

MINUTES  
CURRICULUM COMMITTEE MEETING  
3:30 pm – 5:30 pm  
Zoom  
November 29, 2022

Voting Members Present:

Ed Bushman, Diana Dowling, Cassi Gibson, Stacey Hilton, Sheila Jarrell, Tiffany Kragnes, Lindsay Masten, Liz Peters, Kathie Peterson, Jennifer Ritter, Karly Schauwecker, Tania Sheldahl, Sarah Southwick, Denise Woolsey

Non-Voting Members Present:

Angie Poland, Diane Ryan, Patti Schlosberg, Leslie Sparkman, Ustadza White

Absent: Alex Barber, Clay Christensen, Charlie Lohman, Andrea Riffel, Kyle Russ-Navarro

Guests: Justin Brereton, Jason Ebersole, Kara Gianetto, Marie Hardman, Tresa Hibben, Ashley Picard, Kelsey Rumsey, Greg Tomsho

I. Approval of Minutes - November 22, 2022

*Motioned and seconded to approve the minutes; vote taken; motion approved.*

II. Curriculum Proposals

a. CTE

1. 11/29/2022 - Modification to Production Horticulture Certificate, new course AGS 255

*Discussion:*

Per Justin, the proposal is adding AGS 255 and two currently standalone courses (cross-listed with community ed) to the program electives.

Dr. Ryan is concerned about the number of electives.

Question: Is there something that can be removed from the elective list? After this modification, the electives will be addressed as quickly as possible.

*Motioned and seconded to approve the proposals with minor editorial changes; vote taken; motion approved.*

2. 11/29/2022 - Community Health/Critical Care Paramedic Certificate and associated new courses

*Motioned and seconded to approve new program proposal and new courses.*

*Discussion:*

Question: Is there a way to list the short title for EMS 260? List as "PEPP Initial Provider."

Comment: Change course prereqs from listing specific requirements to "Program Admission." (The specific requirements may be put under the Program Description if needed.)

Question regarding the meaning of the acronym TECC in the program outcomes: Spell out first occurrence.

*Vote taken; motion approved.*

b. Health and Wellness

1. 11/29/2022 - Program Deletion - Athletic Coaching Certificate

*Discussion:*

Kara attached the program review document and explained that the program is not graduating students. The courses are making enrollment, but Athletic Coaching is not a primary major but a secondary one for most students. She indicated that the 8-week format has hurt the program (e.g., Sport Psychology). Dr. Ryan explained that faculty have the choice to offer 8-week courses or not. Kara asked if classes in the teach-plan will continue to be offered to students even if low enrolled, and if teach-out classes can be offered in a 16-week format (teach-out attached in Curriculog) Spring 2023 – Spring 2024. Per Dr. Ryan, they can. Leslie will notify Dean of this discussion.

Comment: we do not need to delete courses when a program is deleted.

Comment: EXW 150 & 251 are good survey courses and should be available to offered now once a year, as they are. Kara will evaluate EXW 154 & 168 to see if updates or deletions will be needed following the teach-out.

*Motioned and seconded to approve the program deletion; vote taken; motion approved.*

2. 11/29/2022 - Nursing Assistant Certificate Modification + associated course mods

*Motioned and seconded to approve. Discussion:*

Per Ashley, AHS 114 is being split into three courses: lecture, lab, and clinical; they are co-reqs. The division will help with assigning instructors to the various components.

Comment: Scheduling for HS students will be more complex. Other scheduling questions will be addressed outside of this meeting.

*Vote taken; motion approved.*

3. 11/29/2022 - Program Modification Medical Assistant/Office/Records and associated courses

*Motioned and seconded to approve the proposals. Discussion:*

Per Marie, the goal is to rewrite the curriculum accommodating 8-week scheduling and making a true 12-month program. Per Ashley, this will clean up and streamline the programs.

Comment: Some courses are not mapped to any of the program outcomes.

Marie will update the c-map and resend it.

Update was made during the meeting to correct the deletion of all program requirements in the Medical Office Assistant certificate.

Note: We need to change the Math gen ed requirement in the AAS to MAT 142.

Question: "Advisory committee" was marked as the answer for "The need for this change was determined by\_\_\_:" Are there advisory committee minutes or an email that shows this determination? No, It was a departmental decision based on certification requirements. Updated proposals to "Licensing or accrediting agency" as the determining factor.

Question: Do we need BIO 156 or 181 (prereq for BIO 201) in gen ed, and program requirements of BIO 160, BIO 201, and BIO 202? Yes, it is necessary - the Medical Assistant degree transfers; all of the bachelor's programs have a high percentage of Biology. Dean Holbrook asked that she require BIO 160 in the AAS. The only way to remove one of the BIO courses is to talk to the Biology dept to see if BIO 160 can be another prereq for BIO 201.

*Vote taken; motion approved.*

c. BUCS

1. 11/29/2022 - Program Mod CNT AAS, Program Del Windows Server Cert + course dels/mods

*Motioned and seconded to approve the proposals. Discussion:*

Greg clarified some of the learning outcomes and the number of verbs listed in each.

Question: Is there an updated teach-out plan? Yes, Greg will send a revised version.

Question: When are the course ending dates (currently listed as ending after 2022-23)? They are effective to the end of the 2023-24 catalog year, but that was not a choice for selection on the forms. Term updated in forms and effective date noted in proposals.

Question: Was the decision to delete the Windows Server cert (and end the concentration in the AAS) based on a recommendation from an Advisory Board or the Program Review process? No, it is the decision of the program department and program director due to low enrollment.

Comment: We will attach the latest Program Review and course history documentation for reference showing enrollment.

*Vote taken; motion approved.*

d. Social Sciences

1. 11/29/2022 - Program Modification - Legal Paraprofessional Certificate and one minor course mod

*Motioned and seconded to update LAW 291 and to add course (LAW 291 or 296) to the certificate.*

Tiffany explained that the AZ Code of Judicial Administration requires 120 hours of experiential learning to apply for legal paraprofessional licensure. This addition will clarify the confusion that students have regarding completing this requirement.

*Vote taken; motion approved.*

e. Arts & Humanities

1. 11/29/2022 - Modification to Graphic Design AAS + associated course proposals

*Motioned and seconded to approve the proposals. Discussion:*

Question: Is WEB needed as a cross-listing? Lindsay explained that she followed what had been done with other web Graphic Design courses. The WEB prefix is seldom scheduled. Per Patti, we should look at deleting these next year, but we can remove them from the course proposals submitted for now.

Questions: Do all course learning outcomes need to be mapped to the program outcomes? Is this process documented anywhere? Previously per SLOA, it was "at least one" course outcome in a required course needs to map to one of the program outcomes.

Lindsay will update the c-map and send it to Sarah.

*Vote taken; motion approved.*

III. Other

IV. Adjournment