

# CURRICULUM COMMITTEE MINUTES

September 28, 2017, 3:00-3:45 pm, Council Conference Room

**Members Present: Lynnette Hoerner (chair), Katherine Sykes, Michael Fulks, Ellie Camann, Kelly Circle, Jeremy Cox, Angie Simmons, Janiece Knepe-Walter, Erica Iverson**

**Members Absent: n/a**

**Visitors: Ellen Speare (HHP)**

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Administrative: Kate Haddon's new position title needs to be changed on the bylaws (Kate's title is Senior Coordinator, Instructional Services). Thyra Powers' position is as required (former production coordinator), but Lynnette will talk to Linda about that. Does that need to be part of the job description?

Editable form until we can edit the form (thank you, Janiece). This will go on our website. Approved for use with a request to add required and recommended categories.

Website maintenance: Katherine will keep the Curriculum Management website up-to-date as part of her duties as Secretary, and Lynnette will keep the D2L page up-to-date. Approved minutes should be emailed to FT faculty, Instructional Services, and Academic Advisors.

Ellen Speare: Prefix conversion in progress for HHP to become Integrative Health Professions. RRCC has a transfer agreement with Metro for their Integrated Health BA. The HHP courses will also be re-numbered. Ellen is reviewing 56 courses. She was told that a 1-credit course should 5-6 competencies, etc. We haven't seen courses returned for too many.

Lynnette will discuss PHO 241 and 242 with Linda Comeaux to continue working on those. Lynnette will also ask whether all CTE courses are 1:1.5 lecture: lab. Janiece hasn't heard this, and neither has Jeremy. Computer Science and Kate Haddon might have some input on this.

HIS 253 (Holocaust class) also got hung up. Mostly, it needs to be on the other form. This will be sent out for email approval by this committee.

## CURRICULUM REVIEW

### HHP115 Neurolinguistic Programming

- a) New 1-credit course that combines two former ½-credit courses. There isn't overlap with COM 125 here, but might still check with the state COM chair.
- b) Approved by members present.

### HHP113 Your Heart's Intention

- a) New course. No questions on the cover sheet. Lynnette will update formatting and copy Ellen on it when it is sent to Linda.
- b) Approved by members present.

#### FIW116 Wooden Handplane Making

- a) New course. Lynnette will update formatting and send to Linda. Updates made to address Jeanie Gross's comments.
- b) Approved by members present.

#### FIW107 Advanced Hand Tool

- a) New course. This number would be a problem, so will check on process for taking the course out of archiving. We anticipate not being able to change the course title.
- b) On hold.

#### FIW115 Strip Canoe and Stand-up Paddle Board Making

- a) Revised course. Updating long and short titles, credit hours, catalog description, competencies, and topical outline. Credit hours changed from 4 to 6.
- b) Approved by members present.

#### FIW145 Metal Handplane Restoration for Woodworkers

- a) New course. Made edits and checked Bloom's for verbs in question.
- b) Approved by members present.

MEETING ADJOURNED.