sup>nd</sup> Reading Review - Withdrawn</b></p> <p><b>EQST 1595</b> Farrier Science IV – 4 credits            1<sup>st</sup> Reading Review – Approved on condition  <b>2<sup>nd</sup> Reading Review - Withdrawn</b></p> <p><b>FDSC 1500</b> Animal Harvesting – 2 credits            1<sup>st</sup> Reading Review – Approved on contingency  <b>2<sup>nd</sup> Reading Review - Withdrawn</b></p> <p><b>FDSC 1550</b> Beef Fabrication – 2 credits            1<sup>st</sup> Reading Review – Approved on contingency  <b>2<sup>nd</sup> Reading Review - Withdrawn</b></p> <p><b>FDSC 1560</b> Lamb Fabrication – 2 credits            1<sup>st</sup> Reading Review – Approved on contingency  <b>2<sup>nd</sup> Reading Review - Withdrawn</b></p> <p><b>FDSC 1570</b> Pork Fabrication – 2 credits            1<sup>st</sup> Reading Review – Approved on contingency  <b>2<sup>nd</sup> Reading Review - Withdrawn</b></p> <p><b>FDSC 1575</b> Processed Meats and Cured Products – 2 credits            1<sup>st</sup> Reading Review – Approved on contingency</p>



**2<sup>nd</sup> Reading Review - Withdrawn**

**FDSC 1600** Hazard Analysis Critical Control Points and Safety – 2 credits

1<sup>st</sup> Reading Review – Approved on contingency

**2<sup>nd</sup> Reading Review – Withdrawn**

**The following courses were withdrawn from consideration for 2<sup>nd</sup> Reading Review: EQST 1590, EQST, 1595, FDSC 1500, FDSC 1550, FDSC 1560, FDSC 1570, and FDSC 1575.**

**MATH 0950** Preparation for College Mathematics – 1-3 credits

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to approve MATH 0950 as a new course on 2<sup>nd</sup> Reading Review. Discussion included no prerequisite required to be placed into MATH 0950; after taking this course, students retest to be placed into further math courses; and any programs that require MATH 0920 or MATH 0930 need to be addressed. After discussion, the motion was carried.**

**MEDA 1520** Clinical Role of the Medical Assistant I – 3 credits

1<sup>st</sup> Reading Review – Approved on contingency

**2<sup>nd</sup> Reading Review - Withdrawn**

**MEDA 1525** Clinical Role of the Medical Assistant II – 3 credits

1<sup>st</sup> Reading Review – Approved on contingency

**2<sup>nd</sup> Reading Review - Withdrawn**

**MEDA 1530** Pharmacology for the Medical Assistant – 3 credits

1<sup>st</sup> Reading Review – Approved on contingency

**2<sup>nd</sup> Reading Review - Withdrawn**

**MEDA 1550** Medical Office Procedural Skills – 3 credits

1<sup>st</sup> Reading Review – Approved on contingency

**2<sup>nd</sup> Reading Review - Withdrawn**

**MEDA 1800** Phlebotomy Principles in Practice – 3 credits

1<sup>st</sup> Reading Review – Approved on contingency

**2<sup>nd</sup> Reading Review - Withdrawn**

**MEDA 1970** Medical Assistant Practicum – 3 credits

1<sup>st</sup> Reading Review – Approved on contingency

**2<sup>nd</sup> Reading Review – Withdrawn**

**The following courses were withdrawn from consideration for 2<sup>nd</sup> Reading Review: MEDA 1520, MEDA 1525, MEDA 1530, MEDA 1550, MEDA 1800, and MEDA 1970.**

**b. COURSE CHANGES**

**EQST 1570/1580** Horseshoeing I/Horseshoeing II

Change course titles to Farrier Science I and Farrier Science II

Change credits from 1 to ~~2~~ 3 credits and contact hours to 2 hrs lec and 2 hrs lab.

1<sup>st</sup> Reading Review – Approved on contingency

**2<sup>nd</sup> Reading Review – Withdrawn**

**Course changes for EQST 1570 and EQST 1580 were withdrawn from consideration for 2<sup>nd</sup> Reading Review.**

#### **f. NEW PROGRAMS**

##### **CROP Production Certificate – 33 credits**

1<sup>st</sup> Reading Review – Approved

**2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to approve the Crop Production Certificate on 2<sup>nd</sup> Reading Review; motion carried. It was noted that students who finished the certificate could go on and enter the Farm and Ranch Management program in the second year.**

##### **Farrier Science Certificate – 32 credits**

1<sup>st</sup> Reading Review – Approved on contingency

**2<sup>nd</sup> Reading Review - Withdrawn**

##### **Beef Fabrication Certificate – 18 credits**

**Meat Cutter Certificate – 35 credits (includes completion of Beef Fabrication Certificate credits)**

1<sup>st</sup> Reading Review – Approved on contingency

**2<sup>nd</sup> Reading Review - Withdrawn**

##### **Medical Assistant Certificate – 31 credits**

1<sup>st</sup> Reading Review – Approved on condition

**2<sup>nd</sup> Reading Review – Withdrawn**

**The following proposed new programs were withdrawn from consideration for the 2<sup>nd</sup> Reading Review: Farrier Science Certificate, Beef Fabrication Certificate, Meat Cutter Certificate, and Medical Assistant Certificate.**

#### **g. PROGRAM CHANGES**

##### **AGBSS.AS Agriculture and Business**

Change curriculum pattern

1<sup>st</sup> Reading Review – Approved on contingency

**2<sup>nd</sup> Reading Review – Approved**

**It was moved and seconded to approve the change in curriculum pattern for the AGBSS.AS program on 2<sup>nd</sup> Reading Review; motion carried.**

##### **FRCH.AAS Farm/Ranch Management**

~~Change title to Agribusiness Management, change program description, change curriculum pattern~~

1<sup>st</sup> Reading Review – Approved on contingency

**2<sup>nd</sup> Reading Review – Approved with changes**

**It was moved and seconded to approve the change in curriculum pattern only for the FRCH.AAS program on 2<sup>nd</sup> Reading Review; motion carried.**

##### **AGBP.CD Beef Production Certificate**

Change program description, program credits, change curriculum pattern

1<sup>st</sup> Reading Review – Approved on contingency

**2<sup>nd</sup> Reading Review – Approved with changes**

**It was moved and seconded to approve all changes including the recommended changes for the AGBP.CD program on 2<sup>nd</sup> Reading Review; motion carried. The**

	<p>recommended changes included a change in the program description, and a change in the curriculum pattern.</p> <p><b>HMSV.AA Human Services</b>  Change curriculum pattern  1<sup>st</sup> Reading Review – Approved  2<sup>nd</sup> Reading Review – Approved</p> <p>It was moved and seconded to approve the change in curriculum pattern for the HMSV.AA program on 2<sup>nd</sup> Reading Review; motion carried.</p> <p><b>I. MATRIX CHANGES</b></p> <p><b>Matrix Review Items</b>  Reminder to review these and propose changes</p> <p>It was moved and seconded to remove BOTK, JOUR RENW, and SPPA prefixes from the matrix as we no longer have courses under those prefixes; motion carried.</p> <p>It was moved and seconded to remove EDEL 1410, EDEL 2410, FCSC 1140, FCSC 2131, and ZOO 1500 from the matrix as these courses have been removed from the catalog; motion carried.</p>
<p>Program Review Schedule Change for 2022</p>	<p>Due to the cyber attack, several of the program reviews for this year were lost. The following programs that were scheduled for review in 2021 will be added to the scheduled program reviews for 2022 including <del>CAN</del> <b>CNA</b>, Cosmetology, Criminal Justice, and Interdisciplinary Studies.</p>
<p>Course Substitutions for degrees</p>	<p>There has been some concerns about the number of course substitutions that are coming in to the Registrar’s office. Reasons why course substitutions are being made include courses not offered following a program curriculum pattern, classes being cancelled, students change programs more frequently (just change their mind or have to change because they can’t complete their original program), and advising issues. Roger asked everyone to review their program curriculum patterns to ensure that the course schedules reflect the curriculum patterns and bring any program changes back to CLC for approval.</p>
<p>General Education and Program Requirements double counting for degree</p>	<p>There has been concern on whether general education requirements and program requirements can be double counted for a degree. In the degree audit function of Colleague, a course is either counted as a general education requirement, or a program requirement. Everything else comes in under an elective and Sue has to determine these by hand whether they are program electives or general electives (any course at the 1000 or above level) depending on each program. It was determined years ago when the general education requirements where changed that courses could not be double counted within the general education categories or double counted as a general education requirement and a program requirement. When this was happening, students were coming up short on credits for their programs, and substitutions needed to be made or students had to enroll in an extra semester. Also when courses are substituted, financial aid does not always approve those courses for payment especially if they are not listed in the program.</p>
<p>CLEP and Challenge Exams</p>	<p>There was discussion regarding students taking CLEP or Challenge Exams and who determines whether they can do this or not. Typically, if a CLEP exam is listed in the catalog, the student should be directed to take the CLEP exam. Challenge exams have to be written by the instructor of the course and they may or may not be willing to do this. Since the catalog does not indicate that a student must take the CLEP exam instead of a Challenge exam because the course was listed under</p>

	<p>the CLEP options, the decision is up to the Department Head/Program Director. This needs to be revisited and verbiage needs to be added to the catalog.</p>
General Education Update	<p>Roger will be visiting with Ellen Creagar who will be leading this committee.</p>
Outcomes Assessment Update – Roger	<p>Roger reported that we will be revisiting what we use for assessment (i.e. <del>Perrigrine</del> <b>Perigrine</b>, CCSSE Results, National Benchmark). Right now, we are laying out the framework for Institutional Learning Outcomes (ILOs) which assess the general education requirements and focusing on the Program Learning Outcomes (PLOs).</p>
Other	<p>There were no other items for discussion.</p>
<p>Information &amp; Reminders:  <b>Jan. 17, 2022 – College Closed Equality Day</b>  <b>Jan. 18, 2022 – Spring Semester Classes Begin</b></p>	
<p><b>Next CLC Meeting – February ?? in the AC Conference Room or Google Meet</b></p>	

# Curriculum & Learning Council

## Minutes

Thursday, April 21, 2022

1:00 p.m. – AC Conf Room

**Members:** Tami Afdahl, Aaron Bahmer, Lynn Bedient, Katie Brigham, Casey Debus, Suzy Delger, Margaret Farley, Roger Humphrey, Sergio Mendez, Colleen Mitchell, Sue Schmidt, Amy Smith, Monte Stokes, Kelly Strampe, Sherri Warren, Gwen Yung,

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of March 17, 2022	<b>It was moved and seconded to approve the minutes for March 17, 2022 as presented; motion carried.</b>
Curriculum Review (attached) a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. Proposed Course Fee f. New Program g. Program Change h. Program Deletion i. Program Learning Outcomes (PLOs) j. New Distance Learning Course Offering k. 2+2 Agreements l. Matrix Change m. New General Education Course	<b>b. COURSE CHANGES</b>  <b>It was moved and seconded to temporarily set aside the 1<sup>st</sup> Reading review, then the 2<sup>nd</sup> Reading review at the next meeting to expedite the approvals for both 1<sup>st</sup> and 2<sup>nd</sup> Reading reviews for the noted curriculum changes on this agenda; motion carried.</b>  <b>NRST 1550 – Certified Nursing Assistant II</b> Change credits from 1 to 2, change course description. <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b> <b>It was moved and seconded to approve on 1<sup>st</sup> and 2<sup>nd</sup> Reading review the credit change and course description change for NRST 1550 as presented; motion carried.</b>  <b>MATH 1000 – Problem Solving</b> Change prerequisite to “An appropriate score on the Math placement exam.” <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b>  <b>MATH 1009 – Problem Solving Workshop</b> Change prerequisite to “An appropriate score on the Math placement exam and/or approval from the Math Placement Coordinator.” <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review - Approved</b>  <b>MATH 1100 – Number and Operations for Elementary School Teachers</b> Change prerequisite to “An appropriate score on the Math placement exam and/or approval from the Math Placement Coordinator.” <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review - Approved</b>  <b>MATH 1400 – College Algebra</b> Change prerequisite to “An appropriate score on the Math placement exam and/or approval from the Math Placement Coordinator.” <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review - Approved</b>  <b>MATH 1409 – College Algebra Workshop</b> Change prerequisite to “An appropriate score on the Math placement exam and/or approval from the Math Placement Coordinator.” <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b> <b>It was moved and seconded to bundle and approve on 1<sup>st</sup> and 2<sup>nd</sup> Reading review the prerequisite changes for MATH 1000, MATH 1009, MATH 1100, MATH 1400, and MATH 1409 as presented; motion carried.</b>  <b>WMST 1080 – Women’s Studies</b> Change course title to Gender and Women’s Studies, change prefix to WMST/GWST, change course description. Effective for Fall 2023 <b>1<sup>st</sup> Reading Review – Approved with noted change on the course description</b>

	<p>It was moved and seconded to approve on 1<sup>st</sup> Reading review the course title and course description changes for WMST 1080. Discussion included not changing the prefix to GWST and a recommendation to replace “GWST” in the course description with “gender and women’s studies.” Lynn will confirm with UW and the State Common Course Numbering Group as to continued articulation if we do not change the WMST prefix. Motion carried with the noted change on the course description.</p> <p><b>e. PROPOSED COURSE FEE</b></p> <p><b>NRST 1550 – Certified Nursing Assistant II</b>  Proposed course fee of \$25 for consumable course supplies.  <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved pending Board approval</b>  It was moved and seconded to approve on 1<sup>st</sup> and 2<sup>nd</sup> Reading review the proposed course fee for NRST 1550. The approval for course fees has to go through Cabinet and the Board so the fee may not go into effect until Fall 2023. The motion was amended to approve pending Board approval; motion carried.</p>
Graduation Ceremonies – Need Master of Ceremonies (1 or 2 people)	<b>Kelly Strampe was nominated as the Master of Ceremonies for Graduation. Kelly accepted the nomination. It was moved and seconded to approve Kelly as the Master of Ceremonies for Graduation; motion carried.</b>
Academic Calendars – Fall 2024, Spring 2025, Summer 2025	<p>Calendar Change Options:</p> <ul style="list-style-type: none"> <li>A. Move Fall Break back one week to October 10 &amp; 11 or forward one week to October 24 &amp; 25</li> <li>B. Start Block B on October 21 for fall and March 17 for spring</li> <li>C. Move Spring Break back one week to March 3-7 (Block A would end on March 12 and Block B would start on March 13)</li> </ul> <p><b>The above options were discussed and after discussion, the following motions were presented:</b></p> <p><b>Fall 2024 Calendar – It was moved and seconded to move the Fall Break back one week to October 10 and October 11 and adjust midterm, end of Block A, and start of Block B to equal out the two Blocks; motion carried.</b></p> <p><b>Spring 2025 Calendar – It was moved and seconded to move end of Block A to March 7 and the start of Block B to March 17; motion carried.</b></p> <p><b>Summer 2025 Calendar – It was moved and seconded to approve as presented; motion carried.</b></p>
General Education Proposed Course Process and Form – Review updated form	<b>The General Education Proposed Course Process and Form were reviewed with recommendations for updates—mostly consistency in use of wording. The process and form will be updated and brought back to the next CLC meeting.</b>
Chadron State College Tuition Waiver – Results of email vote.	<p><b>Lawnett (Susie) Stevenson – 1<sup>st</sup> Choice</b>  <b>Susan Frausto – 2<sup>nd</sup> Choice</b>  <b>Ashley Riley – 3<sup>rd</sup> Choice</b>  <b>Financial Aid office submitted Lawnett Stevenson as our choice for the Waiver. If Chadron contacts us that Lawnett is not eligible, then our 2<sup>nd</sup> choice will be submitted.</b></p>
Outcomes Assessment Update – Roger	<b>The Outcomes Assessment Committee will be discussing the use of Peregrine, working on the timeframe of assessment activity, and collecting data on an ongoing basis (4 week and 8 week cycles). Beth is working collecting and analyzing assessment maps and putting them into shared folders. Roger and Aaron will work on aggregation rules this summer and work on a data collection and retrieval tool ready for this fall. Roger will reconvene the General Education</b>

	<p>Committee to map out the general education courses to the Institutional Learning Outcomes (ILOs) this fall as well.</p>
<p>Other</p>	<p>Aaron Bahmer was asked to join a statewide WIP committee. He will be doing some surveys regarding the Virtual and Augmented Reality status at each of the Wyoming Community Colleges and will be asking folks to participate in these surveys.</p> <p>Katie Brigham is applying for a master's degree.</p> <p>The Library will be hosting a Coffee Bar on May 4.</p> <p>Distance Learning – We need to look at processes including evaluation, rotations, assessment and training. There may be CARES money available for professional development.</p>
<p>Information &amp; Reminders:  <b>Monday – April 25 – Registration 4-7pm Virtual Only</b>  <b>May 9–12 – Finals</b>  <b>May 13 – Graduation 10am AA, AS, &amp; ADN</b>  <b>2pm AAS &amp; Certificates</b>  <b>May 16 – In-service</b>  <b>May 17 – Final Grades Due at 12pm</b>  <b>Friday, May 20 – Registration 8am-3pm</b>  <b>Monday, May 23 – Registration 8am-3pm</b>  <b>Friday, June 17 – Registration 8am – 3pm</b>  <b>Monday, June 20 – Registration 8am – 3pm</b></p>	
<p><b>Next CLC Meeting – TBD</b></p>	

# Curriculum & Learning Council

## Minutes

Thursday, May 6, 2021

2:00 p.m. – ZOOM

**Members:** Aaron Bahmer, Lynn Bedient, Ed Bittner, Donna Charron, Casey Debus, Suzey Delger, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Sue Schmidt, Amy Smith, Kate Steinbock, Susan Stephenson, Monte Stokes, Sherri Warren, Gwen Yung

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of April 1, 2021	It was moved and seconded to approve the minutes for April 1, 2021; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"><li>a. New Course</li><li>b. Course Change</li><li>c. Course Deletion</li><li>d. Course(s) No Longer Offered</li><li>e. Proposed Course Fee</li><li>f. New Program</li><li>g. Program Change</li><li>h. Program Deletion</li><li>i. Program Learning Outcomes (PLOs)</li><li>j. New Distance Learning Course Offering</li><li>k. 2+2 Agreements</li><li>l. Matrix Change</li></ul>	<p><b>b. COURSE CHANGES</b></p> <p><b>MATH 1515</b> Applied Technical Mathematics Change course number to 1500 <b>1<sup>st</sup> Reading Review – Approved</b></p> <p>It was moved and seconded to approve the change in course number for MATH 1515 on 1<sup>st</sup> reading; motion carried.</p> <p><b>g. PROGRAM CHANGES</b></p> <p><b>ACCT.AS and BADM.AS</b> Replace ACCT 2450 with IMGT 2400 <b>1<sup>st</sup> Reading &amp; 2<sup>nd</sup> Reading Review – Approved</b></p> <p>It was moved and seconded to approve the curriculum change for ACCT.AS and BADM.AS on 1<sup>st</sup> and 2<sup>nd</sup> reading; motion carried.</p> <p><b>ECON.AS</b> Remove ENGL 2020 and add MKT 2100, change curriculum pattern <b>1<sup>st</sup> Reading &amp; 2<sup>nd</sup> Reading Review Approved</b></p> <p>It was moved and seconded to approve the curriculum change for ECON.AS on 1<sup>st</sup> and 2<sup>nd</sup> reading; motion carried.</p> <p><b>k. MATRIX CHANGES</b></p> <p><b>Art Courses</b> 1<sup>st</sup> Reading Review – Approved 2<sup>nd</sup> Reading Review – Approved</p> <p>It was moved and seconded to approve the matrix change for Art courses on 2<sup>nd</sup> reading; motion carried.</p> <p><b>Communication Courses</b> 1<sup>st</sup> Reading Review – Approved as amended 2<sup>nd</sup> Reading Review – Approved</p> <p>It was moved and seconded to approve the matrix change for Communication courses on 2<sup>nd</sup> reading; motion carried.</p>



	<p><b>Nursing Courses</b>  <b>1<sup>st</sup> Reading Review – Approved as amended</b></p> <p><b>It was moved and seconded to approve the matrix change for Nursing courses as amended on 1<sup>st</sup> reading review; motion carried.</b></p> <p><b>When the amendments are made, an email will be send out for the 2<sup>nd</sup> reading review and approval. The changes need to be made before adjuncts can be hired for the clinicals this fall.</b></p>
<p>Academic Calendars – Fall 2023, Spring 2024, and Summer 2024</p>	<p><b>Proposed Changes for Fall 2023 Calendar:</b></p> <p>A. Push start of Fall 2023 semester date back from August 28 to August 21, 2023 and end on December 7, 2023 instead of December 14, 2023.  <b>It was moved and seconded to approve this proposal; motion carried.</b></p> <p>B. Start Block B immediately on the next day after the end of Block A.  <b>Approved at the 4/1/2021 CLC meeting.</b></p> <p>C. Move Finals back to Tuesday, Wednesday, Thursday and Friday.  <b>No motion made on this proposal.</b></p> <p><b>Proposed Changes for Spring 2024 Calendar:</b></p> <p>A. Start Block B immediately on the next day after the end of Block A.  <b>Approved at the 4/1/2021 CLC meeting.</b></p> <p>B. Move Finals back to Tuesday, Wednesday, Thursday and Friday.  <b>No motion made on this proposal.</b></p> <p>C. Remove Winter Break and Easter Monday to increase class days from 70 to 73.  <b>A motion was made to have Monday classes (from April 1 – Easter Monday) attend on Tuesday, April 2; no second motion; motion died.</b></p> <p>D. <b>A motion was made and seconded to move midterm and the end of Block A to Wednesday, March 6 and start Block B on March 7 to even out the days in Block A and Block B; motion carried.</b></p> <p><b>Proposed Changes for Summer 2024 Calendar:</b></p> <p><b>It was moved and seconded to approve the Summer 2024 Calendar as presented; motion carried.</b></p>
<p>Vote for Emeritus Status for Retiring Faculty Members</p>	<p><b>Voting form was emailed to all council members. The voting deadline was Friday, May 7, 2021 by 4:00pm.</b>  <b>Dr. Bittner, Bob Creagar, and Dr. Nesbitt were approved for Emeritus Status by email vote.</b></p>
<p>HLC Update – Roger  New programs/deleted programs/program changes deadlines for Fall 2021</p>	<p><b>Roger gave a brief update regarding HLC approvals of programs including any program changes. The new deadline for any proposed program changes need to be done in the Fall semesters so the changes can be submitted for approvals through the Wyoming Community College Commission and HLC with could take 3-4 months or more. Any program change that impacts Title IV requires all approvals mentioned above and the approval from the U.S. Dept. of Education as well.</b></p>
<p>Outcomes Assessment Update – Amy</p>	<p><b>Amy reminded everyone to complete the CATs, Course Assessments and Program Assessment. She will send out a JobAid for completing these items.</b></p>

Distance Taskforce Update – Aaron	No meetings reported.
Other	<p>It was proposed to move current students from the approved ended preprofessional programs to the Pre-Allied Health program and move the students from the WILD program to the approved Biology-Wild Life Option. The students will be able to take the same courses for these programs that they would have taken with the old programs.</p> <p>It was moved and seconded to approve moving the current students to the Pre-Allied Health program and the Biology-Wild Life Option; motion carried.</p>
<p>Information &amp; Reminders:  <b>Graduation</b> - 2 Ceremonies on Friday, May 14, 2021  10:00AM – AAS &amp; Certificate graduates, JoEllen Keigley - MC  2:00PM – AA &amp; AS graduates, Bob Creagar – MC</p> <p><b>Final Grades Due:</b> By NOON on Tuesday, May 18, 2021</p> <p><b>Pre-registration Days:</b>  Tuesday, May 11 – Douglas  Wednesday, May 26 – Torrington (Goshen)  Friday, May 28 – Torrington  Friday, June 11 – Torrington  Friday, June 18 – Douglas  Friday, July 16 – Douglas  Monday, July 19 – Torrington  Monday, August 9 – Torrington  Friday, August 13 - Douglas</p>	<p><b>The due date for final grades has been changed to Wednesday, May 19, 2021.</b></p> <p><b>Financial Aid:</b>  <b>The Division Scholarships can be re-awarded to students. Please let the Financial Aid office know as soon as possible.</b></p> <p><b>Library:</b>  <b>The Library is hosting a coffee bar from 9:30 am to 12:00 pm on Monday, May 10, 2021.</b></p> <p><b>Nursing:</b>  <b>The Nursing Pinning Ceremony will be held in Douglas at 2:00 pm on Saturday, May 15, 2021. There are ten participants and Senator Barrasso will be in attendance.</b></p>
<b>Next CLC Meeting – TBD</b>	

# Curriculum & Learning Council

## Minutes

Wednesday, May 11, 2022

1:00 p.m. – AC Conf Room

**Members:** Tami Afdahl, Aaron Bahmer, Lynn Bedient, Katie Brigham, Casey Debus, Suzy Delger, Margaret Farley, Roger Humphrey, Sergio Mendez, Colleen Mitchell, Sue Schmidt, Amy Smith, Monte Stokes, Kelly Strampe, Sherri Warren, Gwen Yung,

**Minutes:** Lynn Wamboldt

AGENDA	Action
Approve Minutes of April 21, 2022	<b>It was moved and seconded to approve the minutes for April 21, 2022 as presented; motion carried.</b>
Curriculum Review (attached) a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. Proposed Course Fee f. New Program g. Program Change h. Program Deletion i. Program Learning Outcomes (PLOs) j. New Distance Learning Course Offering k. 2+2 Agreements l. Matrix Change m. New General Education Course	<b>a. NEW COURSES</b>  <b>MEDA 1520 – Clinical Role of the Medical Assistant I 3 credits</b> <b>1<sup>st</sup> Reading Review – Approved</b>  <b>MEDA 1525 – Clinical Role of the Medical Assistant II 3 credits</b> <b>1<sup>st</sup> Reading Review – Approved</b>  <b>MEDA 1530 – Pharmacology for the Medical Assistant 3 credits</b> <b>1<sup>st</sup> Reading Review – Approved</b>  <b>MEDA 1550 – Medical Office Procedural Skills 3 credits</b> <b>1<sup>st</sup> Reading Review – Approved</b>  <b>MEDA 1800 – Phlebotomy Principles in Practice 3 credits</b> <b>1<sup>st</sup> Reading Review – Approved with recommendation to look at prerequisite</b>  <b>MEDA 1970 – Medical Assistant Practicum 3 credits</b> <b>1<sup>st</sup> Reading Review – Approved</b>  <b>It was moved and seconded to bundle and approve on 1<sup>st</sup> Reading Review the new courses included MEDA 1520, 1525, 1530, 1550, 1800, and 1970 with the recommendation to review the prerequisite for MEDA 1800; motion carried.</b>  <b>b. COURSE CHANGES</b>  <b>Need motion to waive the normal 1<sup>st</sup> &amp; 2<sup>nd</sup> Review process to expedite the full approval for the course changes for VTTK 2700 and the course deletion for MATH 1450 on 1<sup>st</sup> &amp; 2<sup>nd</sup> Review today to include these changes in the 2022-2023 catalog.</b>  <b>VTTK 2700 Laboratory and Exotic Animals</b> <b>Change prerequisite</b> <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review – Approved</b>  <b>c. COURSE DELETION</b>  <b>MATH 1450 Algebra and Trigonometry</b> <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Reading Review - Approved</b>  <b>It was moved and seconded to waive the normal review process and to approve on 1<sup>st</sup> and 2<sup>nd</sup> Reading Review the course change for VTTK 2700 and the deletion of MATH 1450; motion carried.</b>

	<p><b>f. NEW PROGRAM</b></p> <p><b>Medical Assistant (Cert 1 YR)</b>  <b>1<sup>st</sup> Reading Review - Approved</b></p> <p>It was moved and seconded to approve the Medical Assistant program on 1<sup>st</sup> Reading Review; motion carried.  Discussion included whether a student could take just the phlebotomy course and receive a certificate to work as a phlebotomist. Will need to research this for the next meeting.</p>
<p>General Education Proposed Course Process and Form – Review updated form</p>	<p>The updated form was reviewed. There were some punctuation edits and a suggestion to add something on the new course curriculum form to remind requestors to complete this form when they submit a new course if they want the new course to be added as a gen ed course as well. It was also suggested that the final form should be a fillable PDF form.</p>
<p>Outcomes Assessment Update – Roger</p>	<p>The spring goal for outcomes assessment is to collect the planning cycles, the assessment maps and the assessments.  Future goals for the OA committee are to look at the CCSSE data and also to determine if we keep using Peregrine.  Next year, we will be working on CLOs and ILOs.</p>
<p>Other</p>	<p>Distance Learning – Review distance learning programs and courses and establishing course rotations for distance learning programs.</p> <p>A Federal Audit is being conducted for the U.S. Dept. of Education.</p> <p>Grading – It was brought to our attention that we are out of compliance with Federal Regulations regarding Financial Aid by allowing instructors to assign a “W” grade at the end of the semester. Right now, this practice is not a policy but it is mentioned in the Faculty Handbook which is an Administrative Rule. More research needs to be done on this, but a decision will need to be in place for the Fall 2022 semester.</p>
<p>Information &amp; Reminders:  <b>May 13 – Graduation 10am AA, AS, &amp; ADN</b>  <b>2pm AAS &amp; Certificates</b>  <b>May 16 – In-service</b>  <b>May 17 – Final Grades Due at 12pm</b>  <b>Friday, May 20 – Registration 8am-3pm</b>  <b>Monday, May 23 – Registration 8am-3pm</b>  <b>Friday, June 17 – Registration 8am – 3pm</b>  <b>Monday, June 20 – Registration 8am – 3pm</b></p>	
<p><b>Next CLC Meeting – TBD</b></p>	