

## Curriculum and Articulation Committee Meeting Minutes

10:00 a.m. Monday, November 10, 2014

DCIT 201

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

Committee Members absent: Peggy Drussel

Non-Committee Members present: Karen Kimber, Heather Steel, Norm Whittaker and Whitney Zulim

Meeting was called to order at 10:01 a.m. Minutes from the previous meeting were approved with corrections. A typing error will be corrected and the last paragraph will be corrected to make clear the ruling that was made at the last meeting on submission of syllabi for INT, special topic classes, and classes not taught for five years.

- **ECON 261: Course Reactivation**  
Syllabi and course articulation form were submitted at the last meeting. Corrections to the syllabi were made by the instructor. Committee voted to approve the activation of this course.
- **BUS 113: Course Addition**  
Heather Steel presented the course articulation form, common course numbering form and syllabi for BUS 113. She also attached emails regarding the addition of this course. Jan King suggested that she not reference a certain page number when referring to the course catalog due to the changes in the catalog and page numbers every year. Delores mentioned that she needs to get approval from Vice President Mike Mcfarlane to include this change in the 2015-2016 course catalog. Heather said that this class and BUS 114 have been added to meet the requirements of the TAACCCT grant. The courses are not transferrable. This class is recommended for certificates and both BUS 113 & BUS 114 are recommended for the associates. The CTE students are advised to take this class as it is part of their program. The committee approved the addition of BUS 113.
- **BUS 114: Course Addition**  
Cynthia Giles said that this course was offered in 1971 and is in Peoplesoft. She will add a row if the committee approves this class. Delores reminded Heather to copy the catalog pages and indicate changes for Mike to approve. Heather said that the outcomes will be the same at BUS 110 but the class will have a different curriculum. BUS 114 was passed by committee.
- **IT 106: Course Revision**  
This is a revision to an existing course and will now have from one to four variable credits. Norm Whittaker said that this class will be taught next year. It was taken out of the curriculum when the total credits for the program were reduced to below 70. This class now has to be added back due to NCCER certifications. It was noted that the credits were listed as numerals in the catalog description. After a discussion and checking in the current catalog, it was decided to advise faculty with new changes to courses to spell out the credits from this point forward to be consistent. A suggestion was also made to include the catalog description in the syllabus but give the instructor the freedom to expand on it if necessary. A motion was made and seconded to approve this class.

- **IT 210: Course Revision**  
 This class will also be a one to four variable class. Cynthia brought to the committee's attention that this course and IT 106 were listed as transferable on the course articulation forms but Norm confirmed that they are non-transferable. He said that IT 106, IT 210 and IT 216 should be changed to reflect this. Jonathan said he will contact Eli at NSHE to check if this will be an issue. The form needs to be corrected to allow departments to be able to specify if the class is non-transferable. Delores reiterated that these program changes need to be cleared through Mike before being added to the catalog. This course was approved by the committee contingent on the correction of transferability and spelling out of the number of credits. This also applies to IT 106.
- **IT 214: Course Revision**  
 Cynthia said that the course articulation form title has "technicians" compared to "mechanics" which is in the current catalog. Norm said that the dean of his department wanted to make this change. The syllabi will need to show the correct name. Jan King suggested that the instructor add the correct ADA information on the syllabus and she also questioned the outcomes. Joshua Webster pulled up the syllabi requirements which is what faculty are required to follow. The credits will also be spelled out. The committee approved the revisions for IT 214.
- **IT 216: Course Revision**  
 This course was approved dependent on the change to making it non-transferable instead of transferable as indicated on the course articulation form. The variable number of credits were spelled out.
- **IT 220: Course Revision**  
 This course will change from being a one to four credit class to a one to six variable credit class. It was noted that the course description had a few words that were different than what is in the catalog. The committee voted to approve the revision to this course.
- **Dave Douglas presented his findings on his research on how other NSHE institutions handle credit hours for PEX classes.** He also referred to Great Basin College's guide to the credit hour. He said that there is no set determination on how credit hours are determined. UNLV has one to three variable credit hours and each class requires a written paper. UNR uses a zero plus two equals one credit with lecture and a lab. He said there is no consistent standard. He suggested we follow the GBC policy and be consistent with the PEX courses offered.
- **PEX 134: Course Revision**  
 This course is in the catalog. The committee suggested that Karen Kimber correct the form and eliminate "Beginning" in the course title on the course articulation form. This class will also change from a one credit to a credit class. The CCN form will need to have "Beginning and Intermediate" taken out of the course title on the one credit change. With these changes, the committee voted to approve the revision of PEX 134.
- **PEX 149: Course Articulation Form Revision**  
 Karen Kimber re-submitted the corrected form to add the Zumba class as PEX 149 as opposed to revising it. The corrected form was approved.

- **PEX 173: Course Addition**  
This course will be taught for one to two credits and will be in alignment with TMCC. Karen was asked to correct the credits from one to one to two on the CCN form. This should also be corrected on the syllabus. The committee voted to approve this class.
- **PEX 180 Course Revision:**  
This class will be a variable one to two credit class. Karen was instructed to eliminate “Core Fit-30 minute workout” from the title. Cynthia said that she is able to add a special topic to the class. She asked Karen to email her this information. She was also instructed to change the variable credit on the CCN form. The thirty minute time should not be in the description. The class was passed dependent on the changes being made.
- **Math 089 and Math 090 CCN forms** were presented as information items for course deletion. The committee had no objections.
- **Business Associates of Arts Pattern of Study**  
Many problems were found after the committee examined the paperwork presented. Jan King questioned the Math and Science requirement. She also wanted to know how the department was going to include the Constitution requirement. Due to the fact the business was not represented at this meeting, the committee decided on postponing any further discussion or comments until Jan contacted Glen Tenney. The VPAA will also need to provide his thoughts on this.
- Joshua Webster handed out a course creation guide and the curriculum and articulation action guide that he developed to help faculty with navigating the “maze.” He will meet with the webmaster to find out ways to add a link to the webpage. Committee was asked to look it over and make any suggestions to make the process easier. The handout is attached.
- The meeting was adjourned at 11:50 a.m.