

Course & Curriculum Committee Meeting Minutes
December 8, 2023 at 1:00 p.m.
TTC 4370-4380

Present: P. Eagan, J. Brady, D. Colbentz, N. Bergan, K. Naatjes, H. Parmelee, M. Adams, J. Abbott, W. deDie, M. Dunneback, G. Fredericks, S. Myers, A. Marsh-Peek, C. Pruis, A. Quinones, M. Raines, B. Reynolds, J. Wagner, C. Jbara, A. Moore, and S. Postula
Absent: B. Lindenbergh, D. Martin, S. Ridenbach, K. Lavender
Guests: D. Brock, P. Grohs, B. Kring, and L. Carranza Masso

1. Call to Order at 1:00pm
2. Meeting Minutes from November 10, 2023
The minutes from November 10, 2023 were approved as presented.

3. Business Matters

3.1 AAMT – Applied Art and Media Technologies

Motion made to approve change as a batch, the motion was approved.

3.1.1 Program Changes (Effective: 202510)

3.1.1.1 AGA.AAS: Animation & Game Art AAS

Add: ENG 111 as “or” option for ENG 112 or COM 113

3.1.1.2 GDC.AAS: Graphic Design AAS

Add: ENG 111 as “or” option for ENG 112 or COM 113

3.1.1.3 IL.AAS: Illustration AAS

Add: ENG 111 as “or” option for ENG 112 or COM 113

3.1.1.4 MMV.AAS: Multi Media/Video AAS

Add: ENG 111 as “or” option for ENG 112 or COM 113

3.1.1.5 WDD.AAS: Web Design & Development AAS

Add: ENG 111 as “or” option for ENG 112 or COM 113

K. Naatjes and H. Parmelee explained that ENG 111 is a common substitution request for ENG 112 or COM 113 so to add the “or” option would eliminate the need to complete substitution.

MOVE to vote, SECONDED and CARRIED to endorse the changes.

3.2 BIO – Biology

3.2.1 New Course (Effective: 202510)

3.2.1.1 BIO 107: Biological Basis of Stress, 3-3-0 (Lecture/Discussion)

Course Description: This class will focus on the origins of stress as a biological response, the physiological mechanisms of the stress response, and their implications on the different anatomical and physiological systems of the human body. The class will discuss the relationship between stress and a variety of different diseases and medical conditions. This course also involves the review of current scientific research publications on stress and its biological origins. *Prerequisite:* Writing, Reading, and Math - minimum benchmarks are required.

C. Pruis and L. Carranza Masso return with BIO 107 not as a pilot course but as a new offering for Fall 2025 if approved. Made course more robust than original pilot

and had discussions with other departments to provide background to help build upon other offerings.

MOVE to vote, SECONDED and CARRIED to endorse the new course.

3.3 CIS – Computer Information Systems

3.3.1 Course Changes (Effective: 202510)

3.3.1..1 CIS 110: Intro to Smart Devices, 3-3-0 (Lecture/Discussion)

Change: Title from “PC Operating Systems

M. Dunneback explained that no changes were being made to the curriculum just suggesting name change to bring it up to date with current technology names.

MOVE to vote, SECONDED and CARRIED to endorse the changes.

3.4 DHY – Dental Hygiene

3.4.1 Course Changes (Effective: 202510)

3.4.1..1 DHY 105: Dental Assisting I, 2-0-6 (Standard Lab)

Change: Strategy from Clinic to Standard Lab

3.4.1..2 DHY 106: Dental Assisting II, 1-0-3 (Standard Lab)

Change: Strategy from 1-0-3 (Clinic) to 1-0-3 (Standard Lab)

A.Quinoes explained that these courses have been taught as a standard lab for several years and not within the clinic. Requesting change to correct the strategy.

K. Naatjes stated that DHY 105 had the strategy change from Clinic to Standard Lab made temporarily during 202410 and if approved would make the change permanent.

MOVE to vote, SECONDED and CARRIED to endorse the changes.

3.5 EDMT – Engineering Design Manufacturing Technology

3.5.1 New Course (Effective: 202510)

3.5.1..1 EDMT 172: Advanced SolidWorks, 3-1-6 (Lecture/Discussion – Standard Lab)

Course Description: This course gives a thorough overview of the SolidWorks software package for students and professionals. Topics include applied parametric modeling, advanced mates, importing models, performance diagnostics and improvements, custom part/assembly/drawing templates, custom bills of material, surface modeling, mechanical annotations (welding, GD&T), SolidWorks add-ins, and more. Upon completion of this course, students will have the skills to create and administer new SolidWorks model and drawing templates.

Prerequisite: Successful completion of EDMT 171 or instructor permission is REQUIRED.

D. Brock and P. Grohs were present to provide details on the need for the new course offering. D. Brock stated that a need was identified to focus on highly sought software for employer that was not heavily focused on in other courses.

MOVE to vote, SECONDED and CARRIED to endorse the new course.

3.5.2 Course Changes (Effective: 202510)

Motion made to vote on changes as a batch the motion was approved

3.5.2..1 EDMT 102: Basics of Mechanical Sciences, 3-3-0 (Lecture/Discussion)

Change: Title from Basics Mechanical Technology; Strategy from 2-2-0 (Lecture/Discussion)

- 3.5.2..2 EDMT 130: Technical Drawing, 4-2-6 (Lecture/Discussion – Standard Lab)
Change: Title from Tech Drawing w/AutoCAD
- 3.5.2..3 EDMT 140: Fundamentals of GD&T, 3-2-3 (Lecture/Discussion – Standard Lab)
Change: Title from Production Drafting w/GD&T
- 3.5.2..4 EDMT 160: Creo (Pro/ENGINEER), 3-1-6 (Lecture/Discussion – Standard Lab)
Change: Title from Pro-E/CREO
- 3.5.2..5 EDMT 171: Parametric Design, 3-1-6 (Lecture/Discussion – Standard Lab)
Change: Title from SolidWorks
- 3.5.2..6 EDMT 225: Applied Finite Ele Analysis, 3-1-6 (Lecture/Discussion – Standard Lab)
Change: Title from Comp Aided Simulation w/FEA
- 3.5.2..7 EDMT 245: Machine Design, 3-2-3 (Lecture/Discussion – Standard Lab)
Change: Strategy from 4-2-6 (Lecture/Discussion – Standard Lab)
- 3.5.2..8 EDMT 260: Metallurgy & Mech Testing, 3-2-3 (Lecture/Discussion – Standard Lab)
Change: Title from Metallurgy/Mechanical Testing; Strategy from 4-3-3 (Lecture/Discussion – Standard Lab)

D. Brock, and P. Grohs explained that the changes and additions were being suggested to help modernize, streamline, and increase transferability of courses. Some topics were being shifted to earlier sections and labs were not running as long due to advancement in technology and equipment available which resulted in strategy changes. Title changes of courses again reflect change in field tech and continue to bring the program into more modernized light.

MOVE to vote, SECONDED and CARRIED to endorse the changes.

3.5.3 New Programs (Effective: 202510)

Motion made to vote on changes as a batch. Change to Motion to vote on CD.CERT and CREO.COA, FP.COA, and GDT.COA as a batch and separate vote on Engineering Design Technology AAS.

K. Naatjes explained any modification of an existing program, i.e.: changing of name requires a creation of a new program. D. Brock stated that the suggested new programs are modernizing existing programs and making more effective and marketable for students. Rolls into the Engineering Design Technology AAS

3.5.3..1 CD.CERT: Computer-Aided Design CERT

Program Description: Anywhere engineering or manufacturing happens, there is demand for skilled technicians to create, modify, and manage technical drawings. In the computer-aided design (CAD) certificate program, students will get hands-on training in modern 2D and 3D technical drawings and computer simulation (FEA/CFD). Students will gain experience in various CAD software packages, as well as

specializing in an in-demand CAD package of their choice, learning advanced user and administrator skills. Upon graduation, students will be qualified to begin their career in an entry-level CAD position in any engineering, manufacturing, CAD, architectural, or construction setting, or for further education opportunities in engineering design technology or engineering technology at KVCC or elsewhere. This program may be completed in parallel with various CAD and GD&T certificates or certificates of achievement at KVCC.

3.5.3.2 CREO.COA: CREO COA

Program Description: In this program, students and professionals will learn foundational skills in modern 2D and 3D technical drawings, then specialize in the PTC Creo (Pro/ENGINEER) software package. The up-to-date courseware at KVCC prepares individuals to be users and administrators of Creo in a professional setting. Program credits also apply to additional design or engineering technology certificate or associate degree programs at KVCC

3.5.3.4 FP.COA: Fluid Power COA

Program Description: In this program students and professionals will learn theory and practical applications of hydraulic and pneumatic power as well as general engineering design theory and applied fluid power system sizing and design. Program credits may also apply to additional certificate or degree programs in maintenance, machine tool, engineering technology, or other programs at KVCC.

3.5.3.5 GDT.COA: Geo Dim & Tolerancing (GD&T) COA

Program Description: In this program students and professionals will learn to read and create technical drawings using geometric dimensioning and tolerancing (GD&T) and other engineering standards. Dual pathways make this program appropriate for both production or design professionals. Program credits also apply to additional machine tool, design, or engineering technology certificate or associate programs at KVCC.

Discussion followed.

MOVE to vote, SECONDED and CARRIED to endorse the changes.

3.5.3.3 EDT: Engineering Design Technology AAS

Program Description: Ready to combine your technical and creative ideas into an in-demand career? In the Engineering Design Technology Associate of Applied Science program at KVCC, technically minded students are not limited to CAD alone. In this program, students will create a strong foundation in 2D and 3D computer-aided design (CAD), computer simulation (FEA/CFD), and applied engineering, incorporating cutting edge technical, manufacturing, and engineering knowledge to grow beyond drafting. Students will gain experience in multiple leading CAD software packages in addition to applied engineering and manufacturing topics, including mechanical design, material properties and strengths,

modern CAD/CAM manufacturing, and group project experience. Graduates of this program are prepared for a lifelong design career in any engineering, manufacturing, CAD, architectural, or construction design or technical drawing setting. Graduates are also well positioned for further education in engineering, engineering technology, manufacturing engineering technology, engineering management, or product design.

C. Pruis inquired why a PHY credit was not required with this engineering program and D. Brock and P. Grohs stated that it was not needed for this level but it was required in an existing program for those moving on to further their engineering education.

MOVE to vote, SECONDED and CARRIED to endorse the changes with one abstention.

3.5.4 Program Changes (Effective: 202510)

3.5.4..1 ACAD.COA: AutoCAD COA

Add: EDMT 100 as “or” option for EDMT 130 (-1 credits)

Remove: EDMT 183 (-3 credits)

Change: Overall credit total reduced from 10 to 6

3.5.4..2 ELT: Engineering Technology AAS

Add: EDMT 120, EDMT 125, EDMT 140, EDMT 171, MATH 156, and Technical Electives (+21 credits)

Remove: ELT 102, ELT 120, MATH 150, MATH 152, Program Electives, and Political Science (-20 credits)

Change: EDMT 260 credits from 4 to 3 (-1 credit)

Overall credits do not change

3.5.4..3 SDWK.COA: SolidWorks COA

Add: EDMT 272 (+3 credits)

Change: Overall credit increased from 7 to 10

MOVE to vote, SECONDED and CARRIED to endorse the changes

3.5.5 Incidental to the Course Changes (Effective: 202510)

Motion made to vote on changes as a batch the motion was approved

3.5.5..1 MMI.AAS: Maintenance Mechanical – Industrial AAS

Remove: General Elective (-1 credit)

Change: EDMT 102 credits from 2 to 3 (+1 credit)

Overall credits do not change

3.5.5..2 MMI.CERT: Maintenance Mechanic – Industrial CERT

Change: EDMT 102 credits from 2 to 3 (+1 credit)

Overall credits increased from 43 to 44

3.5.5..3 MTA: Machine Tool Automation AAS

Change: EDMT 102 credits from 2 to 3 (+1 credit)

Overall credits increased from 62 to 63

3.5.5..4 MTT: Machine Tool Technology AAS

Change: EDMT 102 credits from 2 to 3 (+1 credit)

Overall credits increased from 62 to 63

3.5.5..5 WT.CERT: Welding Technologies CERT

Change: EDMT 260 credits from 4 to 3

Overall credits reduced from 31 to 30

K. Naatjes explained that with the changes approved above the program effected by those changed would also need to be approved.

MOVE to vote, SECONDED and CARRIED to endorse the changes

3.5.6 Program Inactivation (Effective: 202510)

Motion made to vote on changes as a batch the motion was approved

3.5.6..1 DCAD.CERT: CAD Specialist CERT

3.5.6..2 DDS: Computer-Aided Design AAS

3.5.6..3 PENG.COA: ProEngineer COA

MOVE to vote, SECONDED and CARRIED to endorse the changes

3.6 EMS – Emergency Medical Services

3.6.1 Program Change (Effective: 202510)

3.6.1..1 EMS: Emergency Medical Services AAS

Change: Move the following courses from Program

Requirements to Program Prerequisites: COM 120, ENG 110 or ENG 160, MATH 100, PSY 150, and WPE 101

K. Naatjes explained changes discussed in conversation with D. Bernard would allow streamlining of scheduling to allow students to be able to enter clinical rotations with more ease without having to try to squeeze in program requirements at the same time.

MOVE to vote, SECONDED and CARRIED to endorse the changes

3.7 RCP - Respiratory Care Practitioner

3.7.1 Program Change (Effective: 202430)

3.7.1..1 Respiratory Care Practitioner AAS

Change: Typo correction changing ENG 110 to MATH 100

Not affecting proposed changes

K. Naatjes brought forward a correction that was discovered after the ALC meeting in December pointing out an error in the course listings. Does not affect proposed changes, the effective date or total credits.

MOVE to vote, SECONDED and CARRIED to endorse the changes

3.8 Administrative Changes (Effective: 202510)

Motion made to vote on changes as a batch the motion was approved

3.8.1 Course Inactivations

3.8.1..1 EDMT 282: Basic OSHA Safety Class, 1-1-0 (online)

3.8.1..2 EDMT 283: Industrial Automation, 3-2-2 (Lecture/Discussion – Standard Lab)

3.8.1..3 EDMT 284: Industrial Robotics, 3-2-2 (Lecture/Discussion – Standard Lab)

3.8.1..4 EDMT 286: Intro to Machine Tool Probing, 1-.5-.5 (Lecture/Discussion – Standard Lab)

3.8.1..5 EDMT 287: Basic Macro Programming for CNC, 1.5-.75-.75 (Lecture/Discussion – Standard Lab)

3.8.1..6 EDMT 288: Advanced CNC Probing, 1-.5-.5 (Lecture/Discussion – Standard Lab)

3.8.1..7 EDMT 289: Adv Mastercam 35 & Surfacing, 2-1-1 (Lecture/Discussion – Standard Lab)

3.8.1..8 EDMT 290: CNC Multi Axis, 3-.75-2 (Lecture/Discussion – Standard Lab)

3.8.1..9 HVAC 282: Installation of HVAC Equipment, 2-0-4.5 (Standard Lab)

K. Naatjes explained that many of the above courses only ran once and many not since 2014. Inactivations are being recommended to clean up the catalog offerings.

MOVE to vote, SECONDED and CARRIED to endorse the changes

4. Other
 5. Next Meeting: January 12, 2024 at 1:00 p.m.
 6. Adjourn 2:31pm
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