Curriculum Committee
Meeting Agenda
3:30PM-5:00PM
October 2, 2012

Roxanne Kelly    Lisa Fields    Brandon Green    David Farrington
Gregg Smith      Martha Joyce   Mary Stinnett   Nancy Nowak
Steve Mackey      Deborah Meyer

Business to be reviewed by Curriculum Committee:

Approval of Curriculum Committee Minutes- None

New Courses:

Following to be presented by Jason Aase:
  • G 140- Volcanoes, Earthquakes and other Geologic Disasters

Following to be presented by Robert Willbanks:
  • CJ 219- Ethic in Criminal Justice

Following to be presented by Cheryl Yoder:
  • PE 185R- R.I.P.P.E.D
  • PE 102- Injury Prevention and Management

New Programs:

• None

Program Revisions

• None

Course Revisions:

Following to be presented by Toni Clough:
  • BA 165- Customer Service

Informational Items:

• Catalog Timeline- Debbie Hill
• Process for Course approved as Human Relations Course-Nancy Nowak
Document brought forward by: **Jason Aase**

Supervisor’s name: **Roxanne Kelly** Date: **August 2012**

Course title: **Volcanoes, Earthquakes and other Geologic Disasters**

Division: **Arts and Sciences** Department: **Science** Program

Course No: **G 140** Title: **Volcanoes, Earthquakes and other Geologic Disasters** Offered: **W**

Credits: **3** Lec hrs/wk: **3** Lec/Lab hrs/wk -- Lab hrs/wk -- Prac hrs/wk --

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

Proposed implementation date: Term: **Winter** Year: **2013** Grading Option: **Load Factor: 3**

Catalog Course Description:

As Will Durant observed, “Civilization exists by geological consent, subject to change without notice.” This course will investigate large natural events that impact society on a yearly basis, events such as earthquakes, tsunami, volcanoes, landslides, sinkholes and floods. This course will investigate both the geologic principles as well as the societal impacts of these events. Emphasis will be given to destructive solid-earth phenomena.

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.

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**Overlap**

COURSE DEVELOPED BY **Jason Aase** DATE: **8/2012**

**ATTACH the documents** 1. COURSE OUTLINE 2. COURSE JUSTIFICATION FORM
Course Title: Volcanoes, Earthquakes and other Geologic Disasters
Developed By: Jason Aase
Development Date: 8/2012
Revision Date:

COURSE DESCRIPTION:

As Will Durant observed, “Civilization exists by geological consent, subject to change without notice.” This course will investigate large natural events that impact society on a yearly basis, events such as earthquakes, tsunami, volcanoes, landslides, sinkholes and floods. This course will investigate both the geologic principles as well as the societal impacts of these events. Emphasis will be given to destructive solid-earth phenomena.

COURSE OUTCOMES:
Upon completion of the course, students will have an understanding of and be able to critically analyze:

1. Basic theory behind plate tectonics and the role it plays in geologic disasters
2. The geologic causes, effects, mitigation, societal impacts and patterns (both spatial and temporal) to:
   a. Earthquakes
   b. Tsunami
   c. Volcanoes
   d. Mass Wasting
   e. Sinkholes, subsidence and shrinking/swelling soils
   f. Floods
   g. Coastal Erosion
   h. Hurricanes and Nor’easters
REQUIRED TEXT/MATERIALS:  Natural Hazards and Disasters, 3rd ed, Hyndman and Hyndman, Brooks/Cole Cengage Learning
ISBN#9780538737524

OUTLINE:  [Topics taught by week 1-10.]

Week 1  Introduction – Natural Hazards and Disasters
Week 2  Plate Tectonics
Week 3  Earthquakes
Week 4  Tsunami
Week 5  Volcanoes
Week 6  Landslides
Week 7  Sinkholes, Subsidence, and Soils
Week 8  Floods
Week 9  Coastal Erosion
Week 10 Hurricanes
Document brought forward by: **Jason Aase**

Date: August 2012

Supervisor Signature: ________________________________

Student need for course: **Elective for AAOT science requirement**

Course Information:

- **X** AAOT (Area of distribution):
  - ☐ Arts & Letters
  - **X** Science/Math/Computer Science
  - ☐ Social Sciences
  - ☐ Electives

Cost of this course:

- ☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

- **X** Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

  **If the course is taught in addition to current offerings, the cost will be 3 ILCs of instruction ($3530.35 for Jason Aase to teach at faculty step 8). If taught in lieu of another class, no additional cost will be incurred.**

Course impact on:

a. Student enrollment in other courses:

b. Current program:

Replacement course for: Course Number: __________ Title: ______________________

Disposion: __________________ Signature: __________________ Date: ________ Recommendation: _____________________________

______________________________________________________________________________

Director of Curriculum Support: __________________ Vice President of Instruction: __________________________
Document brought forward by: Robert Willbanks

X Date
Supervisor Signature: (Please type in the above box with the X by it)

Course number: CJ 219 Course title: Ethics in Criminal Justice

Division: Criminal Justice Department: Public Safety Program

Course No. Title Terms Offered: Winter

Credits: 3 Lec hrs/wk 3 Lec/Lab hrs/wk Lab hrs/wk Prac hrs/wk

Banner Pre-req. Instructor Pre-req. Co-requisites Length (wks)

Proposed implementation date Term: Winter Year: 2013 Grading Option Load Factor

Catalog Course Description

VOCATIONAL TECHNICAL PROPOSALS ONLY LOWER DIVISION COLLEGIATE PROPOSALS ONLY

Advisory Committee Approval Date:
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 attach syllabus, course description, and outcomes)

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

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Overlap Indicate departments and courses

COURSE DEVELOPED BY DATE:
UCC NEW COURSE OUTLINE - Page 2 of 3

Course No: CJ 219
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 
Lecture/Lab Hrs/Wk: 
Practicum Hrs/Wk: 
Clock Hours: 33
Length of Course: 11 weeks

Banner enforced Prerequisite: 
Instructor enforced Prerequisite: 
Co-Requisite: 
Load Factor: 
Activity Code: 
CIPS: 

Course Title: Ethics in Criminal Justice
Developed By: Robert Willbanks
Development Date: June 2012
Revision Date: 

COURSE DESCRIPTION: This course examines the major concepts of ethics and its relationship to criminal justice system functions. The course will focus on the values, morality and ethics that guide today's criminal justice professional. Supplementing the text will be cases studies from Oregon Department of Public Safety Standards and Training and other current sources.

COURSE OUTCOMES: Upon completion of this course, the student should be able to:

- explain the basic concepts of morality and its effect on human behavior and decision making,
- demonstrate the ability to make an appropriate decision when confronted with ethical dilemmas,
- explain the role of ethical behavior in the different functions of the criminal justice system,
- describe potential outcomes for improper ethical decisions on various criminal justice disciplines

REQUIRED TEXT/MATERIALS:

OUTLINE: (Topics taught by week 1-10.)

Week 1. Introduction to Course; Standards and expectation of Instruction
<table>
<thead>
<tr>
<th>Week 2</th>
<th>Determining Moral Behavior</th>
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<tr>
<td>Week 3</td>
<td>Becoming an Ethical Professional</td>
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<td>The Police Role in Society</td>
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<td>Week 4</td>
<td>Police Discretion and Dilemmas</td>
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<td>Police Corruption and Misconduct</td>
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<tr>
<td>Week 5</td>
<td>Law and Legal Professionals</td>
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<td>Discretion and Dilemmas in the Legal Profession</td>
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<tr>
<td>Week 6</td>
<td>Ethical Misconduct in the Courts and Responses</td>
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<td>Ethics of Punishment and Corrections</td>
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<td>Week 7</td>
<td>Discretion and Dilemmas in Corrections</td>
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<td>Correctional Professionals: Misconduct and Responses</td>
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<tr>
<td>Week 8</td>
<td>Making Ethical Choices</td>
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<td>Cowboy Ethics; Learning from our History (handout)</td>
</tr>
</tbody>
</table>
Week 9  DPSST case reviews (handouts)

Week 10  Research Project Oral Presentations

Week 11  Final Test

   Week 1
   Week 2
   Week 3
   Week 4
   Week 5
   Week 6
   Week 7
   Week 8
   Week 9
   Week 10
Document brought forward by:

X Date
Supervisor Signature: (Please type in the above box with the X by it)

Course Number: Course Name:

Student need for course:

Course Information:

<table>
<thead>
<tr>
<th>X</th>
<th>AA</th>
<th>AS</th>
<th>AAS</th>
<th>Below 100 level</th>
<th>Elective</th>
<th>Certificate</th>
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X AAOT (Area of distribution):

Cost of this course:

- No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _____ course):
- Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses:

b. Current program:

Replacement course for: Course Number: Title:

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<th>Recommendation</th>
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Director of Curriculum & Instruction Vice President of Instruction
Document brought forward by: Cheryl Yoder
Supervisor’s name: Jason Aase  Date  5/19/12

Course title: R.I.P.P.E.D
Division: Arts & Science  Department: HHP  Program: PE
Course No: PE 185R  Title: R.I.P.P.E.D  Offered: Winter term

Credits: 1  Lec hrs/wk  Lec/Lab hrs/wk  Lab hrs/wk 3  Prac hrs/wk
Banner Pre-req.  Instructor Pre-req.  Co-requisites  Length (wks): 11

Proposed implementation date: Term  Wi  Year: 2013  Grading Option: Load Factor 2.1  ILC, letter grade/pass-fail option.

Catalog Course Description: R.I.P.P.E.D stands for Resistance, Intervals, Power, Plyometrics, Endurance and Diet. This class provide the basis for the "One Stop Body Shock System" by stimulating both different energy systems and muscles in each workout segment.

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.

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Overlap

COURSE DEVELOPED BY Carolyn Conn/Cheryl Yoder  DATE: 4/19/12

ATTACH the documents 1. COURSE OUTLINE  2. COURSE JUSTIFICATION FORM
Course No: PE 185 R  
Course Credit: 1  
Lecture Hrs/wk: 3  
Lab Hrs/Wk:  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 33  
Length of Course 11 weeks  
Banner enforced Prerequisite:  
Instructor enforced Prerequisite:  
Co-Requisite:  
Load Factor: 2.1  
Activity Code: 100  
CIPS: 131314  

Course Title: R.I.P.P.E.D  
Developed By: Carolyn Conn  
Development Date: 4/19/2012  
Revision Date: 9/17/12  

COURSE DESCRIPTION: R.I.P.P.E.D stands for Resistance, Intervals, Power, Plyometrics, Endurance and Diet. This class provide the basis for the "One Stop Body Shock System" by stimulating both different energy systems and muscles in each workout segment.  

COURSE OUTCOMES: By then end of the course students will:  
1) Gain knowledge of and apply physical fitness concepts and healthy practices through endurance types of exercises.  
2) Apply diet suggestions and techniques to the goals of daily improvement.
REQUIRED TEXT/MATERIALS:  floor mat

OUTLINE: [Topics taught by week 1-10.]
Week 1  Go over Syllabus and pretest students on their cardio and strength. Measurement, blood pressure and flexiblity testing
Week 2  Introduce R.I.P.P.E.D, form and safety without weights.
Week 3  Choreograph
Week 4  Adding light weight to the workout
Week 5  Workout and adding segments
Week 6  Workout and adding segments
Week 7  Workout and adding segments
Week 8  Wdding heavier weights
Week 9  Workout and adding segments
Week 10 Workout and adding segments.
Week 11 Final testing. For finals, post measurements, blood pressure, and flexibilty.

Grading Option:  Letter grade of Pass/Fail option
Student need for course: variety in aerobic workouts, staying with current trends

Course Information:

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

☐ AAOT (Area of distribution):

Cost of this course:

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☑ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses:

b. Current program:

This class will alternate with other existing aerobic classes to offer a variety

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Dean of Curriculum and Instruction  Vice President of Instruction
Document brought forward by: Cheryl Yoder

Supervisor’s name  Jason Aase  Date   5/16/12

Course title: Injury Prevention and Management

Division A & S  Department HHP  Program Fit Technician

Course No  PE 102  Title Injury Prevention and Management  Offered Wi

Credits 2  Lec hrs/wk  Lec/Lab hrs/wk 4/wk.  Lab hrs/wk  Prac hrs/wk

Banner Pre-req.  Instructor Pre-req.  Co-requisites  Length (wks) 11

Proposed implementation date Term Wi  Year 2013  Grading Option Load Factor 2.8

Catalog Course Description: This course provides students with an opportunity to work in an environment that deals with injuries related to fitness and sports. Students will learn how to prevent, recognize injury care and provide prevention techniques.

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.

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<tr>
<td>Fitness Technician</td>
<td>HHP</td>
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Overlap

COURSE DEVELOPED BY Cheryl Yoder  DATE: 5/16/12

/ ATTACH the documents 1. COURSE OUTLINE  2. COURSE JUSTIFICATION FORM
Course Title: **Injury Prevention and Management**  
Developed By: **Cheryl Yoder**  
Development Date: **5/16/12**  
Revision Date: 

**COURSE DESCRIPTION**: This course provides students with an opportunity to work in an environment that deals with injuries related to fitness and sports. Students will learn how to prevent, recognize injury care and provide prevention techniques.

**COURSE OUTCOMES**: Student will demonstrate  
1. identifying injuries related to fitness and sport  
2. treatment methods for injury’s  
3. prevention techniques in fitness and sports related activities  
4. preparing students to develop strength and flexibility in fitness and sports activities
REQUIRED TEXT/MATERIALS:

OUTLINE: [Topics taught by week 1-10.]
Week 1  Anatomy review of main joints associated with common injuries
Week 2  Anatomy review of main joints associated with common injuries
Week 3  work on specific joints- strengthen and flexibility exercise
Week 4  work on specific joints- strengthen and flexibility exercise
Week 5  prevention of injuries
Week 6  prevention of injuries
Week 7  treatment of injuries
Week 8  treatment of injuries
Week 9  treatment of injuries
Week 10 scenario situations
Student need for course: Curriculum Committee suggestion

Course Information:

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

☐ AAOT (Area of distribution):
  ☐ 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 (i.e. fewer sections of __________ course):

☒ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: PT instructor load for a 2 cr., 2.8 load = 1386.

Course impact on:
  a. Student enrollment in other courses:
  b. Current program:

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

__________________________________________
Director of Curriculum Support  Vice President of Instruction
Document brought forward by: Toni Clough

X  Date  September 25, 2012
Supervisor Signature (Please type in the box with the X by it.)

☑ Revise  Division: CTE
☐ Reactivate  Department: Business
☐ Delete  Program: Multiple Business Programs

Current course number BA165  Revised Course Number ______

Current Course Title  Customer Service  Revised Course Title ______

Credits 3  Revised Credits ______

Lecture Hrs/Wk 3  Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk ______  Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______  Revised Lab Hrs/Wk ______

Practicum  ______  Revised Practicum  ______

Banner/Instr. Prerequisites  ______  Revised Banner/Instruc. Prerequisites  ______

Co-requisites  ______  Revised Co-requisites  ______

Length (Wks) 11  Revised Length (Wks) ______

Terms Offered FWSSu  Revised Terms Offered ______

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 3.0

Reason for request: Update to reflect Bloom’s Taxonomy.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Customer Service
Developed By: Karen Fager
Revised By: Toni L. Clough
Development Date: 1998
Revision Date: 2012

COURSE DESCRIPTION: This course provides students with the basic concepts and current trends in the customer service industry. Special areas of emphasis include problem solving, development of a customer service strategy, creating customer service systems, coping with challenging customers, customer retention, and measuring satisfaction.

COURSE OUTCOMES: Upon completion of this course, students will:
- Develop a personal customer service strategy relevant for today’s business environment.
- Identify, qualify, and retain current and prospective customers.
- Analyze effective methods for solving problems and dealing with difficult customers.
- Distinguish the importance of communication in customer service.
- Explore methods to measure internal and external customer satisfaction.
- Recognize and explain the importance of a customer service infrastructure in the workplace.


OUTLINE: [Topics taught by week 1-10.]

Week 1 The Customer Service Profession
Week 2 Contributing to the Service Culture
Week 3 Verbal Communication Skills
Week 4 Nonverbal Communication Skills
Week 5  Listening Skills
Week 6  Customer Service and Service Recovery
Week 7  Service Breakdowns and Service Recovery
Week 8  Customer Service in a Diverse World
Week 9  Customer Service via Technology
Week 10 Encouraging Customer Loyalty
Week 11 Final Exam
Document brought forward by: Toni Clough

X      Date   September 25, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  BA165    Course Name  Customer Service

Student need for course: Required course in multiple business programs.

Course Information:

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

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a.    Student enrollment in other courses: none

b.    Current program: none

Replacement course for: Course Number:    Title:

Disposition:    Signature    Date    Recommendation

Director of Curriculum Support    Vice President of Instruction
- Deliver ALL ADDITIONS, CHANGES, AND CORRECTIONS for inclusion in 2013-2014 college catalog to Debbie Hill

October 11 Thurs  Last Curriculum Committee mtg. for changes requiring state/agency approvals to be in printed 2013/2014 catalog

October 16 Tues  Last Instructional Council mtg. for changes requiring state/agency approvals to be in printed 2013/2014 catalog

November 15 Thurs  New certificate/program/program and course change approval requests will be submitted to the state

December 6 Thurs  State Board Meets

December 27 Thurs  Expected date of decision from state re: new certificates/programs and course changes

February 6 Wed.  All edits to Debbie (Certificate and Degree information in new format)

February 9  Preview copy available

February 15 Fri  All edits (first draft) due to Community Relations.

March 4 Mon  First Proof Available for Changes/Additions

March 7 Thurs  Deadline for edits. File to Community Relations.

March 11 Mon  Second Proof Available for Changes/Additions

March 13 Wed  Deadline for edits. File to Community Relations.

March 18 Mon  File to printer

March 28 Thurs  Catalog to UCC