

Curriculum Committee Meeting Minutes – first meeting for the 10-11 year.
September 9, 2010 2:30 pm
LRC-201

Present: Ann Clark, Lynn Drury (Sonja Barnes sub), Judy Gerhart, Mike Martin, Jim Niessner, Bo Myers, Judy Oleks, Marlys Palmer. Absent: Frances Cade and Nancy Thorpe.

Meeting began with an introduction of Lynn Drury to the Committee. Lynn will be substituting for Sonja Barnes as the Nursing representative. Sonja had her baby, a boy on Sept. 6 and will be on FML status for this semester. Welcome Lynn.

Procedures, processes of the Curriculum Committee and the new forms for submission were discussed. Process begins at the division level; forms are completed and emailed to VP of Academic Affairs; forms are distributed to Academic Officers for discussion and review at the division meetings and are also sent to Academic Advising and the Academic Systems Specialist; the committee members will receive a file prior to the scheduled meeting containing a matrix of items to be discussed and the supporting documents; Committee meets and reviews the proposals on the table and render a decision; further review/revision means another visit to the Committee if endorsed, the proposals become record of the meeting and if necessary progress to the President's Office/Board of Trustees/MHEC.

Please note the committee will meet on the second Thursday of the month, with a special exception being in March, we will meet on the Tuesday after Spring Break.

Currently the Curriculum Committee has the assigned task – to review all College credit curriculum.

The Committee discussed the Certificates offered by HCC. Mike Martin informed the Committee that certificates have a minimum of 12 credits. If a certificate has 12-15 credits, the student does not qualify for Financial Aid. Only certificates of 30 credits or more qualify a student to walk at graduation. Judy Gerhart asked if anyone knew of an upper limit on credits for a certificate. No upper limit, as far as anyone knew.

Several divisions are exploring General Education definitions and outcomes for the courses. Mike Martin suggested looking at the most recent Middle States Report for more information on this topic.

Mike Martin proposed the following:

1. Have all programs in the catalog list only the minimum credits required. Students are confused when they see a range of credits.
2. Do all programs really need MAT-101 or will any Mathematics General Education course satisfy the requirement? There is also a need for consistent wording of the Mathematics General Education requirement in the College Catalog.
3. The change in pre-requisite for PSY-203 (see 09-10 Curriculum Committee) may impact students who are HPLES majors. Perhaps the PED-201 course may meet the same

qualifications as EDU-101 or EDU-103 courses. It was suggested that Mike Martin, Bo Myers, Marlys Palmer and Louise Wine should meet to discuss this item.

4. Catalog correction – Prerequisite on the Applied Physics course PHY-112 should be MAT-114 (not MAT-111). This impacts the AET degree program in the case where a student wishes to take PHY-201 (not PHY-112) and PHY-201 carries the MAT-161 or MAT-102 prerequisite which is not the designated Mathematics General Education course. It was suggested that Judy Peisen, Mike Martin and Margaret Spivey meet to discuss this item.

Items 1 and 2 should be brought to the Faculty Assembly for further discussion and direction from the HCC faculty. Mike Martin agreed to contact Joe Marschner, Faculty Assembly Chair to schedule time at the Faculty Assembly meeting.

Meeting adjourned.