

Curriculum & Learning Council

Minutes

Thursday, September 24, 2020

12:00 p.m. – AC Conference Room, TEB 110, & ZOOM

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

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of March 30, 2020 Remote	The minutes will be presented for approval at the next CLC meeting (Oct. 8)
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 	
Placement Guide for Math – Need approval	It was moved and seconded to approve the Placement Guide for Math as presented; motion carried.
Institutional Learning Outcomes (ILOs)	<p>The Institutional Learning Outcomes were presented for review, suggestions, and approval. After discussion and rewrites, it was moved and seconded to approve the Institutional Learning Outcomes as presented (after the rewrites); motion carried.</p> <p>It was also moved and seconded to approve that the Outcomes Assessment Committee review and take action on the Institutional Learning Outcomes on a four-year cycle effective immediately; motion carried.</p>
Program Learning Outcomes (PLOs)	<p>The Outcomes Assessment Committee had been working on collecting and reviewing updated Program Learning Outcomes. Reviewers, from the HLC Mock Interview sessions, made strong recommendations that we include more institutional assessments (co-curricular and operational assessments), develop a more in-depth assessment plan, re-format our PLOs, develop curriculum maps, and move the OA committee from a faculty-led committee to an overall institutional committee. In response to these recommendations and the resignation of the current OA Coordinator, Heidi facilitated meetings with program departments and Janna Oakes to either reformat or develop program learning outcomes for all programs, and appointed Amy Smith to the coordinator position. Both she and Amy have worked with Janna Oakes to draft an Outcomes Assessment Plan and as of this date, almost all program learning outcomes have been updated or developed. By October 1, the Outcomes Assessment Plan will be done, the Institutional Learning Outcomes reformatted, the Program Learning Outcomes completed and the start of curriculum maps. A curriculum mapping template was also reviewed. It was also suggested that we review and update the curriculum change forms as well.</p> <p>It was moved and seconded to approve completion of the Program Learning Outcomes and that the Outcomes Assessment Committee will review these on an annual basis; motion carried.</p>

<p>Credential Matrix – Update Tested Experience</p>	<p>In light of new updates for faculty credentialing from HLC (Sept 2020), the matrix needs to be reviewed and updated. Potentially, all courses could be transferred so we need to more clearly define the matrix for each course or groups of courses rather than by prefix. This also includes tested experience. Anyone should be able to look at the matrix and determine if someone is qualified to teach a course. The Curriculum & Learning Council should approve any matrix changes and the matrix should be reviewed on an “as needed” basis.</p>
	<p>Aaron announced that he needs votes for the Master Innovative Educator of the Year Award by October 1, 2020. The nominees are David Currie, BJ Semler, Kaitlyn Steben, and Vicky Mayfield. Email votes to Heidi by 5 p.m. today.</p>
<p>Next CLC Meeting – The next CLC meeting will be in 2 weeks time on Thursday at 12:00-1:30pm.</p>	

Curriculum & Learning Council

Minutes

Thursday, October 8, 2020

12:00 p.m. – AC Conference Room, TEB 110, & ZOOM

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

Minutes: Lynn Wamboldt

AGENDA	Action
<p>Approve Minutes of March 30, 2020 Remote Meeting; Minutes of June 22, 2020 Remote Vote for Fall 2020 Academic Calendar change and Minutes of September 24, 2020</p>	<p>It was moved and seconded to approve the minutes for March 30, June 22, and September 24 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>EDFD 1101 Intro to Education, 2 credits 1st Reading Review – Approved It was moved and seconded to approve on 1st reading with a change to the course description (replace “myefolio” with “electronic portfolio”); motion carried. An email with the course outline will be sent out to council members.</p> <p>MATH 1105 Data Analysis, Probability, and Algebra for Elementary School Teachers, 3 credits 1st Reading Review – Approved It was moved and seconded to approve on 1st reading as presented; motion carried.</p> <p>VTTK 1009 Co-Requisite for VTTK 1751, 2 credits 1st Reading Review - Approved It was moved and seconded to approve on 1st reading as presented; motion carried.</p> <p>b. COURSE CHANGES</p> <p>Courses for realignment – CCNS – Batch 4 1st Reading Review - Approved It was moved and seconded to approve on 1st reading as presented; motion carried.</p> <p>MATH 1100 Math for Elementary Teachers I Change title to Number and Operations for Elementary School Teachers, change prerequisite to MATH 0920 or appropriate score on Math placement exam, change course description 1st Reading Review – Approved It was moved and seconded to approve on 1st reading changes as presented; motion carried.</p> <p>NURS 2400 Professional Nursing Care of the Patient in Complex Illness Change Outcomes Assessment Activity to Portfolio (included in NURS 2400) 1st Reading Review – Approved It was moved and seconded to approve on 1st reading the change presented with an addition of an addendum to the catalog; motion carried.</p>

RELI 1000/SOSC 1100 Intro to Religion

Remove prerequisite

1st Reading Review – **Approved**

It was moved and seconded to approve on 1st reading the change as presented; motion carried.

VTTK 1751 Pharmaceutical Calculations

Change Prerequisite (remove MATH 0920) to a Prerequisite/Corequisite- VTTK 1500 must be completed with a grade of “C” or better; or VTTK 1500 must be taken at the same time as this course. Change course description.

1st Reading Review – **Approved**

It was moved and seconded to approve on 1st reading the changes as presented; motion carried.

VTTK 1925 Applied Principles of Chemistry for Veterinary Technology

Remove prerequisite and change prerequisite/corequisite to VTTK 1500 must be completed with a grade of “C” or better; or VTTK 1500 must be taken at the same times as this course. Change course description.

1st Reading Review - **Approved**

VTTK 1950 Applied Principles of Biology for Veterinary Technology

Remove prerequisite and add prerequisite/corequisite – VTTK 1500 must be completed with a grade of “C” or better; or VTTK 1500 must be taken at the same time as this course. Change course description.

1st Reading Review - **Approved**

VTTK 2700 Laboratory and Exotic Animals

Add prerequisite – VTTK 1700; and MATH 0903 and TECH 1005 or an appropriate score on the English, Math, and Reading placement exam. Any prerequisite course must be completed with a grade of “C” or better.

Corequisite remains the same (VTTK L005).

1st Reading Review - **Approved**

VTTK 2816 Large Animal Techniques II

Remove prerequisite (VTTK 2815), change course description.

1st Reading Review - **Approved**

It was moved and seconded on 1st reading to combine and approve the changes for VTTK 1925, VTTK 19250, VTTK 2700, and VTTK 2816 as presented; motion carried.

c. COURSE DELETIONS

ART 2420 Ceramics II

1st Reading Review - **Approved**

EDEL 1410 Elementary School Math Seminar I

1st Reading Review - **Approved**

EDEL 1430 Life Science in the Elementary School

1st Reading Review - **Approved**

EDEL 1440 Physical Science in the Elementary School

1st Reading Review - **Approved**

EDEL 1450 Earth Science in the Elementary School

1st Reading Review - **Approved**

EDEL 2410 Elementary School Math Seminar II

1st Reading Review - **Approved**

	<p>ZOO 1500 Intro to Anatomy and Physiology 1st Reading Review - Approved It was moved and seconded on 1st reading to combine and approve the course deletions for ART 2420, EDEL 1410, EDEL 1430, EDEL 1440, EDEL 1450, EDEL 2410, and ZOO 1500; motion carried.</p> <p>g. PROGRAM CHANGES</p> <p>ART.AA Remove ART 2420 from the list of Approved Art Electives and add ART 1000 and ART 2074 to the list of Approved Art Electives. 1st Reading Review - Approved It was moved and seconded to approve on 1st reading the program changes for ART.AA as presented; motion carried.</p> <p>ELED.AA & EEDL.AA Education-Elementary and SCED.AA Education-Secondary Change curriculum patterns. 1st Reading Review - Approved It was moved and seconded to approve on 1st reading the program changes for ELED.AA, EEDL.AA, and SCED.AA as presented; motion carried.</p>
<p>Credential Matrix – Update Tested Experience Discussion & Review</p>	<p>It was recommended that we need a policy or administrative rule to guide the process for changes to the credential matrix. Heidi will share information that she obtained from another college (with full permission). She will email out a draft but wants input before bringing it to a first reading review at the next CLC meeting. Members were encourage to submit comments to Heidi.</p>
<p>Other</p>	<p>Members asked what exit exam will be used for AA and AS graduates. It was noted that Peregrine was recommended by the Outcomes Assessment Committee and it was approved by this committee (CLC) this past spring. Kaitlyn Steben secured the agreement with Peregrine. We need to finalize the process by reviewing and selecting categories to match our Institutional Learning Outcomes. Exam questions will come from the categories that we select.</p>
<p>Next CLC Meeting – Will be schedule in 2 weeks (October 22)</p>	

Curriculum & Learning Council

Minutes

Thursday, October 22, 2020 (Corrected)

12:00 p.m. – AC Conference Room, TEB 110, & ZOOM

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

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of October 8, 2020	It was moved and seconded to approve the minutes for October 8, 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 1101 Intro to Education, 2 credits 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>MATH 1105 Data Analysis, Probability, and Algebra for Elementary School Teachers, 3 credits 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>VTTK 1009 Co-Requisite for VTTK 1751, 2 credits 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>It was moved and seconded to bundle and approve the three new courses including EDFD 1101, MATH 1105, and VTTK 1009 including spring 2021 starts for MATH 1105 and VTTK 1009; motion carried.</p> <p>b. COURSE CHANGES</p> <p>Courses for realignment – CCNS – Batch 4 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>MATH 1100 Math for Elementary Teachers I Change title to Number and Operations for Elementary School Teachers, change prerequisite to MATH 0920 or appropriate score on Math placement exam, change course description 1st Reading Review – Approved 2nd Reading Review- Approved</p> <p>NURS 2400 Professional Nursing Care of the Patient in Complex Illness Change Outcomes Assessment Activity to Portfolio (included in NURS 2400) 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>RELI 1000/SOSC 1100 Intro to Religion Remove prerequisite 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>VTTK 1751 Pharmaceutical Calculations Change Prerequisite (remove MATH 0920) to a Prerequisite/Corequisite- VTTK 1500 must be completed with a grade of “C” or better; or VTTK 1500 must be taken at the same time as this course. Change course description.</p>

1st Reading Review – Approved

2nd Reading Review- Approved

VTTK 1925 Applied Principles of Chemistry for Veterinary Technology

Remove prerequisite and change prerequisite/corequisite to VTTK 1500 must be completed with a grade of “C” or better; or VTTK 1500 must be taken at the same times as this course. Change course description.

1st Reading Review – Approved

2nd Reading Review - Approved

VTTK 1950 Applied Principles of Biology for Veterinary Technology

Remove prerequisite and add prerequisite/corequisite – VTTK 1500 must be completed with a grade of “C” or better; or VTTK 1500 must be taken at the same time as this course. Change course description.

1st Reading Review – Approved

2nd Reading Review - Approved

VTTK 2700 Laboratory and Exotic Animals

Add prerequisite – VTTK 1700; ~~and MATH 0903~~ and TECH 1005 or an appropriate score on the English, ~~Math~~, and Reading placement exam. Any prerequisite course must be completed with a grade of “C” or better.

Corequisite remains the same (VTTK L005).

1st Reading Review – Approved

2nd Reading Review – Approved as amended (see strike through in red above)

VTTK 2816 Large Animal Techniques II

Remove prerequisite (VTTK 2815), change course description.

1st Reading Review – Approved

2nd Reading Review - Approved

It was moved and seconded to bundle all course changes and approve all including amendment to VTTK 2700; motion carried.

c. COURSE DELETIONS

ART 2420 Ceramics II

1st Reading Review – Approved

2nd Reading Review- Approved

EDEL 1410 Elementary School Math Seminar I

1st Reading Review – Approved

2nd Reading Review - Approved

EDEL 1430 Life Science in the Elementary School

1st Reading Review – Approved

2nd Reading Review - Approved

EDEL 1440 Physical Science in the Elementary School

1st Reading Review – Approved

2nd Reading Review - Approved

EDEL 1450 Earth Science in the Elementary School

1st Reading Review – Approved

2nd Reading Review - Approved

EDEL 2410 Elementary School Math Seminar II

1st Reading Review – Approved

2nd Reading Review - Approved

ZOO 1500 Intro to Anatomy and Physiology

1st Reading Review – Approved

2nd Reading Review - Approved

	<p>It was moved and seconded to bundle and approve all course deletions as presented; motion carried.</p> <p>g. PROGRAM CHANGES</p> <p>ART.AA Remove ART 2420 from the list of Approved Art Electives and add ART 1000 and ART 2074 to the list of Approved Art Electives. 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>ELED.AA & EEDL.AA Education-Elementary and SCED.AA Education-Secondary Change curriculum patterns. 1st Reading Review – Approved 2nd Reading Review – Approved It was moved and seconded to bundle and approve all program changes as presented; motion carried.</p>
<p>Credential Matrix – Update Tested Experience Discussion & Review</p>	<p>The committee reviewed a draft Faculty Credential Requirements document that may help to further define and clarify the faculty matrix to utilize tested experience for some courses. The draft specifically addresses CTE courses that could be transferred. More discussion will be needed on CTE experience regarding general education courses. As the committee reviewed the draft, several corrections were made. Heidi has also developed a credentialing worksheet that will be included in all adjunct files. The worksheet includes the year, major, minor specialization and institution for earned degrees; approved courses; additional qualifications or tested experience counted toward credential; and additional graduate hours counted toward credential. This worksheet will enable a reviewer to be more consistent and efficient in reviewing credentials for an adjunct instructor. The Nursing Faculty Requirements were also included. Heidi asked the program directors/department heads to review with their faculty and provide feedback to Heidi.</p>
<p>Other</p>	<p>Fall schedule clarification – after the Thanksgiving Break, some students may be returning, faculty will return if they have students or things to complete. Let Roger know if your students will be returning so he can alert Food Service and the Residence Hall Director for meals and rooms.</p>
<p>Information: November 9, 2020 - Spring 2021 & Summer 2021 Open Registration Begins</p>	<p>Other Announcements:</p> <ul style="list-style-type: none"> • Midterm deficiencies went out via email to advisors this week. • Submit Spring 2021 course schedule changes to Lynn no later than October 30th. • No changes were made to the Academic Calendar for Spring 2021. • Wyoming Innovations Conference is virtual this year on November 5th and 6th. Registration is \$25 – could be submitted to Professional Development for payment. David Currie will be awarded the Master Educator Award Innovative Educator of the Year Award for EWC. • Students now have the ability to reset their own password for MyEWC; however, there is a glitch—Computer Services is working on the problem.
<p>Next CLC Meeting – Thursday, November 5 at 12:00pm</p>	

Curriculum & Learning Council

Minutes

Thursday, November 12, 2020

12:00 p.m. – AC Conference Room, TEB 110, & ZOOM

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

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of October 22, 2020	It was moved and seconded to approve the minutes for October 22, 2020 as corrected; motion carried.
Curriculum Review (attached) <ul style="list-style-type: none">a. New Courseb. Course Changec. Course Deletiond. Course(s) No Longer Offerede. Proposed Course Feef. New Programg. Program Changeh. Program Deletioni. New Distance Learning Course Offeringj. 2+2 Agreementsk. Matrix Change	<p>a. NEW COURSES</p> <p>BIOL 2400 General Ecology, 3 credits 1st Reading Review - Approved</p> <p>BIOL 2410 Intro to Field Ecology, 2 credits 1st Reading Review - Approved It was moved and seconded to approve on 1st reading the BIOL 2400 and BIOL 2410 as presented; motion carried.</p> <p>GUNS 1515 Stock Duplicating, 2 credits 1st Reading Review - Approved</p> <p>GUNS 1715 Advanced Stock Duplicating, 2 credits 1st Reading Review - Approved</p> <p>GUNS 1720 Color Cass Hardening, 2 credits 1st Reading Review - Approved It was moved and seconded to approve on 1st reading the GUNS 1515, GUNS 1715 and GUNS 1720 with clarification on GUNS 1720 title (Cass or Case); motion carried.</p> <p>b. COURSE CHANGES</p> <p>Courses for realignment – CCNS – Batch 5 1st Reading Review - Approved It was moved and seconded to approve on 1st reading the course changes for realignment as presented; motion carried.</p> <p>GUNS 1515 Firearms Machine Shop II Change course number to 2500 1st Reading Review - Approved</p> <p>GUNS 1525 Custom Gunmaking Change course number to 2525 1st Reading Review - Approved</p> <p>GUNS 1530 Gunstock Checkering Change course number to 1730 1st Reading Review - Approved</p> <p>GUNS 1535 Advanced Gunstock Checkering Change course number to 2730 1st Reading Review - Approved</p>

GUNS 1550 Firearms Repair and Restoration

Change course number to 2505

1st Reading Review - Approved

GUNS 1600 Firearms Conversion

Change course number to 1525

1st Reading Review - Approved

GUNS 1650 Firearms Metal Finishing

Change course number to 2550

1st Reading Review - Approved

GUNS 1705 Advanced Knifemaking

Change course number to 2700

1st Reading Review - Approved

It was moved and seconded to approve on 1st reading the course changes for GUNS 1515, 1525, 1530, 1535, 1550, 1600, 1650, and 1705 as presented; motion carried.

MATH 0930 Intermediate Algebra

Change course description

1st Reading Review - Approved

STAT 2050 Fundamentals of Statistics

Change course description

1st Reading Review - Approved

It was moved and seconded to approve on 1st reading the course changes for MATH 0930 and STAT 2050 as presented; motion carried.

c. COURSE DELETIONS

ANSC 2615 Anatomy and Physiology of Domestic Animals I/II

1st Reading Review – Approved

It was moved and seconded to approve on 1st reading the course deletion for ANSC 2615 as presented; motion carried.

g. PROGRAM CHANGES

BIOL.AS

Change curriculum pattern and add a listing of approved electives.

ADD Wildlife and Fisheries Biology and Management as an Option under BIOL.AS

1st Reading Review – Approved

It was moved and seconded to approve on 1st reading the program changes for BIOL.AS and adding Wildlife and Fisheries Biology and Management as an Option under the BIOL.AS program as presented; motion carried.

GUNS.AAS

Change curriculum pattern, add new courses, changed course numbers

1st Reading Review – Approved

It was moved and seconded to approve on 1st reading the program changes for GUNS.AAS as presented; motion carried.

h. PROGRAM DELETIONS

STAT.AS – Statistics

1st Reading Review – Approved

WILD.AS – Wildlife and Fisheries Biology and Management

1st Reading Review – Approved

	It was moved and seconded to approve on 1 st reading the program deletions for STAT.AS and WILD.AS as presented; motion carried.
Waive exit exam for Fall 2020 graduates to allow time to implement the Peregrine exam Forwarded recommendation from the Outcomes Assessment Committee	The Outcomes Assessment Committee approved recommending waiving the exit exam for Fall 2020 graduates to allow time for the committee to implement the Peregrine exam for Spring 2021 graduates. The MOU with Peregrine needs to be signed and the topics/questions chosen for the exam. The exam is for AA and AS degrees only. There were some concerns expressed regarding HLC requirements; however, since the entire outcomes assessment process is being updated and this has been communicated to HLC through the Quality Assurance Evaluation there should not be a concern as long as the exam is implemented soon (Spring 2021). It was moved and seconded to waive the outcomes exam for Fall 2020 graduates in the AA and AS programs; motion carried.
Faculty Credential Draft	An updated draft (PDF version from Aaron) was presented for review – edits were mostly formatting and breaking out the tested experience for CTE or Other Non-general Education Course Faculty and for General Education Course Faculty. 1 st Reading Review – Approved It was moved and seconded to approve on 1 st reading the PDF draft (from Aaron); motion carried. Upon final approval, this draft will be taken to the Leadership Team as an Administrative Rule.
Spring Start Up	Heidi asked for ideas and preferences for the spring semester startup plan by Wednesday of next week (November 18, 2020). She cautioned that if ideas included not holding spring break, the academic calendar would need to be resubmitted to the EWC Board of Trustees for approval and this change could impact Financial Aid. If spring break is eliminated, HLC would also need to be notified of any changes to the academic calendar. CTE and Ag programs would prefer face-to-face courses and start on the established semester start date.
Outcomes Assessment Report	Amy reported that the Outcomes Assessment Committee is working on assessment processes including an assessment plan that will include a transition year of planning in lieu of turning in program assessments for the spring.
Distance Learning Report <ul style="list-style-type: none"> Distance Learning Satisfaction Survey Results Selection Process for Innovative Educator of the Year - Discussion 	Aaron presented the Distance Learning Satisfaction Survey Results—the first results since 2016. Highlights from the report included a 70.2% response rate (278/396), Canvas Participation Frequency – 45% multiple times/days, 63% reported easy access from home page for all classes, 44.6% overall satisfaction with Distance Classes, and best experience/least favorite experience excerpts. Aaron would recommend that this survey not end in just a report but that some action be taken on the report findings. Aaron also presented a draft process for the nomination and selection of the EWC Innovative Educator of the Year. Questions can be sent to Aaron and it will be added to the next meeting agenda for approval.
Information: <p>December 14-15 – In-Service Activities</p> <ul style="list-style-type: none"> Refresher Training on CATs – TBA Other ? <p>December 15 – Grades due by Noon</p>	Check out the EWC website for the Veteran’s Day Video! It is Awesome!
Next CLC Meeting – Thursday, December 3 at 12:00pm	

Curriculum & Learning Council

Minutes

Thursday, December 3, 2020 and Friday, December 11, 2020

12:00 p.m. – ZOOM & 1:00 p.m.

Members: Aaron Bahmer, Lynn Bedient, Ed Bittner (12/3 only), Christine Chesser, Casey Debus, Suzey Delger, Margaret Farley, Roger Humphrey, Jo Ellen Keigley (12/3 only), Sue Schmidt, Amy Smith, Kate Steinbock (12/3 only), Susan Stephenson (12/11 only), Monte Stokes, Sherri Warren (12/3 only), ~~Gwen Yung~~

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of November 12, 2020	It was moved and seconded to approve the minutes for November 12, 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>BIOL 2400 General Ecology, 3 credits 1st Reading Review - Approved 2nd Reading Review - Approved</p> <p>BIOL 2410 Intro to Field Ecology, 2 credits 1st Reading Review - Approved 2nd Reading Review - Approved</p> <p>GUNS 1515 Stock Duplicating, 2 credits 1st Reading Review - Approved 2nd Reading Review - Approved</p> <p>GUNS 1715 Advanced Stock Duplicating, 2 credits 1st Reading Review - Approved 2nd Reading Review - Approved</p> <p>GUNS 1720 Color Cass Case Hardening, 2 credits 1st Reading Review - Approved 2nd Reading Review – Approved</p> <p>It was moved and seconded to approve all new courses including BIOL 2400, BIOL 2410, GUNS 1515, GUNS 1715, and GUNS 1720 on 2nd reading; motion carried.</p> <p>b. COURSE CHANGES</p> <p>The meeting was interrupted due to loss of Internet and reconvened on Friday, December 11, 2020 at 1:00 p.m. via ZOOM.</p> <p>Courses for realignment – CCNS – Batch 5 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>Courses for realignment – CCNS – Batch 6 1st Reading Review – Approved</p> <p>It was moved and seconded to approve on 2nd reading the CCNS – Batch 5 and on 1st reading the CCNS – Batch 6; motion carried.</p> <p>GUNS 1515 Firearms Machine Shop II Change course number to 2500 1st Reading Review - Approved 2nd Reading Review - Approved</p>

GUNS 1525 Custom Gunmaking
Change course number to 2525
1st Reading Review - Approved
2nd Reading Review - Approved

GUNS 1530 Gunstock Checkering
Change course number to 1730
1st Reading Review - Approved
2nd Reading Review - Approved

GUNS 1535 Advanced Gunstock Checkering
Change course number to 2730
1st Reading Review - Approved
2nd Reading Review - Approved

GUNS 1550 Firearms Repair and Restoration
Change course number to 2505
1st Reading Review - Approved
2nd Reading Review - Approved

GUNS 1600 Firearms Conversion
Change course number to 1525
1st Reading Review - Approved
2nd Reading Review - Approved

GUNS 1650 Firearms Metal Finishing
Change course number to 2550
1st Reading Review - Approved
2nd Reading Review - Approved

GUNS 1705 Advanced Knifemaking
Change course number to 2700
1st Reading Review - Approved
2nd Reading Review – Approved

It was moved and seconded to approve all course changes for GUNS 1515, GUNS 1525, GUNS 1530, GUNS 1535, GUNS 1550, GUNS 1600, GUNS 1650, and GUNS 1705 on 2nd reading; motion carried.

MATH 0930 Intermediate Algebra
Change course description
1st Reading Review - Approved
2nd Reading Review - Approved

STAT 2050 Fundamentals of Statistics
Change course description
1st Reading Review - Approved
2nd Reading Review – Approved

It was moved and seconded to approve course changes for MATH 0930 and STAT 2050 on 2nd reading; motion carried.

c. COURSE DELETIONS

ANSC 2615 Anatomy and Physiology of Domestic Animals I/II
1st Reading Review – Approved
2nd Reading Review – Approved

It was moved and seconded to approve course deletion for ANSC 2615 on 2nd reading; motion carried.

ENTK 1510 Drafting I
1st Reading Review - Approved

PEAC 1040 Trap Shooting I
1st Reading Review - Approved

PEAC 1044 Trap, Skeet, and Sporting Clays
1st Reading Review - Approved

SAFE 1510 Industrial Safety
1st Reading Review – Approved

It was moved and seconded to approve course deletions for ENTK 1510, PEAC 1040, PEAC 1044, and SAFE 1510 on 1st reading; motion carried. These courses were recommended for deletion after discussions with the CCNS department meetings. Margaret noted that the Gunsmithing program would like to have a PE course for their program such as the PEAC 1040. The program would need to come up with a new course number for a Trap Shooting course as the current course number is being used by the other WY colleges as an entirely different PE course.

e. **PROPOSED COURSE FEE (CHANGE of COURSE FEE)**

HLTK/NRST 1510 Nurse Assistant/Nursing Assistant
1st Reading Review – Approved

It was moved and seconded to approve the \$30 increase to the course fee for HLTK/NRST 1510 on 1st reading; motion carried.

g. **PROGRAM CHANGES**

BIOL.AS

Change curriculum pattern and add a listing of approved electives.

ADD Wildlife and Fisheries Biology and Management as an Option under BIOL.AS

1st Reading Review – Approved

2nd Reading Review - Approved

GUNS.AAS

Change curriculum pattern, add new courses, changed course numbers

1st Reading Review – Approved

2nd Reading Review – Approved

It was moved and seconded to approve changes to the BIOL.AS and GUNS.AAS programs on 2nd reading; motion carried.

Agenda addition:

SOSC.AA – Social Science

Add Criminal Justice and Human Services options to the SOSC.AA program, change program description, change curriculum pattern

1st Reading Review – Approved

It was moved and seconded to add the program changes for SOSC.AA to the agenda and to approve changes on 1st reading; motion carried.

	<p>h. PROGRAM DELETIONS</p> <p>STAT.AS – Statistics 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>WILD.AS – Wildlife and Fisheries Biology and Management 1st Reading Review – Approved 2nd Reading Review – Approved</p> <p>It was moved and seconded to approve program deletions for STAT.AS and WILD.AS on 2nd reading; motion carried.</p> <p>Agenda addition: CRMJ.AA – Criminal Justice 1st Reading Review – Approved</p> <p>HMSV.AA – Human Services 1st Reading Review – Approved</p> <p>It was moved and seconded to add the program deletions for CRMJ.AA and HMSV.AA to the agenda and to approve on 1st reading; motion carried. Will need student impact information for these two programs to know if these will need to be taught out or not for the 2nd reading review.</p>
Faculty Credential Draft	<p>1st Reading Review – Approved 2nd Reading Review – Bring back corrections for 2nd reading review</p> <p>It was moved and seconded to bring back the Faculty Credential Draft with suggested corrections for 2nd reading review; motion carried.</p>
Distance Learning Report <ul style="list-style-type: none"> • Selection Process for Innovative Educator of the Year - Review 	<p>1st Reading Review – Approved</p> <p>It was moved and seconded to approve the selection process for the Innovative Educator of the Year on 1st reading; motion carried.</p> <p>It was reported that the Distance Learning Taskforce has not completed their tasks at this time.</p>
Information: December 14-15 – In-Service Activities <ul style="list-style-type: none"> • Refresher Training on CATs – TBA December 15 – Grades due by Noon	<p>The In-service draft agenda is being developed and will be sent out before the holiday break.</p> <p>A refresher training on CATs will be presented sometime on the Monday following fall finals. Those who have not completed a CAT will be invited to attend the training.</p>
Next CLC Meeting – TBA The next CLC meeting will be sometime later in January 2021 or early February 2021.	

Curriculum & Learning Council

Minutes

Thursday, February 4, 2021

2:00 p.m. – ZOOM

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

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of December 3 & 11, 2020	It was moved and seconded to approve the minutes for December 3 & 11, 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. Program Learning Outcomes (PLOs) j. New Distance Learning Course Offering k. 2+2 Agreements l. Matrix Change 	<p>a. NEW COURSES</p> <p>MATH 1409 – College Algebra Workshop 1 credit 1st Reading Review - Approved It was moved and seconded to approve MATH 1409 on 1st Reading; motion carried. Discussion included phasing out Block sections of MATH 0920 and 0930 in 2022/2023, and what placement score would be used for the cut off. The placement score for MATH 0930 will be used as the cut off score.</p> <p>PEAT 1000 Varsity I: 1 credit 1st Reading Review - Approved</p> <p>PEAT 1005 Varsity II: 1 credit 1st Reading Review - Approved</p> <p>PEAT 2000 Varsity III: 1 credit 1st Reading Review - Approved</p> <p>PEAT 2005 Varsity IV: 1 credit 1st Reading Review - Approved It was moved and seconded to bundle and approve PEAT 1000, PEAT 1005, PEAT 2000, and PEAT 2005 on 1st Reading; motion carried.</p> <p>b. COURSE CHANGES</p> <p>Courses for realignment – CCNS – Batch 6 1st Reading Review – Approved 2nd Reading Review - Approved It was moved and seconded to approve Batch 6 on 2nd Reading; motion carried.</p> <p>Courses for realignment – CCNS – Batch 7 1st Reading Review – Approved with changes It was moved and seconded to approve on 1st Reading Batch 7 with changes including title change for ENGL 2420 to Literary Genres: motion carried. Discussion included if we should change the SPPA 1050 Beginning Sign Language to ASL 1010 American Sign Language or delete the course. If we keep the course, it will need to be revised to align with the other WY Community Colleges’ courses including a change in credit hours and submission to transfer to UW. Consensus was to recommend deleting the course.</p> <p>EDEL 2280 Literature for Children Change course description and add prerequisite 1st Reading Review – Approved It was moved and seconded to approve course changes for EDEL 2280 on 1st Reading; motion carried.</p>

All MATH Courses & STAT 2050

Change prerequisite wording

1st Reading Review – Approved

It was moved and seconded to approve course changes for all MATH courses and STAT 2050 on 1st Reading; motion carried.

c. COURSE DELETIONS

ENTK 1510 Drafting I

1st Reading Review – Approved

2nd Reading Review - Approved

PEAC 1040 Trap Shooting I

1st Reading Review – Approved

2nd Reading Review - Approved

PEAC 1044 Trap, Skeet, and Sporting Clays

1st Reading Review – Approved

2nd Reading Review - Approved

SAFE 1510 Industrial Safety

1st Reading Review – Approved

2nd Reading Review - Approved

It was moved and seconded to bundle and approve course deletions for ENTK 1510, PEAC 1040, PEAC 1044, and SAFE 1510 on 2nd Reading; motion carried. Discussion included possibly keeping a trap shooting course since we have a Gunsmithing program; however, we cannot use the PEAC 1040 or PEAC 1044 prefix and course numbers for these courses. They do not align with the other WY Community Colleges. If a future trap shooting course is being considered, it will need to align with the other WY Community Colleges and can be developed in the future.

JOUR 1010 Publication Production I

1st Reading Review - Approved

MUSC 1150 Guitar I

1st Reading Review - Approved

MUSC 1200 Applied Lessons Piano 1A

1st Reading Review - Approved

MUSC 1201 Applied Lessons Piano 1B

1st Reading Review - Approved

MUSC 1202 Applied Lessons Piano 1C

1st Reading Review - Approved

MUSC 1203 Applied Lessons Piano 1D

1st Reading Review - Approved

MUSC 2150 Guitar II

1st Reading Review - Approved

MUSC 2200 Piano II

1st Reading Review - Approved

It was moved and seconded to amend the meeting agenda by adding the SPPA 1050 course for deletion and bundle it along with JOUR 1010, MUSC 1150, MUSC 1200, MUSC 1201, MUSC 1202, MUSC 1203, MUSC 2150 and MUSC 2200 to approve deletion on 1st Reading; motion carried.

Discussion on the MUSC courses included when they were last offered (longer than a year ago) and since these are applied music courses (private lessons), they could be offered through Community Education. Janet Howard was the last instructor to offer these courses and she has since retired, and we no longer offer a music program.

e. **PROPOSED COURSE FEE (CHANGE of COURSE FEE)**

HLTK/NRST 1510 Nurse Assistant/Nursing Assistant

Increase fee from \$250 to \$280 (\$30)

1st Reading Review – Approved

2nd Reading Review - Approved

It was moved and approved to increase the course fee for HLTK/NRST 1510 by \$30 on 2nd reading; motion carried.

GUNS 1520 Stock Making

Increase fee from \$50 to \$350 (\$300) to purchase barrel action kit

1st Reading Review – Approved with amendment to separate out course fees from kit fees for 2nd reading review

WELD 1781 GTAW for Gunsmithing

Add \$75 fee for supplies – metal/gas

1st Reading Review

It was moved and seconded to approve the course fee request for GUNS 1520 with recommended changes to separate out the \$70 for course fees and \$280 for kit fee on 1st reading and to approve on first reading the course fee request for WELD 1781; motion carried.

g. **PROGRAM CHANGES**

SOSC.AA – Social Science

Add Criminal Justice and Human Services as Options, change program description, change curriculum patterns

1st Reading Review – Approved

2nd Reading Review - Tabled

It was moved and seconded to approve 2nd reading review for changes to SOSC.AA program. After discussion the motion was amended to table the 2nd reading review for changes to the SOSC.AA program including adding Criminal Justice and Human Services as options; motion carried.

Discussion included a last minute meeting with UW to possibly work out a collaboration with UW to continue offering the Criminal Justice AA program so it was recommended to table the program changes until after further discussions with UW. It was recommended to table the Human Services option request at this time as well.

COMM.AA – Communication

Change curriculum pattern to accommodate deletion of JOUR 1010 course.

1st Reading Review – Approved

It was moved and seconded to approve on 1st reading the program change for COMM.AA; motion carried.

PAHL.AS – Preprofessional Allied Health

Change program description, change curriculum pattern

1st Reading Review – Approved

It was moved and seconded to approve on 1st reading the program changes for PAHL.AS; motion carried.

h. PROGRAM DELETIONS

CJCR/CJRDL.AA – Criminal Justice (including online program)

1st Reading Review – Approved

2nd Reading Review - Tabled

HMSV.AA – Human Services

1st Reading Review – Approved

2nd Reading Review – Tabled

It was moved and seconded to approve tabling program deletions for Criminal Justice AA and Human Services AA pending results of discussions with UW; motion carried.

CMJT.AAS – Criminal Justice

1st Reading Review - Approved

CJCC/CJCDL.CD – Corrections

1st Reading Review – Approved

It was moved and seconded to approve on 1st reading the deletion of the Criminal Justice AAS program and the Corrections Certificate program; motion carried with one opposed.

PMED.AS – Preprofessional Medicine

1st Reading Review - Approved

PDEN.AS – Preprofessional Dentistry

1st Reading Review - Approved

PHAR.AS – Preprofessional Pharmacy

1st Reading Review - Approved

PVET.AS – Preprofessional Veterinary Medicine

1st Reading Review - Tabled

PNSG.AS – Preprofessional Nursing

1st Reading Review – Approved

It was moved and seconded to approve on 1st reading to delete the PMED.AS, PDEN.AS, PHAR.AS, PVET.AS, and PNSG.AS programs.

After discussion regarding the deletion of the PVET.AS program, the motion was amended to approve on 1st reading to delete the PMED.AS, PDEN.AS, PHAR.AS, and PNSG.AS programs and to table the 1st reading review for PVET.AS; motion carried.

i. PROGRAM LEARNING OUTCOMES (PLOs)

PAHL.AS – Preprofessional Allied Health

1st Reading Review – Approved with recommendation to change some wording before the 2nd reading review.

It was moved and seconded to approve on 1st reading the PLOs for PAHL.AS with recommendation to reword a PLO before the 2nd reading review; motion carried. Discussion included rewording of “Demonstrate an understanding” one of the PLOs.

k. MATRIX CHANGES

HLED 1006

1st Reading Review – Approved with correction

	<p>HLED 1221 1st Reading Review – Approved with correction It was moved and seconded to approve matrix changes as amended (change “PE” to Physical) on 1st reading review; motion carried.</p> <p>MATH 0903 1st Reading Review – Approved It was moved and seconded to approve on 1st reading the matrix change for MATH 0903; motion carried.</p>
Placement Test Guide	<p>1st Reading Review – Approved It was moved and seconded to approve the placement guide on 1st reading; motion carried. Discussion included some minor changes which will be made for the 2nd reading review.</p>
Faculty Credential Draft	<p>1st Reading Review – Approved 2nd Reading Review – Approved It was moved and seconded to approve the faculty credential draft on 2nd reading; motion carried. Discussion included which Administrative Rule needs to be used for this and who assigns that number. It was determined that Roger will take this to the President’s Leadership for the Administrative Rule assignment.</p>
Distance Learning Report <ul style="list-style-type: none"> • Selection Process for Innovative Educator of the Year - Review 	<p>1st Reading Review – Approved 2nd Reading Review – Approved It was moved and seconded to approve the selection process for Innovative Educator of the Year on 2nd reading; motion carried.</p>
Information: Catalog Deadline: March 1, 2021 Fall 2021 Open Registration: April 8, 2021	<p>Working on the course schedule, Winter Break is February 11 & 12.</p>
<p>Next CLC Meeting – March 4, 2021 at 2:00pm.</p>	

Curriculum & Learning Council

Minutes

Thursday, March 4, 2021

2:00 p.m. – ZOOM

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

Others: David Currie

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of February 4, 2021	It was moved and seconded to approve the minutes for February 4, 2021; 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. Program Learning Outcomes (PLOs) j. New Distance Learning Course Offering k. 2+2 Agreements l. Matrix Change 	<p>a. NEW COURSES</p> <p>MATH 1409 – College Algebra Workshop 1 credit 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>PEAT 1000 Varsity I: 1 credit 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>PEAT 1005 Varsity II: 1 credit 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>PEAT 2000 Varsity III: 1 credit 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>PEAT 2005 Varsity IV: 1 credit 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>It was moved and seconded to bundle and approve the new courses on 2nd reading including MATH 1409, PEAT 1000, PEAT 1005, PEAT 2000, and PEAT 2005 with clarification that students do not need to pass MATH 1409 to pass MATH 1400; motion carried.</p> <p>b. COURSE CHANGES</p> <p>Courses for realignment – CCNS – Batch 7 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>It was moved and seconded to approve Batch 7 of courses for realignment on 2nd reading; motion carried.</p> <p>EDEL 2280 Literature for Children Change course description and add prerequisite 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>It was moved and seconded to approve changes for EDEL 2280 on 2nd reading; motion carried.</p>

All MATH Courses & STAT 2050

Change prerequisite wording

1st Reading Review – Approved

2nd Reading Review - Approved

It was moved and seconded to approve the change in prerequisite wording for all MATH courses and STAT 2050 on 2nd reading; motion carried.

All Prescreen Courses

Change course numbers

1st Reading Review - Approved

It was moved and seconded to approve changing the prescreen course numbers on 1st reading; motion carried.

c. COURSE DELETIONS

JOUR 1010 Publication Production I

1st Reading Review – Approved

2nd Reading Review - Approved

MUSC 1150 Guitar I

1st Reading Review – Approved

2nd Reading Review - Approved

MUSC 1200 Applied Lessons Piano 1A

1st Reading Review – Approved

2nd Reading Review - Approved

MUSC 1201 Applied Lessons Piano 1B

1st Reading Review – Approved

2nd Reading Review - Approved

MUSC 1202 Applied Lessons Piano 1C

1st Reading Review – Approved

2nd Reading Review - Approved

MUSC 1203 Applied Lessons Piano 1D

1st Reading Review – Approved

2nd Reading Review - Approved

MUSC 2150 Guitar II

1st Reading Review – Approved

2nd Reading Review

MUSC 2200 Piano II

1st Reading Review – Approved

2nd Reading Review - Approved

SPPA 1050 Beginning Sign Language

1st Reading Review – Approved

2nd Reading Review - Approved

It was moved and seconded to bundle and approve course deletions for JOUR 1010, MUSC 1150, MUSC 1200, MUSC 1201, MUSC 1202, MUSC 1203, MUSC 2150, MUSC 2200, and SPPA 1050 on 2nd reading; motion carried.

CROP 2200 Forage Crop Science

1st Reading Review - Approved

It was moved and seconded to approve deletion of CROP 2200 on 1st reading; motion carried.

e. **PROPOSED COURSE FEE (CHANGE of COURSE FEE)**

GUNS 1520 Stock Making

Increase course fee from \$50 to \$75 and add \$280 Guns Kit Fee to purchase barrel action kit

1st Reading Review – Approved pending changes

2nd Reading Review - Approved

It was moved and seconded to approve the course fee and kit fee for GUNS 1520 on 2nd reading; motion carried.

WELD 1781 GTAW for Gunsmithing

Add \$75 fee for supplies – metal/gas

1st Reading Review – Approved

2nd Reading Review - Approved

It was moved and seconded to approve the course fee for WELD 1781 on 2nd reading; motion carried.

Discussion on the course fee approvals included concern for the amount of course fees for the Gunsmithing program and all other programs with fees as well. It was mentioned that the Gunsmithing program has a waitlist.

g. **PROGRAM CHANGES**

COMM.AA – Communication

Change curriculum pattern to accommodate deletion of JOUR 1010 course.

1st Reading Review – Approved

2nd Reading Review - Approved

It was moved and seconded to approve program changes for COMM.AA on 2nd reading; motion carried.

PAHL.AS – Preprofessional Allied Health

Change program description, change curriculum pattern

1st Reading Review – Approved

2nd Reading Review - Approved

It was moved and seconded to approve program changes for PAHL.AS on 2nd reading; motion carried.

h. **PROGRAM DELETIONS**

CMJT.AAS – Criminal Justice

1st Reading Review – Approved

2nd Reading Review - Approved

CJCC/CJCDL.CD – Corrections

1st Reading Review – Approved

2nd Reading Review - Approved

PMED.AS – Preprofessional Medicine

1st Reading Review – Approved

2nd Reading Review - Approved

PDEN.AS – Preprofessional Dentistry

1st Reading Review – Approved

2nd Reading Review - Approved

PHAR.AS – Preprofessional Pharmacy

1st Reading Review – Approved

2nd Reading Review - Approved

~~**PVET.AS – Preprofessional Veterinary Medicine**~~

~~1st Reading Review – Tabled at the Feb. 4 CLC meeting.~~

PNSG.AS – Preprofessional Nursing

1st Reading Review – Approved

2nd Reading Review - Approved

It was moved and seconded to bundle and approve program deletions for CMJT.AAS, CJCC/CJCDL.CD, PMED.AAS, PDEN.AS, PHAR.AS, and PNSG.AS on 2nd reading; motion carried.

i. **PROGRAM LEARNING OUTCOMES (PLOs)**

PAHL.AS – Preprofessional Allied Health

1st Reading Review – Approved pending changes

2nd Reading Review - Approved

It was moved and seconded to approve the program learning outcomes (PLOs) for PAHL.AS on 2nd reading; motion carried.

k. **MATRIX CHANGES**

HLED 1006

1st Reading Review – Approved with corrections

2nd Reading Review - Approved

HLED 1221

1st Reading Review – Approved

2nd Reading Review - Approved

MATH 0903

1st Reading Review – Approved

2nd Reading Review - Approved

It was moved and seconded to approve the matrix changes for HLED 1006 and HLED 1221, the motion was amended to include the matrix change for MATH 0903 also on 2nd reading; motion carried.

Discussion included concern that the matrix change for MATH 0903 was based on subjectivity and possible inconsistency.

ART Courses

1st Reading Review - Approved

It was moved and seconded to approve matrix change for ART courses on 1st reading; motion carried.

It was also determined that “like” courses could be grouped together in the matrix form.

Placement Test Guide	<p>1st Reading Review – Approved pending changes 2nd Reading Review - Approved</p> <p>It was moved and seconded to approve the placement test guide with corrections (addition of MATH 1009 and MATH 1409) on 2nd reading review; motion carried.</p>
Graduation Master of Ceremonies Nominations	<p>It was recommended that the nominations wait until the April CLC meeting pending more detailed graduation ceremony information.</p>
<p>Chadron State College Community College Full-Time Tuition Waiver Nominations – DUE March 30, 2021 Devyn Volz – BADM.AS, others?</p>	<p>Submit Names to Academics Office or Financial Aid Office – will vote for one recipient and one or two alternates at the April CLC meeting.</p>
Academic Calendars – Fall 2023, Spring 2024, and Summer 2024	<p>Review and bring back updates to the April CLC meeting</p>
<p>Information: Midterm Deficiencies/Grades - Due March 12, 2021 by Noon CSC Tuition Waiver Nominations – Due March 30, 2021 Fall 2021 Open Registration - Begins April 8, 2021 Program Reviews – Due May 3, 2021</p>	<p>Summer pre-reg dates for Torrington are May 26 (Goshen County), May 28, June 11, July 19, and August 9. Summer pre-reg dates for Douglas are April 16, May 11, June 18, July 16, and August 13.</p> <p>Research Online Proctoring Options – Examity – Live product includes record and review (\$12 for one hour/\$5 for additional hour) and full live (\$15 for one hour/\$7 for additional hour) – need current pricing. Exam Soft – Science department is trying out live vs. recorded proctoring now.</p> <p>JoEllen is currently working on the Job Expo. She would also like to present an introduction to PathwayU at the next CLC meeting.</p>
<p>Next CLC Meeting – April 1, 2021 at 2:00pm.</p>	

Curriculum & Learning Council

Minutes

Thursday, April 1, 2021

2:00 p.m. – ZOOM

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

Minutes: Lynn Wamboldt

AGENDA	Action
Approve Minutes of March 4, 2021	It was moved and seconded to approve the minutes for March 4, 2021 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. Program Learning Outcomes (PLOs) j. New Distance Learning Course Offering k. 2+2 Agreements l. Matrix Change 	<p>b. COURSE CHANGES</p> <p>All Prescreen Courses Change course numbers 1st Reading Review - Approved 2nd Reading Review – Approved</p> <p>It was moved and seconded to approve changing all prescreen course numbers on 2nd reading; motion carried.</p> <p>ENGL 2420 Literary Genres: Change course description 1st & 2nd Reading Review - Approved</p> <p>It was moved and seconded to approve the course description change for ENGL 2420 on 1st and 2nd reading; motion carried.</p> <p>c. COURSE DELETIONS</p> <p>CROP 2200 Forage Crop Science 1st Reading Review – Approved 2nd Reading Review - Approved</p> <p>It was moved and seconded to approve deletion of CROP 2200 on 2nd reading; motion carried.</p> <p>k. MATRIX CHANGES</p> <p>ART Courses 1st Reading Review – Approved 2nd Reading Review - Tabled</p> <p>It was moved and seconded to approve matrix changes for ART courses on 2nd reading. After discussion regarding previously approved high school teachers and whether they would still be credentialed to teach, a motion was made and seconded to table the matrix changes until further clarification; motion carried.</p> <p>Communication Courses 1st Reading Review – Approved as amended</p> <p>It was moved and seconded to approve matrix changes for Communication courses on 1st reading review. After discussion and changes (remove COMM 1010, reduce minimum years work experience from 5 to 3, add additional degree areas to COMM 1000, 2100 box and COMM 2010 box), the motion was amended to include the discussed changes and seconded; motion approved.</p>

<p>Graduation Master of Ceremonies Nominations 2 Ceremonies on Friday, May 14, 2021 10:00AM – AAS & Certificate graduates 2:00PM – AA & AS graduates</p>	<p>There are three retiring faculty members this year to consider for Master of Ceremonies including Dr. Bittner, Dr. Nesbitt and Bob Creagar. Dr. Bittner declined the nomination. It was moved and seconded to nominate Dr. Nesbitt and Bob Creagar; motion carried.</p> <p>If both nominees accept, they will be asked to do one ceremony each. If only one of the nominees accepts, they will be asked if they will do both ceremonies. If the one only wants to do one ceremony, we may extend the nominations to include retiring staff members.</p>
<p>Chadron State College Community College Full-Time Tuition Waiver Nominations – DUE March 30, 2021 Devyn Volz – BADM.AS, others?</p>	<p>Taya McMillen – ELED.AA Devyn Volz – most likely receiving the PTK scholarship</p> <p>It was moved and seconded to nominate Taya McMillen for the Chadron Scholarship; motion carried.</p>
<p>Academic Calendars – Fall 2023, Spring 2024, and Summer 2024</p>	<p>The academic calendars were reviewed, and there were some suggested changes that need further discussion within the academic departments. The change proposals included pushing the start date of the fall semester back one week (August 21) and end a week earlier (December 7); removing the day between the end of Block A and the beginning of Block B on both semesters; move finals back to Tuesday, Wednesday, Thursday, and Fridays for both semesters; and remove the Winter Break and Easter Break days from the spring semester. Financial Aid supports the push back of the start date for the fall semester which allows more time to get final grades in and Financial Aid processes can be completed before the Christmas Break.</p> <p>A motion was made and seconded to approve removing the day between the end of Block A and start of Block B for both semesters, motion carried.</p> <p>Department heads will take the remaining proposals back to their areas for further discussion, then the proposals will be voted on at the next CLC meeting.</p>
<p>Outcomes Assessment – Amy</p>	<p>Amy reported on the progress for Outcomes Assessment. The rubrics for the Planning Cycle Reports have been determined and volunteer reviewers will be reviewing the Planning Cycle Reports in the next couple of weeks. Curriculum map examples have been sent out and are due back by May 3. The Peregrine exam will be given to all AA and AS graduate candidates this spring. The exam will not be proctored. Aaron has built a link to the exam through CANVAS that will be available in all capstone courses and all HMDV 2411 sections. This should reach all targeted graduate candidates.</p>
<p>Distance Taskforce – Aaron</p>	<p>Aaron reported that there was not enough information/data to establish a proctoring fee at this time. So the group will continue research for an online proctoring service and will research funding sources if needed.</p>
<p>Presentation – PathwayU – JoEllen</p>	<p>Jo Ellen reported that as of June 30, we will no longer be using the College Network. PathwayU was purchased in January 2021 with CARES funding to replace College Network. The advantages to using PathwayU is that it is a more local company, and Zach can utilize it as a recruiting tool. Advisors can direct students to use the Career Interest Survey to help students determine their program pathway. It will be fully implemented by June 2021. The contract runs through January 2022. The subscription costs \$1500/per year and there is no limitation on the number of users.</p> <p>Jo Ellen also reported on a change for the VTNE exams. They will now be available through Pearson Vue and the cost of the exam will increase from \$20 to \$60. She also reported that the Job Expo committee has made the decision to cancel the Job Expo this year.</p>

Other	<p>Casey asked Department Heads/Program Directors to share with their faculty that the Wyoming Community College Commission has an OER (Open Education Resources) initiative going and any interested EWC faculty can contact Casey. Casey would like to build an EWC OER interest group.</p> <p>Roger reported that the National HLC Conference is scheduled this month. There are a lot of updates regarding program changes so Roger, Lynn and Susan Stephenson will be attending virtual sessions.</p>
Information: Fall 2021 Open Registration - Begins April 8, 2021 Program Reviews – Due May 3, 2021	
Next CLC Meeting – May 6, 2021 at 2:00pm.	

Curriculum & Learning Council

Minutes

Thursday, May 6, 2021

2:00 p.m. – ZOOM

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

Minutes: Lynn Wamboldt

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

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

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