

# Agenda

## Curriculum Development and Review Committee

September 13, 2013 at 2:30 PM

Room 334, Learning Resource Center

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1. Minutes of May 2012 Meeting
2. Discussion topics
  - Status of downsizing the programs from 64+ credits to 60 credits?
  - Administrative approvals – EGT-250;SOC-211; PED-128-129-130
  - Requests for Experimental course
  - New General Education Category
3. Matrix of Curriculum Proposals – none for this meeting
4. Other

Curriculum Development and Review Committee Meeting Minutes  
May 10, 2012 2:30 pm  
Student Center – Room 1

Present: J. Gerhart, T. Marks, M. Martin, T. Burge substitute for R. Myers, J. Niessner, S. Rittler, D. Ryan, D. Warner and D. Webber. Absent: S. Kirchner, N. Thorpe, M. Palmer.  
Guests: F. Cade, M. Spivey, T. Gift, K. Weil-Yates, S. Shank and R. Fergesen.

Item #94 Program Modification AAS.ISN2 This proposal submitted by the Technology and Computer Studies Division details the reduction of credits from 69 to 60 to the AAS degree in Networking Technology Option B by removing IST-101/140/150/151/260/269 and adding IST-160/255 and CYB-210/225/240/245 to program requirements resulting in 39 credits for Program requirements. The proposal also lists the CYB-101 as a general education course and asks for a name change to Cybersecurity. The program will carry a new code – AAS.ICYB. The Committee endorses this proposal from the Technology and Computer Studies Division.

Item # 96 Program Modification CER.ISNT This proposal submitted by the Technology and Computer Studies Division details the reduction of credits from 44 to 33 and a title change to Network Administration. This certificate will carry the same code of CER.ISNT. The Committee endorses this proposal from the Technology and Computer Studies Division.

Item #106 Program Modification AAS.ISNT This proposal, submitted by the Technology and Computer Studies Division seeks to discontinue the Networking Technology AAS Degree program. The division has submitted proposals and received endorsement for these proposals (Items 94 and 95) for new programs. Students currently in this program will be notified of this action. Courses required will continue to be offered so that students may complete the degree within two years. The Committee endorses this proposal from the Technology and Computer Studies Division. **Dr. Warner will forward this program change to the president for review and consideration for a Board action recommendation.**

Item #130 Course Modification IST-102 This proposal, submitted by the Technology and Computer Studies Division seeks to remove the co-requisite of IST-101 from IST-102. The Committee endorses this proposal from the Technology and Computer Studies Division.

Item #131 Course Modification IST-155 This proposal, submitted by the Technology and Computer Studies Division seeks to change the prerequisite courses on IST-155 from IST-150 and IST-151 to IST-108 and IST-154. Members of the TCS division were in attendance and provided input on allowing prerequisite changes to courses currently requiring IST-102 be expanded to allow CYB-101 to also meet the prerequisite. M. Spivey and J. Gerhart will work on the list of courses which might benefit from the additional CYB-101 prerequisite. The Committee conditionally endorses this proposal from the Technology and Computer Studies Division dependent on examining the change of prerequisites to include CYB-101.

Item #132 Course Modification IST-262 This proposal, submitted by the Technology and Computer Studies Division seeks to increase the credits from 2 to 3 for IST-262 Windows Network Infrastructure course. This change is needed to meet the new test (70-642) which includes additional course content. The course description, as presented, needs to be updated. What is the impact of Fall registration? The Committee conditionally endorses this proposal from the Technology and Computer Studies Division

Item #133 New General Education course CYB-101 This proposal, submitted by the Technology and Computer Studies Division seeks to add CYB-101 to the approved General Education course listing in the Computer Literacy area. This action is a result of a stipulation in the Cybersecurity Grant. The Committee endorses this proposal from the Technology and Computer Studies Division.

Item #134 New Program Proposal CER.CNS This proposal, submitted by the Technology and Computer Studies Division details the new Certificate in Network Security. This program follows the Cyberwatch model currently used at Anne Arundel Community College. The Committee endorses this proposal from the Technology and Computer Studies Division. **Dr. Warner will forward this program change to the president for review and consideration for a Board action recommendation. MHEC and MSDE notification is required.**

Item #135 New Program Proposal CER.CANS This proposal, submitted by the Technology and Computer Studies Division details the new Certificate in Advanced Network Security. This program follows the Cyberwatch model currently used at Anne Arundel Community College. The proposal was amended to place OR between IST-102 and CYB-101 thus reducing the total credits to 18 for this certificate. The Committee endorses this proposal from the Technology and Computer Studies Division. **Dr. Warner will forward this program change to the president for review and consideration for a Board action recommendation. MHEC and MSDE notification is required.**

Item #136 New Program Proposal CER.CCNP This proposal, submitted by the Technology and Computer Studies Division details the new Certificate in Advanced Network Security. This program follows the Cyberwatch model currently used at Anne Arundel Community College. The markets for this certificate are those professionals seeking additional credentials in this area. The Committee endorses this proposal from the Technology and Computer Studies Division. **Dr. Warner will forward this program change to the president for review and consideration for a Board action recommendation. MHEC and MSDE notification is required.**

Item #137 Program Modification CER.ISCS This proposal, submitted by the Technology and Computer Studies Division details the reduction to 38 credits for this certificate by removing IST-101. The Committee endorses this proposal from the Technology and Computer Studies Division.

Item #138 Program Modification AAS.ISCS This proposal, submitted by the Technology and Computer Studies Division details the reduction to 60 credits by removing IST-101 from Program Requirements and reducing the Restricted Electives to 3-4. The Committee endorses this proposal from the Technology and Computer Studies Division.

Item #139 Course Modification HIS-101 and HIS102 This proposal, submitted by the Behavioral, Social Science/Business Division requests, changes to reflect the course title to HIS-101 and HIS-102 to be World History I and World History II respectively. The title change aligns more closely with the courses offered at the transfer institutions. Also the History department will be moved into the Behavioral, Social Science/Business Division. The Committee endorses this proposal from the Behavioral, Social Science/Business Division.

Item #140 Course Modification HIS-201 and HIS-202 This proposal, submitted by the Behavioral, Social Science/Business Division requests, changes to reflect the course title to HIS-201 and HIS-202 to be United States History I and II respectively. The title change reflects the content of this course especially with the emergence of North American and South American studies. The Committee endorses this proposal from the Behavioral, Social Science/Business Division.

Item #141 Program Modification AA.FLE This proposal, submitted by the English and Humanities Division, seeks to discontinue the Option in Foreign Language Education program. The redesign of the Foreign Language program previously approved allows students to earn credits, by careful selection of elective courses, to transfer into a Foreign Language Education major at their transfer institution. J. Gerhart and T. Seward have discussed the catalog copy for the next issue. The Committee endorses this proposal from English and Humanities Division **Dr. Warner will forward this program change to the president for review and consideration for a Board action recommendation.**

Item #142 Course Modification ELE-101 This proposal, submitted by the Technology and Computer Studies Division explains the request to change the title to Device Data System Architectures. The original title was too specific which did not allow for expansion. The Committee endorses this proposal from the Technology and Computer Studies Division.

Item #143 Course Modification ELE-235 This proposal, submitted by the Technology and Computer Studies Division explains the request to change the title to Advanced Concepts & Applications of Instrumentation and Controls. The original did not encompass the breadth of controls that are critical for graduation in this program. The Committee endorses this proposal from the Technology and Computer Studies Division.

Item #144 Course Modification INT-213 This proposal, submitted by the Technology and Computer Studies Division details the request to reduce the credits on INT-213 from 4 to 3. There is no lab component to this course as it is conducted as a hands-on course. The Committee endorses this proposal from the Technology and Computer Studies Division.

Item #145 New Course Proposal ELE-210. This proposal, submitted by the Technology and Computer Studies Division asks to create the Energy System Management course. This course will become a required course in the Digital Instrumentation Program and it may be applicable to the Industrial Tech or Alternative Tech program. It may present outreach to the Continuing education population. The Committee endorses this proposal from the Technology and Computer Studies Division.

Item #146 Item #145 New Course Proposal ELE-215. This proposal, submitted by the Technology and Computer Studies Division asks to create the SPC and Device Data Management course. This course will be listed in the restricted electives course in the Digital Instrumentation Program. The focus of this course will be application improvement and students will gain key skills that are highly desired by controls businesses: continuous quality improvement and reporting. It may present outreach to the Continuing education population. The Committee endorses this proposal from the Technology and Computer Studies Division

Item #147 Program Modification AAS.IPC. This proposal, submitted by the Technology and Computer Studies Division details the reduction to 61 credits by reducing Program credits to 30 and reducing the Restricted Electives to 8 credits. Several new courses have been added to

expand the knowledge and skills of the graduates. The Committee endorses this proposal from the Technology and Computer Studies Division

Item #148 General Education Category Discussion

The Committee endorsed changing the general education “Interdisciplinary and Emerging Issues” category from Computer Literacy to Diversity and Globalization. This change will become effective with the next catalog in order to ease implementation. The Committee will work over the fall semester to determine the courses, outcomes, and assessment tools for the new category.

When any item listed above was supported, there was a motion, a second and a vote following. All items endorsed received unanimous votes unless noted otherwise. If any item received conditional endorsement, the committee expects a follow-up with resolutions to the conditions be presented at the next meeting.

Next meeting scheduled for September. Meeting adjourned

**Hagerstown Community College**  
**Curriculum Committee Process for Program/Course Review**

**Jurisdiction**

- The Curriculum Development and Review Committee reviews new programs and courses to be certain they meet college and state standards, such as general education requirements for programs, course contact to credit hour ratios, compliance with the official college course syllabi format, or disputes of discipline coding of courses.
- The Curriculum Development and Review Committee will recommend new policies once they have been reviewed and endorsed by the Faculty Assembly.
- This committee does not oversee matters relating to the rigor of courses or programs. This responsibility resides with appropriate faculty and academic officers.
- The Curriculum Development and Review Committee and the Academic Standards, Assessment and Faculty Affairs Committee are expected to have joint meetings as necessary to address matters of joint jurisdiction.

(From *HCC Guide to Shared Governance*)

**Curriculum Committee Review/Notification Process – All requests for new programs, program changes, program (certificate, LOR) discontinuation, new courses, or course modifications must follow the Curriculum Committee Review/Notification Process.**

1. Using the appropriate form, division leaders will submit all requests to the Vice President of Academic Affairs for signature—also send a copy to the Coordinator of Curriculum. A copy is sent to each Academic Officer to distribute as information at next divisional meeting and also informs the Office of Advising.
2. If questions arise at divisional meetings, the Academic Officer refers questions to the sponsoring Academic Officer for clarification. The two Academic Officers will discuss the impact of course changes and may, on occasion, need to bring the discussion to the weekly meeting of the Academic Officers.
3. **If no questions arise, each Academic Officer electronically notifies the sponsoring divisional Academic Officer of divisional support.**
4. Once the electronic notifications are complete, the sponsoring Academic Officer submits the proposal electronically to the Coordinator of Curriculum, as a member of the Curriculum Committee, who will distribute it to all members of the Curriculum Committee. Committee members will review any proposals and be prepared to discuss them at the next meeting of the committee. It is essential that proposals be sent to Curriculum Committee members one week ahead of the meeting date on which the proposal will be reviewed.
5. When possible, the sponsor should be present at the Curriculum Committee meeting at which the proposal will be presented and discussed. The committee may support the request upon conclusion of the presentation. If the curriculum request is supported, the Curriculum Committee FACULTY Co-Chair sends the approval

electronically to the Chair of the Faculty Assembly for informational purposes, and for discussion at the next Faculty Assembly meeting. Following presentation to the Faculty Assembly, the Vice President of Academic Affairs will request that the Coordinator of Curriculum and Academic Systems (member of the Curriculum Committee) archive the data and enter the changes into the Datatel system at the appropriate time.

6. The Curriculum Committee may not immediately support the request. In that case, the sponsor may be asked to modify the proposal for clarification purposes or to ensure the proposal is in good order for the College Catalog. The Committee will advise the sponsor of steps needed to complete the approval process.
7. New programs and discontinuation of programs must be sent to the Board of Trustees for approval.
8. Following Board of Trustees approval, MHEC must receive notification.

## **The Forms**

**New Programs (Use New Program Proposal Form)** – New programs generally are developed by an academic division, and at the earliest inception of the program, the divisional chair or director must convey the intention to develop the program to the Vice President of Academic Affairs who will communicate the information to the President's Executive Staff for discussion. It is essential that all parts of the proposal form are completed including the Program Outcome Guide. Much of this information will be used to complete the submission to MHEC if necessary.

**Program Changes (Use Program Change Form)** – The need to make program changes happens frequently. Requests to change programs (degrees, certificates and letters of recognition) follow a process similar to the process outlined above for New Programs. It is essential that proposed changes be conveyed to other divisions. A new POG may be required if the Program modifications impact the current POG on file. The Curriculum Development and Review Committee may conditionally approved the modifications based on POG update.

**Program Discontinuation (Use Program Change Form)** – MHEC requires that colleges send notification when a determination is made to discontinue offering a program or certificate. Divisions that intend to discontinue these offerings to students must inform the Curriculum Committee as soon as the decision to discontinue is made. The divisional Academic Officer must also notify other divisions.

**New Course or Course Modification (Use Curriculum Course Form)** – The form is easily completed by the sponsoring division when new courses or changes to existing courses are desired. Please be specific when completing the Course Description information for the catalog. The submission should also include the Master Syllabus and COG forms for review by the Curriculum Committee.

**Course Description Changes (Use Curriculum Course Form)** – These changes come from division (discipline) and are signed by appropriate Academic Officer. If a course description changes less than 25%, there is no need to administer the Curriculum Committee Review/Notification process.

Changed courses need to be transmitted to ARTSYS to ensure transferability. This is done by the Office of Advising.

**Experimental Courses (Use Curriculum Course Form)** – Notification should be sent to the Curriculum Committee. These courses may be offered for three (3) semesters before formal approval from the Curriculum Committee. It is important that experimental courses be noted in the Master Schedule as a course that may not transfer.

### **General Education Courses**

When an academic division wishes to receive course approval and offer the course within a General Education category, the course will be referred to the Vice President of Academic Affairs who, along with the Academic Officers, will make the decision.

### **Monthly Deadlines for Proposal Submission**

The Curriculum Committee meets on the second Thursday of each month. When it happens that a holiday or college closing occurs and interrupts the regularly meeting schedule, a substitute meeting date will be announced. New proposals must be submitted to the co-chairs at least 10 days prior to the meeting at which the proposal will be discussed. The following table provides meeting dates and times for academic year 12-13. The March 2013 meeting is scheduled after Spring Break on a date to be determined.

To: D. Warner & J. Gerhart	Division Review	Curriculum Committee
8/20/12	8/23/12	9/13/12
10/1/12	10/4/12	10/11/12
10/29/12	11/1/12	11/8/12
12/3/12	12/6/12	12/13/12
1/2/13	1/3/13	1/10/13
2/4/13	2/7/13	2/14/13
3/4/13	3/7/13	<b>TBD</b>
4/1/13	4/4/13	4/11/13

**\*Curriculum changes are not guaranteed to be included in the new Fall catalog.**

The above schedule must be posted to the College's Intranet within the College Governance section.



# FY 13 GOVERNANCE COMMITTEE MEMBERSHIPS

*Terms of office run July 1, 2011 - June 30, 2013 (FY 13) or July 1, 2012 - June 30, 2014 (FY 14).  
Term expiration date is found in parentheses after committee member's name.*

*\*\* Denotes co-chair*

## CURRICULUM DEVELOPMENT AND REVIEW COMMITTEE

1. Daniel Ryan, Instructor, Sociology (FY13)
2. Daniel Webber, Instructor, Art, Music and Humanities (FY13)\*\*
3. Judy Gerhart, Academic Systems Specialist (FY14)
4. Lori Manilla, Instructor, Nursing (FY13)
5. Mike Martin, Academic Advising Coordinator (FY14)
6. **Associate Dean, Instructional Technology and Online Education (FY14)**
7. Jim Niessner, Assistant Professor, Developmental Composition (FY12)
8. Dave Warner, Vice-President, Academic Affairs \*\*
9. Thomas Burge, Instructor, Health & Physical Education (FY13)
10. David Karstaedt, Associate Professor, Chemistry (FY12)
11. Lori Olden, Instructor, Medical Imaging (FY13)
12. Stephanie Rittler, Instructor, Mechanical Engineering Technology (FY13) **on leave Fall**

Pending Curriculum Committee Items  
2012-2013

Item # DIV	Discipline Course	Date Received	Proposal(s) Summary	Comments/Actions
<b>1</b> Various	SOC-211 PED-128 129 130		Courses Inactivated Summer 2013	
<b>2</b> TCS	EGT 250 EGT-250L		Course Re-activated Summer 2013	
<b>3</b> BSSB	AA.AMJ	8/23/12	Credit reduction 64 to 60	
<b>4</b> BSSB	AAS.ADJ	8/23/12	Credit reduction 64 to 60	
<b>5</b> BSSB	AA.SOC	8/28/12	Credit reduction 64 to 61	
<b>6</b> TCS	GDT-217	8/28/12	Inactivate course	
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