

COURSE & CURRICULUM COMMITTEE

Meeting Minutes

April 14, 2017

Present: D. Bertch, T. Buszek, D. Coblenz, W. deDie, P. Eagan, C. Gibson, R. Kraas, D. McCurdy, B. Reynolds, H. Stevens, K. Sparrow, C. Stolsonburg T. Sypris

Absent: D. Coates, G. Fredericks, K. Grubka, B. Purdy

Guests: K. DeKam, C. Gearig, F. Granzotto, D. Pantaleo

1. Call to Order – The meeting was called to order by D. Bertch at 1:00 pm
2. Meeting Minutes of December 16, 2016 were approved as distributed.
3. Review/Revise/Approve Agenda – The agenda was approved as amended. Page 3 Law Enforcement Specialist for Certification AAS was updated and redistributed to the group.
4. Announcements/Updates
 - 4.1 Master Syllabus Pilot Updates – B. deDie reported things are moving forward. More to come.
 - 4.2 Welcome and Introduction – Scott Myers was welcomed and introduced.
5. Business (Meeting minutes have been adjusted to follow agenda format.)
 - 5.1 Course Inactivations
 - 5.1.1 CIS 232, Advanced Local Area Networks, 3-3-0 (Lecture/Discussion) – C. Gearig discussed the recommendation to inactivate CIS 232, Advanced Local Area Networks, 3-3-0 (Lecture/Discussion) and offer CIS 255, Cisco Local Area Networks, 3-2-3 (Lecture/Standard Lab) (Blended) and 3-0-0 (online) to address industry standards and accommodate the needs of students in the CIS curriculum. This course inactivation has been endorsed by the CIS faculty. After discussion it was MOVED, SECONDED, and CARRIED to inactivate CIS 232, Advanced Local Area Networks, 3-3-0 (Lecture/Discussion).
 - 5.2 Course Revisions (effective 201820)
 - 5.2.1 ART 110, Ceramics 1, 3-1-6 (Lecture/3 Standard Lab/3 Open Lab) – change strategy to 3-1-5 (Lecture/3 Standard Lab/2 Open Lab) – F. Granzotto discussed the recommendation to change the strategy of this course to 3-1-5 (Lecture/3 Standard Lab/2 Open Lab) noting this change in strategy will better align with other art courses and will lower the cost of the course. The committee discussed how the open lab hours would be adjusted to continue to accommodate the successful achievement of the student learning outcomes. Accordingly, the course syllabi will be adjusted as the recommended 2 Open Lab hours strategy has been sufficient to meet the learning outcomes. This course revision has been endorsed by the ART faculty. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation with a required minimum of 2 hours open lab time.
 - 5.2.2 ART 111 Ceramics 2, 3-1-6 (Lecture/3 Standard Lab/3 Open Lab) – change to 3-1-5 (Lecture/3 Standard Lab/2 Open Lab) – F. Granzotto discussed the recommendation to change the strategy of this course to 3-1-5 (Lecture/3 Standard Lab/2 Open Lab) noting this change in strategy will better align with other art courses and will lower the cost of the course. The committee discussed how the open lab hours would be adjusted to continue to accommodate the successful achievement of the student learning outcomes. Accordingly, the course syllabi will be adjusted as the recommended 2 Open Lab hours strategy has been sufficient to meet the learning outcomes. This course revision has

been endorsed by the ART faculty. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation with a required minimum of 2 hours open lab time.

- 5.2.3 CIS 221, Networking Essentials, 3-3-0 (Lecture/Discussion) (Blended) and 3-0-0 (Online) – Change title and strategy to Introduction to Networks, 3-2-3 (lecture/Standard Lab) (Blended) and 3-0-0 (Online) – C. Gearig discussed the recommendation to change the title and strategy of this course to Introduction to Networks, 3-2-3 (Lecture/Standard Lab) (Blended) and 3-0-0 (Online) to provide clarity regarding course content; provide students with needed hands-on experiences to apply course content; and, accommodate understanding and better alignment with similar courses at other colleges/universities. This course revision has been endorsed by the CIS faculty. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation as presented.
- 5.2.4 CIS 223, LANS with Microsoft NOS, 3-2-3 (Lecture/Standard Lab) (Blended) and 3-0-0 (Online) – Change title to Introduction to MS Servers, 3-2-3 (Lecture/Standard Lab) (Blended) and 3-0-0 (Online) – C. Gearig discussed the recommendation to change the title of this course to Introduction to MS Servers, 3-2-3 (Lecture/Standard Lab) (Blended) and 3-0-0 (Online) noting this change will make this course more in line with other Microsoft specific courses. This course revision has been endorsed by the CIS faculty. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation as presented.
- 5.2.5 HUM 205, Mythology, 3-3-0 (Lecture/Discussion)/(Online/Blended) – Change strategy to Composition/Online/Blended – K. DeKam and B. Reynolds discussed the recommendation to change the strategy of this course to Composition/Online/Blended noting this change reflects the intensive writing assignments required for the course. This course revision has been endorsed by the HUM faculty. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation as presented.
- 5.2.6 MATH 216, Business Statistics, 3-3-0 (Lecture/Discussion) – Add 3-3-0 (Blended) and 3-0-0 (Online) strategies – P. Eagan discussed the recommendation to change the strategy of this course to include a 3-3-0 (Blended) and 3-0-0 (Online) strategy. These strategy changes will provide students with additional options. This course revision has been endorsed by the MATH faculty. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation as presented.

5.3 New Courses (effective 201820)

- 5.3.1 CIS 253, Cisco Routers IOS, 3-2-3 (Lecture/Standard Lab)
- 5.3.2 CIS 255, Cisco Local Area Networks, 3-2-3 (Lecture/Standard Lab) (Blended) and 3-0-0 (Online)
- 5.3.3 CIS 257, 257 Cisco Wide Area Networks, 3-2-3 (Lecture/Standard Lab) (Blended) and 3-0-0 (online)

Items 5.3.1 – 5.3.3 – These new courses were created as part of the Cisco Certification, COA and Cisco Technician, AAS programs of study. By offering these courses at KVCC, students will be better positioned to transfer to WMU, Ferris State, Davenport and other universities that offer CISCO Training and Certification opportunities. In addition, these courses will provide students with job ready skills within the industry. These new courses have been endorsed by the CIS faculty. After discussion it was MOVED, SECONDED, and CARRIED to endorse the recommendation as presented.

K. Sparrow requested and received course sequencing for the CIS courses.

5.4 Program Revisions (effective 201820)

- 5.4.1 Law Enforcement Specialist for Certification, AAS – Program changes accommodate the addition of COM 113 LEN 273, Political Science and WPE 112. The revisions to the Law Enforcement Specialist for Certification, AAS have been endorsed by the LEN Advisory Committee and LEN faculty. It was MOVED, SECONDED, and CARRIED to approve the revisions to the Law Enforcement Specialist for Certification, AAS as presented.
- 5.4.2 Business Administration, AAS – Program changes accommodate the addition of MATH 220 as an additional elective. The revision to the Business Administration, AAS has been endorsed by the BUS Advisory Committee and BUS faculty. It was MOVED, SECONDED, and CARRIED to approve the revision to the Business Administration, AAS as presented.
- 5.4.3 IT Support Technician, AAS -HOLD
- 5.4.4 Software Developer, AAS – HOLD
- 5.4.5 Occupational Technical Studies, AAS – Program changes accommodate clarification of expectations that students in this program of study have a minimum of 30 credits in a concentration to support a focused AAS. When first introduced, this program of study was intended to provide students completing the HVAC and/or WELD Certificate with an AAS option. Since then it has been used for other disciplines in industrial trades, business, and computer technology. After discussion it was MOVED, SECONDED, and CARRIED with one abstention (D. Bertch) to approve program changes to the Occupational Technical Studies, AAS as discussed and based on P. Eagan’s findings (Chemistry to remove Chem Tech) from the upcoming advisory committee meeting.
- 5.4.6 Help Desk, COA – Change title to Desk Side Support, COA
- 5.4.7 Network Manager, COA
- 5.4.8 PC Support Tech, COA

Items 5.4.6 – 5.4.8 – K. Sparrow shared the program revisions to Help Desk, COA (change title to Desk Side Support), Network Manager, COA and PC Support Tech, COA reflective of additional course offerings, course inactivations, and course revisions. It was MOVED, SECONDED, and CARRIED to approve the recommendations as presented.

5.5 Program Inactivations – None presented.

5.6 New Programs

- 5.6.1 Cisco Technician, AAS – HOLD
- 5.6.2 Cisco Certification, COA – This new program, upon successful completion, will allow graduates to sit for the Cisco Certification exam and provides them with job ready skills employers require. It was MOVED, SECONDED, and CARRIED to approve the recommendation as presented.

5.7 Other

- 5.7.1 Developing New Courses within Degree Programs –R. Kraas, S. Myers and B. deDie will meet to pull together a proposal.
- 5.7.2 Alternative Offerings – Early College – D. Bertch reported Alternative Offerings – Early College will be brought before this group. More to come.
- 5.7.3 T. Sypris requested and received an update of placement categories.

6. Next Meeting – May 12, 2017 at 1:00 p.m. in room 4380.

7. Upcoming Meetings – TBD

8. Adjourn – The meeting adjourned at 2:38 p.m.

Future Agenda Items:

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

**Law Enforcement Specialist for Certification
Associate of Applied Science**

Program Requirements

<u>Course</u>	<u>#</u>	<u>Title</u>	<u>Credits</u>
ENG	110	College Writing I	3 – OR
ENG	160	College Writing and Research	4
ENG	127	Technical Writing	3 - OR
COM	113	Interpersonal Communication	3
LEN	101	Introduction to Law Enforcement/Criminal Justice	3
LEN	102	Police Organization and Administration	3
LEN	106	Criminal Law and Procedure	4
*LEN	150	Fundamentals of Marksmanship	2
*LEN	201	Criminal Investigation	4
*LEN	202	Motor Vehicle Traffic	4
LEN	203	Criminology	3
LEN	204	Delinquency Prevention and Control	3
*LEN	206	Emergency Vehicle Operations	2
*LEN	241	Police Physical Skills	4
*LEN	242	Tactical Firearms	4
*LEN	243	Patrol Procedures	4
*LEN	253	Police Practical Problems	3
*LEN	273	Field Observation	1
		Political Science	3
		Math/Science	4
		Social Science	3
*WPE	112	Safety and First Aid	2
Total Credits			62-63

*Part of articulation with Policy Academy

Board Approved Date:

For Semester: 201820

**BUSINESS ADMINISTRATION
ASSOCIATES IN APPLIED SCIENCE**

Program Required Courses		Credits
ACC 101	Principles of Accounting I	4
BUS 101	Business Principles /Practices	3
BUS 102	Math for Business & Industry	4
BUS 103	Business Computer Application	3 – OR -
BUS 106	Basic Excel	1 – AND -
BUS 108	Basic Access	1 – AND -
BUS 109	Basic Word	1
BUS 105	Principles of Marketing	3
BUS 160	Business Writing Skills	3
BUS 201	Business Law I	3
BUS 207	Organizational Behavior	3
BUS 263	Supervision	3
BUS 278	Business Internship	3
COM 101	Public Speaking	3
ECO 202	Microeconomics	3
ENG 110	College Writing I	3 – OR -
ENG 160	College Writing & Research	4
	Political Science	3
	Wellness/Physical Education	2
Program Elective Courses (16 Credits)		
BUS 115	Small Business Management	3
BUS 119	Advanced Excel	2
BUS 123	Advanced Access	2
BUS 203	Human Resource Management	3
BUS 210	Quality Management	3
BUS 212	Personal Finance	3
BUS 215	Project Management	2
BUS 218	Creating/Managing Projects	3
BUS 219	Electron Comm & Docum Mgmt	3
BUS 240	Internet Marketing Concepts	3
BUS 241	eBusiness Strategies	3
CIS 115	PC Hardware & Software Support	3
CIS 170	Web Page Coding w/Dreamweaver	3
MATH 116	Intermediate Algebra	4
MATH 120	Finite Mathematics	3
MATH 216	Business Statistics	4
MATH 220	Probability and Statistics	4
Total Credits		62 - 63

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**DESK SIDE SUPPORT
CERTIFICATE OF ACHIEVEMENT**

Program Required Courses		Credits
BUS 103	Business Computer Application	3 – OR -
BUS 106	Basic Excel	1 – AND -
BUS 108	Basic Access	1 – AND -
BUS 109	Basic Word	1
CIS 110	PC Operating Systems	3
CIS 115	PC Hardware & Software Support	3
CIS 150	Programming Logic	3
CIS 175	DataBase/SQL	3
CIS 221	Introduction to Networks	3
Total Credits		18

Board Approved Date:

For Semester: 201820

**NETWORK MANAGER
CERTIFICATE OF ACHIEVEMENT**

Program Required Courses		Credits
CIS 110	PC Operating Systems	3
CIS 115	PC Hardware & Software Support	3
CIS 221	Introduction to Networks	3
CIS 223	Introduction to MS Servers	3
CIS 224	Network Security	3
Total Credits		15

Board Approved Date:

For Semester: 201820

**CISCO CERTIFICATION
CERTIFICATE OF ACHIEVEMENT**

Program Required Courses		Credits
CIS 110	PC Operating Systems	3
CIS 115	PC Hardware & Software Support	3
CIS 221	Introduction to Networks	3
CIS 253	Cisco Routers IOS	3
CIS 255	Cisco Local Area Networks	3
CIS 257	Cisco Wide Area Networks	3
Total Credits		18

Board Approved Date:

For Semester: 201820

**PC SUPPORT TECHNICIAN
CERTIFICATE OF ACHIEVEMENT**

Program Required Courses

BUS 103	Business Computer Applications
BUS 106	Basic Excel
BUS 108	Basic Access
BUS 109	Basic Word
CIS 110	PC Operating Systems
CIS 115	PC Hardware & Software Support
CIS 221	Introduction to Networks
CIS 223	Introduction to MS Servers
CIS 224	Network Security

Credits

3 – OR -
1 – AND -
1 – AND -
1
3
3
3
3
3
3

Total Credits	18
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Board Approved Date:

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OCCUPATIONAL TECHNICAL STUDIES – ASSOCIATE OF APPLIED SCIENCE

The purpose of this program of study leading to an Occupational Technical Studies, Associates of Applied Science degree is to provide students with an additional option in preparing for career advancement or transition. This degree is personalized and flexible meeting the standards of Kalamazoo Valley Community College’s graduation requirements.

The degree has been designed, in part, to recognize structured on-the-job training, military, trade/proprietary schools, and apprenticeship programs.

Students interested in the Occupational Technical Studies, AAS degree will need to meet with a KVCC counselor to determine the appropriate choice of concentration or emphasis of study for an individualized education plan. Students may elect to complete a KVCC recognized certificate program within this degree.

A total of 62-credits will be required. At a minimum **30-credits** must be in a **concentration, degree pathway, or emphasis of study**. Fifteen (15) credits must be earned through KVCC. All existing requirements for an AAS degree at KVCC apply to this program of study. Where appropriate an assessment of Credit for Prior Learning will be encouraged.

General Education Requirements (minimum 15-credits)

Category	Credits
English/Communications	6
Mathematics and/or Science	4
Political Science or Social Science	3
Wellness & Physical Education	<u>2</u>
Total Credits	15

Program Major/Electives (47-credit hours)

Program major courses are selected in a concentration area, degree pathway, or emphasis of study. This concentration may fulfill an employment need or work toward a professional career goal. Upon consultation and approval from either a business or industry training facilitator, the credit for prior learning office, counselor or discipline chair or dean, the student may elect a variety of courses to complete their AAS degree in Occupational Technical Studies. At least **30-credits** must be in a **concentration, degree pathway, or emphasis of study**.

The Occupational Technical Studies Program Major will consist of a combination of traditional courses and credit for prior learning.

Traditional Courses will consist of a specialized concentration available from KVCC’s “Technical Study” areas. These courses may be determined by a particular business or industry and a combination of technical courses required by a specific company that will equip the student with the skills needed to excel in their chosen occupation or program of study.

AREAS OF CONCENTRATION WITHIN MAJORS
(30-CREDITS MUST BE IN A CONCENTRATION OR EMPHASIS OF STUDY)

Upon approval and consultation from either a business and industry training facilitator, the prior learning office, or counselor or discipline chair, the student may elect a variety of courses to complete their AAS degree in the occupational technical studies listed below.

Industrial Trades

- Automotive
- Electrical
- Engineering, Design, & Manufacturing Technology
- Heating, Ventilation, and Air Conditioning
- Welding
- Construction
- Other specialized concentration or technical program courses. These courses may be determined by a particular business or industry and be a combination of technical courses required by a specific company.

Business, Management, Marketing, and Technology

- Accounting
- Administrative Assistant
- Administrative Support
- Business Administration
- General Marketing
- Legal Office Assistant
- Medical Administrative Assistant
- Medical Language Specialist
- Office Management
- Supervisory Leadership

Computer Technology

- IT Support Technician
- Software Developer

Credit for Prior Learning: Credit hours of approved prior work and life experience –

- Apprenticeship Training
- Military Training
- Trade/Proprietary Education
- Corporate Industry Training
- Structured On-the-Job Training

In some cases a student may request that courses completed in a concentrated occupational program of study, not a part of those listed above, be considered for the OTS, AAS degree. In all cases students will need to meet with a KVCC counselor to determine the appropriate choice of concentration, degree path, or emphasis of study.