

COURSE & CURRICULUM COMMITTEE

MEETING MINUTES

MAY 11, 2018

PRESENT: D. BERTCH, D. COBLENTZ, P. EAGAN, C. GIBSON, S. HUBBELL, R. KRAAS, K. SPARROW, H. STEVENS, T. SYPRIS

ABSENT: D. COATES, G. FREDERICKS, K. GRUBKA, P. HENNING, S. MYERS, B. REYNOLDS

GUEST: M. DEY

1. Call to Order – The meeting was called to order at 1:00 p.m.
2. Meeting Minutes of April 13, 2018 – The minutes of April 13, 2018 were approved as distributed.
3. Review/Revise/Approve Agenda – The agenda was approved as distributed.
4. Announcements/Updates – D. Bertch reported the ALC took action on the April Course & Curriculum items noting those items will go to the Board in June.
5. Business
 - 5.1 Course Inactivations (Effective 201920)
 - 5.1.1 COM 115, Intro to Visual Communications, 3-3-0 (Lecture/Discussion) – D. Bertch discussed the recommendation to inactivate COM 115, Intro to Visual Communications, 3-3-0 (Lecture/Discussion) noting this course was last offered fall 2012 and does not belong to any program of study. After discussion it was **MOVED, SECONDED** and **CARRIED** to inactivate COM 115, Intro to Visual Communications, 3-3-0 (Lecture/Discussion).
 - 5.1.2 MAT 230, MAT Certification Board Review, 1-1-0 (Lecture/Discussion) – M. Dey discussed the recommendation to inactivate MAT 230, MAT Certification Board Review, 1-1-0 (Lecture/Discussion) reporting this course has not run in years and is no longer needed. This course inactivation has been endorsed by the MAT faculty and MAT Advisory committee. After discussion it was **MOVED, SECONDED**, and **CARRIED** to inactivate MAT 230, MAT Certification Board Review, 1-1-0 (Lecture/Discussion).
 - 5.2 Course Revisions (Effective 201920)
 - 5.2.1 ANM 131, Intro to 3D Animation, 3-2-3 (Lecture/Standard Lab) – Change title to 3D Animation I - **Tabled**
 - 5.2.2 MAT 106, Medical Clinical Procedures I, 3-2-3 (Lecture/Standard Lab) – Add Blended strategy
 - 5.2.3 MAT 109, Medical Clinical Procedures II, 3-2-3 (Lecture/Standard Lab) – Add Blended strategy
 - 5.2.4 MAT 112, Medical Term/Anat Systems I, 2-2-0 (Lecture/Discussion) – Add Online and Blended strategies
 - 5.2.5 MAT 205, Laboratory Procedures, 3-1-4 (Lecture/Standard Lab) – Add Blended strategy
 - 5.2.6 MAT 207, Pharm for Medical Assisting, 2-1-2 (Lecture/Standard Lab) – Add Blended strategy
 - 5.2.7 MAT 210, Medical Term/Anat Systems II, 2-2-0 (Lecture/Discussion) – Add Online and Blended strategies

Items 5.2.2 – 5.2.7 – M. Dey discussed the recommendation of adding Blended and/or Online and Blended strategies to the MAT courses listed above noting this addition will eliminate the need for face-to face lecture time, but not impact those with a standard lab requirement providing greater program flexibility for students. These course revisions have been endorsed by the MAT faculty and MAT Advisory committee. After discussion it was **MOVED, SECONDED**, and **CARRIED** to endorse the recommendations as presented.
 - 5.3 New Courses (Effective 201920 unless otherwise noted)
 - 5.3.1 ANM 211, Motion Graphics & Comics, 3-2-3 (Lecture/Standard Lab) - **Tabled**
 - 5.3.2 ANM 231, 3D Animation II, 3-2-3 (Lecture/Standard Lab) - **Tabled**
 - 5.3.3 HVAC 224, Low Temp Commercial Refrig, 3-1-4 (Lecture/Standard Lab) – D. Coblentz discussed the recommendation of adding HVAC 224, Low Temp Commercial Refrig, 3-1-4 (Lecture/Standard Lab) to the program offerings stating this new course has been in development for several years at the recommendation of the advisory committee and is now ready to be added to the Heat, Ventilation, Air Conditioning certificate program. Credit hours increase to 37 from 34. D. Coblentz noted content for this course cannot be combined with any other course and other courses remain relevant to meet the core competencies of program graduates. This new course has been endorsed by the HVAC faculty and HVAC advisory committee. After discussion it was **MOVED, SECONDED**, and **CARRIED** to endorse the addition of HVAC 224, Low Temp Commercial Refrig, 3-1-4 (Lecture/Standard Lab) to the course offerings.
 - 5.3.4 PSI 126, Michigan Politics, 3-3-0 (Lecture/Discussion) (Effective 202010) – **Tabled**

5.4 Program Inactivations – None.

5.5 Program Revisions (Effective 201920)

5.5.1 Animation & Game Art, AAS - **Tabled**

5.5.2 Computer Aided Design, AAS - **Tabled**

5.5.3 Engineering Technology, AAS - **Tabled**

5.5.4 Heat, Ventilation, Air Cond, Certificate

This program of study is being revised to include HVAC 224, Low Temp Commercial Refrig, 3-1-4 (Lecture/Standard Lab) (see 5.3.3). This addition will increase the total credit hours to 37 from 34. The change has been recommended by the HVAC faculty and HVAC advisory committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse the changes to the Heat, Ventilation, Air Cond, Certificate.

5.5.5 Multi-Media/Video, AAS – **Tabled**

5.6 New Programs (Effective 201920)

5.7 Other

5.7.1 D. Bertch reported the ALC endorsed the New Syllabus Template and Guidelines for Programs of Study and Creation. Next steps will include uploading the documents to the website. Thank-you to all who helped with this process.

6. Upcoming Meeting (Tentative) – June 8, 2018 at 1 PM in Room 4380

Please note: A notice regarding the status of the June 8, 2018 meeting will go out to the group the first week of June.

6.1 2018/2019 Fall Meetings:

- September 28, 2018 at 1 PM – Room 4380
- October 19, 2018 at 1 PM – Room 4380
- November 16, 2018 at 1 PM – Room 4380
- December 14, 2018 at 1 PM – Room 4380

7. Adjourn – The meeting adjourned at 1:27 p.m.

Future Agenda Items:

- FRL 130, Beginning Spanish I, 2-2-0 (Lecture/Discussion) – Inactivation

**Animation & Game Art
Associate of Applied Science**

Program Requirements (48 credits)

<u>Course # Title</u>	<u>Credits</u>
ANM 100 Adobe Creative Suite	3
ANM 103 History Animation/Gaming/TBM	3
ANM 111 2D Animation	3
ANM 120 Bus Practices/Creative Careers	3
ANM 131 3D Animation I	3
ANM 132 Character Design	3
ANM 142 Adobe Photoshop	3 – OR
ANM 143 Adobe Illustrator	3
ANM 171 Video Production	3
ANM 172 Audio Production	3
ANM 173 Storyboarding	3
ANM 201 Prof Practices in New Media	3 – OR
ANM 282 Design Crew Merit Course	3
ANM 231 3D Animation II	3
ANM 219 Experimental Animation	3
ANM 250 Digital Painting	3 – OR
ANM 251 Drawing Human Figure Motion	3
ART 101 2D Design & Color Theory	3
ART 103 Drawing & Composition I	3
ART 212 Life Drawing	3

General Education Requirements (18-19 credits)

<u>Course # Title</u>	<u>Credits</u>
ENG 110 College Writing I	3 – OR
ENG 160 College Writing & Research	4
ENG 112 Writing for the Workplace	3 – OR
COM 113 Interpersonal Communication	3
COM 101 Public Speaking	3
MATH 115 Math for the Liberal Arts	4
Social Science ¹	3
Wellness/Physical Education ²	<u>2</u>
Total Credits	66-67

Effective: 201920

Board Approval Date: _____

¹ Social Science Elective (3) = **AGF** 110; **ECO** 110, 201, 202, 240; **GEO** 102; **HRY** 100, 101, 102, 103, 104, 207, 210, 212, 200, 230, 240, 251, 252, 260; **HUM** 150; **PSI** 100, 101, 102, 201, 202, 250; **PSY** 150, 160, 170, 190, 240, 250, 260; **SOC** 102, 103, 105, 106, 170, 200, 201, 202, 205, 207, 261, 273

² WPE Elective (2) = **WPE** @

MULTI-MEDIA/VIDEO
Associate of Applied Science

Program Requirements (48 credits)

<u>Course # Title</u>	<u>Credits</u>
ANM 100 Adobe Creative Suite	3
ANM 103 History Animation/Gaming/TBM	3
ANM 120 Bus Practices/Creative Careers	3
ANM 141 Graphic Design	3
ANM 142 Adobe Photoshop	3
ANM 171 Video Production	3
ANM 172 Audio Production	3
ANM 173 Storyboarding	3
ANM 174 Script Writing	3
ANM 186 Multimedia	3
ANM 201 Prof Practices in New Media	3 – OR
ANM 282 Design Crew Merit Course	3
ANM 211 Motion Graphics & Comics	3
ANM 219 Experimental Animation	3 – OR
ART 219 Studio Lighting	3
ANM 271 Advanced Video Production	3
ART 101 2D Design & Color Theory	3
ART 133 Intro to Digital Photography	3
ART 215 Advanced Digital Photography	3

General Education Requirements (18-19 credits)

<u>Course # Title</u>	<u>Credits</u>
ENG 110 College Writing I	3 – OR
ENG 160 College Writing & Research	4
ENG 112 Writing for the Workplace	3 – OR
COM 113 Interpersonal Communications	3
COM 101 Public Speaking	3
MATH 115 Math for the Liberal Arts	4
Social Science ³	3
Wellness/Physical Education ⁴	<u>2</u>
Total Credits	66-67

Effective Term: 201920

Board Approval Date: _____

³ Social Science Elective (3) = **AGF** 110; **ECO** 110, 201, 202, 240; **GEO** 102; **HRY** 100, 101, 102, 103, 104, 207, 210, 212, 220, 230, 240, 251, 252, 260; **HUM** 150; **PSI** 100, 101, 102, 201, 202, 250; **PSY** 150, 160 170, 190, 240, 250, 260; **SOC** 102, 103, 105, 106, 170, 200, 201, 202, 205, 207, 261, 273

⁴ WPE Elective (2) = **WPE** @

COMPUTER AIDED DESIGN
Associate of Applied Science

Program Requirements (44 Credits)

<u>Course # Title</u>	<u>Credits</u>
CIS 100 Beginning Computer Skills	2
EDMT 101 Trends in Manufacturing	3
EDMT 103 Fundamentals Machine Tool Ops	4
EDMT 130 Tech Drawing w/AutoCAD	4
EDMT 140 Production Drafting/GD&T	3
EDMT 145 Descriptive Geometry	3
EDMT 160 PRO-E/CREO	3 – OR
EDMT 165 Inventor	3 – OR
EDMT 171 SolidWorks	3
EDMT 210 Kinematics of Mechanisms	3
EDMT 215 Statics Strength of Materials	4
EDMT 225 Comp Aided Simulation w/FEA	3
EDMT 245 Machine Design	4
EDMT 260 Metallurgy/Mechanical Testing	4
EDMT 270 CAD-CAM	4

General Education Requirements (18-19 Credits)

<u>Course # Title</u>	<u>Credits</u>
ENG 110 College Writing I	3 – OR
ENG 160 College Writing & Research	4
ENG 127 Technical Writing	3
MATH 106 Technical Mathematics	4 – OR
MATH 150 College Algebra	4
Political Science ⁵	3
Social Science ⁶	3
Wellness/Physical Education ⁷	2
Total Credits	62-63

Effective Date: 201920

Board Approval Date: _____

⁵ Political Science Elective (3) = **PSI** 100, 101, 102

⁶ Social Science Elective (3) = **ECO** 110, 201, 202, 240; **GEO** 102; **HRY** 100, 101, 102, 103, 104, 207, 210, 212, 220, 230, 240, 251, 252, 260; **PSI** 100, 101, 102, 201, 202, 250; **PSY** 150, 160, 170, ~~180~~, 190, 250, 260; **SOC** 102, 103, 105, 106, 170, 200, 201, 202, 205, 207, 261, ~~273~~

⁷ WPE Elective (2) = **WPE** @

ENGINEERING TECHNOLOGY
Associate of Applied Science

Program Requirements (44 credits)

<u>Course #</u>	<u>Title</u>	<u>Credits</u>
CHM 120	General Chemistry I	4
EDMT 101	Trends in Manufacturing	3
EDMT 103	Fundamentals Machine Tool Ops	4
EDMT 130	Tech Drawing w/AutoCAD	4
EDMT 215	Statics Strength of Materials	4
EDMT 260	Metallurgy/Mechanical Testing	4
ELT 102	Applied Electricity	4
ELT 103	Industrial Electronics	4
ELT 120	Electrical Machines	3
MATH 152	Trigonometry	3
PHY 111	College Physics I	4
PHY 112	College Physics II	4
	Program Electives ⁸	3

General Education Requirements (18-19 credits)

<u>Course #</u>	<u>Title</u>	<u>Credits</u>
ENG 110	College Writing I	3 – OR
ENG 160	College Writing & Research	4
ENG 127	Business Communications	3
MATH 106	Technical Mathematics	4 OR
MATH 150	College Algebra	4
Political Science ⁹		3
Social Science ¹⁰		3
Wellness/Physical Education ¹¹		<u>2</u>
Total Credits		62-63

Effective Date: 201920

Board Approval Date: _____

⁸ Program Electives (4) = ACC 101; EDMT 103, 104, 120, 125, 145; ECO 202; MATH 160

⁹ Political Science Elective (3) = PSI 100, 101, 102

¹⁰ Social Science Elective (3) = ECO 110, 201, 202, 240; GEO 102; HRY 100, 101, 102, 103, 104, 207, 210, 212, 220, 230, 240, 251, 252, 260; PSI 100, 101, 102, 201, 202, 250; PSY 150, 160, 170, 180, 190, 250, 260; SOC 102, 103, 105, 106, 170, 200, 201, 202, 205, 207, 261, 273

¹¹ WPE Elective (2) = WPE @

**HEAT, VENTILATION, AIR COND
Certificate**

<u>Course # Title</u>	<u>Credits</u>
HVAC 100 Shop Fundamentals	2 – OR
HVAC 110 Duct Design	2
HVAC 118 Electricity/HVAC Controls I	3
HVAC 119 Electricity/HVAC Controls II	3
HVAC 123 Refrigeration I	3
HVAC 124 Refrigeration II	3
HVAC 125 EPA Recovery/Certification	1
HVAC 132 Heating Concepts & Systems I	3
HVAC 133 Heating Concepts & Systems II	3
HVAC 141 Sheet Metal Layout I	3
HVAC 200 Customer Relations	1
HVAC 209 Oil Burners	2
HVAC 215 Hydronic Heat/Hot Water Boiler	2
HVAC 220 Heat/Air Cond System Design	3
HVAC 224 Low Temp Commercial Refrig	3
HVAC 230 Heat Pumps & Chilled Water Sys	2
Total Credits	37