

## **Curriculum Committee Minutes February 28, 2020**

**Location:** Bryan – F205, Brenham – BK136, RELLIS – WS290

**Present:**

(Bryan) Linda Richardson, Jay Anderson, John Schaeffer, Janice Lapaglia, Kristine McCoy, Brandon Franke, Mike McHugh (Proxy for David Fleeger), Carol Wiggins (Proxy for Max Hibbs), Marshall Rich (Proxy for Charles Smith), Elmer Godeny, Pat Westergaard, Shelly Peacock, Abby Baumgardner (Proxy for Brittney O’Quinn), and Dickie Jones

(Brenham) Alan Lehmann, Cyndi Klausmeyer, Debbi Vavra, Todd Quinlan, Alexis Brooks, and Jamie Schroeder

(RELLIS) Michelle Trubenstein

**Meeting Notes:**

- The Meeting was called to order by Alan Lehmann

**Old Business**

- CNBT 1210 and 1300 – New Courses
  - Jay Anderson explained that the delay on these was due to the need to adjust the lecture/lab hours for these courses as per Karen Buck.
  - Shelly Peacock elaborated that WECM says that the lab is “recommended”. Karen’s interpretation is that this means it is required. Hence the need for the change in hours.
    - Elmer Godeny moved that we vote on these two courses together. Todd Quinlan seconded it. The motion was approved.
    - Dr. Godeny then moved that we approve these courses. Michelle Marburger seconded it. No further discussion was had. The motion carried.
- PFPB 1306, 1322, and 2308 – New Courses
  - Linda Richardson moved that we vote on these three courses together. Todd Quinlan seconded it. The motion was approved.
  - Jay explained that there was the same issue with these courses as with the CNBT and the QCTC and HITT that are next on the agenda. There was a need to adjust the lecture/lab hours.
    - John Schaffer moved that we approve these three new courses. Pat Westergaard seconded it. No further discussion was had. The motion was approved
- QCTC 1446 – New Course

- Kristine McCoy moved that we approve this course. Linda Richardson seconded it. No further discussion was had. The motion was approved.
- HITT 1353, 2339, 2343, and 2460 – New Courses
  - Marshall Rich moved that we handle these four courses as a unit. Elmer Godeny seconded it. The motion was approved.
  - Linda Richardson noted that there was an error in the CIP for HITT 2460. It was a misplaced decimal.
    - Dr. Godeny then moved that we approve these new courses with the correction to the CIP code for HITT 2460. Marshall Rich seconded it. No further discussion was had. The courses were approved.

### **New Business**

- Alan asked the committee to review the minutes and note any corrections or changes.
  - Linda noted a few minor corrections had been made; mostly typos.
  - Kristine McCoy then moved that we approve the minutes as amended. Linda Richardson seconded it. No further discussion was had. The minutes were approved.
- It was shared as an FYI that the new ACGM was out and that there were some changes made to the CIP codes.
  - Shelly Peacock asked if changes have already been made to the Master Course Syllabi for those courses affected. She also said that if they had not, this will impact the May Minimester, Summer I and II, along with the Fall that have already been created.
    - Shelly asked if there was a specific list of CIP changes.
    - Pat Westergaard had submitted a change form due to a CIP change and wanted to know if the submission she made was correct and ready to go through the approval process.
      - Elmer Godeny replied and said that Dr. Bussiki told him that these changes did not require a change form.
    - It was shared in response to Shelly's question that the ACGM contained the list of changes in the Spring 2020 manual including the Approval/CIP codes beginning on page 12.
    - Brandon Franke said that he and Shelly would check with Marcello as to whether change forms are required.
      - He also shared that at some point, Curriculog will automatically update the course catalog. This means that any changes, even CIP codes, will need to go thru Curriculog.
- Tim Weaver presented initial information regarding the new ARTV and PHTC courses
  - Tim shared that many of these courses were already being offered at the High Schools (Consolidated and College Station High Schools). WECM courses are much more flexible and makes them easier to offer. Blinn is actually behind in offering many of these courses.



believed that due to the addition of some algebra in the new 300 level courses, that if students pass these courses, they should be TRS ready.

- MATH 0214, 0216, 0224, 0225, 0232, and 0242 – Course Deletions
  - Elmer Godeny moved that these courses be handled as a batch. Pat Westergaard seconded it. The motion was approved.
  - Marshall Rich then moved that we approve the removal of these Math courses. Todd Quinlan seconded it. No further discussion was had. The course deletions were approved
- MATH 0314, 0324, 0332, and 0342 – New Courses
  - Elmer Godeny moved that these courses be handled as a batch. Shelly Peacock seconded it. The motion was approved.
  - Dickie Jones then moved that we approve these new Math courses. Marshall Rich seconded it. No further discussion was had. The courses were approved.
- CDEC 2307 – Course Change
  - Dr. Westergaard explained this course change was submitted to remove the prerequisite that was no longer being offered.
    - Todd Quinlan moved that we approve this course change. Elmer Godeny seconded it. No further discussion was had. The course change was approved.
- CBFM 2386 and 2387 – New Courses
  - Jay Anderson explained that these courses were internship courses.
    - Linda Richardson asked for an explanation of the schedule with the “class time” as it pertains to an internship.
    - Jay explained that that time was for students to log their work and go over curriculum relating to their internship. Students are also asked to complete either a psycho motor test or a project. The project could for example consist of a professional resume or mock interview.
    - He also elaborated on the assessment requirement and that it aligns with the College’s requirement that 10-30% of the student’s grade come from a final exam.
      - Linda Richardson moved that we approve these courses as a batch. Pat Westergaard seconded it. The motion was approved.
      - Pat Westergaard then moved we approve these new courses. Marshall Rich seconded it. No further discussion was had. The courses were approved.
- HART 1401 – Course Change
  - Do not have any notes on the nature of the change.
  - Elmer Godeny moved that we approve this change. Todd Quinlan seconded it. No further discussion was had. The course change was approved.
- HART 2358 and 2388 – New Courses
  - Jay Anderson presented these two new internship courses associated with the HVAC program.

- John Shaffer moved that we approve these courses as a batch. Pat Westergaard seconded it. The motion was approved.
  - Linda Richardson moved that we approve these new courses. Pat Westergaard seconded it. No further discussion was had. The courses were approved.
- EPCT 2388 and 2345 - New Courses
  - Jay Anderson also presented these two courses which are internship courses for Environmental Engineering Technician and Environmental Technician with the Certified Water Purification (CWP) Program.
    - Linda Richardson moved that we approve these two courses as a batch. Janice Lapaglia seconded the motion. The motion was approved.
    - Marshall Rich moved that the courses be approved. Linda Richardson seconded it. No further discussion was had. The courses were approved.
- CC By-Laws Update
  - Shelly Peacock shared that updates to the bylaws were still in progress and that the version that was sent was not the most recent. Many changes had been made including those discussed by the subcommittee during their first meeting.
- Abby Baumgardner asked the committee as to how divisions are alerted when new courses appear in Banner?
  - Cindy Klausmeyer said that she will send an email.
- Alan Lehmann shared that our next meeting would fall on March 20<sup>th</sup> which was the groundbreaking of the new STI Building and that the previous week is spring break. He suggested that we meet the following week, March 27<sup>th</sup>. This would give the subcommittee working on the bylaws extra time to submit proposed changes.
  - New proposals for the committee should be submitted by March 16<sup>th</sup> at 5pm and that he would send them out to the committee no later than March 20<sup>th</sup>.

## **Adjournment**

- Marshall Rich moved that we adjourn. Todd Quinlan seconded it. The meeting was adjourned.

Respectfully Submitted,

Linda R. Richardson, Secretary and PNS Faculty Representative