Instructional Council
Meeting Agenda
3:30 PM-5:00 PM
February 24, 2015
SNY 14

Roxanne Kelly, VPI    Lisa Fields (Sec.)    Jason Aase    Debbie Hill
Jesse Morrow    Martha Joyce    ASUCC Public Relations
David Farrington    Ali Mageehon    Cheryl Yoder    Mandie Pritchard
Paula Usrey    Amy Fair    Susan Rochester    Tamra Samson
Chris Grant    Ken Carloni    Dee Winn    Mary Morris
Michelle Bergmann    Joan Campbell    Clay Baumgartner    Tamra Samson

Approval of Instructional Council Minutes- January 27, 2015

New Programs:
None

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

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

Course Revisions:
To be presented by Clay Baumgartner:
- ENGR 111- Engineering Orientation I
  - Change pre-requisite from MTH 95 to MTH 65.

Informational:
- Suspension of Visual Communication- Jason Aase

Next Curriculum Committee & Instructional Council Spring Term
Approval of Instructional Council Minutes- December 11, 2014  

New Programs:
To be presented by Chris VanDyke:  
- Pathways Certificate- Baking and Pastry Career  
- Pathways Certificate- Production Kitchen Career:  
  Correction to second certificate to 14 credits.  
  Correct small typo- NOI production kitchen.  
  M- Amy  
  S- Susan  
  Approved- All  

New Courses:
To be presented by Chris VanDyke:  
- CA 175- Food Service Safety and Sanitation  
  PREVIOUSLY EXISTED NOW RESURFACING. This is coming up for hospitality program.  
  M- Ken  
  S- Martha  
  Approved- All  

Program Revisions:
To be presented by Bettie Wright:  
- Medical Billing Designate C or better.  
  Medical Billing Designate C or better.  
  Human relations listed in current certificate- expanded  
  Debbie  
  M- Ken  
  S- Amy  
  Approved- All  

To be presented by Susan Rochester:  
- M- Cheryl  
- S- Amy  
- Approved- All
Course Revisions:
To be presented by Susan Rochester: Pages 25-36
• ART 261- Black and White Film
• ART 263- Digital Photography
• VC 121- Layout Basics

M- Cheryl
S- Ken
Approved- All

Informational:
• AS- OIT Health Informatics Articulation- Roxanne Kelly Pages 37-40

AAS INCORRECT. This is an AS only. AS do not need approval. We are approved for AS, AS to Articulate.
No adjustments to AAS align with AS. It was created to go along with other colleges.
John needs to send correct documentation. Articulation Agreement TO OIT.
AS at UCC are articulation agreements for transfer. Page 38 speech credit 4
• OSU Articulation Agreement AS Natural Resources- Ken Carloni

Landscape Monitoring- 97 credit hour program or 180 for bachelors. This is going to hit 186 credits. Anything UCC doesn't offer the student can take online through OSU and receive bachelors without having to leave Roseburg if unable.
Ken and Amy will discuss writing options.
Online Course- Financial Aid will go through OSU
Junior senior year online option and keep co-horts together.

• Credit Changes in Writing, Math, etc.- Debbie/Roxanne

Items brought to IC in October and tabled. There are a couple programs that have been affected by this, if a student started and already took math or writing before the change they can be grandfathered in. Need to clarify with David to see if they meet the state guidelines.
We need a rule/policy- Are we ok with saying 45 or more credits & meet requirement for the program?
Rule- certificate- 45 credits or more for the certificate
AGS- find another credit. A mix of courses for different colleges
This information needs to be captured in the catalog- coming attraction in schedule but not in catalog.
Adjourned

Next Curriculum Committee February 10th & Instructional Council 24th
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):

☐ To be ☐ Yes ☐ No

Is this course on the "LDC Course List" of the State Department

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>
<th>PROGRAM</th>
<th>DEPARTMENT</th>
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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) Develop strength, stamina, and endurance
2) Improve muscle tone and circulation
3) Enhance flexibility
4) 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
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:

- Number: AA
- Area of distribution: Arts & Letters
- Below 100 level
- Elective

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
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.

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<thead>
<tr>
<th>CURRENT</th>
<th>PROPOSED</th>
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<tbody>
<tr>
<td>Course #</td>
<td>Course Title</td>
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<tr>
<td>MTH 111</td>
<td>College Algebra</td>
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<tr>
<td>DRF 112</td>
<td>Computer Aided Drafting I</td>
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<td>DRF 113</td>
<td>Computer Aided Drafting II</td>
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<td>DRF 116</td>
<td>Structural Drafting</td>
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<tr>
<td>ENGR 245</td>
<td>Engineering Graphics</td>
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### Additional Documentation

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

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

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*Total credits for Program: 12*
Basic Information
Name of Course Revision Contact: Clay Baumgartner
Date: 2-3-2015
Contact Title: Department Chair
Department: Engineering and CIS
Course Number: ENGR 111
Course Title: Engineering Orientation I

Course Revision Information

Type of change
_x_ Revision
__ Reactivation
__ Deletion

Date, Year, and Term of Proposed Revision: September 2015

Parent Program: Engineering

Course Revision Description and Justification
Please give as many details as possible about the revision, including justification for the change. Current pre-requisite is MTH 95. Propose to change pre-requisite to MTH 65. This resolves a conflict in the engineering technology program. MTH 95 is taken in the first quarter of technology program along with ENGR 111. Currently an instructor override is required for students to enroll. Making the pre-requisite for MTH 65 for ENGR 111 resolves this issue.

Course Revision 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:

Description of Impact
If your revision will have one of the impacts listed above, please describe...
List current information and proposed changes

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<td>Load Factor</td>
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Additional Documentation
Please check additional forms or documentation you have submitted to Curriculum Committee.
_x_ Course Outline - required
__ Other:
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: 140101

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:

- Identify student resources available on the UCC campus facilities;
- Discuss 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;
- Demonstrate an understanding of basic engineering fundamentals;
- Demonstrate a familiarity with problem solving techniques;
- Discuss 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;
- Recognize and use dimensions, units, and unit conversions;