Curriculum Committee
Meeting Agenda
Tuesday, February 10, 2015
3:30pm-5:00pm
SNY 14

Debi Gresham	Martha Joyce	David Farrington	Karen Carroll
Roger Kennedy	Ali Mageehon	Georgann Willis	Clara Smithey (Sec)
Bettie Wright (Sub)			

Business to be reviewed by Curriculum Committee:
Approval of the following Curriculum Committee Minutes- January 13, 2015

New Courses:
To be presented by Cheryl Yoder:
- PE 185QI- Swim for Fitness- Inter

Program Revisions:
To be presented by
- Drafting Pathways Certificate
    - Deleted math as a requirement for the drafting pathways certificate.

Course Revisions:
To be presented by Clay Baumgartner:

- ENGR 111-
    - Change pre-requisite from MTH 95 to MTH 65.

Next Curriculum Committee Scheduled for Spring Term

Curriculum Committee
Meeting Minutes
Tuesday, January 13, 2013
3:30pm-5:00pm
SNY 14

Debi Gresham	Martha Joyce	David Farrington	Karen Carroll
Roger Kennedy	Ali Mageehon	Georgann Willis	Clara Smithey
Bettie Wright (Sub)			

Business to be reviewed by Curriculum Committee:
Approval of the following Curriculum Committee Minutes- November 25, 2015 Pages 2-4

New Courses:
To be presented by Chris VanDyke: Pages 5-8
- CA 175- Food Service Safety and Sanitation

New Programs:
To be presented by Chris VanDyke:
- Pathways Certificate- Baking and Pastry Career Pages 9-10
- Pathways Certificate- Production Kitchen Career Pages 11-12

To be presented by John Blackwood: Pages 13-82
- AS- Health Informatics
  - NOI
  - LIM
  - Articulation Agreement
  - Supporting Documents- OIC's

Program Revisions:
To be presented by Bettie Wright: Pages 83-86
- Medical Billing and Collections Clerk

To be presented by Susan Rochester: Pages 87-91
- Visual Communications

Course Revisions:
To be presented by Susan Rochester: Pages 92-99
- ART 261- Black and White Film
- ART 263- Digital Photography
- VC 121- Layout Basics

Next Curriculum Committee Scheduled for Tuesday, February 10, 2014

Document brought forward by: **Cheryl Yoder**

Supervisor's name Jason Aase Date 1/21/15

Course title: **Swim For Fitness - Inter**

Division Arts and Science Department HHP Program

Course No **PE 185QI** Title **Swim for Fitness - Intermediate** Offered **Spring, Summer, Fall**

Credits **1** Lec hrs/wk Lec/Lab hrs/wk Lab hrs/wk **3/wk** Prac hrs/wk

Banner Pre-req. none Instructor Pre-req. Co-requisites Length (wks) **11**

Proposed implementation date Term **Sp.** Year **2015** Grading Option Letter grade, Pass/Fail Load Factor **2.1**

Catalog Course Description: This course is designed to give the students the opportunity to advance their swimming skills beyond the beginning basic level of swimming. Students will work towards maintaining a maximum level of individual fitness, to continue to mastering the strokes involved with swimming – (F. Crawl, B.Crawl, Breast, Side Stroke, Butterfly), increasing ability to swim efficiently under water, and work on diving skills. This class promotes safety and fun in water related activities.

VOCATIONAL TECHNICAL PROPOSALS ONLY LOWER DIVISION COLLEGIATE PROPOSALS ONLY
☐ Approved by Advisory Committee (Minutes Attached):
Is this course on the "LDC Course List" of the State Department ☐ To be ☐ **Yes** ☐No
If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)
☐ Occupational Preparatory (organized degree/cert program) ☐ Occupational Supplementary

Support Course: Indicate all programs for which this course will be required.

PROGRAM	DEPARTMENT	DATE

Overlap

COURSE DEVELOPED BY **Cheryl Yoder** DATE: **1/21/15**

ATTACH the documents 1. COURSE OUTLINE 2. COURSE JUSTIFICATION FORM

Course No:	**PE 185QI**
Course Credit:	**1**
Lecture Hrs/wk:	
Lab Hrs/Wk:	**3/wk.**
Lecture/Lab Hrs/Wk:	
Practicum Hrs/Wk:	
Clock Hours:	33
Length of Course	11 wks
Banner enforced Prerequisite:	
Instructor enforced Prerequisite:	
Co-Requisite:	
Load Factor:	**2.1**
Activity Code:	100
CIPS:	131314

Course Title: Swim For Fitness - Intermediate
Developed By**: Cheryl Yoder**
Development Date: **1/21/15**
Revision Date:

COURSE DESCRIPTION: This course is designed to give the students the opportunity to advance their swimming skills beyond the beginning basic level of swimming. Students will work towards maintaining a maximum level of individual fitness, to continue to mastering the strokes involved with swimming – (F. Crawl, B.Crawl, Breast, Side Stroke, Butterfly), increasing ability to swim efficiently under water, and work on diving skills. This class promotes safety and fun in water related activities.

COURSE OUTCOMES: After completing this course, the student will:

1) To develop strength, stamina, and endurance
2) To improve muscle tone and circulation
3) To enhance flexibility
4) To advance in the skills of stroke development

REQUIRED TEXT/MATERIALS: none

OUTLINE: [Topics taught by week 1-11.]
Week 1 Intro, testing for fitness levels, basic stretches and orientation
Week 2 work on stroke: Front Crawl
Week 3 work on stroke: Back Crawl
Week 4 work on stroke: Breast Stroke
Week 5 work on stroke: Side Stroke
Week 6 work on stroke: Butterfly
Week 7 work on: Flip turns
Week 8 work on: Diving Skills
Week 9 Conditioning drills for endurance
Week 10 Conditioning drills for endurance
Week 11 Final Testing

Document brought forward by: **Cheryl Yoder**

X Date
Supervisor Signature:

Student need for course: opportunity for students to go beyond the basic Swim for Fitness course and a new section will allow Financial Aid to cover the course.

Course Information:

☐AA ☐AS ☐AAS ☐ Below 100 level X☐Elective ☐ Certificate

X ☐ AAOT (Area of distribution):

- X☐ Arts & Letters
- ☐ Science/Math/Computer Science
- ☐ Social Sciences
- ☐ Electives

☐ Approved Disciplines Studies Listings

- ☐ Arts & Letters
- ☐ Science/Math/Computer Science
- ☐ Social Sciences
- ☐ Human Relations

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by: **This course will be combined with the existing Swim for Fitness Course. Both can be taught at the same time.**

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: **NONE**

Course impact on:

a. Student enrollment in other courses: **none**
b. Current program:

Replacement course for: Course Number: Title:

Disposition: **Signature** **Date** **Recommendation**

Director of Curriculum Support Vice President of Instruction

UCC Program Revision

Please enter your information for the program revision you are proposing below. Your careful attention to the completion of all fields is appreciated. If you are unsure about how to enter something, please contact your Department Chair or Dean.

Basic Information

Name of Program Revision Contact: Clay Baumgartner

Contact Title: Department Chair

Department: Engineering and CIS

Program Revision Information

Date, Year, and Term of Proposed Revision: Current

Program Title: Drafting Pathways Certificate

Revision Type - *select all that apply*

_ _ Credits
__ Title
__ Summary
__ Outcomes
_X_ Curriculum
__ Suspension
__ Reactivate
__ Delete
_ _ Repackage for a new area of concentration or certificate within existing program.
_X_ Other: *(please describe)Changing level of math requirement*

Revised Outcomes *(If needed)*

Revision Description and Justification

Please give as many details as possible about the revision, including justification for the change.
The existing Drafting Pathways certificate is 16 credit hours with one math class and four drafting courses. The math class is MTH111. We recommend the math class be deleted. This math level is not required for drafting. Basic geometry is helpful, but which is taught in lower level math and basic refresher is provided in the drafting courses. Deleting the math requirement opens the pathways certificate to students in other technical programs such as welding which have a math requirement of MTH52 or higher, and will make the certificate available to more high school students. The total credit hours for the certificate will be 12 credit hours.

Program Impacts - select all that apply

__ Instructional costs (staff, materials, equipment, or facilities) required.
__ Additional instructional costs (staff, materials, equipment, or facilities) are needed.
__ Impact to other divisions in terms of classes and staffing
__ Other:

Please list changes to program course listing below.

CURRENT				PROPOSED		
Course #	**Course Title**	**Credits**		**Course #**	**Course Title**	**Credits**
MTH 111	College Algebra	4				
DRF 112	Computer Aided Drafting I	3		DRF 112	Computer Aided Drafting I	3
DRF 113	Computer Aided Drafting II	3		DRF 113	Computer Aided Drafting II	3
DRF 116	Structural Drafting	3		DRF 116	Structural Drafting	3
ENGR 245	Engineering Graphics	3		ENGR 245	Engineering Graphics	3

					Total credits for Program	12

Additional Documentation

Please check additional forms or documentation you have submitted to Curriculum Committee.

__ **Curriculum Revision Form**
__ **Start-Up and First Year Budget**
__ **Other**:

UCC Course Outline

Course No: ENGR 111
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course: 11 weeks
Banner enforced Prerequisite: MTH 65 or Instructor Approval
Instructor enforced Prerequisite: None
Co-Requisite: None
Load Factor: 3
Activity Code: 100 Lower Division Collegiate
CIPS:

Course Title: Engineering Orientation
Developed By**:** Clay Baumgartner
Development Date:
Revision Date: 2/3/2015
Review Date:

COURSE DESCRIPTION:

Engineering as a profession, historical development, ethics, curricula and engineering careers. Introduction to problem analysis and solution including data collection, accuracy and variability.

COURSE OUTCOMES:

- To become familiar with the UCC campus facilities;
- To learn about the academic world and how to plan and make changes in the class schedule in order to meet program requirements
- Develop a term by term planner
- Identify and plan for potential engineering career paths;
- Introduction to basic engineering fundamentals;
- To become familiar with problem solving techniques;
- To gain information about the various fields of engineering, the role of the engineer in those fields, and the students own interests in order to assist the student in making career decisions;
- Introduction to dimensions, units, and unit conversions