

CURRICULUM/GEN ED COMMITTEE  
A Standing Committee of the Education Advisory Committee Minutes  
DATE: December 3, 2014  
**Downtown Center Rose Room**

<b>Committee</b>					
x	Linda Fergusson-Kolmes	x	Ann Cary	x	Amy Clubb
x	Jeremy Estrella		Marc Goodman	x	Mike Guthrie
	Sherry Hanchett	x	Doug Jones	x	Pam Kessinger
x	Pam Miller-Tatro	x	Ed Lindsey	x	John Spark
	Nancy Stoutenburg		Rick Willebrand	x	Aaron Livingston
<b>Committee Support</b>					
	Dorothy Badri	x	Tim McLaughlin	x	Leslie Hackett
x	Craig Kollins	x	Kendra Cawley		
x	Anne Haberkern	x	Stacey Holland	x	Sally Earll
<b>Guests</b>					
	Jim parks		Phil Seder		Pam Beaty
	Bryan Hull		Betsy Julian		John Mery
	Pat Kraft		Greta Swanson		Jerry Brask
	Nancy Wessel		Brad Krohn		Heather Griffo
	Adrian Rodriguez		Sarah Bentley		Sarah Bentley
	Jan Abushakrah		Jin Kim		

Information Items from the Curriculum Office:

(These items do not require curriculum committee recommendation)

Experimental Courses:

DT 299 - Partial Dent. and CAD/CAM Lab

Course Inactivation:

FP280B: CE: Fire Science - Sem

Available Grading Option:

The following PE courses have reduced their repeat limit to the college's default of 0:

PE 162B: Bhangra Fitness, PE 162G: Cardio Conditioning, PE 162J: Brazilian Jiu Jitsu, PE 162K: Brazilian Jiu Jitsu II, PE 162M: MMA Combative Conditioning, PE 162O: Core Fitness, PE 180B: Intermediate Swimming, PE 181A: Beginning Weight Training – Coed, PE 181C: Advanced Weight Training – Coed, PE 182A: Beginning Group Fitness, PE 182B: Intermediate Group Fitness, PE 182C: Beginning Fitness and Walking, PE 182D: Intermediate Fitness & Walking, PE 182F: Boot Camp, PE 182H: Adult Fitness, PE 182I: Power Yoga, PE 182J: Gentle Yoga, PE 182L: Yoga II, PE 182R: Back Care, PE 182U: Pilates II, PE 182X: Nia Technique, PE 182Y: Indoor Cycling, PE 183A: Hiking, PE 183D: Introduction to Rock Climbing, PE 183E: Beginning Tennis, PE 183F: Intermediate Tennis, PE 183I: Beginning Volkswalking, PE 183J: Intermediate Volkswalking, PE 183M: Advanced Volkswalking, PE 183R: Beginning Karate I, PE 183S: Beginning Karate II, PE 183T: Aikido I, PE 183U: Aikido II, PE 183V: Judo I, PE 183W: Judo II, PE 183X: Tae Kwon Do I, PE 183Y: Tae Kwon Do II, PE 183Z: Tae Kwon Do III, PE 183: Beginning Bowling, PE 184D: Beginning Skiing – Alpine, PE 184I: Beginning Snowboard Skiing, PE 184J: Intermediate Snowboard Skiing, PE 184K: Alpine Ski Instructor Training, PE 184L: Advanced Snowboard Skiing, PE 185A: Beginning Basketball, PE 185C: Advanced Basketball, PE 185D: Beginning Volleyball, PE 185E: Intermediate Volleyball, PE 185F: Advanced Volleyball, PE 185G: Beginning Soccer, PE 185H: Advanced Soccer, PE 185I: Flag Football, PE 185K: Ultimate Frisbee, PE 185L: Intermediate Soccer, PE 185M: Lacrosse – Beginning, PE 185N: Lacrosse - Intermediate

From the Curriculum Office:

New Business:

	<b>Title</b>	<b>Discussion</b>	<b>Rec for approval</b>	<b>Rec w/amendments:</b>	<b>Postponed</b>
BA 224	Human Resource Management		x		
BA 236	Product Management and Branding	Add that the course transfers as an elective to OUS schools See CourseLeaf		x	
BA 249	Principles of Retailing and E-tailing	No discussion	x		
BA 285	Human Relations-Organizations	No discussion	x		
BA 289:	Marketing Capstone	Add that the course transfers as an elective to OUS schools See CourseLeaf		x	
BA 290:	Basic Income Tax Preparation	Question: Are 6 outcomes enough for an 8 credit class? Response: Seems appropriate for a statewide tax preparation course. See CourseLeaf		x	
BI 231:	Human Anatomy &	See CourseLeaf		x	

	Physiology I				
BI 232:	Human Anatomy & Physiology II	See CourseLeaf		x	
BI 233:	Human Anatomy & Physiology III	See CourseLeaf		x	
BMZA 107	Zoo Horticulture	No discussion	x		
CG 190:	Intercultural Leadership for Mentors	No discussion	x		
CJA 234:	National Security and Intelligence	Outcome #2: discussion no change	x		
CMET 123:	Technical Algebra with Analytic Geometry				x
CMET 226:	Dynamics				x
COMM 237:	Gender and Communication	See CourseLeaf		x	
ED 102:	Displays & Graphics for Educators		x		
ED 116:	Literature for Adolescence and Young Adults	See CourseLeaf		x	
ESOL 160:	Level 6 Academic Reading	See CourseLeaf		x	
ESOL 250:	Level 7 Academic Reading	See CourseLeaf		x	
ESOL 260	Level 8 Academic Reading	See CourseLeaf		x	
FP 112	Fire Academy Part 2	See CourseLeaf		x	
FT 131	Structure & Function of the Human Body	No discussion	x		
GRN 265	Activity Professional Certification Training 1	No discussion	x		
GRN 266	Activity Professional	No discussion	x		

	Certification Training 2				
HST 298A	Independent Study: History	No disussion	x		
INTL 201	Introduction to International Studies	No discussion	x		
JPN 113C	First Year Japanese Conversation	In course activities and design the comment about requiring 1 hour of conversation outside of class. This is not in compliance with our policy. Question came up. Is this class really lecture format. Addendum and contact hours are in conflict. Also was mentioned that if this one course is rejected and needs to go back for revision to language it is highly likely that all world language courses will need the same revision. Is this placing undue work on the SAC?			x
MA 132	Medical Office Assistant Seminar III	See CourseLeaf		x	
MA 136	Medications	See CourseLeaf		x	
MCH 229	Rapid Prototyping	See CourseLeaf.		x	
MCH 280:	Cooperative Education: Machine Technology	See CourseLeaf		x	
MCH 287:	Technical Skill Assessment in CNC Turning	See CourseLeaf		x	
MCH 288:	Technical Skill Assessment in CNC Milling	See CourseLeaf		x	
MCH 293:	CNC Router Fundamentals Orientation	See CourseLeaf		x	
MTH 25C:	Fractions		x		
MTH 26C:	Decimals		x		
MTH 61:	Introductory Algebra - Part I	Add to description: The PCC math department recommends students take MTH courses in consecutive terms.		x	
MTH 62:	Laboratory Operations	See CourseLeaf. Add to description: The PCC math department recommends		x	

	and Techniques	students take MTH courses in consecutive terms.			
MTH 63:	Introductory Algebra - Part III	Add to description: The PCC math department recommends students take MTH courses in consecutive terms.		x	
MUP 171A:	Applied Music/Piano	<p>Discussion regarding the question, should this be variable credit?  Students attend a ½ hour (one credit) or a one-hour (two credit) private lesson each week. They also attend the 60-90 minute performance class each week the instructor is a FT PCC faculty. Out of class expectation for student study/practice meets the formula which PCC follows. 1 hour in class and 2 hours out of class practice and study. Background information: John referenced National Association of Schools of Music (NASM) which PSU and others are accredited by. Those schools must follow the accreditation standards for class time, practice and performance expectations and credits. Per John the credit requirement for any BM degree varies depending upon the instrument or focus area. Example BM in Piano requires 2 credits each term of lesson and practice and BM in teaching music required 1 credit each term of lesson and practice. PCC Music Department, though not NASM accredited wants to follow the standards of those schools who are accredited to facilitate ease of transfer for the students. In order to meet the NASM standards the department's current practice is to set up to CRNs for each class and students who need to take a 2 credit class register for both CRNs. They wanted to eliminate this practice with variable credit.</p> <p>The committee determined that the MUP courses are a unique situation, similar to the other courses that currently allow variable credit,( Co-op and research courses). The SAC has provided ample evidence to validate why the courses should be variable credit. The committee asked about the issue of one set of outcomes with variable credit. The SAC gave a good explanation about why the existing language did adequately address what a student would be able to do at the end of both the 1 and the 2 credit version of this class. The increased time spent in individualized study during private lessons did not substantively alter the outcomes related to musicianship, music literacy, understanding stylistic distinctions in the repertory and understanding the instrument. As in the Co-op and the Research courses the difference in credit represent individual goals for the music set by the private tutor and the student. These courses seem similar to Co-op and independent study can be variable because of the "contract" between the student and the faculty. The committee suggested clarifying this by adding a comment in the addendum about contract/goal setting at the beginning of each term. The analogy holds because an outside expert is integral to the course and student learning. Per John, the schedule and</p>	x		

		<p>the website have detailed descriptions of what are expected of the students who enroll in the class. They are willing to place similar language in the CCOG for transparency. There was a discussion. Committee suggested the SAC add new outcome that student and faculty will work out a student plan for expected learning during the term. (see outcome for a Doop ed class for example). But the conversation continued and the comment was moved to course activities and design section. Either way, it was determined that the contact statement should be in the CCOG. Since these sections are not the purview of the curriculum committee it was also suggested that the SAC discuss further what section best served their needs. The program review scheduled for Friday of the same week would also be an opportunity to discuss appropriate placement of the language.</p> <p><b>Committee Chair will reflect this discussion in course reviewer comment section in consultation with SAC for wording. Sac will add the following statement to the addendum to reflect difference between 1 and 2 credits regarding work, goals, and/or obligations, "Student and instructor shall agree upon assigned repertory, etudes and exercises each term by fourth week of classes in form of contract between student, instructor and lesson coordinator."</b></p>			
MUP 171B:	Applied Music/Piano		x		
MUP 171C:	Applied Music/Piano		x		
MUP 174A:	Applied Music/Voice		x		
MUP 174B:	Applied Music/Voice		x		
MUP 174C:	Applied Music/Voice		x		
MUP 175A:	Applied Music/Violin		x		
MUP 175B:	Applied Music/Violin		x		
MUP 175C:	Applied Music/Violin		x		
MUP 177A:	Applied Music/Violincello		x		
MUP 177B:	Applied Music/Violincello		x		

MUP 177C:	Applied Music/Violincello		x		
MUP 178A:	Applied Music/Bass		x		
MUP 178B:	Applied Music/Bass		x		
MUP 178C:	Applied Music/Bass		x		
MUP 180A:	Applied Music/Guitar		x		
MUP 180B:	Applied Music/Guitar		x		
MUP 180C:	Applied Music/Guitar		x		
MUP 184A:	Applied Music/Saxophone		x		
MUP 184B:	Applied Music/Saxophone		x		
MUP 184C:	Applied Music/Saxophone		x		
MUP 186A:	Applied Music/Trumpet		x		
MUP 186B:	Applied Music/Trumpet		x		
MUP 186C:	Applied Music/Trumpet		x		
MUP 188A:	Applied Music/Trombone		x		
MUP 188B:	Applied Music/Trombone		x		
MUP 188C:	Applied Music/Trombone		x		
MUP 191A:	Applied Music/Percussion		x		
MUP 191B:	Applied Music/Percussion		x		

MUP 191C:	Applied Music/Percussion		x		
MUP 192A:	Applied Music/Miscellaneous		x		
MUP 192B:	Applied Music/Miscellaneous		x		
MUP 192C:	Applied Music/Miscellaneous		x		
MUP 271A:	Applied Music/Piano II		x		
MUP 271B:	Applied Music/Piano II		x		
MUP 271C:	Applied Music/Piano II		x		
MUP 274A:	Applied Music/ Voice II		x		
MUP 274B:	Applied Music/ Voice II		x		
MUP 274C:	Applied Music/ Voice II		x		
MUP 275A:	Applied Music/Violin II		x		
MUP 275A:	Applied Music/Violin II		x		
MUP 275A:	Applied Music/Violin II		x		
MUP 277A:	Applied Music/Violincello II		x		
MUP 277B:	Applied Music/Violincello II	The question was: Why Violincello in the title and cello in the description? Violincello is the official name of what we refer to as the cello. For those in the industry there is implicit knowledge that these two words reference the same instrument.	x		
MUP 277C:	Applied Music/Violincello II		x		
MUP 278A:	Applied Music/Bass II		x		



MUP 278B:	Applied Music/Bass II		x		
MUP 278C:	Applied Music/Bass II		x		
MUP 284A:	Applied Music/Saxophone II		x		
MUP 284B:	Applied Music/Saxophone II		x		
MUP 284C:	Applied Music/Saxophone II		x		
MUP 286A:	Applied Music/Trumpet II		x		
MUP 286B:	Applied Music/Trumpet II		x		
MUP 286C:	Applied Music/Trumpet II		x		
MUP 288A:	Applied Music/Trombone II		x		
MUP 288B:	Applied Music/Trombone II		x		
MUP 288C:	Applied Music/Trombone II		x		
MUP 291A:	Applied Music/Percussion II		x		
MUP 291B:	Applied Music/Percussion II		x		
MUP 291C:	Applied Music/Percussion II		x		
MUP 292A:	Applied Music/Miscellaneous II		x		
MUP 292B:	Applied Music/Miscellaneous II		x		
MUP 292C:	Applied Music/Miscellaneous II		x		

MUP 293A:	Applied Music/Guitar II		x		
MUP 293A:	Applied Music/Guitar II		x		
MUP 293A:	Applied Music/Guitar II		x		
NRS 230:	Clinical Pharmacology I	Please place a note in the reviewers comments section that the outcomes and description are based upon the OCNE consortium agreement and must remain as they are written.	x		
NRS 231:	Clinical Pharmacology II		x		
NRS 232:	Pathophysiological Processes I		x		
NRS 233:	Pathophysiological Processes II		x		
PE 181E:	Circuit Interval Training 2	Roll back at SAC request Outcomes must be reviewed at the January meeting in order to meet deadline for the accreditation visit.			X
PE 182P:	Pilates I	Roll back at SAC request			X
PE 182Q:	Self-Paced Fitness	Roll back at SAC request			X
PE 182W:	Physical Activity for Weight Control	Roll back at SAC request			X
PE 183N:	Racquet Sports	Roll back at SAC request. Outcomes must be reviewed at the January meeting in order to meet deadline for the accreditation visit.			X
PE 184E:	Intermediate Skiing - Alpine	Roll back at SAC request			X
PE 185B:	Intermediate Basketball	Roll back at SAC request			X
PE 185J:	Beginning Softball	No discussion	X		
PL 109:	Estate Planning	See CourseLeaf		x	
PL 124:	Law Office Management	See CourseLeaf		x	
PL 206:	Intellectual Property Law	See CourseLeaf		x	

PL 208:	Family Law	See CourseLeaf		x	
PL 220:	Worker's Compensation	See CourseLeaf		x	
PL 222:	Corporate Law Practice	See CourseLeaf		x	
VT 103:	Animal Health Record Systems	See CourseLeaf		x	
VT 105:	Comparative Veterinary Anatomy and Physiology I	See CourseLeaf		x	
VT 109:	Radiation Safety	See CourseLeaf		x	
VT 110:	Specimen Collection Laboratory	See CourseLeaf		x	
VT 112:	Clinical Laboratory Procedures	See CourseLeaf		x	
VT 113:	Veterinary Microbiology	See CourseLeaf		x	
VT 280A:	Cooperative Education: Clinic I	See CourseLeaf		x	
VT 280B:	Cooperative Education: Clinic II	See CourseLeaf		x	
VT 280C:	Cooperative Education: Clinic III	See CourseLeaf		x	

#### Discussion items and announcements

The curriculum office provided a draft copy of the new Style Guide to all Committee members for review. Discussion will be at the second January meeting.

Chair queried the committee: Was the opportunity to share comments and identify typos ahead of time on a Google Doc useful?

Yes, but the format was clunky and more feedback as to which typos had been fixed is necessary ahead of time.

See you all next year!