

Curriculum Committee Meeting Minutes  
October 10, 2013 2:30 pm  
LRC-121

Present: T. Burge, J. Gerhart, J. Horton, D. Karstaedt, M. Martin, J. Niessner, L. Olden, D. Ryan, D.D. Webber. Absent: L. Manilla, M. Martin and D. Warner. Guests: M. Carlson and H. Messenger.

Minutes from the May 2013 meeting were approved. The Committee welcomed a new member, Dr. Julian Horton to the Committee. Several Committee members were recognized: Dan Ryan and Dan Webber were promoted to Assistant Professor and Jim Niessner was granted tenure. Congratulations!

Action on the Agenda of proposals is recorded below.

Item 1 Program Modification: AS-Engineering. The Engineering program had been reviewed in Academic Year 2012-2013. At that time the Diversity course was added. But the original program never had the IST requirement. The result was too many credits to meet the State mandated 60 credit limit for transfer programs. Prior to publishing the catalog, it was decided to reduce the number of required elective credits by 3; bringing the total credits to 60. The Committee endorses this proposal with the suggested additions.

Item 2 New Course: STU-115 STEMM Career Planning and Development. This proposal submitted from the Behavioral, Social Science and Business Division describes the new course to be used with the Middle College cohort of students. This is a one-credit course offered in a hybrid format. The Committee endorses this proposal.

Item 3 New Course: STU-116 Contemporary Issues in Technology: Appropriate Use of Social Media. This proposal submitted from the Behavioral, Social Science and Business Division describes the new course to be used with the Middle College cohort of students. This is a one-credit course offered in a hybrid format. The Committee endorses this proposal.

Item 4 Program Modification: AA-Music The Music program had been reviewed in Academic Year 2012-2013. At that time the Diversity course was added. The result was too many credits to meet the State mandated 60 credit limit for transfer programs. Prior to publishing the catalog, it was decided to remove one of the Ensemble required courses, but with the caveat of it is strongly recommended to take the additional ensemble course for student planning to transfer to music programs at four-year institutions. The Committee endorses this proposal.

Item 5 New Course: DNC-106 Tap II. This proposal submitted from the English and Humanities Division provides the rationale for this course as a pathway for students to further develop and hone their Tap dance skills. The course will build upon the skills established in Tap I. The Spring production (42<sup>nd</sup> Street) will provide an opportunity for students to demonstrate their Tap skills. The Committee endorses this proposal.

Item 6 Course Modification: BIO-116. This proposal submitted from the Mathematics and Science Division details the necessary title change (Human Anatomy and Physiology for Allied Health) and adds CHM-101 as a prerequisite. Originally approved in 2010, this course was reviewed by the CODA team who recommended these changes. The Committee endorses this proposal.

*Items 9-13 were a result of the site visit by CODA team and the recommendation set forth in that visit in order for HCC to attain accreditation for the Dental Hygiene AAS program. Many of these changes were the result of finding creative ways to limit the credits to 70 but adequately cover the material and skills necessary for successful students as Dental Hygienists. The grading scale for these courses is not aligned with the HCC grading scale. **Does CODA have a specific grading scale requirement?** Heather Messenger will follow up on the grading scale issue.*

Item 9 Course Modification: DHY-108 This proposal submitted from the Health Sciences Division seeks to change the title (Head, Neck and Oral Anatomy) and credits for this previously approved course. This 3 credit course will increase to 4 and will include a laboratory component. The Committee **conditionally** endorses this proposal pending resolution of the grading scale issue.

Item 10 Course Modification: DHY-203 This proposal submitted from the Health Sciences Division seeks to change the title (Periodontics and Advanced Procedures) and credits for this previously approved course. This 3 credit course will increase to 4 and will include a laboratory component. The Committee **conditionally** endorses this proposal pending resolution of the grading scale issue.

Item 11 Course Modification: DHY-204. This proposal submitted from the Health Sciences Division seeks to change the credits for this previously approved course. This 1 credit course will increase to 2 and will include an additional 8 hours of lab as required by CODA. Students will practice the administration of local anesthesia and monitoring the administration of nitrous oxide anesthesia. The Committee **conditionally** endorses this proposal pending resolution of the grading scale issue.

Item 12 Course Modification: DHY-205. This proposal submitted from the Health Sciences Division seeks to change the credits for this previously approved course. This 1 credit course will increase to 2 and will include coverage of Biochemoistry in Dentistry. The Committee **conditionally** endorses this proposal pending resolution of the grading scale issue.

Item 13 Program Modification: Dental Hygiene. This proposal submitted from the Health Sciences Division reflects the above course changes in credits and the addition of BIO-116 and CHM-101 as the Science General Education courses. The Committee **conditionally** endorses this proposal pending the acceptance of BIO-116 as a General Education Science course to be determined at the November meeting (forms were received after the deadline for the October meeting).

### **Other Announcements:**

Committee members were reminded that the Process and Timeline document contains the schedule of meetings, submission deadlines and other important dates.

Mike Martin had raised a question of students who officially have a major of “undecided/undeclared” but have also completed 30 or more credits – why do they still have these majors? The committee members were asked if they knew of any policy regarding these students and moving them to another major or into General Studies program? No one knew anything on this subject and it was agreed this would be a matter for Student Affairs either Advising or Registration/Records.

There are still several transfer programs at 61 credits. At one Unit Planning meeting, it was suggested that a 2 credit course be created to assist those programs with meeting the 60 credit limit. Transferability of the course, faculty load and would the course be applicable to all programs with the credit limit may be problematic to these programs/students. Dan Ryan stated the BSS/B division did have a discussion on this topic.

Next meeting will be November 14, 2013 in LRC-121 at 2:30 pm. Meeting adjourned.