

**COURSE & CURRICULUM COMMITTEE**

MEETING MINUTES  
NOVEMBER 16, 2018

PRESENT: D. BERTCH, D. COATES, D. COBLENTZ, B. DE DIE, C. GIBSON, R. KRAAS, A. NORD, K. SPARROW, H. STEVENS, B. REYNOLDS, T. SYPRIS  
ABSENT: P. EAGAN, P. HENNING, S. HUBBELL, S. GARDNER, G. FREDERICKS  
GUESTS: J. BRADY, R. BRILL, L. COOL, B. HAY, S. OTT, R. VEZEAU

1. Call to Order – The meeting was called to order at 1:00 p.m.
2. Meeting Minutes of October 19, 2018 – The meeting minutes of October 19, 2018 were approved as distributed.
3. Review/Revise/Approve Agenda – The agenda was approved as amended (5.1 Course Inactivations (Effective 202020))
4. Announcements/Updates – None presented.
5. Business
  - 5.1 Course Inactivations (Effective 202020)
    - 5.1.1 CUL 110, Culinary Foundations, 4-0-12 (Standard Lab) – B. Hay discussed the recommendation to inactivate CUL 110, Culinary Foundations, 4-0-12 (Standard Lab) reporting the 85 competencies required will be split between two new classes to better accommodate students. This course revision has been endorsed by the CUL faculty and the CUL Advisory Committee. After discussion it was MOVED, SECONDED, and CARRIED to inactivate CUL 110, Culinary Foundations, 4-0-12 (Standard Lab).
  - 5.2 Course Revisions (Effective 202010)
    - 5.2.1 AGF 210, Healthy Plant to Plate, 2-1-3 (Lecture/Standard Lab) – Change title to Sustainable Food Syst/Practice – B. Hay discussed the recommendation to change the title of AGF 210 reporting the new title, Sustainable Food Syst/Practice, is more in line with the curriculum. This course revision has been endorsed by the AGF faculty and the CUL Advisory Committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation as presented.
    - 5.2.2 BREW 110, Brewing History & Introduction, 2-2-0 (Lecture/Discussion) (Blended) 2-0-0 (Online) – Change title to History, Culture & Sustainability – B. Hay discussed the recommendation to change the title of BREW 110 reporting the new title, History, Culture & Sustainability, is more in line with the curriculum. This course revision has been endorsed by the BREW faculty and the BREW Advisory Committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation as presented.
    - 5.2.3 BREW 275, Brewing Internship, 2-0-0 to 9-0-0 (Variable) – Change credit hours to 3-0-0 (Internship)
    - 5.2.4 CUL 275, Culinary Internship, 2-0-0 to 9-0-0 (Variable) – Change credit hours to 3-0-0 (Internship)

Items 5.2.3 – 5.2.4 – B. Hay discussed the recommendation to change the credit hours of BREW 275 and CUL 275 to 3-0-0 (Internship) reporting the 2-0-0 to 9-0-0 (Variable) strategy was negatively impacting enrollment. These course revisions have been endorsed by the BREW faculty, BREW Advisory Committee, CUL faculty, and the CUL Advisory Committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation as presented.

    - 5.2.5 COM 101, Public Speaking, 3-3-0 (Lecture/Discussion) (Blended) 3-0-0 (Online) – Change strategy to (Composition) (Blended) (Online)
    - 5.2.6 COM 200, Intro to Communication Theory, 3-3-0 (Lecture/Discussion) (Blended) 3-0-0 (Online) – Change strategy to (Composition) (Blended) (Online)
    - 5.2.7 COM 201, Advanced Public Speaking, 3-3-0 (Lecture/Discussion) (Blended) 3-0-0 (Online) – Change strategy to (Composition) (Blended) (Online)
    - 5.2.8 COM 203, Special Topics/Communication, 3-3-0 (Lecture/Discussion) (Blended) 3-0-0 (Online) – Change strategy to (Composition) (Blended) (Online)
    - 5.2.9 COM 210, Fundamental Prof Communication, 3-3-0 (Lecture/Discussion) (Blended) 3-0-0 (Online) – Change strategy to (Composition) (Blended) (Online)
    - 5.2.10 COM 223, Interpers Comm Across Cultures, 3-3-0 (Lecture/Discussion) (Blended) 3-0-0 (Online) – Change strategy to (Composition) (Blended) (Online)
    - 5.2.11 COM 280, Intro Organizational Comm, 3-3-0 (Lecture/Discussion) (Blended) 3-0-0 (Online) – Change strategy to (Composition) (Blended) (Online)

Items 5.2.5 – 5.2.11 - S. Ott discussed the recommendation to change the strategy of the above courses to (Composition) (Blended) (Online) reporting the 3-3-0 (Lecture/Discussion) (Blended) 3-0-0 (Online) is an incorrect strategy for how these courses have always been taught. These course revisions have been endorsed by the COM faculty. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation as presented.

- 5.2.12 WPE 131, Fundamentals of Personal Train, 3-3-0 (Lecture/Discussion) – Change title to Exercise Physiology
- 5.2.13 WPE 150, Foundat's/Health, Phys Ed, Rec, 3-3-0 (Lecture/Discussion) – Change title to Foundat's/Hlth, PE, & Ex Sci

Items 5.2.12 – 5.2.13 – J. Brady discussed the recommendation to change the titles of the above courses as noted reporting the title changes and subsequent modifications made to each course will allow for a seamless transfer to WMU's Exercise Science degree program. These course revisions have been endorsed by the WPE faculty. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendations as presented.

### 5.3 New Courses (Effective 202010 unless otherwise noted)

- 5.3.1 BREW 100, Introduction to Brewing, 2-2-0 (Lecture/Discussion) – B. Hay discussed the recommendation of adding BREW 100 to the program offerings reporting this new course replaces CUL 100, Food Safety Essentials, in the Sustainable Brewing AAS, offers more safety instruction related to brewing and is a better fit for students. This new course has been endorsed by the BREW faculty and the BREW Advisory Committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation as presented.

- 5.3.2 CUL 120, Culinary Foundations I, 3-0-6 (Standard Lab)

- 5.3.3 CUL 125, Culinary Foundations II, 3-0-6 (Standard Lab)

Items 5.3.2 – 5.3.3 – B. Hay discussed the recommendation of adding CUL 120 and CUL 125 to the program offerings reporting these new courses will replace CUL 110, Culinary Foundations. These new courses have been endorsed by the CUL faculty and CUL Advisory Committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation as presented.

- 5.3.4 CUL 211, Advanced Pastry Shop, 3-1-4 (Lecture/Standard Lab)
- 5.3.5 CUL 212, Breads & Rolls, 3-1-4 (Lecture/Standard Lab)
- 5.3.6 CUL 213, Cake Baking & Production, 3-1-4 (Lecture/Standard Lab)
- 5.3.7 CUL 214, Pies, Teacakes & Cookies, 3-1-4 (Lecture/Standard Lab)
- 5.3.8 CUL 215, Quantity Bakery Operations, 3-1-4 (Lecture/Standard Lab)

Items 5.3.4 – 5.3.8 – B. Hay discussed the recommendation of adding the above courses to the program offerings reporting these new courses will be part of the new Baking & Pastries Certificate effective 202010. These new courses have been endorsed by the CUL faculty and CUL Advisory Committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation as presented.

- 5.3.9 PSI 126, Michigan Politics, 3-3-0 (Lecture/Discussion) (Effective 202010) – R. Brill and B. Reynolds discussed the recommendation of adding PSI 126, Michigan Politics, to the program offerings reporting this new course will complete the Political Science AA degree and will transfer to WMU. This new course has been endorsed by the PSI faculty. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation pending review for elective qualification. B. Reynolds will follow-up and report back.
- 5.3.10 WPE 105, Lifestyle Modification, 2-2-0 (Lecture/Discussion) (Effective 202010) – J. Brady discussed the recommendation of adding WPE 105, Lifestyle Modification to the program offerings reporting this new course is consistent with WMU and other four year institutions and will be part of the Exercise Science AS degree. This new course has been endorsed by the WPE faculty. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation as presented.
- 5.3.11 WPE 231, Kinesiology, 3-3-0 (Lecture/Discussion) (Effective 202010) – B. Vezeau discussed the recommendation of adding WPE 231, Kinesiology to the program offerings reporting this new course prepares students to enter the workforce, will be a part of the Exercise Science AS degree, and will also transfer to four year institutions. This new course has been endorsed by the WPE faculty. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation as presented.

### 5.4 Program Inactivations – None presented.

5.5 Program Revisions (Effective 202010 unless otherwise noted)

5.5.1 Coaching, COA

5.5.2 Coaching, CERT

Items 5.5.1 – 5.5.2 – Program changes accommodate the title changes of WPE 131 to Exercise Physiology and WPE 150 to Foundat’s/Hlth, PE, & Ex Sci. These program revisions have been endorsed by the WPE faculty. After discussion it was MOVED, SECONDED, and CARRIED to endorse these revisions to the Coaching, COA and Coaching CERT.

5.5.3 Culinary Arts & Sustainable Food Systems, AAS – Program changes accommodate the removal of CUL 110, Culinary Foundations, the removal of CUL 260 Medical Nutrition Therapy and the removal of the Political Science elective requirement; the title change of AGF 210 to Sustainable Food Syst/Practice; the addition of CUL 120 and CUL 125 and the credit hour change of CUL 275 to 3-0-0 (Internship) resulting in an overall credit hour change from 67-68 to 64-65. These program revisions have been endorsed by the CUL and AGF faculty and the CUL Advisory Committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse these revisions to the Culinary Arts & Sustainable Food Systems, AAS.

5.5.4 Sustainable Brewing, AAS – Program changes accommodate the removal of CUL 00, Culinary Foundations, the addition of BREW 100, Introduction to Brewing, the title change of BREW 110 to History, Culture & Sustainability and the credit hour change of BREW 275 to 3-0-0 (Internship). These program changes have been endorsed by the CUL and BREW faculty and BREW Advisory Committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse these revisions to the Sustainable Brewing, AAS.

5.5.5 Sustainable Brewing, CERT – Program changes accommodate the removal of CUL 100, Food Safety Essentials, the addition of BREW 100, Introduction to Brewing and the title change of BREW 110 to History, Culture & Sustainability. These program changes have been endorsed by the BREW faculty and BREW Advisory Committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse revisions to the Sustainable Brewing, CERT.

5.6 New Programs (Effective 202010 unless otherwise noted)

5.6.1 Baking & Pastries, CERT – This new program is a ready for work certificate with an option for accreditation in three years. This new program (Baking & Pastries, CERT) includes 37 credits and has been endorsed by the CUL faculty and CUL Advisory Committee. After discussion it was MOVED, SECONDED, and CARRIED to recommend the addition of the Baking & Pastries, CERT as a program offering at KVCC.

5.6.2 Culinary Arts Sustainable Food Systems, CERT – This new program includes 34 credits of the current Culinary Arts & Sustainable Food Systems, AAS program of study. It will provide graduates with work ready skills for entry level positions in kitchens. This new program has been endorsed by the CUL faculty and the CUL Advisory Committee. After discussion it was MOVED, SECONDED, and CARRIED to recommend the addition of the Culinary Arts & Sustainable Foods, CERT as a new program of study at KVCC.

5.7 Other – The group briefly discussed moving forward under new leadership.

6. Upcoming Meetings – Our next meeting will be on December 14, 2018 at 1 PM in Room 4380

6.1 2018/2019 Winter Meetings TBD

7. Adjourn – The meeting adjourned at 1:37 p.m.

Future Agenda Items:

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

**BAKING & PASTRIES  
CERTIFICATE**

**Program Requirements**

<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
AGF	105	Food Industry Career Planning	2
AGF	110	Intro Sustainable Food Systems	3
CUL	100	Food Safety Essentials	2
CUL	106	The Science of Food	3
CUL	130	Purchasing Practices	2
CUL	210	Baking & Dessert Fundamentals	4
CUL	211	Advanced Pastry Shop	3
CUL	212	Breads & Rolls	3
CUL	213	Cake Baking & Decorating	3
CUL	214	Pies, Teacakes & Cookies	3
CUL	215	Quantity Bakery Operations	3
MATH	105	Culinary & Food Industry Math	3
WPE	130	Nutrition for Health	3
<b>Total Credits</b>			<b>37</b>

Effective: 202010

Board Approval Date: \_\_\_\_\_

\_\_\_\_\_

**COACHING  
CERTIFICATE OF ACHIEVEMENT**

**Program Requirements (16 credits)**

<u>Course #</u>	<u>Title</u>	<u>Credits</u>
WPE 101	Principles of Fitness & Health	2
WPE 115	Beginning Coaching Techniques	3
WPE 116	Advance Coaching Techniques	3
WPE 131	Exercise Physiology	3
WPE 272	Coaching Field Experience <sup>1</sup>	2
WPE 140	Elementary Move & Activities	3 – OR –
WPE 150	Foundat's/HLth, PE, & Ex Sci	3
<b>Total Credits</b>		<b>16</b>

Effective: 202010

Board Approval Date: \_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> Students may register for WPE 272, Coaching Field Experience, only with a valid CPR/First Aid Certification AND only after permission from the coordinator.

**COACHING  
CERTIFICATE**

**Program Requirements (16 credits)**

<u>Course #</u>	<u>Title</u>	<u>Credits</u>
WPE 101	Principles of Fitness & Health	2
WPE 115	Beginning Coaching Techniques	3
WPE 116	Advance Coaching Techniques	3
WPE 131	Exercise Physiology	3
WPE 150	Foundat's/Hlth, PE, & Ex Sci	3
WPE 272	Coaching Field Experience <sup>1</sup>	2
	Program Electives <sup>2</sup>	<u>14</u>
	<b>Total Credits</b>	<b>30</b>

Effective: 202010

Board Approval Date: \_\_\_\_\_

<sup>1</sup> Students may register for WPE 272, Coaching Field Experience, only with a valid CPR/First Aid Certification AND only after permission from the coordinator.

<sup>2</sup> Program Elective Courses (14-credits) = **BIO** 101, 110; **COM** 101, 113; **ENG** 110; **PSY** 150, 160, 180; **WPE** 112, 117, 124, 125, 140, 145, 153, 173, 178, 179, 260



**CULINARY ARTS SUSTAINABLE FOOD SYSTEMS  
ASSOCIATE OF APPLIED SCIENCE**

**Program Requirements (52 credits)**

<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
AGF	105	Food Industry Career Planning	2
AGF	110	Intro Sustainable Food Systems	3
AGF	120	Summer/Fall Crops Practicum	2
AGF	140	Winter Crops Practicum	2
AGF	210	Sustainable Food Syst/Practice	2
CUL	100	Food Safety Essentials	2
CUL	106	The Science of Food	3
<del>CUL</del>	<del>110</del>	<del>Culinary Foundations</del>	<del>4</del>
CUL	120	Culinary Foundations I	3
CUL	125	Culinary Foundations II	3
CUL	130	Purchasing Practices	2
CUL	170	Food Preservation	2
CUL	200	Menus for Diet & Health	3
CUL	210	Baking & Dessert Fundamentals	4
CUL	220	Fast Casual Café Production	4
CUL	230	Fast Casual Café & Event Ops	4
CUL	240	Restaurant Dinner Production	4
CUL	250	Restaurant Service & Mgmt	4
CUL	275	Culinary Internship	3
<b>General Education Requirements (15-16 credits)</b>			
ENG	110	College Writing I	3 – OR -
ENG	160	College Writing & Research	4
ENG	112	Writing for the Workplace	3 – OR -
COM	210	Fundamental Prof Communication	3
MATH	105	Culinary & Food Industry Math	3
WPE	130	Nutrition for Health	3
<del>CUL</del>	<del>260</del>	<del>Medical Nutrition Therapy</del>	<del>3 – OR -</del>
		<del>Political Science<sup>†</sup></del>	<del>3</del>
<b>Total Credits</b>			<b>67-68</b> <b>64-65</b>

Effective: 202010

Board Approval Date: \_\_\_\_\_

<sup>†</sup>Political Science Elective (3) – PSI 100, 101, 102



**CULINARY ARTS SUSTAINABLE FOOD SYSTEMS  
CERTIFICATE**

**Program Requirements**

<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
AGF	105	Food Industry Career Planning	2
AGF	110	Intro Sustainable Food Systems	3
CUL	100	Food Safety Essentials	2
CUL	106	The Science of Food	3
CUL	120	Culinary Foundations I	3
CUL	125	Culinary Foundations II	3
CUL	210	Baking & Dessert Fundamentals	4
CUL	220	Fast Casual Café Production	4
CUL	230	Fast Casual Café & Event Ops	4
MATH	105	Culinary & Food Industry Math	3
WPE	130	Nutrition for Health	3
<b>Total Credits</b>			<b>34</b>

Effective: 202010

Board Approval Date: \_\_\_\_\_

**SUSTAINABLE BREWING  
ASSOCIATE OF APPLIED SCIENCE**

**Program Requirements (43 – 51 credits)**

<u>Course</u>	<u>Title</u>	<u>Credits</u>
ACC 101	Principles of Accounting	4 – OR -
BUS 101	Business Principles/Practices	3
AGF 105	Food Industry Career Planning	2
AGF 110	Intro Sustainable Food Systems	3
AGF 120	Summer/Fall Crops Practicum	2 – OR -
AGF 140	W/inter Crops Practicum	2
BREW 100	Introduction to Brewing	2
BREW 110	History, Culture & Sustainability	2
BREW 130	Materials, Malting & Mashing	3
BREW 140	Recipe, Process & Technology	4
BREW 151	Biochemistry of Brewing	2
BREW 152	Microbiology of Brewing	2
BREW 160	Styles Sensory & Food Pairing	3
BREW 170	Fermenting & Finishing Tech	3
BREW 225	Brewing Practicum	2
BREW 230	Packaging & Distribution	3
BREW 250	Brewing Quality Control	2
BREW 275	Brewing Internship	3
CUL 100	Food Safety Essentials	3
	Program Electives <sup>1</sup>	3
<b>General Education Requirements (19 – 20 credits)</b>		
ENG 110	College Writing I	3 – OR -
ENG 160	College Writing & Research	4
ENG 112	Writing for the Workplace	3 – OR -
COM 210	Fundamental Prof Communication	3
CHM 100	Fundamentals of Chemistry	4 – OR -
CHM 120	General Chemistry I	4
MATH 105	Culinary & Food Industry Math	3
WPE 130	Nutrition for Health	3
	Political Science <sup>2</sup>	3
<b>Total Credits:</b>		<b>63-64</b>

Effective Term: 202010

Board Approved Date: \_\_\_\_\_

<sup>1</sup>Program Elective (3) = ACC 101, 102; AGF 120, 140; ANM 100; BUS 101, 115; CUL 106, 110, 130; EDMT 103; WELD 120

<sup>2</sup>Political Science Elective (3) = PSI 100, 101, 102

**SUSTAINABLE BREWING  
CERTIFICATE**

***Program Required Courses***

<b>Courses</b>	<b>Title</b>	<b>Credits</b>
BREW 100	Introduction to Brewing	2
BREW 110	History, Culture & Sustainability	2
BREW 130	Materials, Malting & Mashing	3
BREW 140	Recipe, Process & Technology	4
BREW 151	Biochemistry of Brewing	2
BREW 152	Microbiology of Brewing	2
BREW 160	Styles, Sensory & Food Pairing	3
BREW 170	Fermentation & Finishing Tech	3
BREW 210	Brewing Practicum I	1
BREW 220	Brewing Practicum II	1
BREW 230	Packaging & Distribution	3
BREW 250	Brewing Quality Control	2
BREW 275	Brewing Externship	3
CUL-100	Food Safety Essentials	2
<b>Total Credits</b>		<b>31</b>

Board Approved Date: \_\_\_\_\_

For Semester: \_\_\_\_\_