

Curriculum and Articulation Committee Meeting Minutes

9:00 a.m. Tuesday, October 6, 2014

EIT 201

Committee Members Present: Tammi Cavender, Dave Douglas, Jonathan Foster, Jan King, Ping Wang, Joshua Webster, Delores Whittaker (email participation)

Committee Members absent: Peggy Drussel

Non-Committee Members Present: Cynthia Giles and Hang Nguyen

Meeting called to order at 9:00 a.m. Minutes from the previous meeting were approved.

- Update from committee chairman
Chairman Foster said that he will be posting the agenda and minutes in the website. He said he presented the IT 209 course and PEX courses to Faculty Senate which were approved. He also asked the committee to review the "Fitness for Service" proposal and provide feedback. The GBC Executive Committee had some concerns which includes: lack of faculty input and the presumption of guilt. Joshua Webster questioned the use of the same medical provider throughout the process and the "double testing" was troublesome. Jan King stated that there should be faculty representation on the committee. Jonathan said that he would pass this information to the Faculty Senate Chairman, Steve Theriault.
- Econ 261 was presented by Dr. Hang Nguyen. The course articulation form and syllabus was submitted. The course had been taught in the past but Dr. Nguyen is planning on teaching it in the fall 2015 semester. Jan King asked to meet with Hang to go over her syllabus. Jan questioned why it was listed as a requirement of Associates of Arts. Hang said that this class will focus on statistics for business and economics and would be part of a 2+2 program at UNLV and would transfer to UNLV.

Ping Wang questioned her choice of online tutoring that was listed in her syllabus and suggested she use www.smartthinking.com which is a free tutoring service. Joshua suggested that she mention in her syllabus that this class would be accepted at UNLV.

The committee voted to hold off on approving this class until Dr. Nguyen revises her syllabus, meets with her department regarding their plans regarding this course and removes the AARTS-AA requirement.

- The Common Course Numbering Form was submitted by Rick Mackey requesting the deletion of CRJ 235, 251, 286, 289, 290, 299, 101, 102, 121B, 198, 208 and 225. The courses have not been taught for a number of years and some have never been offered. The committee voted unanimously to delete them from the course catalog.
- The committee was given the policy and procedures regarding credit hours. Dave Douglas offered to research how other NSHE institutions decide on credit hours in classes that are not in a traditional classroom setting. After a discussion on determining the amount of credit hours

required in labs, internships and PEX classes, it was decided that the GBC course articulation form be revised to replace hours with contact hours per semester. The webmaster will be contacted to revise the form.

- Suggestions on how to streamline the C & A process were discussed. Joshua Webster volunteered to work on a flow chart prototype to navigate the maze to make it more user friendly. Dave suggested that the titles and the names of the people who sign the form be listed.
- Jonathan Foster said that many faculty members have questioned why it is necessary to submit a full syllabus to the C & A committee when they are scheduled to teach an INT seminar or special topics class. The departments have approved these classes and feel this step is unnecessary as faculty are preparing for the class and will make revisions before the class begins. It was decided that the committee will not have to approve the topics or syllabus. It was determined that if a class hasn't been taught for over five years, the course articulation form and syllabus will need to be submitted. This ruling will not apply to the INT seminars and special topic classes.