

COURSE & CURRICULUM COMMITTEE

Meeting Minutes

March 18, 2016

Present: D. Bertch, T. Buszek, D. Coates, D. Coblentz, W. deDie, P. Eagan, G. Fredericks, C. Gibson, G. Jacobs, R. Kraas, D. McCurdy, B Reynolds, K. Sparrow, H. Stevens, T. Sypris

Absent: K. Dockerty, B. Purdy, J. Taylor

1. Call to Order – The meeting was called to order by D. Bertch at 1:00 p.m.
2. Meeting Minutes of December 18, 2015 - The meeting minutes of December 18, 2015 were approved as presented.
3. Review/Revise/Approve Agenda - The meeting agenda was approved as presented.
4. Announcements/Updates – D. Bertch provided the group with an HLC update as outlined in 5.7.3
5. Business
 - 5.1 Course Inactivations
 - 5.1.1 **FRL 130, Beginning Spanish I, 2-2-0 (Lecture/Discussion)** – Postponed
D. Bertch noted this is a carry-over from previous meetings and will remain on hold until the FRL instructor has had the opportunity to make a recommendation.
 - 5.1.2 **AUTO 111, Exploring Auto Career Options, 2-1-3 (Lecture/Standard Lab)** –
T. Buszek discussed the recommendation to inactivate AUTO 111, Exploring Auto Career Options, stating this course was created some years ago in an effort to address completion rates noting current criteria has changed. AUTO 111 is not in any degree program, closely mirrors AUTO 112 and is no longer needed. After discussion it was MOVED, SECONDED, and CARRIED to inactivate AUTO 111, Exploring Auto Career Options, 2-1-3 (Lecture/Standard Lab).
 - 5.2 Course Revisions
 - 5.2.1 **PHI 201, Introduction to Philosophy, 3-3-0 (Lecture/Discussion) to add a Blended strategy** – B. Reynolds discussed the recommendation to add a blended strategy to PHI 201, Introduction to Philosophy stating this addition will allow for the scheduling of additional blended sections over the next three years, and will provide more flexibility in student schedules. D. Coates and G. Jacobs brought forward recommendations to review prerequisites, guidelines, and minimal test scores. B. Reynolds agreed to explore the recommendations. After brief discussion it was MOVED, SECONDED and CARRIED to approve the addition of a blended strategy to PHI 201, Introduction to Philosophy, 3-3-0 (Lecture/Discussion).
 - 5.2.2 **PHI 205, Ethics, 3-3-0 (Lecture/Discussion) to add a Blended strategy** – B. Reynolds discussed the recommendation to add a blended strategy to PHI 205, Ethics, 3-3-0

(Lecture/Discussion) stating this addition will allow for the scheduling of additional blended sections over the next three years, and will provide more flexibility in student schedules. D. Coates and G. Jacobs brought forward recommendations to review prerequisites, guidelines, and minimal test scores. B. Reynolds agreed to explore the recommendations. After brief discussion it was MOVED, SECONDED and CARRIED to approve the addition of a blended strategy to PHI 205, Ethics, 3-3-0 (Lecture/Discussion).

- 5.2.3 **PHI 209, Comparative Religions, 3-3-0 (Lecture/Discussion)** B. Reynolds discussed the recommendation to add a Blended strategy to PHI 209, Comparative Religions, 3-3-0 (Lecture/Discussion) stating this addition will allow for the scheduling of additional blended sections over the next three years, and will provide more flexibility in student schedules. D. Coates and G. Jacobs brought forward recommendations to review prerequisites, guidelines, and minimal test scores. B. Reynolds agreed to explore the recommendations. After brief discussion it was MOVED, SECONDED and CARRIED to approve the addition of a blended strategy to PHI 209, Comparative Religions, 3-3-0 (Lecture/Discussion).
- 5.3 New Courses
- 5.3.1 **GWS 100, Introduction to Gender and Women’s Studies, 3-3-0 (Lecture/Discussion) (Blended) and 3-0-0 (Online)** – B. Reynolds discussed the recommendation of adding GWS 100, Introduction to Gender and Women’s Studies, 3-3-0 (Lecture/Discussion) (Blended) and 3-0-0 (Online) to the program offerings stating this new course will meet the needs of our students and transfer to WMU. A sample syllabus was shared with the group. After discussion it was determined that no action will be taken until the following recommended revisions are considered. 1) Change the course number to mirror the WMU offering. 2) Move the course to the appropriate discipline. 3) Revise the instructor competencies.
- 5.3.2 **GWS 101, Media and the Sexes, 3-3-0 (Lecture/Discussion) (Blended) and 3-0-0 (Online)** - B. Reynolds discussed the recommendation of adding GWS 101, Media and the Sexes, 3-3-0 (Lecture/Discussion) (Blended) and 3-0-0 (Online) to the program offerings stating this new course will meet the needs of our students and transfer to WMU. A sample syllabus was shared with the group. After discussion it was determined that no action will be taken until the following recommended revisions are considered. 1) Change the course number to mirror the WMU offering. 2) Move the course to the appropriate discipline. 3) Revise the instructor competencies.
- 5.3.3 **TRS 104, First Year Experience, 2-1-2 (Lecture/Standard Lab)** – B. Reynolds discussed the recommendation of adding TRS 104, First Year Experience, 2-1-2 (Lecture/Standard Lab) to the program offerings requesting this course be transitioned from the pilot phase to a regular course designation noting no changes to the course. B. Reynolds reported on student success data collected by C. Heeter, future plans to offer 9 sections for fall 2016 and next steps to include the course in Guided Pathway Meta Majors. After brief discussion it was MOVED, SECONDED and CARRIED to approve the addition of TRS 104, First Year Experience, 2-1-2 (Lecture/Standard Lab) to the course offerings.

- 5.4 Program Revisions – None presented.
- 5.5 Program Additions – None presented.
- 5.6 New Programs – None presented.
- 5.7 Other
 - 5.7.1 Online/Blended Definitions – G. Fredericks distributed for discussion and review the revised *New Blended Definition*. An overview of the document was provided. After brief discussion it was MOVED, SECONDED, and CARRIED to endorse the *New Blended Definition* as presented. D. Bertch noted next steps will be to present the *New Blended Definition* to the Academic Leadership Council.
 - 5.7.2 Course & Curriculum Committee Role and Purpose – D. Bertch distributed for review the revised Course and Curriculum Committee Role and Purpose. An overview of the document was provided. R. Kraas requested more time to further review rolls and functions and formalize process and procedures. The draft document will be brought back to this group for further discussion at the April 15, 2016 meeting.
 - 5.7.3 HLC Visit Preparation – D. Bertch outlined expectations of this group in preparation for the Higher Learning Commission visit on Monday, March 21 and Tuesday, March 22, 2016.
 - 5.7.4 Proposed Master Syllabus – 2nd Reading – B. deDie distributed for review the revised Master Syllabus reporting revisions to the document were based on feedback received from the group. An overview of the revisions was provided. All were asked to review the revised document in preparation for a step-by-step- review at the April 15, 2016 meeting.
 - 5.7.5 D. Bertch reported on Denise Blanchard’s resignation and requested all Course and Curriculum needs be sent to his attention.
6. Upcoming Meetings – All Meetings will be at 1 p.m. Room 4380
 - April 15, 2016 at 1 p.m. in Room 4380
7. Adjourn – The meeting adjourned at 2:00 p.m.