

COURSE & CURRICULUM COMMITTEE  
Meeting Minutes  
April 15, 2016

Present: D. Bertch, T. Buszek, D. Coates, D. Coblenz, W. deDie, P. Eagan, G. Fredericks, C Gibson, G. Jacobs, R. Kraas, D. McCurdy, B. Reynolds, K. Sparrow  
Absent: K. Dockerty, B. Purdy, H. Stevens, T. Sypris  
Guests: R. Bengelink, R. Herrick, M. Koning, M. Reck

1. Call to Order – The meeting was called to order by D. Bertch at 1:00 p.m.
2. Meeting Minutes of March 18, 2016 – The meeting minutes of March 18, 2016 were approved as presented.
3. Review/Revise/Approve Agenda – The meeting agenda was approved as amended. (5.2.6 – 5.2.20 postponed) (5.4.5 should read Office Support Specialist Certificate of Achievement)
4. Announcements/Updates – None presented.

5. Business

5.1 Course Inactivations

**FRL 130, Beginning Spanish I, 2-2-0 (Lecture/Discussion)** - 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.

5.1.1 **BUS 222, Medical Transcription I, 3-0-9 (Open Lab)** – R. Kraas discussed the recommendation to inactivate BUS 222, Medical Transcription I, 3-0-9 (Open Lab) stating this transcription based course is being replaced by with a BUS 222, Editing Business Documents course to remain relevant with industry standards. After discussion it was MOVED, SECONDED, and CARRIED to inactivate BUS 222, Medical Transcription I, 3-0-9 (Open Lab).

5.2 Course Revisions

5.2.1 **AGF 140, Winter Crops Practicum, 2-0-6 (Standard Lab) to 2-1-3 (Lecture/Standard Lab)** – R. Herrick discussed the recommendation to change the course strategy for AGF 140, Winter Crops Practicum from 2-0-6 (Standard Lab) to 2-1-3 (Lecture/Standard Lab) addressing the need for more content based instruction providing students with a better overall experience. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation as presented.

5.2.2 **BREW 275, Brewing Externship, 2-0-0 to 9-0-0 (Field Work) to Brewing Internship, 2-0-0 to 9-0-0 (Variable)** – D. McCurdy and M. Koning discussed the recommendation to change the title of this course to Brewing Internship, 2-0-0 to 9-0-0 (Variable) stating this course does not meet externship criteria. Externships are typically a job shadow experience and are shorter in duration. After discussion it was MOVED, SECONDED, and CARRIED with one abstention (D. McCurdy) to endorse the recommended title change.

- 5.2.3 **CUL 265, Dietary Manager Externship, 8-0-0 to 9-0-0 (Field Work) to Dietary Manager Internship, 8-0-0 to 9-0-0 (Variable)** – D. McCurdy and M. Koning discussed the recommendation to change the title of this course to Dietary Manager Internship, 8-0-0 to 9-0-0 (Variable) stating this course does not meet externship criteria. Externships are typically a job shadow experience and are shorter in duration. After discussion it was MOVED, SECONDED, and CARRIED with one abstention (D. McCurdy) to endorse the recommended title change.
- 5.2.4 **CUL 275, Culinary Externship, 2-0-0 to 9-0-0 (Field Work) to Culinary Internship, 2-0-0 to 9-0-0 (Variable)** - D. McCurdy and M. Koning discussed the recommendation to change the title of this course to Culinary Internship, 2-0-0 to 9-0-0 (Variable) stating this course does not meet externship criteria. Externships are typically a job shadow experience and are shorter in duration. After discussion it was MOVED, SECONDED, and CARRIED with one abstention (D. McCurdy) to endorse the recommended title change.
- 5.2.5 **ENG 112, Business Communication, 3-3-0 (Composition) (Online) - Change title to Writing for the Workplace** – B. Reynolds discussed the recommendation to change the title of this course to Writing for the Workplace, stating this title change will be less confusing and will attract non-business students. After discussion it was MOVED, SECONDED, and, CARRIED to endorse the recommended title change.

Items 5.2.6 through 5.2.20 postponed.

- 5.2.6 ENG 201, English Literature I, 4-4-0 (Lecture/Discussion): Change strategy to Composition – Postponed
- 5.2.7 ENG 202, English Literature II, 4-4-0 (Lecture/Discussion): Change strategy to Composition – Postponed.
- 5.2.8 ENG 203, American Literature I: Beginnings to 1865, 4-4-0 (Lecture/Discussion): Change strategy to Composition – Postponed
- 5.2.9 ENG 204, American Literature II: Civil War to Present, 4-4-0 (Lecture/Discussion): Change strategy to Composition – Postponed
- 5.2.10 ENG 205, World Literature, 4-4-0 (Lecture/Discussion): Change strategy to Composition – Postponed
- 5.2.11 ENG 206, Shakespeare, 4-4-0 (Lecture/Discussion): Change strategy to Composition – Postponed
- 5.2.12 ENG 207, African American Literature, 4-4-0 (Lecture/Discussion): Change strategy to Composition – Postponed
- 5.2.13 ENG 214, Literary Interpretation, 4-4-0 (Lecture/Discussion): Change strategy to Composition – Postponed
- 5.2.14 ENG 216, Detective Fiction, 4-4-0 (Lecture/Discussion): Change strategy to Composition - Postponed
- 5.2.15 ENG 217, Science Fiction, 4-4-0 (Lecture/Discussion): Change strategy to Composition – Postponed
- 5.2.16 ENG 218, American Voices, 4-4-0 (Lecture/Discussion): Change strategy to Composition – Postponed

- 5.2.17 ENG 219, Short Stories, 4-4-0 (Lecture/Discussion): Change strategy to Composition - Postponed
- 5.2.18 ENG 230, Women in Literature, 4-4-0 (Lecture/Discussion): Change strategy to Composition - Postponed
- 5.2.19 ENG 242, Children's Literature, 4-4-0 (Lecture/Discussion) (Blended): Change strategy to Composition and Blended – Postponed
- 5.2.20 ENG 244, Literature for Adolescents, 4-4-0 (Lecture/Discussion): Change strategy to Composition – Postponed

### 5.3 New Courses

- 5.3.1 **BUS 260, Editing Business Documents, 3-3-0 (Lecture/Discussion)** – R. Bengelink and R. Kraas discussed the recommendation to add BUS 260, Editing Business Documents, 3-3-0 (Lecture/Discussion) to the KVCC program offerings stating this new course encompasses the opportunity to work with BUS programs, will help students learn editing and revising skills and will address changes in technology in the workplace. This new course will be a requirement in several KVCC programs of study and is being recommended by the BUS advisory committee. After discussion it was MOVED, SECONDED, and CARRIED with one abstention (J. Taylor) to approve the addition of BUS 260, Editing Business Documents, 3-3-0 (Lecture/Discussion) to the course offerings with the following recommended changes: 1) Add BUS 160 as a requirement. 2) Remove the COMPASS reading score of 65. 3) Revisit course numbering and pre-requisites.

### 5.4 Program Revisions

- 5.4.1 **Administrative Assistant, AAS** – R. Kraas and R. Bengelink discussed the recommendation of adding BUS 103, Business Computer Applications, 3-3-1 (Lecture/Standard Lab) (Online/Blended) as an option for BUS 106, Excel I, 1-0-3 (Open Lab) (Online) and BUS 108, Access I, 1-0-3 (Open Lab) (Online) and BUS 109, Word I, 1-0-3 (Open Lab) (Online). Adding BUS 260, Editing Business Documents, 3-3-0 (Lecture/Discussion) to replace BUS 222, Medical Transcription I, 3-0-9 (Open Lab). Three-credits of Political Science or Social Science. Program credits remain unchanged. These program changes are being recommended by the BUS advisory committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommended program revisions.
- 5.4.2 **Administrative Support, Certificate** – R. Kraas and R. Bengelink discussed the recommendation of adding BUS 103, Business Computer Applications, 3-3-1 (Lecture/Standard Lab) (Online/Blended) as an option for BUS 106, Excel I, 1-0-3 (Open Lab) (Online) and BUS 108, Access I, 1-0-3 (Open Lab) (Online) and BUS 109, Word I, 1-0-3 (Open Lab) (Online). Adding BUS 260, Editing Business Documents, 3-3-0 (Lecture/Discussion) to replace BUS 222, Medical Transcription I, 3-0-9 (Open Lab). Credits would increase from 32 to 35. These program changes are being recommended by the BUS advisory committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommended program revisions.
- 5.4.3 **Medical Administrative Assistant, Certificate** – R. Kraas and R. Bengelink discussed the recommendation of adding BUS 111, Keyboarding I/Document Processing, 3-0-9 (Open Lab); Removing BUS 222, Medical Transcription I, 3-0-9 (Open Lab); Removing BUS 224, Medical Transcription II, 3-0-9 (Open Lab); Adding BUS 260, Editing Business Documents, 3-3-0 (Lecture/Discussion) noting credits remain unchanged at 31. These program changes are

being recommended by the BUS advisory committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommended program revisions.

- 5.4.4 **Office Management Certificate** – R. Kraas and R. Bengelink discussed the recommendation of adding BUS 103, Business Computer Applications, 3-3-1 (Lecture/Standard Lab) (Online) (Blended) as an option for BUS 106, Excel I, 1-0-3 (Open Lab) (Online) and BUS 109, Word I, 1-0-3 (Open Lab) (Online); Add BUS 108, Access I, 1-0-3 (Open Lab) (Online) noting an increase in program credit hours from 33 to 34. These program changes are being recommended by the BUS advisory committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommended program revisions.
- 5.4.5 **Office Support Specialist, COA** – R. Kraas and R. Bengelink discussed the recommendation of adding BUS 106, Excel I, 1-0-3 (Open Lab) (Online) and BUS 108, Access I, 1-0-3 (Open Lab) (Online); Adding BUS 103, Business Computer Applications, 3-3-1 (Lecture/Standard Lab) (Online) (Blended) as an option for BUS 106, Excel I, 1-0-3 (Open Lab) (Online) and BUS 108, Access I, 1-0-3 (Open Lab) (Online) and BUS 109, Word I, 1-0-3 (Open Lab) (Online); Credit hours increase from 17-18 to 19. These program changes are being recommended by the BUS advisory committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommended program revisions.
- 5.4.6 **Software Specialist, COA** – R. Kraas and R. Bengelink discussed the recommendation of adding BUS 103, Business Computer Applications, 3-3-1 (Lecture/Standard Lab) (Online) (Blended) as an option for BUS 106, Excel I, 1-0-3 (Open Lab) (Online) and BUS 108, Access I, 1-0-3 (Open Lab) (Online) and BUS 109, Word I, 1-0-3 (Open Lab) (Online) noting no change to program credit hours. These program changes are being recommended by the BUS advisory committee. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommended program revisions.
- 5.5 Program Inactivations – None presented.
- 5.6 New Programs – None presented.
- 5.7 Other
  - 5.7.1 Online/Blended Definitions – G. Fredericks distributed for review the revised Online and Blended Definitions for the student and faculty manuals. An overview of the revised definitions was provided. All present supported moving forward with the definitions as presented.
  - 5.7.2 Course & Curriculum Committee Role and Purpose – D. Bertch distributed for a second reading the revised Course and Curriculum Committee General Statement of Purpose, Membership, and Roles and Functions. After brief discussion all present endorsed the document with the recommended changes. D. Bertch noted next steps will be to share the revised Course and Curriculum Committee General Statement of Purpose, Membership, and Roles and Functions with the Academic Leadership Council.
- 5.8 Other
  - 5.8.1 Proposed Master Syllabus – 2<sup>nd</sup> Reading – Postponed to May 20, 2016.

D. McCurdy requested a walk-thru of the proposed master syllabus. D. Bertch noted the first 30 minutes of the next Course and Curriculum Committee meeting will be dedicated to the Proposed Master Syllabus.

6. Upcoming Meetings – May 20, 2016 at 1 p.m. in Room 4380
7. Adjourn – The meeting adjourned at 2:24 p.m.

**ADMINISTRATIVE ASSISTANT  
ASSOCIATE OF APPLIED SCIENCE**

<b><u>Program Major Courses: (49 credits)</u></b>			<b><u>Credits</u></b>
ACC	101	Principles of Accounting I	4
BUS	101	Business Principles/Practices	3
BUS	103	Business Computer Applications	3-OR
BUS	106	Excel I	1-AND
BUS	108	Access I	1-AND
BUS	109	Word I	1
BUS	132	Business Calculator Applications	2
BUS	136	Information Management	3
BUS	202	Keyboarding III-Document Formatting/Skillbuilding	3
BUS	205	Desktop Publishing for the Office	3
BUS	207	Organizational Behavior	3
BUS	217	Electronic Presentations for Business	3
BUS	218	Creating/Managing Projects	4
BUS	219	Electronic Communication and Document Management	3
BUS	242	Information Processing Software Applications	4
BUS	244	Automated Office Procedures	3
BUS	260	Editing Business Documents	3
BUS	263	Supervision	3
BUS	278	Business Internship	2

<b><u>General Education Requirements: (15 required)</u></b>			
BUS	102	Math for Business & Industry	4
BUS	160	Business Writing Skills	3
ENG	110	College Writing	3-OR
ENG	160	College Writing & Research	4
PSI	000	Political Science Elective	3-OR
SOC	000	Social Science Elective	3
WPE	000	Wellness/Physical Education Electives	2

**Total Credits 64**

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

Effective Term: 201710

**ADMINISTRATIVE SUPPORT  
CERTIFICATE**

<b><u>Program Major Courses:</u></b>			<b><u>Credits</u></b>
BUS	103	Business Computer Applications	3-OR
BUS	106	Excel I	1-AND
BUS	108	Access I	1-AND
BUS	109	Word I	1
BUS	132	Business Calculator Applications	2
BUS	136	Information Management	3
BUS	160	Business Writing Skills	3
BUS	202	Keyboarding III-Document Formatting/Skillbuilding	3
BUS	205	Desktop Publishing for the Office	3
BUS	217	Electronic Presentations for Business	3
BUS	219	Electronic Communication and Document Management	3
BUS	242	Information Processing Software Applications	4
BUS	244	Automated Office Procedures	3
BUS	260	Editing Business Documents	3
BUS	278	Business Internship	2

**Total Credits: 35**

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

Effective Term: 201710

**MEDICAL ADMINISTRATIVE ASSISTANT  
CERTIFICATE**

<b><u>Program Major Courses:</u></b>			<b><u>Credits</u></b>
BUS	103	Business Computer Applications	3-OR
BUS	106	Excel I	1-AND
BUS	108	Access I	1-AND
BUS	109	Word I	1
BUS	111	Keyboarding I/Document Processing	3
BUS	121	Keyboarding II/Document Processing	3
BUS	136	Information Management	3
BUS	160	Business Writing Skills	3
BUS	202	Keyboarding III-Document Formatting/Skillbuilding	3
BUS	242	Information Processing Software Applications	4
BUS	244	Automated Office Procedures	3
BUS	260	Editing Business Documents	3
BUS	278	Business Internship	2
HCR	116	Medical Terminology	1
MAT	206	Medical Computer Applications	3

**Total Credits: 34**

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

Effective Term: 201710

**OFFICE MANAGEMENT  
CERTIFICATE**

<b><u>Program Major Courses:</u></b>			<b><u>Credits</u></b>
ACC	101	Principles of Accounting I	4
BUS	101	Business Principles/Practices	3
BUS	103	Business Computer Applications	3-OR
BUS	106	Excel I	1-AND
BUS	108	Access I	1-AND
BUS	109	Word I	1
BUS	132	Business Calculator Applications	2
BUS	136	Information Management	3
BUS	160	Business Writing Skills	3
BUS	217	Electronic Presentations for Business	3
BUS	219	Electronic Communication and Document Management	3
BUS	242	Information Processing Software Applications	4
BUS	244	Automated Office Procedures	3
BUS	263	Supervision	3

**Total Credits: 34**

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

Effective Term: 201720

**OFFICE SUPPORT SPECIALIST  
CERTIFICATE OF ACHIEVEMENT**

<b><u>Program Major Courses:</u></b>			<b><u>Credits</u></b>
BUS	103	Business Computer Applications	3-OR
BUS	106	Excel I	1-AND
BUS	108	Access I	1-AND
BUS	109	Word I	1
BUS	136	Information Management	3
BUS	160	Business Writing Skills	3
BUS	202	Keyboarding III-Document Formatting/Skillbuilding	3
BUS	217	Electronic Presentations for Business	3
BUS	242	Information Processing Software Applications	4

**Total Credits: 19**

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

Effective Term: 201720

**SOFTWARE SPECIALIST  
CERTIFICATE OF ACHIEVEMENT**

BUS	103	Business Computer Applications	3-OR
BUS	106	Excel I	1-AND
BUS	108	Access I	1-AND
BUS	109	Word I	1
BUS	202	Keyboarding III-Documents Formatting/Skillbuilding	3
BUS	205	Desktop Publishing for the Office	3
BUS	217	Electronic Presentations for Business	3
BUS	219	Electronic Communication and Document Management	3-or
BUS	242	Information Processing Software Applications	4

**Total Credits: 15 - 16**

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

Effective Term: 201710