

Curriculum & Learning Council

Minutes

Thursday, August 23, 2018

2:30 p.m. – CTEC Conference Room

Members: Don Apparius, Aaron Bahmer, Lynn Bedient, Ed Bittner, Christine Chesser, John Cline, Bob Creagar, Casey Debus, Suzey Delger, Heidi Edmunds, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Court Merrigan, Sue Schmidt, Kate Steinbock, Susan Stephenson, Monte Stokes, Gwen Yung,

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of May 8, 2018	It was moved and seconded to approve the minutes for May 8, 2018; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. Proposed Course Fee f. New Program g. Program Change h. Program Deletion i. New Distance Learning Course Offering j. 2+2 Agreements k. Matrix Change 	<ul style="list-style-type: none"> a. New Course – Applied Math for Wastewater Operators – 2cr. Pending further research Bring back to next CLC meeting for 1st reading. a. New Course – Wastewater Treatment Plant Operator I – 3cr. Pending further research Bring back to next CLC meeting for 1st reading. a. New Course – Wastewater Treatment Plan Operator II – 3cr. Pending further research Bring back to next CLC meeting for 1st reading. g. Program Change – ENGL.AA – Add ENGL 2011 to approved electives box Reviewed on 1st reading. k. Matrix Change – Add matrix for Anthropology, Entomology and Equine Science ADN Nursing Program – Discussion It was moved and seconded to approve the matrix additions for ANTH, ENTO, and EQST as presented; motion carried. <p>It was determined that a draft of a process for conditionally approving nursing adjunct faculty who have not completed a master’s degree in nursing should be submitted for consideration.</p>
Review process for new course requests and program changes and timelines	New course requests and program changes must be submitted by the November CLC meeting to allow enough lead time to make the 1st reading and all approvals including CLC, the Wyoming Community College Commission, and any other approvals if appropriate. This timeline will allow for new courses or program changes to be included in the next year’s catalog and to make it through all the approval processes. New courses and program changes will then be implemented for the next fall semester.
Update on New Programs	<p>The Gunsmithing program has been approved by WCCC. The Welding Specialist, Precision Ag AAS and Precision Ag Certificate have been through the WCCC Peer Review process and are pending full WCCC approval. Chemistry AS has been tabled by the WCCC and they recommended that we resubmit the program as a new program instead of a pilot effective for Fall 2019.</p> <p>After the programs have been approved by WCCC, the programs will be submitted to HLC for approval. Program approval through HLC costs \$2,500 per AA, AS, or AAS program and \$1,800 for up to ten certificate programs submitted at the same time.</p>
Update on Articulations with UW	October 5, 2018 is the UW Articulation meeting. Comments on this included that this meeting has not been as beneficial as in the past. Some departments have been working with the UW departments apart from the big articulation meeting.

<p>ACCUPLACER & ACT Course Placement Guide – pg. 15-16 in College Catalog – Include the list of courses in the guide for advising purposes.</p>	<p>JoEllen reported that she has been working with the English and Mathematics faculty members to set the cut scores for Next Generation Accuplacer.</p> <p>There are about 15 courses in the catalog that require placement score prerequisites. The prerequisites placement scores are not listed in the catalog, so it was proposed that these courses should be listed in the placement guide to help advisors place students into the correct courses. In Student Planning, a link accessing the placement guide will be set in the course description for each course that requires placement scores for easy reference. After discussion, it was determined that a draft placement guide or reference page will be brought to the next CLC meeting for review.</p>
<p>Program Assessment Activities – i.e. Departmental Exams, Portfolios, etc. These need to be built in Colleague as courses for Student Planning so students can finish their degree audits. These could be setup as S/U grade only courses and assigned to the appropriate faculty member.</p>	<p>This topic was tabled.</p>
<p>Distance Learning Committee – Aaron</p>	<p>Aaron reported that the Distance Learning Committee met during in-service and discussed the committee role and responsibility to the CLC group. There was also discussion on ZOOM classes and guidelines. The Wyoming Innovations Conference is scheduled for November 7 & 8 in Evanston this year.</p>
<p>Outcomes Assessment Committee – John Cline</p>	<p>John reported that the Outcomes Assessment Committee is discussing program assessment changes and working on defining outcomes and objectives for courses. With the upcoming HLC Accreditation, more discussions and work may be directed at doing something with the data that is reported. This is an area that needs some work.</p>
<p>Other</p>	<p>Future CLC Meetings – Sally will send out a Doodle Poll to find out what times and days will work best for everyone. We will try to schedule the CTEC Conference room for the majority of the meetings.</p>
<p>Next CLC Meeting – Thursday, Sept. ??, 2018 at 2 p.m. in the AC Conference Room</p>	

Curriculum & Learning Council

Minutes

Thursday, September 12, 2018
3:30 p.m. – CTEC Conference Room

Members: Don Appiarius, Aaron Bahmer, Lynn Bedient, Ed Bittner, Christine Chesser, John Cline, Bob Creagar, Casey Debus, Suzey Delger, Heidi Edmunds, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Court Merrigan, Sue Schmidt, Kate Steinbock, Susan Stephenson, Monte Stokes, Gwen Yung

Others Present: Ellen Creagar and Dinesh Kasti

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of August 23, 2018	It was moved and seconded to approve the minutes for August 23, 2018 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. Proposed Course Fee f. New Program g. Program Change h. Program Deletion i. New Distance Learning Course Offering j. 2+2 Agreements k. Matrix Change 	<ul style="list-style-type: none"> a. New Course – Applied Math for Wastewater Operators – 2cr. 1st Reading Review Reviewed on 1st Reading a. New Course – Wastewater Treatment Plant Operator I – 3cr. 1st Reading Review Reviewed on 1st Reading a. New Course – Wastewater Treatment Plan Operator II – 3cr. 1st Reading Review Reviewed on 1st Reading; it was suggested that the three Aquaculture courses be brought forward to the next meeting with corrected course numbers that align with WCCC assignments. a. New Course – HMSV 1010 – Orientation to Human Services – 3cr. 1st Reading Review Reviewed on 1st Reading a. New Course – HMSV 1060 – Case Management – 3cr. 1st Reading Review Reviewed on 1st Reading a. New Course – HMSV 1460 – Field Experience in Human Services – 3cr. 1st Reading Review Reviewed on 1st Reading a. New Course – HMSV 2110 – Field Experience in Human Services II – 3cr. 1st Reading Review Reviewed on 1st Reading a. New Course – VTTK 2510 – Clinical Experience I – 1cr. 1st Reading Review Reviewed on 1st Reading a. New Course – VTTK 2520 – Clinical Experience II – 1cr. 1st Reading Review Reviewed on 1st Reading a. New Course – VTTK 2555 – Veterinary Dentistry – 2cr. 1st Reading Review Reviewed on 1st Reading

a. New Course – VTTK 2600 – Diagnostic Microbiology – 2cr.

1st Reading Review

Reviewed on 1st Reading

a. New Course – VTTK 2950 – Clinical Experience III – 3cr.

1st Reading Review

Reviewed on 1st Reading

b. Course Change – CSMO 1725 – Remove prerequisite

1st Reading Review

Reviewed on 1st Reading

b. Course Change – VTTK 2615 – Change credit hours from 3 to 4cr.

1st Reading Review

Reviewed on 1st Reading

b. Course Change – VTTK 2610 – Change credit hours from 4 to 3cr

1st Reading Review

Reviewed on 1st Reading

b. Course Change – VTTK 2500 – Change credit hours from 3 to 4cr.

1st Reading Review

Reviewed on 1st Reading

b. Course Change – VTTK 2505 – Change credit hours from 2 to 3cr.

1st Reading Review

Reviewed on 1st Reading

f. New Program – Human Services A.S. – 61-62 credits

1st Reading Review – Ellen Creagar

Ellen presented the new program and was available to answer questions concerning the program. This program would be a terminal degree program; however, students could transfer the courses from this degree to other schools and pursue further education towards a four-year degree. There are only three courses required to begin the Social Work degree at UW, so with careful advising, a student could transfer the courses from this degree to UW towards the UW Social Work degree. Upon completion of this program, students could receive higher wages in human services oriented jobs such as family services, social services, health care, hospitals, etc. Ellen reported that job trends are showing a significant increase in job openings in the fields listed above. No additional resources will be required for this program. All but four of the courses are currently being taught at this time and current faculty members are qualified to teach the new courses. If additional faculty members are needed, we have qualified adjunct faculty available to help with workloads.

Reviewed on 1st Reading

g. Program Change – ENGL.AA – Add ENGL 2011 to approved electives box

1st Reading Passed

It was moved and seconded to approve adding ENGL 2011 to the approved electives box for the ENGL.AA program; motion carried.

g. Program Change – VTTK.AAS – Change credit hours from 62-63 to 71-73, change curriculum pattern

1st Reading Review

Dr. Bittner presented the program changes for VTTK.AAS. Basically, the program will be aligned with the program from the 2016 catalog with some minor adjustments. The program was originally reduced in credit hours to comply with the directive from WCCC and to meet the 2+2 plans with UW through the Complete College Wyoming initiative to reduce programs to 60 credit hours. Since the program is an Associate of Applied Science degree and considered a terminal degree, the WCCC has given permission to increase the credits for this program.

	<p>Other considerations for increasing the program credits are the poor student evaluations received since the reduction of program hours from externship partner businesses. The current program hours are not enough to cover the curriculum needed to ensure students can enter the workforce successfully or possibly pass the national exam. There was further discussion concerning the no reading improvement required for most of the Vet Tech courses, BIOL 1010 and GEOL 1470. It was suggested that HMDV 0500 Bridge Reading may not be meeting the needs for the Vet Tech students and maybe an applied reading course or reading for sciences would be a better option for the students. Adult Education is providing a reading course for welders who are also having reading difficulties. The course incorporates welding textbooks into the curriculum to ensure the course is more relevant to the welding student. Financial Aid will not cover adult education classes and most Financial Aid will not cover developmental courses. Hathaway does not cover developmental courses. Dr. Bittner will take the suggestion back to his department for further discussion.</p> <p>Reviewed on 1st Reading</p>
<p>Update on New Programs Precision Agriculture, AAS Precision Agriculture, Certificate Welding Specialist, Certificate</p>	<p>The Precision Agriculture AAS and Certificate and the Welding Specialist Certificate have been approved by the WCCC. The programs will be effective for Fall 2019.</p>
<p>Course Placement Guide – Review</p> <p>Update on Next Generation ACCUPLACER</p>	<p>A Placement Guide including the courses that require placement scores to meet the prerequisites was given to members for review. Suggestions included adding “Also meets” in the Pre-Requisite for: column heading, and removing the CSMO 1725 course when it is approved by CLC to remove the reading prerequisite. The placement guide will also be available on the website and links will be built in Student Planning to access the website for students to easily reference.</p> <p>The Next Generation ACCUPLACER will be up and running in January. As soon as it is running, the old ACCUPLACER will no longer be available. Cut scores are being determined and the Placement Guide will be updated as soon as the new ACCUPLACER is available.</p>
<p>Program Assessment Activities – i.e. Departmental Exams, Portfolios, etc. These need to be built in Colleague as courses for Student Planning so students can finish their degree audits. These could be set up as S/U grade only courses with 0 credits and assigned to the appropriate faculty member.</p>	<p>To facilitate completion of student plans in Student Planning and to aid with degree audits, it has been determined that outcomes assessment activities that are not currently set up as a course will need to be developed as courses. The courses can be set up as 0 credits with S/U grade only. Each department is being asked to submit a new course request for outcomes activities within their programs. These will need to be submitted by the CLC meeting in November.</p>
<p>Distance Learning Committee – Aaron</p>	<p>The Distance Learning Committee has not met yet. Aaron has asked for names for nominations for the Master Distance Educator Award.</p>
<p>Outcomes Assessment Committee – John Cline</p>	<p>The Outcomes Assessment Committee is working on addressing Criterion 4B for HLC.</p>
<p>Other</p>	<p>We will be reviewing UW and Chadron Articulations for future considerations.</p> <p>The next CLC meeting may be scheduled in the evening to accommodate everyone. If the meetings need to move to the evening, just one meeting a month will be scheduled. A notice will be sent out for the next meeting.</p> <p>It was moved and seconded to approve adjourning the meeting; motion carried.</p>
<p>Next CLC Meeting – Thursday, Sept. 26, 2018 at 3:30 p.m. in the CTEC Conference Room</p>	

Curriculum & Learning Council

Minutes

Wednesday, October 3, 2018

4:30 p.m. – T132

Members: Don Appiaris, Aaron Bahmer, Lynn Bedient, Ed Bittner, Christine Chesser, John Cline, Bob Creagar, Casey Debus, Suzey Delger, Heidi Edmunds, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Court Merrigan, Sue Schmidt, Kate Steinbock, Susan Stephenson, Monte Stokes, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of September 12, 2018	It was moved and seconded to approve the minutes of September 12, 2018 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. Proposed Course Fee f. New Program g. Program Change h. Program Deletion i. New Distance Learning Course Offering j. 2+2 Agreements k. Matrix Change 	<p>New Courses:</p> <ul style="list-style-type: none"> a. New Course – ENVT 2515 - Applied Math for Wastewater Operators – 2cr. 2nd Reading Review a. New Course – ENVT 1570 - Wastewater Treatment Plant Operator I – 3cr. 2nd Reading Review a. New Course – ENVT 2535 - Wastewater Treatment Plan Operator II – 3cr. 2nd Reading Review <p>It was moved and seconded to group the ENVT courses together and to approve them; motion carried.</p> <ul style="list-style-type: none"> a. New Course – HMSV 1010 – Orientation to Human Services – 3cr. 2nd Reading Review a. New Course – HMSV 1060 – Case Management – 3cr. 2nd Reading Review a. New Course – HMSV 1460 – Field Experience in Human Services – 3cr. 2nd Reading Review a. New Course – HMSV 2110 – Field Experience in Human Services II – 3cr. 2nd Reading Review <p>It was moved and seconded to group the HMSV courses together and to approve them; motion carried.</p> <ul style="list-style-type: none"> a. New Course – VTTK 2510 – Clinical Experience I – 1cr. 2nd Reading Review a. New Course – VTTK 2520 – Clinical Experience II – 1cr. 2nd Reading Review a. New Course – VTTK 2555 – Veterinary Dentistry – 2cr. 2nd Reading Review a. New Course – VTTK 2600 – Diagnostic Microbiology – 2cr. 2nd Reading Review a. New Course – VTTK 2950 – Clinical Experience III – 3cr. 2nd Reading Review <p>Four of these courses are presented for reactivation while one course (VTTK 2555) is an actual new course.</p> <p>It was moved and seconded to group the VTTK courses together and to approve them; motion carried.</p> <ul style="list-style-type: none"> a. New Course – BARB 1510 – Chemical Lab for Barbers – 6cr. 1st Reading Review - Completed a. New Course – BARB 1615 – Theory of Chemicals – 3 cr. 1st Reading Review - Completed a. New Course – ENGL 2395 – English Capstone – 0cr. 1st Reading Review - Completed

a. New Course – SPAN 2040 – 2nd Year Spanish II – 4cr.
1st Reading Review - **Completed**

a. New Course – BADM 1395 – Business Administration Capstone – 3cr.
1st Reading Review – **Completed**

Addition to Agenda - New Course – HIST 2295 Field Experience in Ancestral Puebloan Sites – 3cr.

1st Reading Review - **Completed**

Course Changes:

b. Course Change – CSMO 1725 – Remove prerequisite
2nd Reading Review

b. Course Change – VTK 2615 – Change credit hours from 3 to 4cr.
2nd Reading Review

b. Course Change – VTK 2610 – Change credit hours from 4 to 3cr
2nd Reading Review – **This course change was tabled for revisions.**

b. Course Change – VTK 2500 – Change credit hours from 3 to 4cr.
2nd Reading Review

b. Course Change – VTK 2505 – Change credit hours from 2 to 3cr.
2nd Reading Review

It was moved and seconded to group and approve CSMO 1725, VTK 2615, VTK 2500, and VTK 2505; motion carried.

b. Course Change – NURS 2400 – Change Outcomes Assessment Activity to ATI Predictor Test (Included in NURS 2400 Course)

1st Reading Review – **Completed**

b. Course Change – BADM 2395 – Change title, change credit hours from 3 to 0cr, change semester offered and change course description

1st Reading Review – **Completed**

Additions to Agenda – Course Changes

EDUC 2800 – Capstone: Education – change course number to 2395 to meet WCCC course numbering guidelines.

1st Reading Review – **Completed**

BOTK 1970 – Occupational Internship – change title, prefix, credit hours, contact hours, semester offered, and course description.

1st Reading Review - **Completed**

New Programs:

f. New Program – Human Services A.S. – 61-62 credits
2nd Reading Review

It was moved and seconded to table this program for revisions; motion carried.

f. New Program – Barber Stylist Technician Certificate – 39 credits
1st Reading Review - **Completed**

Program Changes:

g. Program Change – VTK.AAS – Change credit hours from 62-63 to 71-73, change curriculum pattern

2nd Reading Review

It was moved and seconded to table this program for revisions; motion carried.

	<p>g. Program Change – Education – Elementary AA & Distance Program, change curriculum pattern 1st Reading Review - Completed</p> <p>g. Program Change – Criminal Justice AA & Distance Program, change credit hours from 60-61 to 62-63, change curriculum pattern 1st Reading Review - Completed</p>
Distance Learning Committee – Aaron	<p>Roger reported on the HLC visit at Douglas regarding distance learning. We need to develop processes for offering online courses including course development guidelines, course delivery reviews and feedback. We should also be providing robust professional development activities for distance learning; utilizing ZOOM for faculty office hours; and develop explicit questions regarding online courses for the course evaluations (student evals). Roger suggested that courses should be evaluated on a rotational basis—a master calendar could be developed to track these.</p> <p>The HLC evaluators also reviewed multiple syllabi and found that the syllabi were not acceptable or inconsistent including incorrect course descriptions and matching course syllabi had different course objectives.</p>
Outcomes Assessment Committee – John Cline	<p>John presented the council with a list of questions for course evaluations. He asked for review and comments. Several questions will need to be added to the evaluations to address online courses. The new course evaluation software will allow for comment boxes to be added beneath each question which could give more directed feedback to faculty. Once the evaluations are done, faculty will have immediate feedback. There was discussion on how to get the students to take the evaluation since the response rate was very poor for this past year. Suggestions included taking the students to a computer lab to do the evaluations as a class activity; Heidi offered to do this for any faculty. Lynn indicated that she will still need a paper-based evaluation for the Wyoming Department of Corrections students as they are not allowed to have internet access. The evaluation questions need to be finalized soon so that the evaluation can be made available for Block A classes.</p>
Other	<p>There being no further discussions, it was moved and seconded to adjourn the meeting; motion carried.</p>
<p>Next CLC Meeting – Wednesday, October 24, 2018 at 4:30 p.m. in the CTEC Conference Room</p>	

Curriculum & Learning Council

Minutes

Wednesday, October 24, 2018
4:30 p.m. – CTEC Conference Room

Members: ~~Don Appiaris, Aaron Bahmer~~, Lynn Bedient, Ed Bittner, Christine Chesser, John Cline, Bob Creagar, Casey Debus, Suzey Delger, Heidi Edmunds, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Court Merrigan, Sue Schmidt, Kate Steinbock, ~~Susan Stephenson~~, Monte Stokes, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of October 3, 2018	It was moved and seconded to approve the minutes of October 3, 2018 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. Proposed Course Fee f. New Program g. Program Change h. Program Deletion i. New Distance Learning Course Offering j. 2+2 Agreements k. Matrix Change 	<p>A. NEW COURSES:</p> <p>BARB 1510 – Chemical Lab for Barbers – 6cr. 1st Reading Review – Completed 2nd Reading Review – Need Vote After discussion on lab hours, it was moved and seconded to approve BARB 1510 as presented; motion carried.</p> <p>BARB 1615 – Theory of Chemicals – 3 cr. 1st Reading Review – Completed 2nd Reading Review – Need Vote It was moved and seconded to approve BARB 1615 as presented; motion carried.</p> <p>ENGL 2395 – English Capstone – 0cr. 1st Reading Review - Completed 2nd Reading Review – Need Vote It was moved and seconded to approve ENGL 2395 as presented; motion carried.</p> <p>SPAN 2040 – 2nd Year Spanish II – 4cr. 1st Reading Review - Completed 2nd Reading Review – Need Vote After discussion, it was moved and seconded to approve SPAN 2040 as presented; motion carried.</p> <p>BADM 1395 – Business Administration Capstone – 3cr. 1st Reading Review - Completed 2nd Reading Review – Need Vote It was moved and seconded to approve BADM 1395 as presented; motion carried.</p> <p>HIST 2295 – Field Experience in Ancestral Puebloan Sites – 3cr. 1st Reading Review – Completed 2nd Reading Review – Need Vote After discussion and striking “permission of the instructor” from the prerequisite, it was moved and seconded to approve HIST 2295 as corrected; motion carried. Note: The course number and/or title for this course may be changed by the WCCC. If this happens, the course will be resubmitted for changes.</p> <p>AGRI 1395 – Beef Production Capstone – 0cr. 1st Reading Review – Completed The course description will be changed to “The purpose of the Outcomes Assessment Activity is to assess program outcomes. This course seeks to enhance and enrich the student’s academic background by synthesizing programmatic learning and experience” for the 2nd Reading Review.</p>

AGTK 1940 – Precision Agriculture II – 3cr.

1st Reading Review - Completed

AGTK 1950 – Precision Hardware and Software – 3cr.

1st Reading Review - Completed

ART 2395 – Art Capstone – 0cr.

1st Reading Review - Completed

B. COURSE CHANGES:

NURS 2400 – Change Outcomes Assessment Activity to ATI Predictor Test (Included in NURS 2400 Course)

1st Reading Review – Completed

2nd Reading Review – Need Vote

It was moved and seconded to approve course change for NURS 2400 as presented; motion carried.

BADM 2395 – Change title, change credit hours from 3 to 0cr, change semester offered and change course description

1st Reading Review – Completed

2nd Reading Review – Need Vote

It was moved and seconded to approve course changes for BADM 2395 as presented; motion carried.

EDUC 2800 – Capstone: Education – change course number to 2395

1st Reading Review – Completed

2nd Reading Review – Need Vote

It was moved and seconded to approve course change for EDUC 2800 as presented; motion carried.

BOTK 1970 – Occupational Internship – change title, prefix, credit hours, contact hours, semester offered, and course description

1st Reading Review – Completed

2nd Reading Review – Need Vote

It was moved and seconded to approve course changes for BOTK 1970 as presented; motion carried.

CSMO 1605 – Skin Technology Lab – change credit hour from 1 to 3 credits, change course description

1st Reading Review - **Completed**

VTTK 1500 – Orientation to Veterinary Technology – change course description

1st Reading Review - **Completed**

VTTK 2550 – Practical Surgical & Medical Experience II – change credit hours from 4 to 3 credits, change contact hours, change course description

1st Reading Review - **Completed**

VTTK 2610 – Veterinary Infectious Diseases & Applied Diagnostics – change title, change course description

1st Reading Review - **Completed**

VTTK 2620 – Noninfectious Diseases – change title, change credit hours from 3 to 4 credits, change contact hours, change course description

1st Reading Review - **Completed**

VTTK 2750 – Clinical Problems – change credit hours from 4 to 3 credits, change contact hours, change course description

1st Reading Review - **Completed**

C. COURSE DELETIONS:

BOTK 2970 – Occupational Internship II

1st Reading Review - **Completed**

F. NEW PROGRAMS:

Barber Stylist Technician Certificate – 39 credits

1st Reading Review – Completed

2nd Reading Review – Need Vote

It was moved and seconded to approve new program Barber Stylist Technician Certificate as presented; motion carried.

Human Services AA – 61-62 credits

1st Reading Review – Completed

2nd Reading Review – Need Vote

It was moved and seconded to approve new program Human Services AA with changes to program credits (61-64), computer electives for 3 credits in Second Year-Second Semester, change “Capstone:” to “Outcomes Assessment Activity” and change total credits for the same semester to 15-17; motion carried.

G. PROGRAM CHANGES:

Education – Elementary AA & Distance Program, change curriculum pattern

1st Reading Review – Completed

2nd Reading Review – Need Vote

It was moved and seconded to approve changes to Education – Elementary AA and Distance programs as presented; motion carried.

Criminal Justice AA & Distance Program, change credit hours from 60-61 to 62-63, change curriculum pattern

1st Reading Review – Completed

2nd Reading Review – Need Vote

It was moved and seconded to approve changes to Criminal Justice AA and Distance programs as presented; motion carried.

Veterinary Technology AAS – change credit hours from 62-63 to 74-76 credits, change curriculum pattern

1st Reading Review – Completed

2nd Reading Review – Need Vote

It was moved and seconded to approve changes to Veterinary Technology AAS program as presented; motion carried.

ART AA – Add ART 2395 as Outcomes Assessment Activity

1st Reading Review - **Completed**

Business Administration AAS – change curriculum pattern

1st Reading Review - **Completed**

Business Administration Distance AAS – change curriculum pattern

1st Reading Review - **Completed**

Business Education AS – change curriculum pattern

1st Reading Review - **Completed**

Cosmetology AAS – change credit hours from 74+ to 76+ credits

1st Reading Review - **Completed**

Cosmetology – Esthetics Certificate - change credit hours from 22 to 24 credits

1st Reading Review - **Completed**

<p>Recommendations for Next Generation Placement Test Cut Scores – Jo Ellen</p>	<p>Jo Ellen presented the Placement Guide with the recommended Next Generation placement cut scores for English, Mathematics and Reading along with the routing rules for the Math Placement tests. The guide will include the old ACCUPLACER scores which will still be valid for a year (December 2019). Students will begin taking the Next Generation placement exams at the beginning of the Spring 2019 semester. Starting Spring 2020, the old ACCUPLACER scores will be removed from the guide. It was suggested that since the change will occur in the middle of the 2019-2020 catalog, a disclaimer should be added to the guide to allow for the change. There was also discussion on the Reading scores.</p> <p>After discussion, it was moved and seconded to approve the placement test cut scores and adding a disclaimer to the guide, motion carried.</p>
<p>CLEP Policy – Math – Jo Ellen</p>	<p>Jo Ellen presented the recommendation from the EWC Math faculty to update the CLEP information listed in the EWC catalog to include MATH 1000 Problem Solving. The College Board has revised the Math CLEP tests in the past two years and as a result the CLEP Math exams and associated classes listed in the catalog no longer align correctly.</p> <p>It was moved and seconded to approve the updated CLEP information as presented; motion carried.</p>
<p>Graduation Requirements for Catalog – Lynn & Sue</p>	<p>The graduation requirements for AA, AS, AAS, and certificate programs listed in the catalog need reviewed for changes/updates. In particular, the requirements for certificate programs indicate that students must complete an appropriate reading course or an appropriate score on the reading exam. We have several certificates that do not have a reading course (or other course) that requires an appropriate reading exam score. The timelines and process for filing graduation applications has changed and needs to be updated. Also, “Self-Directed Studies” are no longer offered and this section should be removed or updated to include any other course delivery modes. Members were asked to review these and give feedback at the next CLC meeting.</p>
<p>Distance Learning Committee – Aaron</p>	<p>After the HLC visit to the Douglas Campus, it was made clear that the Distance Learning Committee will need to review the HLC guidelines regarding Distance Learning. Distance courses need to show peer to peer interaction and we need to formalize our processes regarding distance courses. A distance learning handbook or a dedicated section in the faculty handbook could be utilized for formalization of distance learning processes.</p>
<p>Outcomes Assessment Committee – John Cline</p>	<p>The Outcomes Assessment Committee will be meeting in November. They will review the student evaluation process since the evaluation has raised some questions—mainly what role the evaluation plays in faculty overall evaluation and the timing of when the evaluations are done. The evaluation will be used for this fall and spring as it is, then it can be honed this spring for the Fall 2019 semester. The committee should make recommendations on when the evaluation is available, participation and ensure that the evaluation can be completed from students’ cell phones. It also needs to be communicated to faculty that this is an informative tool that they can use to assess their own instructional methods.</p>
<p>Other</p>	<p>In preparation for the HLC review, we need to work on program reviews/outcomes, program mapping and what we are doing with the results. A Faculty Meeting will be scheduled to work through the program review process, assess where everyone is at with the process, make sure everyone is hearing the same thing at the same time. It was reported that the #1 finding at HLC is Outcomes Assessment – specifically Criteria 4B.</p> <p>The meeting was adjourned at 6:45pm.</p>
<p>Next CLC Meeting – Wednesday, November 7, 2018 at 4:30 p.m. in the CTEC Conference Room</p>	

Curriculum & Learning Council

Minutes

Wednesday, November 7, 2018
4:30 p.m. – CTEC Conference Room

Members: Don Appiarius, Aaron Bahmer, Lynn Bedient, Ed Bittner, Christine Chesser, John Cline, Bob Creagar, Casey Debus, Suzey Delger, Heidi Edmunds, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Court Merrigan, Sue Schmidt, Kate Steinbock, Susan Stephenson, Monte Stokes, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of October 24, 2018	It was moved and seconded to approve the minutes for October 24, 2018 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. Proposed Course Fee f. New Program g. Program Change h. Program Deletion i. New Distance Learning Course Offering j. 2+2 Agreements k. Matrix Change 	<p>A. NEW COURSES:</p> <p>AGRI 1395 – Beef Production Capstone – 0cr. 1st Reading Review – Completed 2nd Reading Review – Need Vote</p> <p>AGTK 1940 – Precision Agriculture II – 3cr. 1st Reading Review – Completed 2nd Reading Review – Need Vote</p> <p>AGTK 1950 – Precision Hardware and Software – 3cr. 1st Reading Review – Completed 2nd Reading Review – Need Vote</p> <p>ART 2395 – Art Capstone – 0cr. 1st Reading Review – Completed 2nd Reading Review – Need Vote</p> <p>It was moved and seconded to approve AGRI 1395, AGTK 1940, AGTK 1950 and ART 2395 as presented; motion carried.</p> <p>AGTK 2540 2520 – Precision Agriculture III – 3cr. 1st Reading Review - Completed</p> <p>AGTK 2540 – Precision Agriculture IV – 3cr. 1st Reading Review - Completed</p> <p>MATH 2395 – Quantitative Reasoning Capstone – 0cr. 1st Reading Review - Completed</p> <p>WELD 2395 – Welding Capstone – 0cr. 1st Reading Review – Completed</p> <p>There was discussion on whether or not capstone courses should have at least one credit hour assigned. Not only would a credit hour add to a program’s total credits but it would also affect workloads for instructors. The capstones fulfill the Outcomes Assessment activity for some programs and there was discussion on whether or not the activity must be completed or completed successfully to meet the program requirements. The degree requirements listed in the catalog on pages 76-79 and include “Completion of the college-wide exit assessment and the outcomes assessment requirements specific to the major.” for AA, AS, and AAS degrees. For certificates, the wording includes “Completion of the outcomes assessment appropriate to the program.”</p>

B. COURSE CHANGES:

CSMO 1605 – Skin Technology Lab – change credit hour from 1 to 3 credits, change course description

1st Reading Review – Completed

2nd Reading Review – Need Vote

VTTK 1500 – Orientation to Veterinary Technology – change course description

1st Reading Review – Completed

2nd Reading Review – Need Vote

VTTK 2550 – Practical Surgical & Medical Experience II – change credit hours from 4 to 3 credits, change contact hours, change course description

1st Reading Review – Completed

2nd Reading Review – Need Vote

VTTK 2610 – Veterinary Infectious Diseases & Applied Diagnostics – change title, change course description

1st Reading Review – Completed

2nd Reading Review – Need Vote

VTTK 2620 – Noninfectious Diseases – change title, change credit hours from 3 to 4 credits, change contact hours, change course description

1st Reading Review – Completed

2nd Reading Review – Need Vote

VTTK 2750 – Clinical Problems – change credit hours from 4 to 3 credits, change contact hours, change course description

1st Reading Review – Completed

2nd Reading Review – Need Vote

It was moved and seconded to approve changes to CSMO 1605, VTTK 1500, VTTK 2550, VTTK 2610 and VTTK 2750 as presented; motion carried.

CROP 2200 – Forage Crop Science – change course description & **Course Title**

1st Reading Review – Completed

The changes for this course will allow broader subject coverage including forage crops and row crops.

Lynn reported that the following courses were approved by WCCC including BADM 1395, BADM 1470, BARB 1510, BARB 1615, EDUC 2395, ENVT 1570, ENVT 2515, ENVT 2535, HMSV 1010, HMSV 1060, HMSV 1460, HMSV 2110, SPAN 2040, VTTK 2500, VTTK 2505, VTTK 2510, VTTK 2520, VTTK 2555, VTTK 2600, VTTK 2615, and VTTK 2950. BADM 2395 was not approved at this time because NWCCD offers this course as Business Office Capstone for 3 credits and if there is more than 2 credits difference in the same course, the request must be forwarded to the Academic Affairs Council for consideration. HIST 2295 was also not approved at this time. WCCC suggested that this course be resubmitted with the appropriate course number for a field studies course (HIST 2640) and titled the same as other colleges. They would accept the title as Field Studies: History.

C. COURSE DELETIONS:

BOTK 2970 – Occupational Internship II

1st Reading Review – Completed

2nd Reading Review – Need Vote

It was moved and seconded to approve deleting BOTK 2970; motion carried.

G. PROGRAM CHANGES:

ART AA – Add ART 2395 as Outcomes Assessment Activity

1st Reading Review – Completed

2nd Reading Review – Need Vote

Business Administration AAS – change curriculum pattern

1st Reading Review – Completed

2nd Reading Review – Need Vote

Business Administration Distance AAS – change curriculum pattern

1st Reading Review – Completed

2nd Reading Review – Need Vote

Business Education AS – change curriculum pattern

1st Reading Review – Completed

2nd Reading Review – Need Vote

Cosmetology AAS – change credit hours from 74+ to 76+ credits

1st Reading Review – Completed

2nd Reading Review – Need Vote

Cosmetology – Esthetics Certificate - change credit hours from 22 to 24 credits

1st Reading Review – Completed

2nd Reading Review – Need Vote

It was moved and seconded to approve all changes for ART AA, Business Administration AAS, Business Administration Distance AAS, Business Education AS, Cosmetology AAS, and Cosmetology-Esthetics Certificate as presented; motion carried.

Beef Production Certificate – Add capstone course

1st Reading Review - Completed

Agriculture Business & Sciences (All options) & Beef Production Certificate – change CROP 2200 course title in Approved Ag Electives and Equine Sciences Electives boxes.

1st Reading Review - Completed

Farm & Ranch Management AAS and Precision Agriculture AAS – Change course title on CROP 2200 from Forage Crops Science to Crop Science

1st Reading Review - Completed

Welding & Joining Technology AAS – Add WELD 2395 as course for Outcomes Assessment Activity

1st Reading Review - Completed

Welding & Joining Technology 1 Year Certificate – Add WELD 2395 as course for Outcomes Assessment Activity

1st Reading Review - Completed

Welding Specialist Certificate – Add WELD 2395 as course for Outcomes Assessment Activity

1st Reading Review - Completed

Welding – Plate Certificate – Add WELD 2395 as course for Outcomes Assessment Activity

1st Reading Review - Completed

	<p>Welding-Machine Tool Technology Certificate – Add WELD 2395 as course for Outcomes Assessment Activity 1st Reading Review – Completed</p> <p>Note: Lynn reported that WCCC had approved</p>
Matrix Additions – HLED and COSC	<p>It has been determined that the faculty matrix needs to be broken down by individual courses instead of by course prefixes. This activity will be addressed this spring. The matrix will be sent out to members to start reviewing the courses.</p>
Distance Learning Committee – Aaron	<p>The Distance Learning Committee met prior to Thanksgiving. The committee will be looking at HLC criteria, determining processes regarding distance learning, change the committee makeup (needs to be faculty led), set parameters for ZOOM classes, continue looking at CANVAS, and research online labs.</p>
Outcomes Assessment Committee – John Cline	<p>The Outcomes Assessment Committee is working on program assessment, program mapping, and defining learning objectives. It was questioned whether ETS will be used for Spring 2019. A decision will need to be made soon. Discussion included buying a yearly subscription to a national comparison of ETS results which would cost \$450/yr. and adding ETS to capstone courses to get students to complete the assessment. Western Wyoming Community College requires their students to take the ETS to graduate but they do not proctor the tests. More discussion included what is the purpose of an outcomes assessment activity—to assess students, assess the program, or both? It was also noted that the graduation requirements need to be reviewed.</p>
Other	<p>Roger shared with the group information from the NACEP conference. There was information on using multiple measures for course placement and high schools using Ed Ready – modules that students work through during their high school years to help with remedial issues. Schools reported that soft skills were also improved by using Ed Ready. In addition, there were panel discussions on a number of colleges working with school districts to align high school curriculum to get students ready for college. Discussions will continue at future meetings.</p> <p>The athletic coaches asked if there is any way to change the lab times because they are all during the afternoons. This conflicts with team practices—with three teams needing to schedule practices in one gym, it makes it hard to get all three team practices in a day. CLC will continue discussions on this.</p>
<p>Next CLC Meeting – Wednesday, November 28, 2018 at 4:30 p.m. in the CTEC Conference Room</p>	

Curriculum & Learning Council

Minutes

Wednesday, November 28, 2018
4:30 p.m. – CTEC Conference Room

Members: Don Appiarius, Aaron Bahmer, Lynn Bedient, Ed Bittner, Christine Chesser, John Cline, Bob Creagar, Casey Debus, Suzey Delger, Heidi Edmunds, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Court Merrigan, Sue Schmidt, Kate Steinbock, Susan Stephenson, Monte Stokes, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of November 7, 2018	It was moved and seconded to approve the minutes for November 7, 2018 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. Proposed Course Fee f. New Program g. Program Change h. Program Deletion i. New Distance Learning Course Offering j. 2+2 Agreements k. Matrix Change 	<p>A. NEW COURSES:</p> <p>AGTK 2520 – Precision Agriculture III – 3cr. 1st Reading Review – Completed 2nd Reading Review – Need Vote</p> <p>AGTK 2540 – Precision Agriculture IV – 3cr. 1st Reading Review – Completed 2nd Reading Review – Need Vote</p> <p>MATH 2395 – Quantitative Reasoning Capstone – 0cr. 1st Reading Review – Completed 2nd Reading Review – Need Vote</p> <p>WELD 2395 – Welding Capstone – 0cr. 1st Reading Review – Completed 2nd Reading Review – Need Vote</p> <p>HIST 2460 – Field Studies: History – 3cr. This course was already approved as HIST 2295 – WCCC requested that we change the course number and course title 1st Reading Review – Can we just vote for the changes at this time?</p> <p>It was moved and seconded to bundle and approve AGTK 2520, AGTK 2540, MATH 2395, WELD 2395, and HIST 2460 as presented; motion carried.</p> <p>PEPR 2090 – Foundations of Coaching – 3cr. 1st Reading Review - Completed</p> <p>GUNS 2395 – Gunsmithing Capstone – 0cr. 1st Reading Review - Completed</p> <p>HMDV 0600 – Bridge to Welding – 0cr. 1st Reading Review – Completed</p> <p>Additions to the Agenda: XXXX 2395 – Preprofessional Capstone – 0cr. 1st Reading Review – Completed Question on what course prefix to use for this capstone.</p> <p>WILD 2395 – Wildlife and Fisheries Biology Management Capstone – 0cr. 1st Reading Review - Completed</p> <p>BIOL 2395 – Biology Capstone – 0cr. 1st Reading Review - Completed</p>

B. COURSE CHANGES:

CROP 2200 – Forage Crop Science – change course description

1st Reading Review – Complete

2nd Reading Review – Need Vote

It was moved and seconded to table the vote for course change for CROP 2200 and program changes for Agriculture Business & Sciences AS, Beef Production Certificate, Farm/Ranch Management AAS and Precision Agriculture AAS until we can get preliminary approval from WCCC regarding the course name change from Forage Crop Science to Crop Science; motion carried.

GUNS 1500 – Intro to Firearms and Firearm Safety – change credit hours and contact hours

1st Reading Review

GUNS 1505 – Firearms Benchmetal – change credit hours and contact hours

1st Reading Review - Completed

GUNS 1510 – Firearms Machine Shop I – change credit hours, contact hours, and semester offered

1st Reading Review - Completed

GUNS 1515 – Firearms Machine Shop II – change credit hours and contact hours

1st Reading Review - Completed

GUNS 1520 – Stockmaking I – change title, credit hours, contact hours, and semester offered

1st Reading Review - Completed

GUNS 1525 – Stockmaking II – change title, credit hours, and contact hours

1st Reading Review - Completed

GUNS 1550 – Firearms Repair – change title, credit hours, contact hours and semester offered

1st Reading Review - Completed

GUNS 1600 – Firearms Conversion – change credit hours and contact hours

1st Reading Review - Completed

GUNS 1650 – Firearms Metal Finishing – change contact hours

1st Reading Review - Completed

WELD 1790 – TIG Welding for Gunsmithing – change contact hours

1st Reading Review - Completed

HMDV 0500 – Bridge Reading – change course description

1st Reading Review - Completed

EDUC 2395 – Capstone: Education – change course description

1st Reading Review - Completed

C. COURSE DELETIONS:

ENGL 0640 – Writing Skills

1st Reading Review - Completed

Courses no longer listed in catalog but still active in Colleague: BOTK 1650, CMAP 1740, 1741, 1742, 1743, 1744, 1745, 1746, 1995, CNTK 1530, 1540, 1550, 1650, 1652, 1654, 1658, 1760, 1764, 1880, 1882, 1884, 1920, 1926, CRMJ 1460, EDUC 2150, HLTk 1200, 1515, PHIL 2345, POLS 2460, RNEW 2345, TECH 1700, WTTK 1500, 1520, 1525, 1640, 1650, 1775, 1785, and 1970.

1st Reading Review – Completed

G. PROGRAM CHANGES:

Beef Production Certificate – Add capstone course

1st Reading Review – Complete

2nd Reading Review – Need Vote

Agriculture Business & Sciences (All options) & Beef Production Certificate – change CROP 2200 course title in Approved Ag Electives and Equine Sciences Electives boxes.

1st Reading Review – Complete

2nd Reading Review – Need Vote

Tabled pending WCCC approval of course name change for CROP 2200.

Farm & Ranch Management AAS and Precision Agriculture AAS – Change course title on CROP 2200 from Forage Crops Science to Crop Science

1st Reading Review – Complete

2nd Reading Review – Need Vote

Tabled pending WCCC approval of course name change for CROP 2200.

Welding & Joining Technology AAS – Add WELD 2395 as course for Outcomes Assessment Activity

1st Reading Review – Complete

2nd Reading Review – Need Vote

Welding & Joining Technology 1 Year Certificate – Add WELD 2395 as course for Outcomes Assessment Activity

1st Reading Review – Complete

2nd Reading Review – Need Vote

Welding Specialist Certificate – Add WELD 2395 as course for Outcomes Assessment Activity

1st Reading Review - Complete

2nd Reading Review – Need Vote

Welding – Plate Certificate – Add WELD 2395 as course for Outcomes Assessment Activity

1st Reading Review – Complete

2nd Reading Review – Need Vote

Welding-Machine Tool Technology Certificate – Add WELD 2395 as course for Outcomes Assessment Activity

1st Reading Review – Complete

2nd Reading Review – Need Vote

It was motioned and seconded to bundle and approve all program changes for Beef Production Certificate (adding capstone course only), Welding & Joining Technology AAS, Welding & Joining Technology 1 Year Certificate, Welding Specialist Certificate, Welding – Plate Certificate and Welding-Machine Tool Technology Certificate with the exception of Agriculture Business & Sciences (all options), Beef Production Certificate (change CROP 2200 course title only), Farm and Ranch Management AAS, and Precision Agriculture AAS; motion carried.

	<p>Education – Early Childhood (AA) – change curriculum pattern 1st Reading Review - Completed</p> <p>Education – Secondary (AA) Physical Education Option – change curriculum pattern 1st Reading Review - Completed</p> <p>Gunsmithing AAS – change total credit hours from 60 credits to 64-65 credits, change curriculum pattern 1st Reading Review - Completed</p>
Outcomes Assessment Activity vs Capstone Discussion	There was discussion regarding an outcomes assessment activity vs. a capstone course and whether or not credit should be assigned. An Outcomes Assessment Clarification document was given to members to review for a future meeting.
Distance Learning Committee	The organization of the distance learning committee will be reconfigured. The committee will be looking at Quality Matters – Free Webinar, Canvas Training for Accessibility, and Distance Education as it pertains to HLC Criteria.
Outcomes Assessment Committee – John Cline	The Outcomes Assessment Committee is working on In-Service/Gen Ed Assessment and what will be put into the catalog.
December CLC Meeting - When	The December CLC meeting will be on December 17 at 9:00am – 11:00am with meeting room to be determined.
Other	There being no further items for discussion, the meeting was adjourned.
Next CLC Meeting – TBA	

Curriculum & Learning Council

Minutes

Monday, December 17, 2018

4:30 p.m. – CTEC Conference Room

Members: Aaron Bahmer, Lynn Bedient, Ed Bittner, Christine Chesser, John Cline, Bob Creagar, Casey Debus, Suzey Delger, Heidi Edmunds, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Court Merrigan, Sue Schmidt, Kate Steinbock, Susan Stephenson, Monte Stokes, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of November 28, 2018	It was moved and seconded to approve the minutes for November 28, 2018 as presented; motion carried.
Curriculum Review (attached) <ol style="list-style-type: none"> 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. New Distance Learning Course Offering j. 2+2 Agreements k. Matrix Change 	<p>A. NEW COURSES:</p> <p>PEPR 2090 – Foundations of Coaching – 3cr. 1st Reading Review – Completed 2nd Reading Review – Approved</p> <p>GUNS 2395 – Gunsmithing Capstone – 0cr. 1st Reading Review – Completed 2nd Reading Review – Need Vote - Tabled</p> <p>HMDV 0600 – Bridge to Welding – 0cr. 1st Reading Review – Completed 2nd Reading Review – Approved</p> <p>XXXX 2395 – Preprofessional Capstone – 0cr. 1st Reading Review – Completed Question on what course prefix to use for this capstone. 2nd Reading Review – Need Vote - Tabled</p> <p>WILD 2395 – Wildlife and Fisheries Biology Management Capstone – 0cr. 1st Reading Review – Completed 2nd Reading Review – Need Vote - Tabled</p> <p>BIOL 2395 – Biology Capstone – 0cr. 1st Reading Review – Completed 2nd Reading Review – Need Vote – Tabled</p> <p>It was moved and seconded to table all the Capstone course requests and only approve the PEPR 2090 and HMDV 0600 courses; motion carried.</p> <p>B. COURSE CHANGES:</p> <p>CROP 2200 – Forage Crop Science – change course title, change course description 1st Reading Review – Complete – Tabled pending WCCC approval.</p> <p>WCCC will not approve a name change for this course—other colleges offer this course. We will need to select a different course number if we want to change the course title. The course change for CROP 2200 was tabled at this time.</p> <p>GUNS 1500 – Intro to Firearms and Firearm Safety – change credit hours and contact hours 1st Reading Review – Completed 2nd Reading Review – Approved</p>

GUNS 1505 – Firearms Benchmetal – change credit hours and contact hours

1st Reading Review – Completed

2nd Reading Review – **Approved**

GUNS 1510 – Firearms Machine Shop I – change credit hours, contact hours, and semester offered

1st Reading Review – Completed

2nd Reading Review – **Approved**

GUNS 1515 – Firearms Machine Shop II – change credit hours and contact hours

1st Reading Review – Completed

2nd Reading Review – **Approved**

GUNS 1520 – Stockmaking I – change title, credit hours, contact hours, and semester offered

1st Reading Review – Completed

2nd Reading Review – **Approved**

GUNS 1525 – Stockmaking II – change title, credit hours, and contact hours

1st Reading Review – Completed

2nd Reading Review – **Approved**

GUNS 1550 – Firearms Repair – change title, credit hours, contact hours and semester offered

1st Reading Review – Completed

2nd Reading Review – **Approved**

GUNS 1600 – Firearms Conversion – change credit hours and contact hours

1st Reading Review – Completed

2nd Reading Review – **Approved**

GUNS 1650 – Firearms Metal Finishing – change contact hours

1st Reading Review – Completed

2nd Reading Review – **Approved**

WELD 1790 – TIG Welding for Gunsmithing – change contact hours

1st Reading Review – Completed

2nd Reading Review – **Approved**

HMDV 0500 – Bridge Reading – change course description

1st Reading Review – Completed

2nd Reading Review – **Approved**

EDUC 2395 – Capstone: Education – change course description

1st Reading Review – Completed

2nd Reading Review – **Approved**

VTTK 1750 – Veterinary Pharmacology – change course prerequisite

1st & 2nd Reading Review – **Approved**

It was moved and seconded to approve all the course change requests with the exception of CROP 2200; motion carried.

C. COURSE DELETIONS:

ENGL 0640 – Writing Skills

1st Reading Review – Completed

2nd Reading Review – **Approved**

	<p>Courses no longer listed in catalog but still active in Colleague: BOTK 1650, CMAP 1740, 1741, 1742, 1743, 1744, 1745, 1746, 1995, CNTK 1530, 1540, 1550, 1650, 1652, 1654, 1658, 1760, 1764, 1880, 1882, 1884, 1920, 1926, CRMJ 1460, EDUC 2150, HLTK 1200, 1515, PHIL 2345, POLS 2460, RNEW 2345, TECH 1700, WTTK 1500, 1520, 1525, 1640, 1650, 1775, 1785, and 1970. 1st Reading Review – Completed 2nd Reading Review – Approved</p> <p>It was moved and seconded to approve all course deletion requests presented; motion carried.</p> <p>G. PROGRAM CHANGES:</p> <p>Agriculture Business & Sciences (All options) & Beef Production Certificate – change CROP 2200 course title in Approved Ag Electives and Equine Sciences Electives boxes. 1st Reading Review – Complete 2nd Reading Review – Need Vote Tabled pending WCCC approval of course name change for CROP 2200. This program change was withdrawn at this time.</p> <p>Farm & Ranch Management AAS and Precision Agriculture AAS – Change course title on CROP 2200 from Forage Crops Science to Crop Science 1st Reading Review – Complete 2nd Reading Review – Need Vote Tabled pending WCCC approval of course name change for CROP 2200. This program change was withdrawn at this time.</p> <p>Education – Early Childhood (AA) – change curriculum pattern 1st Reading Review – Completed 2nd Reading Review – Approved It was moved and seconded to approve this request with one correction (remove HIST 1050 from the 1st Fall Semester); motion carried.</p> <p>Education – Secondary (AA) Physical Education Option – change curriculum pattern 1st Reading Review – Completed 2nd Reading Review – Approved It was moved and seconded to approve this request as presented; motion carried.</p> <p>Gunsmithing AAS – change total credit hours from 60 credits to 64-65 credits, change curriculum pattern 1st Reading Review – Completed 2nd Reading Review – Approved It was moved and seconded to approve this request with a change from 64-65 credits to 64-66 credits; motion carried.</p>
<p>Recommendation for General Education Outcomes Assessment - ETS</p>	<p>It was moved and seconded to continue to use ETS Standard and proctored testing for Spring 2019; motion carried. It was the recommendation from the Outcomes Assessment Committee to embed ETS Standard into course capstones or make the testing a course with 0 credits and no proctored testing for all AA and AS programs in the future. Roger will contact Western Wyoming Community College to investigate how they process and track the testing. It has been noted that adjuncts are not completing CATS because they are not available to them. Aaron will research this.</p>
<p>Distance Learning Committee</p>	<p>The meeting for Distance Learning Committee is set for December 18. The topic will be the reorganization of the committee.</p>

In-Service Agenda Review	The In-Service Agenda will be sent out on Thursday, December 20, 2018.
Other	<p>The Fall 2018 enrollment was down 82 students and down 49 credits compared to Fall 2017.</p> <p>We will be working on a CLC meeting schedule for the spring semester.</p> <p>Spring course prerequisite checks will be ran after the fall final grades have been submitted.</p> <p>The Wyoming Community College Commission has expressed concern regarding capstone courses with zero credit that represent only an outcomes assessment activity, and has not approved some of the capstone course requests. Roger and Lynn will contact the commission to find out what alternatives are available. It was recommended to expedite CLC approval to change any of the CLC approved capstone courses to what they need to be by making a motion to blanket approve those changes to meet the catalog deadline.</p> <p>It was moved and seconded to allow Roger and Lynn to make changes to the CLC approved capstone courses (1395 & 2395) as needed to comply with WCCC requirements; motion carried.</p>
Next CLC Meeting – TBA	

Curriculum & Learning Council

Minutes

Tuesday, January 29, 2019

12:00 p.m. – T131

Members: Aaron Bahmer, Lynn Bedient, Ed Bittner, Christine Chesser, John Cline, Bob Creagar, Casey Debus, Suzey Delger, Heidi Edmunds, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Sue Schmidt, Julie Sherbeyn, Kate Steinbock, Susan Stephenson, Monte Stokes, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of December 17, 2018	It was moved and seconded to approve the minutes for December 17, 2018 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. Proposed Course Fee f. New Program g. Program Change h. Program Deletion i. New Distance Learning Course Offering j. 2+2 Agreements k. Matrix Change 	<p>A. NEW COURSES:</p> <p>GUNS 1530 – Gunstock Checkering – 2cr. 1st Reading Review - Completed</p> <p>GUNS 1535 – Advanced Gunstock Checkering – 2 cr. 1st Reading Review - Completed</p> <p>GUNS 1700 – Knifemaking – 2 cr. 1st Reading Review - Completed</p> <p>GUNS 1705 – Advanced Knifemaking – 2 cr. 1st Reading Review - Completed</p> <p>GUNS 1960 – Field Studies – 1 cr. 1st Reading Review – Completed</p> <p>It was moved and seconded to approve the 1st Reading Review for the GUNS courses; after a lengthy discussion on outcomes vs. objectives and whether or not the course objectives listed for the GUNS courses were outcomes or objectives, the motion was rescinded.</p> <p>After further discussion, it was moved and seconded to approve the 1st Reading Review for all the GUNS courses listed as presented; motion carried.</p> <p>WELD 1500 – Welding & Machining 101 – 1 cr. 1st Reading Review – Completed</p> <p>It was moved and seconded to approve the 1st Reading Review for WELD 1500; after discussion and suggested changes (course title change to Introduction to Welding & Machining and change course number to 1505); motion carried with approved changes as noted.</p> <p>It was also noted that no program changes would be required, as this course will be added to the Freshman Foundation General Education Category upon final approval.</p> <p>B. COURSE CHANGES:</p> <p>STAT 2050 – Fundamentals of Statistics – Change prerequisite (wording). 1st Reading Review - Completed</p> <p>STAT 2070 – Introductory Statistics for the Social Sciences – Change prerequisite (wording). 1st Reading Review - Completed</p>

	<p>It was moved and seconded to approve the 1st Reading Review for STAT 2050 and STAT 2070; after discussion and suggestion of adding “excluding MATH 1515” to the prerequisite wording; motion carried with approved change as noted.</p> <p>WELD 0600 – Bridge to Welding – Change course number, add prerequisite 1st Reading Review – Completed</p> <p>It was moved and seconded to approve the 1st Reading Review for WELD 0600; after discussion, the motion carried as presented.</p> <p>WELD 1781 – GTAW for Gunsmithing – Remove prerequisite. 1st Reading Review – Completed</p> <p>It was moved and seconded to approve the 1st Reading Review for WELD 1781; after discussion, the motion carried as presented.</p> <p>FOR DISCUSSION:</p> <p>Previously approved Outcomes Assessment Activity courses and proposed Outcomes Assessment Activity courses including WELD 1396, MATH 2396, ENGL 2396, BADM 2396, ART 2396, AGRI 1396, WILD 2396, BIOL 2396 Preprofessional 2396 and GUNS 1396. Propose putting all of these under one course (HMDV 2411 – Assessment Requirement) and use for all programs. After discussion, it was proposed that a new course (HMDV 2411 – Assessment Requirement) request be brought to the next CLC meeting for review.</p> <p>K. MATRIX CHANGES:</p> <p>GUNS, HMSV, others? Matrix changes or additions should be submitted to Academics for the next CLC meeting. The matrix will eventually be changed to reflect qualifications for courses instead of course prefixes—everyone was asked to keep this in mind with any matrix change submissions.</p>
Adjunct Payment Table	<p>The adjunct payment schedule was brought to CLC for approval so the schedule can be used consistently with all adjunct instructors. The schedule would be given to adjuncts when they are approached to teach courses so that they are aware of payment information for low enrolled courses and have the option to teach or not based on this information.</p> <p>It was moved and seconded to approve the adjunct payment schedule with the change of putting a floor level at 3 students for all three table sections (1 credit, 2 credit, and 3 credit); motion carried.</p> <p>It was also moved and seconded to approve the adjunct payment schedule with the change of using the highest enrollment count after 10 business days; there was discussion and no vote, so it was moved and seconded to table the second motion until we gather further research; motion carried.</p>
Distance Learning Committee Report	<p>Aaron worked on goals for the committee. Heidi and Aaron will meet to review these and discuss next steps.</p>
Outcomes Assessment Committee Report	<p>The Outcomes Assessment Committee has not met yet this semester.</p>
CLC Meeting Schedule for Spring 2019	<p>The next CLC meeting will be schedule on Thursday at 12:00-12:55pm the second week of February.</p>
Other	<p>It was noted that the Technical Advisory Committee is still meeting.</p> <p>A change to the 2019-2020 Academic Calendars is being discussed by the Academic Leadership Team including changing the start date of the fall semester to Monday and the possibility of making the number of class days in Block A and Block B more</p>

evenly divided. Heidi asked for recommendations or concerns. Susan responded that financial aid packages have already been set, she would have to repackage financial aid manually and there could be repercussions for the Business Office as well.

There was no further discussion. It was moved and seconded to adjourn the meeting; motion carried.

Next CLC Meeting – Thursday, 12:00pm – 2nd week of February – room to be determined.

Curriculum & Learning Council

Minutes

Thursday, February 14, 2019

12:00 p.m. – T131

Members: Aaron Bahmer, Lynn Bedient, Ed Bittner, Christine Chesser, John Cline, Bob Creagar, Casey Debus, Suzey Delger, Heidi Edmunds, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Sue Schmidt, Julie Sherbeyn, Kate Steinbock, Susan Stephenson, Monte Stokes, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of January 29, 2019	It was moved and seconded to approve the minutes for January 29, 2019 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. Proposed Course Fee f. New Program g. Program Change h. Program Deletion i. New Distance Learning Course Offering j. 2+2 Agreements k. Matrix Change 	<p>A. NEW COURSES:</p> <p>GUNS 1530 – Gunstock Checkering – 2cr. 1st Reading Review – Completed 2nd Reading Review – Approved</p> <p>GUNS 1535 – Advanced Gunstock Checkering – 2 cr. 1st Reading Review – Completed 2nd Reading Review – Approved</p> <p>GUNS 1700 – Knifemaking – 2 cr. 1st Reading Review – Completed 2nd Reading Review – Approved</p> <p>GUNS 1705 – Advanced Knifemaking – 2 cr. 1st Reading Review – Completed 2nd Reading Review – Approved</p> <p>GUNS 1960 – Field Studies – 1 cr. 1st Reading Review – Completed 2nd Reading Review – Approved</p> <p>WELD 1505 – Introduction to Welding & Machining – 1 cr. 1st Reading Review – Completed 2nd Reading Review – Approved</p> <p>It was moved and seconded to bundle and approve all the GUNS courses and the WELD 1505 course (with change to course number 1500 to 1505 and title change from Welding & Machining 101 to Introduction to Welding & Machining); motion carried.</p> <p>The Gunsmithing program will have an application process similar to the Nursing program based on a points system. A background check will be part of the application process as well. CLC will review the process once it is finalized. A cohort of students will be accepted into the program. Members expressed concern as to what happens to the overflow of students if the program only accepts so many. This concern will be forwarded as a suggestion to include in the application process. The courses that were approved at this meeting (with the exception of GUNS 1960) are only electives and will be available to any student.</p>

HMSV 2005 – Pre-Screen for Field Experience in Human Services – 0 cr.

1st Reading Review – **Approved w/o 2nd Reading Review**

It was moved and seconded to approve HMSV 2005 without a 2nd reading review; motion carried.

Note: The course will be added to the semester ahead of the field experience course.

HMDV 2411 – Assessment Requirement – 0 cr.

1st Reading Review – **Completed**

It was moved and seconded to approve 1st reading; after discussion, the motion carried.

Discussion included whether or not the course should be transcribed; how many sections would be offered; how would students identify which section to register for; would the course be repeatable if a student received a “U” grade; can a “U” grade be transcribed (catalog issue?); the option of adding completion of the ETS Profile to the course if it becomes a enforced requirement

B. COURSE CHANGES:

STAT 2050 – Fundamentals of Statistics – Change prerequisite (wording).

1st Reading Review – Completed

2nd Reading Review – **Approved**

STAT 2070 – Introductory Statistics for the Social Sciences – Change prerequisite (wording).

1st Reading Review – Completed

2nd Reading Review – **Approved**

It was moved and seconded to approve course changes for STAT 2050 and 2070 (prerequisite wording – add “excluding MATH 1515”); motion carried.

WELD 0600 – Bridge to Welding – Change course number, add prerequisite

Withdrawing Course Change Request – HMDV 0600 – Course number is OK to use under the HMDV prefix.

The Course Change request for WELD 0600 was withdrawn—it will stay under the HMDV prefix.

WELD 1781 – GTAW for Gunsmithing – Remove prerequisite.

1st Reading Review – Completed

2nd Reading Review – **Approved**

It was moved and seconded to approve removing the WELD 1700 prerequisite for WELD 1781; motion carried.

HIST 1320 & 1330 – World Civilizations to 1450 and From 1450 – change course titles

1st Reading Review – **Completed**

It was moved and seconded to advance course changes for HIST 1320 and 1330 to 2nd reading; motion carried.

E. COURSE FEE REQUESTS:

GUNS 1505 – Firearms Bench Metal I - \$75.00

1st Reading Review - **Completed**

GUNS 1510 – Firearms Machine Shop I - \$75.00

1st Reading Review - **Completed**

	<p>GUNS 1515 - Firearms Metal Shop II - \$75.00 1st Reading Review - Completed</p> <p>GUNS 1520 – Stockmaking - \$50.00 1st Reading Review - Completed</p> <p>GUNS 1525 – Custom Gunmaking - \$50.00 1st Reading Review - Completed</p> <p>GUNS 1550 – Firearms Repair and Restoration - \$50.00 1st Reading Review - Completed</p> <p>GUNS 1600 – Firearms Conversions - \$75.00 1st Reading Review - Completed</p> <p>GUNS 1650 – Firearms Metal Finishing - \$50.00 1st Reading Review – Completed</p> <p>It was moved and seconded to advance the fee requests for the GUNS courses to the 2nd reading with additional information on fee amounts and transparency in application process; motion carried.</p> <p>G. PROGRAM CHANGES:</p> <p>HMSV.AA – Human Services – add prescreen descriptor to program description, add HMSV 2005 to program curriculum. 1st Reading Review – Approved 2nd Reading - Waived</p> <p>It was moved and seconded to approve the change to HMSV.AA (add prescreen descriptor and add HMSV 2005 to program curriculum) without a 2nd reading; motion carried.</p> <p>K. MATRIX CHANGES:</p> <p>Nursing - Nursing Courses including NURS 1100, 1200, 2300, 2400 & NURS L001, L002, L003, L004 1st Reading Review</p> <p>Human Services – Courses with HMSV prefix 1st Reading Review</p> <p>It was moved and seconded to table the matrix changes until the next CLC meeting because of meeting time restraints; motion carried.</p>
Distance Learning Committee Report	
Outcomes Assessment Committee Report	
CLC Meeting Schedule for Spring 2019	The next CLC meeting will be scheduled in approximately 2 weeks from this meeting.
Other	CLC members were asked to forward student names for the Chadron Scholarship by the next CLC meeting. Deadline is March 15. It was moved and seconded to adjourn the meeting; motion carried.
Next CLC Meeting – TBA	

Curriculum & Learning Council

Minutes

Tuesday, March 5, 2019

12:00 p.m. – T131

Members: Aaron Bahmer, Lynn Bedient, Ed Bittner, Christine Chesser, John Cline, Bob Creagar, Casey Debus, Suzey Delger, Heidi Edmunds, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Sue Schmidt, Julie Sherbeyn, Kate Steinbock, Susan Stephenson, Monte Stokes, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of February 14, 2019	It was moved and seconded to approve the minutes for February 14, 2019 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. Proposed Course Fee f. New Program g. Program Change h. Program Deletion i. New Distance Learning Course Offering j. 2+2 Agreements k. Matrix Change 	<p>A. NEW COURSES:</p> <p>HMDV 2411 – Assessment Requirement – 0 cr. 1st Reading Review – Completed 2nd Reading Review – Approved It was moved and seconded to approve HMDV 2411, course to be transcribed and offered for S/U grade only; motion carried.</p> <p>B. COURSE CHANGES:</p> <p>HIST 1320 & 1330 – World Civilizations to 1450 and From 1450 – change course titles 1st Reading Review – Completed 2nd Reading Review – Approved It was moved and seconded to approve course titles for HIST 1320 & 1330; motion carried.</p> <p>E. COURSE FEE REQUESTS:</p> <p>GUNS 1505 – Firearms Bench Metal I - \$75.00 1st Reading Review – Completed 2nd Reading Review – Approved</p> <p>GUNS 1510 – Firearms Machine Shop I - \$75.00 1st Reading Review – Completed 2nd Reading Review – Approved</p> <p>GUNS 1515 - Firearms Metal Shop II - \$75.00 1st Reading Review – Completed 2nd Reading Review – Approved</p> <p>GUNS 1520 – Stockmaking - \$50.00 1st Reading Review – Completed 2nd Reading Review – Approved</p> <p>GUNS 1525 – Custom Gunmaking - \$50.00 1st Reading Review – Completed 2nd Reading Review – Approved</p> <p>GUNS 1550 – Firearms Repair and Restoration - \$50.00 1st Reading Review – Completed 2nd Reading Review – Approved</p> <p>GUNS 1600 – Firearms Conversions - \$75.00 1st Reading Review – Completed</p>

	<p>2nd Reading Review – Approved</p> <p>GUNS 1650 – Firearms Metal Finishing - \$50.00 1st Reading Review – Completed 2nd Reading Review – Approved It was moved and seconded to approve course fees for GUNS 1505, 1510, 1515, 1520, 1525, 1550, 1600 and 1650; motion carried.</p> <p>Discussion on course fees included information from administration that supplanting of course fees for program budgets is not the current practice. The Gunsmithing program will have a blended budget with fees supplementing the budget—a start up budget could be based on 15 students taking 15 credits for an approximate program budget of \$9,900. The funding would not be skimmed from Academic Services to establish an operational budget for the program. It was suggested that a program sheet with course fee information be developed that could be given to program students. This would be a step in transparency regarding costs for the program. Other discussion included who has program oversight such as building a program including a program budget.</p> <p>G. PROGRAM CHANGES:</p> <p>HMSV.AA – Human Services – add EDUC, EDFD, EDEX to the approved electives box. 1st Reading Review It was moved and seconded to approve program change for HMSV.AA without the 2nd Reading; motion carried.</p> <p>K. MATRIX CHANGES:</p> <p>Nursing - Nursing Courses including NURS 1100, 1200, 2300, 2400 & NURS L001, L002, L003, L004 1st Reading Review – Completed with corrections (change Wyoming to multi-state for labs)</p> <p>Human Services – Courses with HMSV prefix 1st Reading Review – Not completed - Wait for changes</p> <p>BADM 1470 – Business Internship 1st Reading Review – Not completed – Wait for changes</p> <p>PHYS 1110/1120 – General Physics I & General Physics II 1st Reading Review – Complete with addition of tested experience.</p> <p>It was moved and seconded to approve on 1st Reading Nursing and PHYS 1100/1120 with changes as noted; motion carried.</p>
Distance Learning Committee Report	No report at this time.
Outcomes Assessment Committee Report	John is meeting with departments regarding program outcomes.
Other Chadron State College Scholarship Nominees	<p>Nominees for the Chadron State College Scholarship should be submitted as soon as possible.</p> <p>It was determined that a taskforce to establish program development forms and processes is needed. Heidi asked for three volunteers. Aaron, Lynn and Monte will serve on the taskforce.</p> <p>The next CLC meeting will be scheduled for March 28 at 12:00pm in T131.</p> <p>It was moved and seconded to adjourn the meeting; motion carried.</p>

Curriculum & Learning Council

Minutes

Thursday, March 28, 2019

12:00 p.m. – T131

Members: Aaron Bahmer, Lynn Bedient, Ed Bittner, Christine Chesser, John Cline, Bob Creagar, Casey Debus, Suzey Delger, Heidi Edmunds, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Sue Schmidt, Julie Sherbeyn, Kate Steinbock, Susan Stephenson, Monte Stokes, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of March 5, 2019	It was moved and seconded to approve the minutes for March 5 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. Proposed Course Fee f. New Program g. Program Change h. Program Deletion i. New Distance Learning Course Offering j. 2+2 Agreements k. Matrix Change 	<p>K. MATRIX CHANGES:</p> <p>Nursing - Nursing Courses including NURS 1100, 1200, 2300, 2400 & NURS L001, L002, L003, L004 1st Reading Review – Completed 2nd Reading Review - Approved It was moved and seconded to approve the changes to the NURS matrix; motion carried.</p> <p>PHYS 1110/1120 – General Physics I & General Physics II 1st Reading Review – Completed 2nd Reading Review – Approved It was moved and seconded to approve the changes to the PHYS 1110/1120 matrix; motion carried.</p> <p>Human Services – Courses with HMSV prefix 1st Reading Review</p> <p>BADM 1470 – Business Internship 1st Reading Review Since no changes were brought forward for HMSV or BADM 1470 matrix, it was moved and seconded to table both of these requests until changes are brought forward; motion carried.</p>
Chadron State College Scholarship Nominee – Need Vote	Dantia Palmer Dantia Palmer was the only student nominated for the Chadron State College Scholarship. It was moved and seconded to approve Dantia Palmer for the Chadron State College Scholarship; motion carried.
Graduation Director of Ceremonies – Need nominees and Vote	It was moved and seconded to ask Chuck Kenyon to act as the Graduation Director of Ceremonies with Roger Humphrey as alternate; motion carried. Graduation was discussed including the venue—members expressed concern regarding seating and air conditioning in the gym. Suggestions included webcasting the ceremony in another large area such as the cafeteria or T131-132 and/or giving each student so many tickets for seats and continue having commencement in the auditorium which has more comfortable seating.
Distance Learning Committee Report	No report.

<p>Outcomes Assessment Committee Report</p>	<p>John presented the Outcomes Assessment Report to the EWC Board of Trustees at the March Board meeting. Results of the ETS exam were included in the Outcomes Assessment Report and Board members were concerned that EWC students were not proficient. John took the ETS exam along with several other members of the Outcomes Assessment Committee and commented that it was an exhausting and rigorous exam. So students either to not take it seriously or are not proficient. The Outcomes Assessment Committee will continue to discuss and research alternate assessments for general education. JoEllen reminded everyone that ETS testing is scheduled for April 1 – 18 for the Spring 2019 semester.</p> <p>John has met with all departments now regarding Program Outcomes. He has sent out a reminder email to departments to submit program outcomes by the end of the spring semester.</p> <p>Heidi reminded everyone the importance of scheduling their CCSSE survey sessions and ensured everyone that the survey results will be shared and analyzed.</p>
<p>Other Discussion – 34 CFR 668.164 (c)(5) – Books & supplies costs spread out over four terms – i.e. Gunsmithing kit</p>	<p>The Draft Academic Calendars for Fall 2021, Spring 2022 and Summer 2022 were given to members to take back to their departments for input. Discussion on the calendars will be scheduled for the next CLC meeting.</p> <p>Information was brought forward regarding compliance with requirements in 34 CFR 668.164 (c)(5) with regard to if an institution charges a student for some or all of the student’s books and supplies at the beginning of the student’s enrollment and the student does not have a real and reasonable opportunity to obtain those materials elsewhere, the institution is required to prorate the cost of those materials. This could apply to a gunsmithing kit and/or cosmetology kit or Rabies Vaccination charge. More information on this topic will be brought to the next CLC meeting.</p> <p>Roger is working on a proposal to change the tuition refund policy to 100% tuition and fees refunded during the first week of classes and 50% tuition only refund during the second week of classes.</p> <p>The next CLC meeting will be scheduled for April 9 at 12:00pm in T131.</p> <p>It was moved and seconded to adjourn the meeting; motion carried.</p>

Curriculum & Learning Council

Minutes

Tuesday, April 9, 2019

12:00 p.m. – T131

Members: Aaron Bahmer, Lynn Bedient, Ed Bittner, Christine Chesser, John Cline, Bob Creagar, Casey Debus, Suzey Delger, Heidi Edmunds, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Sue Schmidt, Julie Sherbeyn, Kate Steinbock, Susan Stephenson, Monte Stokes, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of March 28, 2019	It was moved and seconded to approve the minutes for March 28, 2019 as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. Proposed Course Fee f. New Program g. Program Change h. Program Deletion i. New Distance Learning Course Offering j. 2+2 Agreements k. Matrix Change 	<p>K. MATRIX CHANGES:</p> <p>Human Services – Courses with HMSV prefix 1st Reading Review – Approved It was moved and seconded to approve the first reading with the addition of “OR a bachelor’s degree with 3 years of experience in a Human Services field” and adding “Criminal Justice” to the list of master’s degrees; motion carried.</p> <p>BADM 1470 – Business Internship 1st Reading Review – Approved It was moved and seconded to approve the first reading with no corrects; motion carried.</p>
Academic Calendars – Fall 2021, Spring 2022 & Summer 2022	<p>Fall 2021 – It was moved and seconded to approve the first reading with adjustments (move midterm and end of block A to Oct. 8, move start of block B to Oct. 12); motion carried.</p> <p>Spring 2022 – It was moved and seconded to approve the first reading with adjustments (add Winter Break on Feb. 17 & 18, move midterm and end of block A to March 8, move start of block B to March 10, remove advising day); motion carried.</p> <p>Summer 2022 – It was moved and seconded to table the 1st reading; motion carried.</p>
2019 Commencement Need two Card Readers Need two Dept. Head/Program Directors to lead faculty	<p>Card Readers – Suzey and Bob or Chris volunteered to be card readers for graduation.</p> <p>Lead Faculty – Monte and Kate volunteered to lead in the faculty for graduation.</p>
Distance Learning Committee Report	No distance learning report at this time; however, Aaron is working on automating the process of adding students to classes between CANVAS and Colleague. Tyler is researching software to add the option of clicking on “Forgot Password” for students.
Outcomes Assessment Committee Report	The Outcomes Assessment Committee will be meeting on Thursday (April 11).
Other	<p>JoEllen asked everyone to remind students to take the ETS Proficiency exam. Next Thursday (April 18) is the last day to test.</p> <p>It was moved and seconded to adjourn the meeting; motion carried.</p>
Next CLC Meeting – April 25, 2019 at 12:00pm in T131	

Curriculum & Learning Council

Minutes

Thursday, April 25, 2019

12:00 p.m. – T131

Members: Aaron Bahmer, Lynn Bedient, Ed Bittner, Christine Chesser, ~~John Cline~~, Bob Creagar, Casey Debus, Suzey Delger, Heidi Edmunds, Margaret Farley, Roger Humphrey, Jo Ellen Keigley, Sue Schmidt, Julie Sherbeyn, Kate Steinbock, ~~Susan Stephenson~~, Monte Stokes, Gwen Yung

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of April 4, 2019	It was moved and seconded to approve the minutes as presented; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none"> a. New Course b. Course Change c. Course Deletion d. Course(s) No Longer Offered e. Proposed Course Fee f. New Program g. Program Change h. Program Deletion i. New Distance Learning Course Offering j. 2+2 Agreements k. Matrix Change 	<p>K. MATRIX CHANGES:</p> <p>Human Services – Courses with HMSV prefix 1st Reading Review - Completed 2nd Reading Review - Approved</p> <p>BADM 1470 – Business Internship 1st Reading Review - Completed 2nd Reading Review - Approved</p> <p>It was moved and seconded to approve the Human Services and BADM 1470 matrix changes as presented; motion carried.</p> <p>WELD – Courses with WELD and SAFE prefixes and ENTK 1510 for non-testing sites 1st Reading Review</p> <p>It was moved and seconded to approve on 1st Reading the changes proposed to the WELD matrix (List WELD 1650 separately with addition of passing the final exam and listing WELD 2670 and WELD 2680 separately with addition of CWI certification); motion carried. An email will be sent to members to vote on the 2nd Reading Review since this was the last CLC meeting scheduled for the spring.</p>
Academic Calendars – Fall 2021, Spring 2022 & Summer 2022	<p>No changes or corrections were brought forward for the calendars. It was moved and seconded to recommend the Fall 2021, Spring 2022 and Summer 2022 calendars as presented to the Board of Trustees; motion carried.</p>
Distance Learning Committee Report	<p>No report on Distance Learning this time. Aaron reported that class evaluations are up and going. He reminded everyone that courses need to be published to allow evaluations to be completed. Evaluations are available after the last day classes can be dropped. There was discussion on how long evaluations are available. This will be an agenda item for the next CLC meeting. Evaluation results are available one week after grades are due.</p>
Outcomes Assessment Committee Report	<p>Casey reported for Outcomes Assessment. Faculty are getting program outcomes to John. The committee discussed the ETS Proficiency exam. Three members took the ETS exam and reported that it is an extremely rigorous exam. Results of the exam are showing that EWC students are not proficient which could be a result of the students not taking the exam seriously. After much discussion, the committee is concerned that the test may not be giving us the information that we are looking for and so the committee is asking for permission from CLC to research another testing company--Peregrine-located in Gillette, WY. The company is well established and nationally known. They have inbound and outbound testing available. Tests can be customized and testing is available for seven areas</p>

	<p>including Arts & Humanities, Communication, Literature/Composition, Math & Algebra, Science, Social & Behavioral, and Technology. It was also mentioned that Shane Stone is working with Peregrine for testing in the Criminal Justice programs. Discussion from CLC members included exploring other ways to measure general education outcomes other than taking tests such as portfolios. There was also discussion on using other methods besides testing to place students in courses such as using high school GPAs along with other measurements. After discussion, the CLC committee consensus was to give the Outcomes Assessment Committee permission to research Peregrine and to have thoughtful discussions on how the data will be used.</p>
Other	<p>There was discussion regarding scheduling classes during the time between the fall and spring semesters or offering a summer class free to students who need only one class or credit to graduate as a completion initiative. Discussion will continue on this topic.</p> <p>This was the last CLC meeting for the semester. The next CLC meeting will be scheduled for the fall semester or possibly during fall in-service. It was moved and seconded to adjourn the meeting; motion carried.</p>
Next CLC Meeting –	

From: [Lynn Wamboldt](#)
To: [Aaron Bahmer](#); [Bob Creagar](#); [Casey Debus](#); [Catherine Steinbock](#); [Christine Chesser](#); [Ed Bittner](#); [Gwendolyn Yung](#); [Heidi Edmunds](#); [JoEllen Keigley](#); [John Cline](#); [Julie Sherbeyn](#); [Lynn Bedient](#); [Lynn Wamboldt](#); [Margaret Farley](#); [Monte Stokes](#); [Roger Humphrey](#); [Sue Schmidt](#); [Susan Stephenson](#); [Suzey Delger](#)
Subject: Vote on Welding Matrix
Date: Friday, May 10, 2019 5:22:15 PM

Everyone,

The vote count for the Welding Matrix was 10 votes for approval and 8 non-voters. So we had enough votes to meet the quorum. The welding matrix has been approved. Thank you to everyone who voted!

Lynn Wamboldt
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