

Curriculum and Articulation Committee Meeting Minutes

3:00 p.m. Monday, January 12, 2015

DCIT 201

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

Non-Committee Members present: David Freistroffer, Norm Whittaker and Cynthia Giles

Meeting was called to order at 3:00 p.m. Minutes from the previous meeting were approved with substitution of the word "as" instead of "at" under the description of BUS 114 and adding the word "variable" to the description of PEX 134. It was also decided to include the online discussions in the minutes regarding IT 201 as this committee did not meet in December.

- Bachelor of Science in Biological Sciences: Academic Proposal (preliminary review)
David Freistroffer presented a draft proposal for a new bachelor program for committee preliminary review. It was noted that the Social Science credits will need to be decreased by 3 on the general education requirements listing. Students who have completed Associate of Science or Associate of Arts degree at any NSHE institution will be able to pursue a baccalaureate degree in biology. Due to the lab component of this degree, it will not be available online. Dr. Freistroffer will be making modifications to the proposal with the help of the VPAA after hearing suggestions and answering questions about this degree.
- Industrial Millwright Technology Certificate Catalog Update (information item)
Norm Whittaker was asked to clarify the human relations component of this certificate. He said that BUS 113 and BUS 114 are required for the students to be certified by NCCER. BUS 113 has TAACCCT certifications that students can earn

Delores has spoken with Heather Steel and she had brought up the fact that some students might not want the additional certifications, just the millwright certificate. She did not think we could require 100% participation and completion of BUS 113 and BUS 114 for the certificate. If required, substitutions would have to be done for the student who have completed another human relations course to receive only the certificate. These students would also pay less for the certificate only as they would not be required to take BUS 114 for a total of three human relation credits.

Norm asked that BUS 113 and BUS 114 be listed as **recommended** for one – three credits in the catalog. Delores explained that all human relations courses will populate chronologically for the certificate. Norm said the key is in the advising. Students will be advised to take BUS 113 and BUS 114. This will address students who may wish to obtain only the certificate who have completed another human relations course. Norm understood that BUS 110 has been replaced by BUS 113 and will no longer be taught but some students have taken it.

The course sequence is to be corrected to change BUS 110 to Human Relations (spring, 2nd semester).

Norm was also questioned about IT 220 and said it would be offered every spring for 5.5 credits. It was also suggested that a bullet point should include information about ART 107 in the catalog. ART 107 has imbedded NCCER content.

All changes discussed will now have to be approved by Bret and Mike.

- Industrial Millwright Technology A.A.S Catalog Update (information item)
Norm confirmed that BUS 113 and BUS 114 are **required** for the A.A.S. Students will need to complete these classes to be certified. The student may have to take an extra class to satisfy the A.A.S human relations requirement if they completed a different course. The department will advise students to make sure they fulfill this requirement. A bullet point in the catalog was also suggested regarding ART 107.

All changes discussed will now have to be approved by Bret and Mike.

- CIT 151 Prerequisite Removal (information item)
The committee did not see any problems with the request to remove the prerequisite of IS 201 for CIT 151.
- Spanish Interpreter/Translator Certificate of Achievement Credit Requirement Revision (information item)
This certificate will be changed to a one three credit human relations course instead of two human relations classes for six credits. This will result in the minimum credit count being reduced to 32.5 credits for the certificate. The committee did not have any problems with this change.
- Geosciences A.S. Pattern of Study Catalog update (information item)
Carrie Bruno submitted a catalog page change showing the reduction of social science credits and minimum credits for the Geosciences Associates of Science Pattern of Study. She also updated some of the student learning outcomes. The committee agreed with her changes.
- BA in English Proposal (preliminary review)
Josh Webster presented the draft of the proposal for the Bachelor of Arts in English. He said that an Associates of Arts is not built into the program but a pattern of study may be developed. The integrative seminars were discussed and it was suggested that the math and science seminars be included for the INT courses outside the discipline and a capstone be developed. Josh said that there are not very many lower division English courses and his department is working with the education department. Jan King said that sixty credits of total upper division credits is more than what is required. She said that this is unusual and will also be an increased cost to the student. Jonathan questioned the use of "Quality Matters" for assessment as it is not required yet. Josh said that he will check with the VPAA regarding both issues.
- Discussion of C&A process consistency and streamlining
Jonathan suggested that the instructions be included with the articulation form to help with the proper completion of the forms. It was discussed that a separate instruction form would not be read but it would be helpful to include the instructions right next to the areas on the form. Jonathan asked the committee to submit ideas on making the C & A process more efficient.

Josh Webster said that the webmaster told him that the flow charts can be included on the “maze” page and can be dynamic.

Addendum

December Meeting:

The C&A Committee met via email in December 2014 to discuss proposed revisions to IT 201. The initial email was sent on December 3, and discussion continued through December 9. The request was to change the course from 1-4 credits to 1-6 credits. The committee voted to approve the revisions. The following committee members participated in the discussion and should be counted as present for the December meetings: Tammi Cavander, Dave Douglas, Peggy Drussel, Jonathan Foster, Jan King, Joshua Webster, and Delores Whittaker.