

Curriculum & Learning Council

Minutes

Thursday, August 22, 2019

2:30 p.m. – AC Conference Room

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

Minutes: Lynn Wamboldt

AGENDA	Action
<p>Approve Minutes of April 25, 2019</p> <p>Approve Email Vote on Welding Matrix – May 10, 2019</p>	<p>It was moved and seconded to approve the minutes for April 25, 2019; motion carried.</p>
<p>Curriculum Review (attached)</p> <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>g. PROGRAM CHANGES</p> <p>CSMO.AAS – Cosmetology program description change 1st Reading Review – Approved with corrections</p> <p>CSNT.C – Nail Technician program description change 1st Reading Review – Approved with corrections</p> <p>CSST.C – Esthetics program description change 1st Reading Review – Approved with corrections</p> <p>CSHT.CD – Hair Technician program description change 1st Reading Review – Approved with corrections</p> <p>BARB.CD – Barbering Technician program description change 1st Reading Review – Approved with corrections</p> <p>BARS.CD – Barber Stylist Technician program description change 1st Reading Review – Approved with corrections</p> <p>It was moved and seconded to bundle all the program change requests and approve with corrections for 1st Reading; motion carried.</p> <p>k. MATRIX CHANGES</p> <p>BADM 1005 Business Mathematics 1st Reading Review – Approved It was moved and seconded to approve the matrix change for BADM 1005 for 1st Reading; motion carried.</p>
<p>Discussion item – Program cost sheets – who is responsible – what info is needed – how do we disseminate this to students</p>	<p>The council discussed the need to make students aware of program costs especially for programs that have additional costs beyond tuition and use fees. As part of Consumer Information requirements, this information needs to be available to current and prospective students. Suzey shared that the Nursing program costs are available on the Nursing web page including textbook costs. Other programs may have cost sheets that are handed out to students when they register. Costs of attendance (including tuition & room/board) in general are available in the college catalog and by using the Net Price Calculator available on the website; however, these costs do not include course fees or additional program costs which make it difficult for prospective students to gauge a more accurate cost of</p>

	<p>attendance for specific programs. Department heads and programs directors will start discussions with their areas to begin creating program cost sheets that can be made available to prospective students. Another question came up at this discussion regarding billing statements and why they are not itemized to show tuition, use fees, course fees, etc.</p>
<p>Discussion Item – PNSG.AS & PAHL.AS programs Nursing ADN prerequisites/financial aid</p>	<p>There was discussion regarding program prerequisites and how they are either eligible for financial aid or not. The PNSG and PAHL programs have been used for students that are trying to get their prerequisites completed to be accepted into the Nursing ADN program. The Science department will begin looking at programs to see what is the best option for students. It was also suggested that all programs should probably be reviewed.</p>
<p>Wyoming Works Update</p>	<p>Heidi reported that the CNA course is an approved program for Wyoming Works. Precision Ag AAS and CD, and all the Welding programs will be considered for approval at the next Commission meeting. The programs that are approved are considered critical and qualify for higher funding. New students can seek grants to pay for the programs by applying through the Financial Aid office. Applications for noncredit workforce courses are coming soon.</p>
<p>Distance Learning Task Force Report</p>	<p>A Distance Learning Task Force is being formed to assess our compliance with NC-SARA and HLC. It has been requested that the Distance Learning Committee be placed on hiatus for one year until the task force completes their research.</p> <p>It was motioned and seconded to place the Distance Learning Committee on hiatus for one year; motion carried.</p>
<p>Outcomes Assessment Committee Report</p>	<p>John Cline has stepped down from the Outcomes Assessment Coordinator position and Kaitlyn Steben has been appointed as the new Outcomes Assessment Coordinator. Regular meetings will be set up and the committee will continue researching a replacement assessment exam to replace ETS. The committee will also finish the programs outcomes and start on phase II of aligning courses.</p>
<p>Other</p>	<p>Student Reinstatement – It was questioned whether students have to repeat the same classes if they are changing majors. Changes for this Administrative Rule and Policy will be brought forward to future meetings.</p> <p>Diversity Committee – The committee is being repurposed. The committee will review the mission statement for diversity inclusion and review HLC Criterion 1.c.</p> <p>Honorlock – this is a proctoring tool for online courses that we are piloting until midterm for free. UW and Western currently use Honorlock. A Three-year plan may be an option and possibly used for other courses not just online courses.</p> <p>Testing Center – JoEllen announced that the testing center will not be as flexible with scheduling this year because she will not have additional help in the testing center. Faculty and students will need to plan accordingly.</p>
<p>Next CLC Meeting – Set schedule for CLC Meetings – The schedule for meetings will be determined after reviewing faculty schedules.</p>	

Curriculum & Learning Council

Minutes (Corrected)
Wednesday, October 9, 2019
2:00 p.m. – T131

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

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of August 22, 2019	It was moved and seconded to approve the minutes for August 22, 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>b. COURSE CHANGES</p> <p>AGRI 1000 – change credit hours from one credit to three credits 1st Reading Review – It was moved and seconded to approve on 1st Reading the changes for AGRI 1000 and to get clarification on the syllabus with regard to credit hours and timeframe for the course; motion carried. Note: Need to submit this course to UW as a transfer First Year Seminar (FYS) course.</p> <p>BADM 1005 – change course description 1st Reading Review – Moved and seconded to approve course description change for BADM 1005; motion carried.</p> <p>g. PROGRAM CHANGES</p> <p>CSMO.AAS – Cosmetology program description change 1st Reading Review – Approved with corrections 2nd Reading Review – Approved with corrections from 1st Reading Review</p> <p>CSNT.C – Nail Technician program description change 1st Reading Review – Approved with corrections 2nd Reading Review – Approved with corrections from 1st Reading Review</p> <p>CSST.C – Esthetics program description change 1st Reading Review – Approved with corrections 2nd Reading Review – Approved with corrections from 1st Reading Review</p> <p>CSHT.CD – Hair Technician program description change 1st Reading Review – Approved with corrections 2nd Reading Review – Approved with corrections from 1st Reading Review</p> <p>BARB.CD – Barbering Technician program description change 1st Reading Review – Approved with corrections 2nd Reading Review – Approved with corrections from 1st Reading Review</p> <p>BARS.CD – Barber Stylist Technician program description change 1st Reading Review – Approved with corrections 2nd Reading Review – Approved with corrections from 1st Reading Review</p> <p>It was moved and seconded to bundle the program description changes (CSMO.AAS, CSNT.C, CSST.C, CSHT.CD, BARB.CD and BARS.CD) and approve 2nd Reading Review with corrections noted from the 1st Reading Review; motion carried.</p>

	<p>k. MATRIX CHANGES</p> <p>BADM 1005 Business Mathematics 1st Reading Review – Approved 2nd Reading Review – Approved It was moved and seconded to approve on 2nd Reading the matrix change for BADM 1005; motion carried.</p>
Course Syllabus Template Discussion & Review	<p>The course syllabus template was reviewed and discussion included the possibility of building templates for the general education courses and adding the course objectives, which fields can be modified, requiring adjuncts including concurrent adjuncts to use the templates, and adding wording to the faculty handbook regarding use of the templates.</p> <p>It was moved and seconded to approve use of the template; motion carried. The template will be available on the shared drive. Academic Services will work on creating general education course templates with course objectives.</p>
Discussion and Review – Grade Appeals	<p>The Grade Appeals process is under review by Student Senate and the Student Services Advisory Council. Next steps in the process to make it an Administrative Rule include review by the Leadership Team, sent out for public comments, and final approval. This process needs to be ready for the 2020-2021 catalog.</p>
Distance Learning Task Force Report	<p>The DL Task Force met on Monday and examined the HLC Review document for Distance Learning. The CRAC document will be reviewed at the next task force meeting.</p>
Outcomes Assessment Committee Report	<p>The Outcomes Assessment Committee will be reviewing the program outcomes and starting the process of linking the outcomes to courses. The committee is also researching options for a different exit survey for the AA and AS programs.</p>
Other	<p>Jo Ellen will schedule the ETS exam for December graduates and asked the committee if the exam should be proctored or not proctored. It was suggested that the Outcomes Assessment Committee should make a recommendation to CLC on this.</p> <p>Acalog implementation has begun with a Project Start meeting completed and consultation and training meetings scheduled throughout November.</p> <p>The next CLC meeting will be scheduled one month from today on Wednesday at 2:00pm.</p> <p>It was motioned moved and seconded to adjourn the meeting; motion carried.</p>
Next CLC Meeting – Set schedule for CLC Meetings	

Curriculum & Learning Council

Minutes

Wednesday, November 6, 2019

2:00 p.m. – T131

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

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of October 9, 2019	It was moved and seconded to approve the minutes for October 9, 2019 with a correction; 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>b. COURSE CHANGES</p> <p>AGRI 1000 – change credit hours from one credit to three credits 1st Reading Review – Approved on condition of corrected syllabus 2nd Reading Review - It was moved and seconded to table approval for 2nd reading until there is clarification on the course content relative to the credit change; motion carried.</p> <p>BADM 1005 – change course description 1st Reading Review – Approved 2nd Reading Review - It was moved and seconded to approve 2nd reading for the course change for BADM 1005; motion carried.</p> <p>LIBS 2280 – change course prefix to EDEL 1st Reading Review It was moved and seconded to approve 1st reading of the change of prefix for LIBS 2280; motion carried.</p> <p>g. PROGRAM CHANGES</p> <p>PAHL.AS – change program description and add HLTK 1510 as approved program elective 1st Reading Review – It was moved and seconded to approve 1st reading for the program description change, adding HLTK 1510 as an approved program elective, and changing total program credits from 61-62 to 60-61; motion carried. Note: Any student taking prerequisites to enter the Nursing ADN program must be put under the PAHL.AS program until they have been accepted into the Nursing ADN program.</p>
Review Graduation Requirements for AA, AS, AAS, and certificates	<p>The council reviewed the graduation requirements listed in the catalog on pages 78 – 80. It was recommended to combine the Associate of Arts, the Associate of Science and the Nursing ADN requirements into one listing and edit the items listed as follows:</p> <ul style="list-style-type: none"> Item 1. Adding “with an “S” or “C” grade or better.” Item 2. Replace the word “semester” with “credit”. Item 3. Remove this item. Item 4. Replace the word “semester” with “credit”. Item 5. Remove this item. Item 6. Remove part of sentence “and the outcomes assessment requirements specific to the major”. Item 7. Remove and put information under “Graduation” section of catalog. Item 8. Remove and put information under “Graduation” section of catalog. Item 9. Remove this item. Item 10. Remove this item.

	<p>Add wording regarding the total number of general education credits and include the minimum hours required from each general education category. Remove the current paragraph above the general education category listing.</p> <p>For the Associate of Applied Science degree requirements, it was recommended to remove items 4, 5, 6, 9, and 10.</p> <p>For the Certificates, it was recommended to remove items 2, 3, 4, and 5.</p> <p>Note: All of the removed information is available in various parts of the college catalog and as we move toward an online catalog, streamlining the information in the catalog will make a more efficient and user-friendly experience for the student.</p> <p>There was a transcript question regarding a student's GPA. All courses count toward the GPA on a student's transcript; however, only courses listed for the program count toward the GPA on the degree audit. Financial Aid includes all courses toward GPA; however, it was noted that the Hathaway GPA is different as well.</p>
Distance Learning Task Force Report	
Outcomes Assessment Committee Report	<p>The Outcomes Assessment Committee met and recommended unanimously that the ETS exams for Fall 2019 graduates be administered unproctored.</p>
Other	<p>Jo Ellen has set the dates for ETS exams from November 15 – December 1, 2019.</p> <p>Casey invited everyone to attend the Veterans Day program on Monday, November 11, 2019 at 12:00pm in the Auditorium.</p> <p>Heidi announced that faculty nominations for WACCT are needed.</p> <p>Discussion at the Dec. 4, 2019 CLC meeting will include setting catalog due dates based on Acalog.</p> <p>It was recommended to add an additional CLC meeting in November to accommodate curriculum changes in a timely manner. The next CLC meeting was set for November 20 from 12:00-1:00pm so that those who have been unable to attend the 2:00pm meetings. The meeting schedule will still include a meeting on December 4 at 2:00pm.</p> <p>It was moved and seconded to adjourn the meeting; motion carried.</p>
<p>Next CLC Meeting – December 4, 2:00PM, TEB 131</p>	

Curriculum & Learning Council

Minutes

Wednesday, November 20, 2019

12:00 p.m. – T131

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

Debbie Ochsner conducted the meeting for Heidi Edmunds

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of November 6, 2019	It was moved and seconded to approve the minutes for November 6, 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>b. COURSE CHANGES</p> <p>AGRI 1000 – change credit hours from one credit to three credits 1st Reading Review – Approved on condition of corrected syllabus 2nd Reading Review – It was moved and seconded to table approval for this course change until the next CLC meeting; motion carried. To meet the credit hour increase, four new course objectives were added along with 8 weeks of additional course work. The benefit of 3 credits versus 1 credit would allow more relevant course work directly related to Agriculture. There were questions from the council including would program changes be an increase of 2 credits or a reduction of elective credits; will the course transfer to UW as a first year seminar even for students transferring to UW without an AS/AA degree; and was a UW syllabus used to build the class. Monte will do additional research regarding the transferability of the course.</p> <p>LIBS 2280 – change course prefix to EDEL 1st Reading Review – Approved 2nd Reading Review – It was moved and seconded to approve changing the prefix for LIBS 2280 to EDEL 2280; motion carried.</p> <p>VTTK 2555 – change contact hours 1st Reading Review – It was moved and seconded to approve 1st Reading for changing the contact hours from 2 hours lecture to 1 hour lecture and 2 lab hours for VTTK 2555; motion carried.</p> <p>VTTK 2610 – change course title 1st Reading Review - Approved</p> <p>VTTK 2620 – change course title 1st Reading Review – Approved It was moved and seconded to bundle the title changes for VTTK 2610 and 2620 and approve 1st Reading of the changes; motion carried.</p> <p>e. PROPOSED COURSE FEE</p> <p>CSMO 1730 – Proposed course fee of \$55 to cover cost of additional mannequin head for training. 1st Reading Review - Approved</p> <p>BARB 1530 – Proposed course fee of \$55 to cover cost of additional mannequin head for students to enhance their learning experience. 1st Reading Review – Approved It was moved and seconded to bundle the course fee requests for CSMO 1730 and BARB 1530 and to approve 1st Reading of the course fee requests; motion carried.</p>

	<p>g. PROGRAM CHANGES</p> <p>PAHLAS – change program description and add HLTK 1510 as approved program elective 1st Reading Review – Approved 2nd Reading Review – It was moved and seconded to approve to change the program description, add HLTK 1510 as an approved program elective, and change the credit hours to 60-61; motion carried.</p>
Distance Learning Task Force Report	<p>Lynn reported that the Task Force is working on Mission and Vision statements for Distance Learning in support of the EWC Mission and Vision. The group also had discussion on whether or not there is merit in maintaining stand-alone distance learning programs in light of the fact that all the EWC distance learning programs are almost identical to the regular programs (rotation of curriculum might be different depending on the online course rotations) and enrollment data for the online programs is very low. In addition, some programs not designated specifically as online programs can be completed entirely online such as the Criminal Justice A.A. program but do not have a separate online designation.</p>
Outcomes Assessment Committee Report	<p>Kaitlyn reported that the Outcomes Assessment Committee is working on two be focus items including researching a graduation exit exam replacement and reviewing program outcomes. The committee is currently reviewing an exit exam provided through Peregrine. Peregrine has 5,000 questions covering 31 general education topics. Exams can be customized and integrated into Canvas. Inbound and outbound exams are available for comparisons. Reports can be customized. The cost for each exam is \$23.</p>
Other	<p>It was reported that from now on all programs and/or courses requiring a background check with utilize Castle Branch. Nursing students will have to do one every year. Students going into the GUNS program will need to have a background check done before they are accepted into the program.</p> <p>The ETS Proficiency exam is scheduled to be open from November 15 through December 1 and will be unproctored.</p> <p>The meeting was adjourned.</p>
<p>Next CLC Meeting – December 4, 2:00PM, TEB 131</p>	

Curriculum & Learning Council

Minutes

Wednesday, December 4, 2019

2:00 p.m. – T131

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

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of November 20, 2019	It was moved and seconded to approve the minutes for November 20, 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>b. COURSE CHANGES</p> <p>AGRI 1000 – change credit hours from one credit to three credits 1st Reading Review – Approved on condition of corrected syllabus 2nd Reading Review – It was moved and seconded to approve changing the credits hours from 1 credit to three credits for AGRI 1000; motion carried with one opposed and one abstaining.</p> <p>VTTK 2555 – change contact hours 1st Reading Review – Approved 2nd Reading Review – It was moved and seconded to approve changing the contact hours from 2 lecture hours to 1 lecture hour and 2 lab hours for VTTK 2555; motion carried.</p> <p>VTTK 2610 – change course title 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>VTTK 2620 – change course title 1st Reading Review – Approved 2nd Reading Review - It was moved and seconded to bundle and approve the title changes for VTTK 2610 and 2620 to Animal Health I (Infectious) and Animal Health II (Non-infectious); motion carried.</p> <p>e. PROPOSED COURSE FEE</p> <p>CSMO 1730 – Proposed course fee of \$55 to cover cost of additional mannequin head for training. 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>BARB 1530 – Proposed course fee of \$55 to cover cost of additional mannequin head for students to enhance their learning experience. 1st Reading Review – Approved 2nd Reading Review – It was moved and seconded to bundle and approve the course fees of \$55/per course for CSMO 1730 and BARB 1530; motion carried.</p>
2+2 Plans – Review and pick three for first round of review by UW	UW is working to review and update the 2+2 plans with each of the WY community colleges. Most of the 2+2 plans that EWC has with UW need to be reviewed and updated. Lynn is working with Amanda Reeder from UW to utilize a software program for submitting plans to UW for review. Since there are so many plans from all of the colleges that need reviewed, Amanda has asked that each college submit and prioritize three plans to begin. After discussion and review of the UW Transfer data, it was moved and seconded to approve allowing Heidi and

	Lynn to look at the most frequent transfer programs with no issues and select the top three to submit to UW; motion carried.
Common Course Numbering – Review rules intended to align existing course titles and guidance for new course names	<p>Lynn provided the council with the course name rules identified by the CCNS Work Group to assist in aligning course names across the state. Briefly the rules are as follows:</p> <ol style="list-style-type: none"> 1. Use roman numerals and utilize the roman numerals if there are subsequent level courses used at other colleges. 2. Only numbers, letters, and hyphens should be used, not &, /, +, :, or other symbols. 3. Majority rule – when equivalent course title is different across colleges/UW, the title used by the largest number of institutions should be adopted. 4. Use “Intro” not “Introduction” for first-level courses unless “Principles” or “Survey” is uniquely necessary. 5. Ordinal numbers should be spelled out—First is preferable to 1st. 6. Avoid abbreviations such as “Bus.,” “Princ.,” “Acct.,” “Educ.,” etc. <p>Discussion and concerns included continued use of colons for Topics courses, further definition of abbreviations including Acct. and Educ., and whether or not a period should be used for abbreviations. Lynn will present these concerns back to the CCNS Work Group.</p>
Catalog Due Dates	Acalog training will be completed in January. Timelines for Financial Aid are generally late March or early April. Heidi stated that the Academic Affairs Council will be sharing their catalog timelines at their next meeting. Heidi will bring those back to CLC to help determine EWC catalog due dates.
Distance Learning Task Force Report	The Distance Learning Task Force is continuing working on a mission and vision statements. The Task Force is also discussing the continued use of stand-alone online programs in light of very little enrollment over the past 19 years and will have some recommendations for CLC at a later date.
Outcomes Assessment Committee Report	Nothing to report at this time.
Other	<p>Jo Ellen reported that 19 Fall graduates received letters to take the ETS exam. To date, 11 students have taken the exam. Jo Ellen has extended the exam deadline to Saturday, December 8, 2019.</p> <p>Heidi reported on the Honor Lock meeting which included discussion on what we want to do. Some items may come forward to CLC at a later date. All interested parties will be invited to the next meeting.</p> <p>Roger reported on Legislative HEA-96 regarding a common course transcript. LCCC and UW will be the first ones to utilize AcademyOne, a software technology to aid in bridging student information systems between institutions (mostly transferability of courses), which will be housed by UW. It could help identify courses meeting Hathaway criterion and Hathaway courses meeting UW courses.</p> <p>The next CLC meeting will be set at a later date.</p> <p>It was moved and seconded to adjourn the meeting; motion carried.</p>
Next CLC Meeting – TBA	

Curriculum & Learning Council

Minutes

Wednesday, February 5, 2020

3:00 p.m. – T131

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

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of December 4, 2019	It was moved and seconded to approve the minutes for December 4, 2020 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>CROP XXXX CROP Science – 3 credits 1st Reading Review - Approved</p> <p>CROP XXXX Pest Identification and Management – 2 credits 1st Reading Review - Approved</p> <p>CROP XXXX Diverse Agricultural Crops – 3 credits 1st Reading Review - Approved</p> <p>It was moved and seconded to bundle and approve on 1st Reading the three new CROP courses; motion carried.</p> <p>b. COURSE CHANGES</p> <p>GUNS 1520 – change contact hours to 2 Lecture and 6 Lab 1st Reading Review - Approved</p> <p>GUNS 1525 – change credit hours from 6 to 5, change contact hours to 2 Lecture and 6 Lab 1st Reading Review - Approved</p> <p>GUNS 1650 – change credit hours from 3 to 2, change contact hours to 1 Lecture and 2 Lab 1st Reading Review - Approved</p> <p>WELD 1781 – change credit hours from 3 to 2, change contact hours to 1 Lecture and 2 Lab 1st Reading Review – Approved</p> <p>It was moved and seconded to bundle and approve on 1st Reading the course changes for GUNS 1520, GUNS 1525, GUNS 1650, and WELD 1781; motion carried.</p> <p>c. COURSE DELETIONS</p> <p>CO/M 2058 – Forensics 1st Reading Review - Approved</p> <p>ENGL 2001 – Sophomore Project: Interdisciplinary Writing 1st Reading Review – Approved</p> <p>It was moved and seconded to bundle and approve on 1st Reading the course deletions for CO/M 2058 and ENGL 2001; motion carried.</p>

e. PROPOSED COURSE FEES

GUNS 1500 – Proposed course fee of \$10.00 to cover cost of supplies.

1st Reading Review - Approved

GUNS 1530 – Proposed course fee of \$75 to cover classroom supply kits.

1st Reading Review – Approved

It was moved and seconded to bundle and approve on 1st Reading the proposed course fees for GUNS 1500 and GUNS 1530; motion carried.

g. PROGRAM CHANGES

Agriculture Business and Sciences AS (all Options), Agriculture – Farm and Ranch Management AAS, Agriculture – Precision Agriculture AAS and certificate, Agriculture – Beef Production certificate, and Agriculture – Rangeland Ecology & Watershed Management AS – change curriculum patterns and total program credits based on change of credits for AGRI 1000 course.

1st Reading Review – Approved with changes

It was moved and seconded to approve with proposed changes on 1st Reading (Equine Science – total credits for Sophomore Year/Fall Semester is 17 credits and total credits for Sophomore Year/Spring Semester is 15 credits; Ed-Secondary Ag – add EDFD 2450 to Sophomore Year/Spring Semester and reduce elective credits to 2-3 credits; and Farm/Ranch Mgmt – total credits are 61-62); motion carried.

Agriculture Business and Sciences AS – replace CROP 2200 with new Crop Science (CROP XXXX) in Approved Ag Electives Box; and add Pest Identification and Management (CROP XXXX) and Diverse Agricultural Crops (CROP XXXX) to the Approved Ag Electives Box.

1st Reading Review - Approved

Agriculture – Farm and Ranch Management AAS – replace CROP 2200 in Sophomore Year, Fall Semester with new Crop Science (CROP XXXX) course; replace CROP 2200 with new Crop Science (CROP XXXX) course in Approved Farm/Ranch Electives Box; and add new courses Pest Identification and Management (CROP XXXX) and Diverse Agricultural Crops (CROP XXXX) to Approved Farm/Ranch Electives Box.

1st Reading Review - Approved

Agriculture – Beef Production Certificate – replace CROP 2200 with the new CROP Science (CROP XXXX) course in the Program Course Substitutions Box.

1st Reading Review - Approved

Agriculture – Precision Agriculture AAS – replace CROP 2200 with the new CROP Science (CROP XXXX) course in the Sophomore Year, Fall Semester.

1st Reading Review – Approved

It was moved and seconded to bundle and approve on 1st Reading program changes for Agriculture Business and Sciences, Agriculture – Farm and Ranch Management, Agriculture-Beef Production and Precision Agriculture; motion carried.

Gunsmithing AAS – change total credits from 63-65 to 61-63

1st Reading Review – Approved

It was moved and seconded to approve on 1st Reading program changes for Gunsmithing; motion carried.

<p>2+2 Plans – Psychology, Criminal Justice, SOWK Reporting: SOWK – done Criminal Justice – in Progress</p>	<p>It was reported that the Social Science – Social Work 2+2 plan is completed and signed and plans for Criminal Justice, English, and Psychology are in progress.</p>
<p>Catalog Deadline – April 1 (Catalog Available) Spring 2021 Academic Calendar</p>	<p>Heidi reported that Casper College’s catalog deadline for curriculum changes is the first week of December and the catalog is published by the end of March or beginning of April. Roger reported that housing costs are determined by the first of the year and go to the Board in the fall. EWC’s 2020-2021 catalog needs to be published by the first of April to be ready for the April 9 open registration for Fall 2020.</p> <p>The Spring 2021 Academic Calendar includes an advising day with no classes on April 15. There was discussion as to what to do with that date and whether it should be resubmitted to the Board to remove it from the calendar. There was further discussion of additional changes to the calendar. Heidi asked that the members bring any proposed changes to the next CLC meeting on February 19.</p>
<p>Information Items:</p>	<p>Fall 2020 Registration Opens – April 9, 2020</p> <p>Summer Pre-Registration Dates: Torrington – May 27 (GCSD), May 29, June 15, July 17 and August 3 Douglas – May 28, June 16, July 16 and August 4</p>
<p>Distance Learning Task Force Report</p>	<p>The Distance Learning Task Force continues working on the purpose and charge for the Distance Learning Committee.</p>
<p>Outcomes Assessment Committee Report</p>	<p>The Outcomes Assessment Committee is reviewing the submitted program outcomes; and researching and evaluating a replacement for the ETS exam. The committee will forward a recommendation when they have completed their research and evaluation.</p>
<p>Other</p>	<p>There has been some concern regarding the Interdisciplinary Studies program if a student takes MATH 1400 versus MATH 1000. If a student takes MATH 1400, it leaves them short on the 33 credits of general education electives. If the elective credits are shortened by one or two credits, this could remedy the problem. The program needs reviewed and rewritten to address this concern.</p> <p>The Job Expo is scheduled for February 25, 2020 from 12:00-4:00pm. This year, the Expo is being marketed mainly to our EWC students; however, community members may still attend.</p> <p>Roger will work on Financial Aid and Admission dates for the new catalog.</p>
<p>Next CLC Meeting – February 19, 2020 at 3:00-5:00pm in T131</p>	

Curriculum & Learning Council

Minutes

Wednesday, February 19, 2020

3:00 p.m. – T131

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

Minutes: Lynn Wamboldt

AGENDA	Action
<p>Approve Minutes of December 4, 2019 February 5, 2020</p>	<p>It was motioned and seconded to approve the minutes for February 5, 2020 as presented; motion carried.</p>
<p>Curriculum Review (attached)</p> <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>CROP XXXX CROP Science – 3 credits 1st Reading Review - Approved 2nd Reading Review - Approved</p> <p>CROP XXXX Pest Identification and Management – 2 credits 1st Reading Review - Approved 2nd Reading Review - Approved</p> <p>CROP XXXX Diverse Agricultural Crops – 3 credits 1st Reading Review - Approved 2nd Reading Review - Approved</p> <p>It was motioned and seconded to bundle and approve the new CROP courses; motion carried.</p> <p>EDCI 1500 EDFD 1010 Introduction to Teaching – 2 credits 1st Reading Review – Approved with changes</p> <p>It was motioned and seconded to approve with changes (EDFD 1010 Intro to Teaching) on 1st Reading; motion carried.</p> <p>b. COURSE CHANGES</p> <p>GUNS 1520 – change contact hours to 2 Lecture and 6 Lab 1st Reading Review - Approved 2nd Reading Review - Approved</p> <p>GUNS 1525 – change credit hours from 6 to 5, change contact hours to 2 Lecture and 6 Lab 1st Reading Review - Approved 2nd Reading Review - Approved</p> <p>GUNS 1650 – change credit hours from 3 to 2, change contact hours to 1 Lecture and 2 Lab 1st Reading Review - Approved 2nd Reading Review - Approved</p> <p>WELD 1781 – change credit hours from 3 to 2, change contact hours to 1 Lecture and 2 Lab 1st Reading Review – Approved 2nd Reading Review – Approved</p>

It was motioned and seconded to approve course changes for GUNS 1520, 1525, 1650 and WELD 1781; motion carried. It was also requested to note in the minutes that these course changes were requested as a result of the instructor's course delivery experience.

EDUC 2100 – change credit hours from 2-3 to 3, change prerequisite, change course description

1st Reading Review – Tabled

It was motioned and seconded to table the course change request for EDUC 2100 for further corrections; motion carried.

PEAC 1032 – Remove from Physical Education Activity Category

1st Reading Review – Tabled

It was motioned and seconded to table this change for further research including program software update and impact analysis; motion carried.

CCNS Course Work List

1st Reading Review – Approved

It was motioned and seconded to approve 1st reading for course changes recommended by the Wyoming Community College Commission's CCNS Working Group.

c. COURSE DELETIONS

CO/M 2058 – Forensics

1st Reading Review – Approved

2nd Reading Review - Approved

ENGL 2001 – Sophomore Project: Interdisciplinary Writing

1st Reading Review – Approved

2nd Reading Review – Approved

It was motioned and seconded to bundle and approve course deletion for CO/M 2058 and ENGL 2001; motion carried.

e. PROPOSED COURSE FEES

GUNS 1500 – Proposed course fee of \$10.00 to cover cost of supplies.

1st Reading Review – Approved

2nd Reading Review - Approved

GUNS 1530 – Proposed course fee of \$75 to cover classroom supply kits.

1st Reading Review – Approved

2nd Reading Review – Approved

It was motioned and seconded to bundle and approve course fees for GUNS 1500 and 1530; motion carried with one opposed.

The course fees will be forwarded to the President's Cabinet for approval and if approved by Cabinet, they will be forwarded to the Board of Trustees for final approval.

g. PROGRAM CHANGES

Agriculture Business and Sciences AS (all Options), Agriculture – Farm and Ranch Management AAS, Agriculture – Precision Agriculture AAS and certificate, Agriculture – Beef Production certificate, and Agriculture – Rangeland Ecology &

Watershed Management AS – change curriculum patterns and total program credits based on change of credits for AGRI 1000 course.

1st Reading Review – Approved with changes

2nd Reading Review - Approved

Agriculture Business and Sciences AS – replace CROP 2200 with new Crop Science (CROP XXXX) in Approved Ag Electives Box; and add Pest Identification and Management (CROP XXXX) and Diverse Agricultural Crops (CROP XXXX) to the Approved Ag Electives Box.

1st Reading Review - Approved

2nd Reading Review - Approved

Agriculture – Farm and Ranch Management AAS – replace CROP 2200 in Sophomore Year, Fall Semester with new Crop Science (CROP XXXX) course; replace CROP 2200 with new Crop Science (CROP XXXX) course in Approved Farm/Ranch Electives Box; and add new courses Pest Identification and Management (CROP XXXX) and Diverse Agricultural Crops (CROP XXXX) to Approved Farm/Ranch Electives Box.

1st Reading Review - Approved

2nd Reading Review - Approved

Agriculture – Beef Production Certificate – replace CROP 2200 with the new CROP Science (CROP XXXX) course in the Program Course Substitutions Box.

1st Reading Review - Approved

2nd Reading Review - Approved

Agriculture – Precision Agriculture AAS – replace CROP 2200 with the new CROP Science (CROP XXXX) course in the Sophomore Year, Fall Semester.

1st Reading Review - Approved

2nd Reading Review - Approved

Gunsmithing AAS – change total credits from 63-65 to 61-63

1st Reading Review - Approved

2nd Reading Review - Approved

It was motioned and seconded to bundle and approve all program changes including Agriculture Business and Sciences AS, Agriculture (all options), Secondary Education – Agriculture AA, Agriculture - Farm and Ranch Management AAS, Agriculture – Precision Agriculture AAS and certificate, Agriculture – Beef Production Certificate, Agriculture – Rangeland Ecology and Watershed Management AS, and Gunsmithing AAS.

There was further discussion on the Secondary Education - Agriculture Option regarding a change of course request for EDUC 2100 Practicum in Teaching for a change in credit hours. It was recommended to move EDUC 2100 to the Sophomore Spring Semester and move the Approved Electives to the Freshman Spring Semester. The total credits for the program would also change to 62-63 credits. It was motioned and seconded to approve the amended changes for the Secondary Education – Agriculture Option; motion carried.

Education-Elementary (including distance program) AA – change program sequence and courses

1st Reading Review - Tabled

Education-Secondary AA – change program sequence and courses

1st Reading Review – Tabled

It was motioned and seconded to bundle and table the program changes for Education-Elementary (including distance program) AA and Education-Secondary AA; motion carried.

<p>Academic Calendars Spring 2021</p> <p>Fall 2022, Spring 2023, and Summer 2023</p>	<p>The Spring 2021 and Fall 2020 calendars were reviewed for changes to the Block A and Block B start and end dates and the removal of the Advising Day – No Classes date in the Spring 2021. Changes were being proposed to even out the class days for Block A and Block B in both calendars.</p> <p>Recommended changes for Fall 2020 included moving Midterm and Block A ending to October 9, moving Block B start to October 13. Recommended changes for Spring 2021 included adding Winter Break on February 11 and 12, moving Midterm and Block A ending to March 9, moving Block B start to March 11, and removing the Advising Day-No Class day from the calendar.</p> <p>It was motioned and seconded to approve the changes as listed above; motion carried.</p> <p>The Academic Calendars for Fall 2022, Spring 2023 and Summer 2023 were presented. Members will review and bring recommended changes to the next CLC meeting.</p>
<p>Set Program Review Cycle for next 3 years</p> <p>Statistical Data for Program Reviews Available for this year’s program reviews</p>	<p>The Program Review Cycle was presented for review and to schedule the next three-year cycle. It was recommended to move the Education Cluster to the 2019-2020 year (this year) to help even out the programs. The Music Education & Music programs were removed from the review cycle. Heidi forwarded the Statistical Data for Program Reviews to everyone in an email.</p> <p>It was motioned and seconded to accept the changes noted above; motion carried.</p>
<p>Information Items:</p>	<p>Fall 2020 Registration Opens – April 9, 2020</p> <p>Summer Pre-Registration Dates: Torrington – May 27 (GCSD), May 29, June 15, July 17 and August 3 Douglas – May 28, June 16, July 16 and August 4</p>
<p>Distance Learning Task Force Report</p>	<p>Aaron reported that the Task Force has been meeting and is continuing work.</p>
<p>Outcomes Assessment Committee Report</p>	<p>The Outcomes Assessment Committee is working with Peregrine on a replacement exam for ETS, reviewing program outcomes, and will present the 2018-2019 Outcomes Assessment Report to the Board of Trustees at the March Board meeting.</p>
<p>Other</p>	<p>It was reported that there is some conflicts for final exams for any classes that are scheduled from 12:00-1:00pm on any days. An option will need to be recommended for any semesters that encounter this conflict.</p> <p>The Job Expo is scheduled for February 25 from 12:00-4:00pm.</p> <p>The “Reset Password” for MyEWC Services is almost done.</p> <p>The Acalog implementation is almost complete.</p> <p>The Radius implementation is almost done.</p> <p>It was motioned and seconded to adjourn the meeting; motion carried.</p>
<p>Next CLC Meeting – March 4, 2020 at 3:00-5:00pm in T131</p>	

Curriculum & Learning Council

Minutes

Wednesday, March 4, 2020

3:00 p.m. – T131

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

Others: Debbie Ochsner and Noah Decker

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of February 19, 2020	It was moved and seconded to approve the minutes for February 19, 2020 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>EDFD 1010 – Intro to Teaching – 2 credits This request has been withdrawn.</p> <p>COMM 2395 – Capstone: Communication – 1 credit 1st Reading Review – Approved It was moved and seconded to approve on 1st reading COMM 2395 as a new course; motion carried.</p> <p>MATH XXXX – Problem Solving Workshop – 1 credit 1st Reading Review – Approved It was moved and seconded to approve on 1st reading MATH XXXX as a new course; motion carried. Course number suggested is MATH 1009.</p> <p>PEPR 1035 – Foundations of Exercise Science – 2 credits 1st Reading Review - Approved</p> <p>PEPR 2135 – Personal Trainer Education 1 – 2 credits 1st Reading Review - Approved It was moved and seconded to bundle and approve on 1st reading PEPR 1035 and PEPR 2135 as new courses; motion carried.</p> <p>b. COURSE CHANGES</p> <p>CCNS Course Work List – Batch 1 1st Reading Review – Approved 2nd Reading Review – Approved It was moved and seconded to approve course changes on Batch 1 of the CCNS Course Work List; motion carried.</p> <p>CCNS Course Work List – Batch 2 1st Reading Review – Approved It was moved and seconded to remove ENGL 2020 from the Batch 2 of the CCNS Course Work List and to approve 1st reading of the remaining course changes on Batch 2 of the CCNS Course Work List; motion carried.</p> <p>EDUC 2100 – change credit hours from 2-3 to 3, change prerequisite, change course description 1st Reading Review – Approved It was moved and seconded to approve on 1st reading the change for EDUC 2100; motion carried.</p>

	<p>CROP 2300 – add prerequisites 1st Reading Review - Approved</p> <p>CROP 2100 – add prerequisites 1st Reading Review – Approved It was moved and seconded to bundle and approve course changes for CROP 2300 and CROP 2100 on 1st reading; motion carried.</p> <p>g. PROGRAM CHANGES</p> <p>Education-Elementary (including distance program) AA – change program sequence and courses 1st Reading Review – Approved It was moved and seconded to approve on 1st reading program changes for Education-Elementary (including distance program) and to include the same changes for Education-Secondary; motion carried.</p> <p>Communication AA – replace SOSC 2395 with COMM 2395 1st Reading Review – Approved It was moved and seconded to approve on 1st reading the program change for Communication; motion carried.</p> <p>INST AA & AS, INDL AA & AS – change Sophomore Spring Approved Electives from 12 to 11-12 1st Reading Review – Approved It was moved and seconded to approve on 1st reading the program change for the Interdisciplinary Studies programs (all); motion carried.</p> <p>k. MATRIX CHANGES</p> <p>Welding Matrix Change 1st Reading Review – Approved with change It was moved and seconded to approve on 1st reading the welding matrix change with correction of “imbedded” to embedded”; motion carried.</p> <p>Add Gunsmithing Matrix 1st Reading Review – Approved It was moved and seconded to approve on 1st reading the proposed gunsmithing matrix; motion carried.</p>
<p>Academic Calendars Fall 2022, Spring 2023, and Summer 2023</p>	<p>Members asked for time for further review of the academic calendars. Approval of the academic calendars was moved to the next CLC meeting.</p>
<p>Recommendation from Outcomes Assessment Committee for General Education Exit Exam</p>	<p>The Outcomes Assessment Committee recommends replacement of the ETS exam with a customized exam from Peregrine. The only other option at this time is a custom written exam by EWC instructors.</p> <p>It was moved and seconded to approve replacing the ETS exam with the exam from Peregrine for the Spring 2020 semester; motion carried.</p>
<p>Revisit Program Review Cycle for next 3 years Need to add: Gunsmithing Human Services</p>	<p>It was moved and seconded to approve adding Gunsmithing and Human Services to the program review cycle; motion carried.</p> <p>Gunsmithing will be added to the 2021-2022 year and Human Services will be added to the 2022-2023 year.</p>

Changes for Curriculum Forms Add rationale for new, changed, or deleted curriculum	It was moved and seconded to add rationale for new, changed, or deleted curriculum for assessment tracking purposes; motion carried.
Information Items:	Fall 2020 Registration Opens – April 9, 2020 Summer Pre-Registration Dates: Torrington – May 27 (GCSD), May 29, June 15, July 17 and August 3 Douglas – May 28, June 16, July 16 and August 4 Signup for faculty to work summer pre-registration sessions is coming soon.
Distance Learning Task Force Report	The Distance Learning Task Force discussed committee membership and committee functions at the last meeting.
Outcomes Assessment Committee Report	Kaitlyn sent a reminder email regarding program outcomes. We are still missing some of these.
Other	The 2019-2020 catalog is now available via Acalog – everyone was encouraged to take a look at it. Advisors should meet with students between April 1 and April 9 in preparation for fall registration. Midterm grades and Block A final grades are due by noon on March 10, 2020. The next CLC meeting will be moved to March 25, 2020 at 3:00pm in T131. It was moved and seconded to adjourn this meeting; motion carried.
Next CLC Meeting – March 18 March 25, 2020 at 3:00-5:00pm in T131	

Curriculum & Learning Council

Minutes

Wednesday, March 4, 2020

3:00 p.m. – T131

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

Others: Debbie Ochsner and Noah Decker

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of February 19, 2020	It was moved and seconded to approve the minutes for February 19, 2020 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>EDFD 1010 – Intro to Teaching – 2 credits This request has been withdrawn.</p> <p>COMM 2395 – Capstone: Communication – 1 credit 1st Reading Review – Approved It was moved and seconded to approve on 1st reading COMM 2395 as a new course; motion carried.</p> <p>MATH XXXX – Problem Solving Workshop – 1 credit 1st Reading Review – Approved It was moved and seconded to approve on 1st reading MATH XXXX as a new course; motion carried. Course number suggested is MATH 1009.</p> <p>PEPR 1035 – Foundations of Exercise Science – 2 credits 1st Reading Review - Approved</p> <p>PEPR 2135 – Personal Trainer Education 1 – 2 credits 1st Reading Review - Approved It was moved and seconded to bundle and approve on 1st reading PEPR 1035 and PEPR 2135 as new courses; motion carried.</p> <p>b. COURSE CHANGES</p> <p>CCNS Course Work List – Batch 1 1st Reading Review – Approved 2nd Reading Review – Approved It was moved and seconded to approve course changes on Batch 1 of the CCNS Course Work List; motion carried.</p> <p>CCNS Course Work List – Batch 2 1st Reading Review – Approved It was moved and seconded to remove ENGL 2020 from the Batch 2 of the CCNS Course Work List and to approve 1st reading of the remaining course changes on Batch 2 of the CCNS Course Work List; motion carried.</p> <p>EDUC 2100 – change credit hours from 2-3 to 3, change prerequisite, change course description 1st Reading Review – Approved It was moved and seconded to approve on 1st reading the change for EDUC 2100; motion carried.</p>

	<p>CROP 2300 – add prerequisites 1st Reading Review - Approved</p> <p>CROP 2100 – add prerequisites 1st Reading Review – Approved It was moved and seconded to bundle and approve course changes for CROP 2300 and CROP 2100 on 1st reading; motion carried.</p> <p>g. PROGRAM CHANGES</p> <p>Education-Elementary (including distance program) AA – change program sequence and courses 1st Reading Review – Approved It was moved and seconded to approve on 1st reading program changes for Education-Elementary (including distance program) and to include the same changes for Education-Secondary; motion carried.</p> <p>Communication AA – replace SOSC 2395 with COMM 2395 1st Reading Review – Approved It was moved and seconded to approve on 1st reading the program change for Communication; motion carried.</p> <p>INST AA & AS, INDL AA & AS – change Sophomore Spring Approved Electives from 12 to 11-12 1st Reading Review – Approved It was moved and seconded to approve on 1st reading the program change for the Interdisciplinary Studies programs (all); motion carried.</p> <p>k. MATRIX CHANGES</p> <p>Welding Matrix Change 1st Reading Review – Approved with change It was moved and seconded to approve on 1st reading the welding matrix change with correction of “imbedded” to embedded”; motion carried.</p> <p>Add Gunsmithing Matrix 1st Reading Review – Approved It was moved and seconded to approve on 1st reading the proposed gunsmithing matrix; motion carried.</p>
<p>Academic Calendars Fall 2022, Spring 2023, and Summer 2023</p>	<p>Members asked for time for further review of the academic calendars. Approval of the academic calendars was moved to the next CLC meeting.</p>
<p>Recommendation from Outcomes Assessment Committee for General Education Exit Exam</p>	<p>The Outcomes Assessment Committee recommends replacement of the ETS exam with a customized exam from Peregrine. The only other option at this time is a custom written exam by EWC instructors.</p> <p>It was moved and seconded to approve replacing the ETS exam with the exam from Peregrine for the Spring 2020 semester; motion carried.</p>
<p>Revisit Program Review Cycle for next 3 years Need to add: Gunsmithing Human Services</p>	<p>It was moved and seconded to approve adding Gunsmithing and Human Services to the program review cycle; motion carried.</p> <p>Gunsmithing will be added to the 2021-2022 year and Human Services will be added to the 2022-2023 year.</p>

Changes for Curriculum Forms Add rationale for new, changed, or deleted curriculum	It was moved and seconded to add rationale for new, changed, or deleted curriculum for assessment tracking purposes; motion carried.
Information Items:	Fall 2020 Registration Opens – April 9, 2020 Summer Pre-Registration Dates: Torrington – May 27 (GCSD), May 29, June 15, July 17 and August 3 Douglas – May 28, June 16, July 16 and August 4 Signup for faculty to work summer pre-registration sessions is coming soon.
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Next CLC Meeting – March 18 March 25, 2020 at 3:00-5:00pm in T131	

March 30, 2020 – Curriculum & Learning Council Remote Meeting Minutes

Approve Minutes

3/4/2020 – **Approved as presented**

New Courses

1. **COMM 2395** – Capstone: Communication – 1 credit - WCCC has approved
2nd Reading - Approved
2. **MATH 1009** – Problem Solving Workshop – 1 credit - WCCC has approved
1st Reading Review – Approved
2nd Reading - Approved
3. **PEPR 1035** – Foundations of Exercise Science – 2 credits - WCCC approval is pending (need to consult with other colleges)
2nd Reading - Approved
4. **PEPR 2135** – Personal Trainer Education 1 – 2 credits - WCCC approval is pending (need to consult with other colleges)
2nd Reading - Approved

Course Changes

5. **CCNS Course Work List – Batch 2**
Remove ENGL 2020 from the Batch 2 of the CCNS Course Work List
2nd Reading - Approved
6. **CCNS Course Work List - Batch 3**
1st Reading & 2nd Reading - Approved
7. **EDUC 2100** – change credit hours from 2-3 to 3, change prerequisite, change course description
2nd Reading - Approved
8. **CROP 2300** – add prerequisites
2nd Reading - Approved
9. **CROP 2100** – add prerequisites
2nd Reading - Approved

Delete Courses

10. **BOTK 1510 Office Skills and Services**
1st & 2nd Reading - Approved
11. **BOTK 1640 Keyboarding Applications I**
1st & 2nd Reading - Approved
12. **BOTK 1645 Keyboarding Office Documents**
1st & 2nd Reading - Approved
13. **BOTK 2750 Records & Information Management**
1st & 2nd Reading - Approved

Program Changes

14. **Education-Elementary (including distance program) AA** – change program sequence and courses
2nd Reading - Approved
15. **Education-Secondary** - change program sequence and courses
2nd Reading - Approved
16. **Communication AA** – replace SOSC 2395 with COMM 2395
2nd Reading - Approved
17. **INST AA & AS, INDL AA & AS** – change Sophomore Spring Approved Electives from 12 to 11-12
2nd Reading - Approved

Matrix Changes

18. **Welding Matrix Change**
Correction of “imbedded” to embedded”
2nd Reading - Approved
19. **Gunsmithing Matrix Change**
2nd Reading-
TABLE UNTIL NOTES CAN BE CONSULTED – Tabled until next meeting

Proposed Course Fee

20. **HLTK 1510** - Add \$250 Course Fee
1st and 2nd Reading - Approved

Academic Calendars

21. **Fall 2022, Spring 2023, and Summer 2023 Academic Calendars**
1st and 2nd Reading - Approved

General Education Exit Exam for Spring 2020 Graduates

22. **Proposal to waive the General Education Exit Exam for Spring 2020 Graduates and postpone implementation of the Peregrine assessment until Fall 2020 - Approved**

A survey with the agenda items was made available to CLC members to cast their votes (Approved or Not Approved).

June 22, 2020 – Curriculum & Learning Council Remote Meeting Minutes

In response to the continuation of COVID-19 restrictions, a proposal to consider a modification to the Fall 2020 Academic Calendar was sent out via email to the Curriculum & Learning Council members on Wednesday, June 17, 2020.

“Please find attached a proposal to consider a modification to the Fall 2020 Academic Calendar. Please review this proposal, submit any questions or comments to the group by replying all, and use the voting button to cast your vote by noon on Monday, June 22.”

The proposed changes included moving the Fall Break Days to the Monday and Tuesday before the Thanksgiving Break. The two weeks after the Thanksgiving Break would be to finish as many courses as possible remotely and limiting on-campus classes to those that require in-person labs or extra time to complete the semester.

Voting Results:

“To date, I’ve received 13 votes on this item which provides us a quorum. All 13 votes were in favor of approval. I have noted several discussion items and questions/issues to monitor and address as we move forward.

I will be sending the recommendation to Dr. Travers to add to the upcoming board agenda for final approval. It is my hope this will be considered Wednesday but otherwise will be on the July agenda. Please feel free to share the proposal in your areas for planning purposes with the caveat that it is pending board approval.”