CURRICULUM COMMITTEE
October 16, 2015
MINUTES

PRESENT: Deborah Vess (chair), Becky Burton, Dan Ferguson, Debby Hall, Diane Brice, Edie Carter, Frank Sobey, Jason Norman, Jerry Terry, Jodi Lindseth, Judy Isbell, Karen Taylor, Kristin Edford, Kristin McDonald-Willey, Kim Crowley, Scott Rankin, Sam Schwarzlose for Dr. Biggers, Lou Ann Seabourn, Mark Rowh, Tamara Clunis, Tamra Rocsko, Richard Pullen, Sarah Davis as recorder.

ABSENT: Claudie Biggers, Brian Farmer, Kim Hays and Kelly Prater

Minutes of September 18: Review by Jerry Terry given, with noted changes to be made. Motion made to approve minutes with noted revisions, seconded and approved by all.

PROPOSALS:
Dr. Vess reminded the committee we have two proposals that were introduced last time and need to complete the review and recommendations.

Frank Sobey: Explained his request to delete the English 1302 (ENGL 1302) as a pre-requisite for all the sophomore Literature courses.

1) Currently it is not a pre-requisite within the Academic Course Guide Manual .
2) We would like to increase enrollment in our sophomore literature enrollment by giving other student population an opportunity to take these classes. Currently, nursing does not have to take ENGL 1302, consequently they do not have the option to enroll in a sophomore literature class.
3) Currently enrollment in sophomore classes are very low and justification of three faculty for these classes are becoming a challenge.

DISCUSSION:
In the General Ed curriculum we have some real pivot points that are really pressed in terms of resources and one of those is the Humanities course, which we cannot meet the need so we have to balance these demands.
Does the ACGM have ENGL 1301 listed as a pre-requisite? Yes, that is the only pre-requisite.
ENGL 1301 will be listed as a pre-requisite.

Will students be ready for sophomore lit after taking ENGL 1301? Yes
1. The faculty teaching literature are going to make a concerted effort early in the semester to review the MLA documentation and rules that they should have learned in 1301.
2. At the end of ENGL 1301, we are discussing the need to add a small literary component in the course to introduce those principles, such as literary analysis.

Dan Ferguson: At other colleges within the state, ENGL 1302 has been changed to a critical analysis and more research than in the past years.
Traditionally it was taught as an introduction to literature. It has changed, still more critical analysis and more heavy research. We have kept the literature component in ENGL 1302 because it is the critical analysis research of literature. The literature is the primary source of your analyzing, it's not

primary source of your research. Others are not moving ENGL 1302 away from literature and making it strictly analysis.

Motion to approve was made by Diane Brice with the addition of ENGL 1301 as a pre-requisite. The motion was seconded and approved by all.

NEXT PROPOSAL:

Becky Burton:
As presented at the last meeting, the three proposals:
1. Advanced Technical Certificate: this is to create an Advanced Technical Certificate that will allow graduate of the radiography, nuclear medicine, sonography and radiation therapy programs to gain a secondary certification in their field.
2. Advanced Certificate with course additions: CTMT 2232, Principles of Computed Tomography, CTMT 2336, CT Equipment and Methodology and CTMT 2460- Practicum I.
3. Addition of courses for CT Certificate: CTMT 2461-Practicum II.

These will be certificates; taught online and available to people that already have pre-qualified certifications or degrees.
These certificates are not available in Texas without going to Dallas or Houston. They are not available in New Mexico or Oklahoma for these certificates.

There is someone in the area that will be developing these courses, as Becky does not have the credentials.

There will be an application process; an online application system so when they apply for this they will have to upload their credentials/licensures.

DISCUSSION:
- This will be a manual process for approval and enrollment to the courses/program.
- This will be a specialization so they can use a specific piece of equipment or procedures.
- The practicum sites will be approved prior to enrollment.
- Out of state participants are not anticipated at this time. Possible out of state requests and issues were discussed. Also, the possibility of declining applications, as this is not an open enrollment.
- Federal and State approvals are required and discussed to be able to offer courses outside the state.

Motion to approve made and seconded. Approved by all.

NEW SUBMISSION FORM:

Dr. Vess: Until we get the new forms in place I want to make sure they are what we want; and getting them placed online is going to be a little tricky. Today we will look at Kristin's draft and make suggestions.
As the form looks today it is, too dense and too long. I want you to discuss how to tweak and make them more user friendly and what are we still missing that we need to include.

GROUP WORK RESULTS:

- Drop downs need to be readable and information required be descriptive
- Need a dictionary of acronyms
- A link could be placed on site for instructions/manual for completion
- Campus locations need to be highlighted
- At the end be sure and have a SUBMIT and SUBMISSION CONFIRMED
- Have a submissions database that could be reviewed in case the same idea had been submitted previously
- Have a location to upload search information: occupations, labor statistics, pay scales and programs
- Need a line for the previous WECM name and new WECM name (i.e. apprenticeship and service learning or practicum)
- Location for pre-requisites, list or drop down pick option

The plan is to get the form online and we want to have it by the next meeting in November. The link will be sent out to the committee. The guidelines may not be completely finished but they will be in progress.

ADJOURNED: Moved to adjourn, seconded and approved by all.

Adjourned at 10:35 am