

## Curriculum and Articulation Committee Meeting Minutes

9:00 a.m. Tuesday, September 3, 2014

EIT 104

Committee Members Present: Tammi Cavender, Dave Douglas, Jonathan Foster, Jan King, Ping Wang, Joshua Webster, and Delores Whittaker

Committee Member Absent: Peggy Drussel

Non-Committee Members Present: Cynthia Giles, Karen Kimber, Norm Whittaker

Meeting called to order at 9:00 a.m.

- IT 209B course articulation (action required)  
IT 209B will be taught by Tom Bruns. The paperwork is in order and noted that this course has been offered in the past. It has been inactive since 2010. Jan King said that the form presented has been updated but should be accepted at NSHE as this is an addition not a deletion.

Delores said that the description of the class is different than 2009. Cynthia will activate this class in Peoplesoft. Cynthia also mentioned that this class was listed previously for 2 credits but noticed that is now is offered for 1-4 credits.

The Millwright department will submit catalog changes for the 2015 catalog. Delores said that the changes will need to be approved by the VPAA and the process does not involve this committee.

Norm Whittaker said that this class was added due to industry standards accepted nationwide. The class on rigging was part of another class and separated out as a separate class. Jan King mentioned that it need to be added to the catalog as well as the change in the program.

The course articulation for IT 209B was passed unanimously by the committee.

- PEX 170 and PEX 151 course articulation (149) (action required)  
Karen Kimber has been working with TMCC to update the aerobics class. Zumba is the modern version of the aerobics class. Karen said by adding the course number of 151, the class will be easier to find in the catalog and schedule. It will also conform to the NSHE common course number system, as another institution had PEX 151 Zumba added as a common course in spring 2014. She would like to have this ready for the spring schedule.

The committee advised Karen to update the course articulation form and send out to the other institutions with the syllabus so they have an opportunity to review the change. The committee will revisit this class at the next meeting. Jan moved to accept the change with the understanding that the form list add the class not replace it. PEX 170 will still be listed in the catalog.

The course articulation for PEX 151 was passed unanimously by the committee (contingent on suggested revisions of forms, submission of ccn form, and approval by other institutions).

\*Note: after the meeting it was discovered that PEX 151 had not successfully cleared the ccn process in the spring of 2014. Instead, at UNLV's request, the ccn for Zumba will be listed as 149. The ccn forms and course articulation forms have been revised to list the proper course number 149.

- PEX 113 (information item and discussion)  
Karen said that PEX 113 has been taught in the past and remains active. It is not, however, listed in the schedule. She would like to offer it in the spring. The college would offer the class for both men and women and the students would have the option of competing in the adult city leagues in Elko.

Jonathan asked if this would be 2 separate courses or 2 separate sections for men and women. Cynthia also questioned the credit hours on the articulation form. She also asked if there could be a special topics listed. The time period listed on the syllabus was also questioned. The PEX classes are transferrable so this will have to be changed on the course articulation form. The VPAA will need to sign off to add this to the course catalog. It was suggested that he be informed in all changes with curriculum. Dr. McFarlane needs to approve all catalog changes. The form will also be corrected to list the name of the course as Basketball and the credit hours adjusted as well as when the class will be offered.

Jonathan said that the syllabi from the adjunct teaching the class should have office hours by appointment and give email and phone for contact information. He said the course requirements will be important in assessment.

Karen will address the suggested changes.

- Committee goals for 2014-2015  
The committee chairman asked the members to consider goals for the up-coming year. One suggestion was to make the process easier to understand. Jan said the "maze" is a work in progress and said any suggestions would be welcome. It was also noted that it is important for the department submitting a new class or change, to send a representative who is knowledgeable about the class to answer questions and concerns.
- Discussion of meeting schedule  
The C & A committee meetings will take place the Monday following Executive Committee. The chairman will finalize the schedule. The next meeting will take place on Monday, October 6<sup>th</sup>.
- In other business, Jan King explained the excess credit fees that have become effective this semester. Jan said that this is state mandated and affects students who have attempted credits equal to 150 percent of the credits required for the student's program of study. It is important

to remember that withdrawals count toward the total attempted. This does not affect non-degree seeking students.

Meeting adjourned at 10:15 a.m.