Curriculum Committee Meeting Minutes

Tamra Bell, Dean of Instructional Programs
Nicole DiGerlando, Language & Literature
Jim Dillinger, Industrial Technology
Kyle Hammon, Dean of Instructional Programs
Melinda Harbaugh, Dean of Instruction & Learning Resources
Holly Brewster for Mary Hebert, Math
Karen Joiner, Chair, Dean of Instruction, Director of Nursing Programs
Peter Livins, Natural Science, Health & Engineering
Jennie Mynhier, Performing & Visual Arts
Tamara Norton, Nursing & Allied Health
Courtney Shah, Social Sciences
Maggie Stuart, Business & Information Technology
Jin-Sun Sung, Transitional Studies
ASLCC Student Representative

To: Committee Members	Copies to:
From: Karen Joiner, Chair	Library, Nichole Seroshek,
Subject: Minutes from February 13, 2019 Meeting	Kara McElroy, Marisa Geier,
Date: February 19, 2019	Britney Deal, Dani Trimble

Members present:	Holly Brewster (sub for Mary Hebert), Nicole DiGerlando, Kyle Hammon, Melinda Harbaugh, Peter Livins, Jennie Mynhier, Tamara Norton, Courtney Shah, Maggie Stuart, Jin-Sun Sung
Also Attended:	Leszek Cromwell, Dawn Draus, Byron Ford, Sarah Griffith, Nadine Lemmons, Jason Malozzi, Ann Williamson, and Nicole Buffham, Recorder

The Curriculum Committee met Wednesday, February 13 at 3:00 pm in HSB 235.
Opening remarks were made by Kyle Hammon who chaired the meeting in Karen's absence.

Proposed document from Kyle Hammon:			
A.	Outline	**Distribution / Graduation Requirements for the DTA**	
Rationale: Defining the distribution requirements will aid course designations to the appropriate distribution lists.			
Resolution: No approval needed. Sending to departments for review.			
Proposals from Nadine Lemmons:			
B.	New Course	**BTEC 010,** Keyboarding with Speed and Accuracy	1-5 cr, 22-110 lab
Rationale: As part of the Guided Pathways initiative, we are providing students a course with opportunity to advance their technical skills. This new course also combines the outcomes from two different keyboarding courses to streamline offerings. This elective course is intended for basic skills for pre-college students.			
C.	New Course	**BTEC 110,** Keyboarding with Speed and Accuracy	1-5 cr, 22-110 lab
Rationale: As part of the Guided Pathways initiative, we are providing students a course with opportunity to advance their technical skills. This new course also combines the outcomes from two different keyboarding courses to streamline offerings.			
D.	New Course	**BTEC 020,** Specialized Applications for Business	3 cr, 66 lab
Rationale: As part of the Guided Pathways initiative, we are combining 3 courses: BTEC 144 MS OneNote, 1 cr, BTEC 156 MS Visio, 3 cr, and BTEC 157 MS Project, 3 cr. This not only simplifies the choices for students but also allows us to manage enrollment more effectively in the BTEC computing lab. These 3 courses are all very specialized where business is concerned and the content can be delivered in a more efficient manner.			
E.	New Course	**BTEC 120,** Specialized Applications for Business	3 cr, 66 lab
Rationale: As part of the Guided Pathways initiative, we are combining 3 courses: BTEC 144 MS OneNote, 1 cr, BTEC 156 MS Visio, 3 cr, and BTEC 157 MS Project, 3 cr. This not only simplifies the choices for students but also allows us to manage enrollment more effectively in the BTEC computing lab. These 3 courses are all very specialized where business is concerned and the content can be delivered in a more efficient manner.			
F.	New Course	**BTEC 045,** Introduction to Word	1-5 cr, 22-110 lab
Rationale: As part of the Guided Pathways initiative, we are providing students a course with opportunity to advance their technical skills without having to pass the MOS Certification. This elective course is intended for basic skills for pre-college students.			

G.	Revise Course	**BTEC 145,** Introduction to Word	1-5 cr, 22-110 lab

Rationale: Adding additional outcome to complete the MOS Certification for Word Core. This will provide data for assessment. Revise outcomes to align with certification outcomes.

H.	New Course	**BTEC 046,** PowerPoint Fundamentals	1-2 cr, 22-44 lab

Rationale: As part of the Guided Pathways initiative, we are providing students a course with opportunity to advance their technical skills without having to pass the MOS Certification. This elective course is intended for basic skills for pre-college students.

I.	Revise Course	**BTEC 146,** PowerPoint Fundamentals	1-2 cr, 22-44 lab

Rationale: Adding additional outcome to complete the MOS Certification for PowerPoint. This will provide data for assessment. Revise outcomes to align with certification outcomes.

J.	New Course	**BTEC 047,** Introduction to Desktop Publishing	1-3 cr, 22-66 lab

Rationale: As part of the Guided Pathways initiative, we are providing students a course with opportunity to advance their technical skills without having to pass the MOS Certification. This elective course is intended for basic skills for pre-college students.

K.	Revise Course	**BTEC 147,** Introduction to Desktop Publishing	1-3 cr, 22-66 lab

Rationale: Adding additional outcome to complete a final project. This will provide data for assessment.

L.	New Course	**BTEC 050,** Introduction to Google Applications	1-3 cr, 22-66 lab

Rationale: As part of the Guided Pathways initiative, we are providing students a course with opportunity to advance their technical skills. This elective course is intended for basic skills for pre-college students.

M.	Revise Course	**BTEC 150,** Introduction to Google Applications	1-3 cr, 22-66 lab

Rationale: Adding additional outcome to complete a final project. This will provide data for assessment.

N.	New Course	**BTEC 055,** Website Management	3 cr, 66 lab

Rationale: As part of the Guided Pathways initiative, we are providing students a course with opportunity to advance their technical skills. This elective course is intended for basic skills for pre-college students.

O.	Revise Course	**BTEC 155,** Website Management	3 cr, 66 lab

Rationale: Adding additional outcome to complete a final project. This will provide data for assessment.

P.	New Course	**BTEC 135,** Advanced Data Analysis	5 cr, 55 lec

Rationale: As part of the Guided Pathways initiative, we are combining 2 courses: BTEC 132 Advanced Spreadsheet Applications, 5 cr, and BTEC 141 Intro Database Applications, 5 cr. This not only simplifies the choices for students but also allows us to manage enrollment more effectively in the BTEC program. These 2 courses are all very specialized where business is concerned and the content can be delivered in a more efficient manner. Additionally, students can learn how to integrate both of these applications for improved data analysis and manipulation of larger data sets.

Resolution: *B – P:* Tamara made a motion to approve with the caveat that we adjust Distribution check boxes. Nicole seconded. Motion carried.
Effective: Spring 2019

Q.	Retire Course	**BTEC 100,** Computer Keyboarding	1-3 cr, 22-66 lab

Rationale: Course was designed to be an elective and is not transferable. Content and outcomes of this course will be combined in a new course BTEC 010/110.

R.	Retire Course	**BTEC 105,** Keyboarding Speed/Accuracy Building	1-4 cr, 22-44 lab

Rationale: Course was designed to be an elective and is not transferable. Content and outcomes of this course will be combined in a new course BTEC 010/110.

S.	Retire Course	**BTEC 109,** MS Office Upgrade	1 cr, 22 lab

Rationale: Course was designed to provide training for MS Office Suite updates and was a non-transferable elective. No longer needed; cleanup of BTEC course numbering.

T.	Retire Course	**BTEC 144,** OneNote Fundamentals	1 cr, 22 lab

Rationale: Course was designed to be an elective and is not transferable. Content and outcomes of this course will be combined with the Specialized Applications for Business course BTEC 020/120.

U.	Retire Course	**BTEC 149,** Internet Fundamentals	1 cr, 22 lab

Rationale: Course was designed to be an elective and is not transferable. Content and outcomes of this course will be combined with the Google Applications course BTEC 050/150.

V.	Retire Course	**BTEC 156,** Intro to MS Visio	2 cr, 44 lab

Rationale: Course was designed to be an elective and is not transferable. Content and outcomes of this course will be combined with the Specialized Applications for Business course BTEC 020/120.

W.	Retire Course	**BTEC 157,** Intro to MS Project	2 cr, 44 lab

Rationale: Course was designed to be an elective and is not transferable. Content and outcomes of this course will be combined with the Specialized Applications for Business course BTEC 020/120.

Resolution: *Q – W:* Courtney made a motion to approve. Holly seconded. Motion carried.

X.	Revise Degree	**Accounting Technician AAS**	94 total credits

Rationale: As part of the Guided Pathways initiative, we are combining 2 courses: BTEC 132 Advanced Spreadsheet Applications, 5 cr, and BTEC 141 Intro Database Applications, 5 cr. This not only simplifies the choices for students but also allows us to manage enrollment more effectively in the BTEC program. These 2 courses are all very specialized where business is concerned and the content can be delivered in a more efficient manner. Additionally, students can learn how to integrate both of these applications for improved data analysis and manipulation of larger data sets.

Y.	Revise Degree	**Administrative Services Manager AAS**	99-103 total credits

Rationale: As part of the Guided Pathways initiative, we are combining 2 courses: BTEC 132 Advanced Spreadsheet Applications, 5 cr, and BTEC 141 Intro Database Applications, 5 cr. This not only simplifies the choices for students but also allows us to manage enrollment more effectively in the BTEC program. These 2 courses are all very specialized where business is concerned and the content can be delivered in a more efficient manner. Additionally, students can learn how to integrate both of these applications for improved data analysis and manipulation of larger data sets.

Z.	Revise Degree	**Medical Office Administration AAS**	112 total credits

Rationale: As part of the Guided Pathways initiative, we are combining 2 courses: BTEC 132 Advanced Spreadsheet Applications, 5 cr, and BTEC 141 Intro Database Applications, 5 cr. This not only simplifies the choices for students but also allows us to manage enrollment more effectively in the BTEC program. These 2 courses are all very specialized where business is concerned and the content can be delivered in a more efficient manner. Additionally, students can learn how to integrate both of these applications for improved data analysis and manipulation of larger data sets.

As part of the Guided Pathways initiative, we are combining 3 courses: BTEC 144 MS OneNote, 1 cr, BTEC 156 MS Visio, 3 cr, and BTEC 157 MS Project, 3 cr. This not only simplifies the choices for students but also allows us to manage enrollment more effectively in the BTEC computing lab. These 3 courses are all very specialized where business is concerned and the content can be delivered in a more efficient manner.

AA.		**Administrative Support COP**	58 total credits

Rationale: As part of the Guided Pathways initiative, we are combining 2 courses: BTEC 132 Advanced Spreadsheet Applications, 5 cr, and BTEC 141 Intro Database Applications, 5 cr. This not only simplifies the choices for students but also allows us to manage enrollment more effectively in the BTEC program. These 2 courses are all very specialized where business is concerned and the content can be delivered in a more efficient manner. Additionally, students can learn how to integrate both of these applications for improved data analysis and manipulation of larger data sets.

BB.		**Medical Billing & Coding Specialist COP**	70 total credits

Rationale: As part of the Guided Pathways initiative, we are combining 2 courses: BTEC 132 Advanced Spreadsheet Applications, 5 cr, and BTEC 141 Intro Database Applications, 5 cr. This not only simplifies the choices for students but also allows us to manage enrollment more effectively in the BTEC program. These 2 courses are all very specialized where business is concerned and the content can be delivered in a more efficient manner. Additionally, students can learn how to integrate both of these applications for improved data analysis and manipulation of larger data sets.

CC.		**Medical Reception COP**	53 total credits

Rationale: Removing BTEC 144 OneNote as this course is being replaced with an advanced application course BTEC 120. The Medical Reception COP students can take this course as an elective if they choose to learn advanced applications, but these skills are not required for this specific occupation.

As part of the Guided Pathways initiative, we are combining 3 courses: BTEC 144 MS OneNote, 1 cr, BTEC 156 MS Visio, 3 cr, and BTEC 157 MS Project, 3 cr. This not only simplifies the choices for students but also allows us to manage enrollment more effectively in the BTEC computing lab. These 3 courses are all very specialized where business is concerned and the content can be delivered in a more efficient manner.

Resolution: *X – CC:* Nicole made a motion to approve. Maggie seconded. Motion carried.
Effective: Spring 2019

Proposals from Leszek Cromwell:

DD.	Revise Course	**PSYC 198,** Special Topics in General Psychology	1-2 cr, 11-22 lec

Rationale: Currently PSYC 198 Special Topics in General Psychology independent study course is offered for one credit which helps students who transferred in with a four credit General Psychology course fulfill the five credit requirement needed to apply to the nursing program. However with the increased number of prenursing students who are transferring to Lower Columbia College with a three credit General Psychology course a two credit addition is needed in addition to the one credit offered.

EE.	Revise Course	**PSYC 298,** Special Topics in Lifespan Psychology	1-2 cr, 11-22 lec

Rationale: Currently PSYC 298 Special Topics in Lifespan Psychology independent study course is offered for one credit which helps students who transferred in with a four credit Lifespan Psychology course fulfill the five credit requirement needed to apply to the nursing program. However with the increased number of prenursing students who are transferring to Lower Columbia College with a three credit Lifespan Psychology course a two credit addition is needed in addition to the one credit offered.

Resolution: *DD – EE:* Maggie made a motion to approve. Tamara seconded. Motion carried.
Effective: Spring 2019

Proposals from Nicole DiGerlando:

FF.	Retire Course	**ENGL 087,** College-Ready Industrial Communications	5 cr, 55 lec

Rationale: The department is retiring ENGL 087 because future sections of ENGL 110 will receive I-BEST support, and students who place into pre-college English will be encouraged to apply for this support.

GG.	Revise Course	**ENGL 110,** Industrial Communications	5 cr, 55 lec

Rationale: The department is removing the ENGL 087 pre-req for those who place into pre-college English because anyone who needs and qualifies for extra assistance will be eligible for I-BEST instruction.

Resolution: *FF – GG:* Tamara made a motion to approve. Maggie seconded. Motion carried.
Effective: Spring 2019

Proposals from Dawn Draus:

HH.	Retire Course	**MATH 050,** Review Math – Whole Numbers	1 cr, 2 lec

Rationale: Low success rates. Students wasting financial aid. Sending students to BEdA instead.

Resolution: Tamara made a motion to approve. Courtney seconded. Motion carried.
Effective: Summer 2019

II.	Revise Course	**MATH 078,** Pre-College Math I	3 cr, 22 lec, 22 lab
JJ.	Revise Course	**MATH 079,** Pre-College Math I	3 cr, 22 lec, 22 lab

Rationale: *II – JJ:* Revising to reflect deletion of MATH 050 and hoping to improve student success by modeling course after MATH 087/097.

Resolution: *II – JJ:* Nicole made a motion to approve. Maggie seconded. Motion carried.
Effective: Summer 2019

KK.	Revise Course	**MATH& 146 (was MATH 210),** Introduction to Statistics	5 cr, 55 lec

Rationale: To facilitate transfer, MATH 210 is being changed to MATH& 146.

LL.	New Course	**MATH 246,** Probability and Statistics	5 cr, 55 lec

Rationale: This is one of two resulting courses after "splitting" statistics. MATH 246 has been made necessary by UW in order to meet transfer requirements.

MM.	Retire Course	**BUS 206,** Statistical Methods	5 cr, 55 lec

Rationale: MATH 210/BUS 206 is being split into two courses, MATH& 146 and MATH 246 to serve two separate populations.

Resolution: *KK – MM:* Nicole made a motion to approve. Maggie seconded. Motion carried.
Effective: Summer 2019

Proposals from Rob Davis/Matthew Pollock:

NN.	Revise Course	**MUSC 176,** Individual Instruction I	1 cr, 11 lec
OO.	Revise Course	**MUSC 177,** Individual Instruction II	1 cr, 11 lec
PP.	Revise Course	**MUSC 178,** Individual Instruction III	1 cr, 11 lec
QQ.	Revise Course	**MUSC 276,** Individual Instruction IV	1 cr, 11 lec
RR.	Revise Course	**MUSC 277,** Individual Instruction V	1 cr, 11 lec
SS.	Revise Course	**MUSC 278,** Individual Instruction VI	1 cr, 11 lec

Rationale: *NN – SS:* Original individual instruction course proposals did not accommodate composition instruction (focusing instead on performance instruction). This revision updates language to include composition and removes the option to take this course for 0.5 credit.

Resolution: *NN – SS:* Tabled until the March 13 meeting. Clarification is needed.
Effective: Varies – W/Sp/F 2019

TT.	Revise Course	**MUSC& 141,** Music Theory I	5 cr, 55 lec
UU.	Revise Course	**MUSC& 142,** Music Theory II	5 cr, 55 lec
VV.	Revise Course	**MUSC& 143,** Music Theory III	5 cr, 55 lec

Rationale: *TT – VV:* Altering Music Theory course numbers and names to align with SBCTC common course numbering.

Resolution: *TT – VV:* Courtney made a motion to approve. Maggie seconded. Motion carried.

WW.	New Course	**MUSC& 241,** Music Theory IV	5 cr, 55 lec
XX.	New Course	**MUSC& 242,** Music Theory V	5 cr, 55 lec
YY.	New Course	**MUSC& 243,** Music Theory VI	5 cr, 55 lec

Rationale: *WW – YY:* Required course for students in the MUSIC DTA/MRP degree.

Resolution: *WW – YY:* Nicole made a motion to approve. Tamara seconded. Motion carried.
Effective: Varies – F/W/Sp 2019/2020

Proposals from Ann Williamson:

ZZ.	New Degree	**Bachelor of Applied Science-Teacher Education (BAS-TE)**	90 credit total

Rationale: In addition to the teacher shortage in the state of Washington, the development of this degree comes from the struggle Cowlitz County is experiencing in recruiting and retaining teachers. Through discussions with focus groups, the seven school districts LCC serves and workforce data collection, it was determined as a community we needed to grow our own teachers, the greatest need being the K-8 grade levels with a P-3 focus. Furthermore, the educational requirements in the field of Early Childhood Education has increased, requiring a bachelor level degree in many positions. For this reason we added a BAS-TE non-certificate option focusing on preparing teachers for early learning educational settings.

The BAS degree was initially approved by the ECE Advisory Committee and through an extensive application and review process has been approved by the SBCTC. The ability to offer a residency teacher program has been approved by the Professional Educators Standards Board.

Resolution: Tamara made a motion to approve. Nicole seconded. Motion carried.
Effective: Fall 2019

AAA.	Revise Degree	**Early Childhood Education AAS** **Early Childhood Education AAS-T**	100 credit total 114 credit total

Rationale: The AAS in ECE and AAS-T in ECE have been modified to create a seamless transfer to the LCC BAS-TE degree program. Courses that meet InTASC and Early Childhood Standards have been identified as required. The program descriptions have been updated with current information.

Resolution: Courtney made a motion to approve. Jennie seconded. Motion carried.
Effective Spring 2019

BBB.	Certificate Revision	**COP Early Childhood Education**	47 cr total

Rationale: Revision of the ECE COP is needed to align with the Washington State Stackable Certificates. Adding required choice for students: ECED& 170 *OR* EDUC& 130

Resolution: Nicole made a motion to approve. Tamara seconded. Motion carried.
Effective Spring 2019

CCC.	Course Revision	**ECED& 120,** Practicum-Nurturing Relationships	2 cr, 11 lec, 33 workplace
DDD.	Course Revision	**ECED& 160,** Curriculum Development	5 cr, 55 lec
EEE.	Course Revision	**ECED& 180,** Language and Literacy	3 cr, 33 lec
FFF.	Course Revision	**ECED& 190,** Observation and Assessment	3 cr, 33 lec

Rationale: *CCC – FFF:* The outcomes for this common course are being modified with the State workgroup recommendations.

Resolution: *CCC – FFF:* Maggie made a motion to approve. Courtney seconded. Motion carried.
Effective Spring 2019

GGG.	Course Revision	**ECED 219,** Math, Science & Computers	3 cr, 33 lec

Rationale: We propose to change the name to Math, Science and Technology to better reflect and be inclusive to the diverse technologies used in the field. Changes made under 'other information' to reflect the new Washington State management system (MERIT). Course outcomes are modified to incorporate language from Bloom's Taxonomy. Description is modified to reflect the above changes.

Resolution: Tamara made a motion to approve. Nicole seconded. Motion carried.
Effective Spring 2019

HHH.	Course Revision	**EDUC& 115,** Child Development	5 cr, 55 lec
III.	Course Revision	**EDUC& 130,** Guiding Behavior	3 cr, 33 lec

Rationale: *HHH – III:* The outcomes for this common course are being modified with the State workgroup recommendations.

Resolution: *HHH – III:* Courtney made a motion to approve. Holly seconded. Motion approved.
Effective Spring 2019

JJJ.	Course Revision	**ECED 439,** Issues and Trends in Early Childhood	4 cr, 44 lec

KKK.	Course Revision	**EDUC 319,** Anti-bias Education	4 cr, 44 lec
LLL.	Course Revision	**EDUC 320,** Language Arts for Teachers	4 cr, 44 lec
MMM.	Course Revision	**EDUC 325,** Intro to Special Education	5 cr, 55 lec
NNN.	Course Revision	**EDUC 330,** Math Methods	5 cr, 55 lec
OOO.	Course Revision	**EDUC 335,** Collaboration & Classroom Leadership	5 cr, 55 lec
PPP.	Course Revision	**EDUC 410,** Inquiry Based Science for Teachers	4 cr, 44 lec
QQQ.	Course Revision	**EDUC 414,** Guidance Techniques	5 cr, 55 lec
RRR.	Course Revision	**EDUC 420,** Social Studies for Teachers	4 cr, 44 lec
SSS.	Course Revision	**EDUC 429,** Assessment	5 cr, 55 lec
TTT.	Course Revision	**EDUC 430,** Advanced Language & Literacy Methods	3 cr, 33 lec
UUU.	Course Revision	**EDUC 434,** Professionalism in Education	2 cr, 22 lec
VVV.	Course Revision	**EDUC 439,** Assessment/Portfolio	4 cr, 44 lec
Rationale: *JJJ - VVV:* These courses were modified based on feedback from the State Board of Community and Technical Colleges.			
WWW. Course Revision		**EDUC 412,** Student Teaching II	4 cr, 132 workplace
Rationale: This course was created based on feedback from the Professional Educators Standards Board to better connect theory and methods to student field experience.			
Resolution: *JJJ - WWW:* Nicole made a motion to approve. Courtney seconded. Motion carried. *Effective: Fall 2019*			

The meeting adjourned at 4:43 pm. The next meeting will be held Wednesday, March 13 @ 3:00 pm in HSB 235.