

Curriculum Committee

2021-2022 Catalog

March 30, 2021

4:00 p.m. Microsoft Teams

Attendees: Edna Yokum (acting chair), Ron Flury, Kim LaDuca, Amanda Booth, Candi Miller-Morris, Griselda Aubert, Christina Weir, Morgan Simmons (secretary)

Absent: Jesse Davis, Romo Villegas

Guest: Todd DeKay

Edna Yokum called the Curriculum Committee meeting to order at 4:04 pm. A quorum was declared.

The agenda as presented was accepted without vote.

New Business

Todd DeKay

- Todd DeKay presented a brief overview of items that he needs to be aware of when the Curriculum Committee approves changes to degree plans and courses.
 - o Program Changes – when the program title changes, CIP changes, or a new program is proposed
 - o Course changes – when the course number, prefix, title, or building blocks of the course change
 - o This information is reported to HED and HLC
- The committee will create a form for all new programs that aligns with the information that is needed to report directly to the HLC
- Todd DeKay will be included in all distribution emails from the committee secretary. He will receive meeting agendas, documentation, and minutes

Ron Flury made a motion to accept the minutes from the February 23, 2021 meeting. Candi Miller-Morris seconded. The floor was opened for discussion.

- Amendments to the minutes include: correcting the spelling of Christina

The minutes as amended were approved by voice vote.

The minutes from the March 16, 2021 were reviewed by the committee. This meeting did not hold a quorum due to connectivity issues with all members of the committee. There were no changes indicated for these informal minutes.

Curriculum Changes

Kim LaDuca made a motion to approve the new course GAMT 112 – Aircraft Cleaning, Corrosion, Finishes. Ron Flury seconded. The floor was opened for discussion.

- The workload hours was determined to be 3
- Griselda Aubert indicated that her area has reviewed and no changes were made

The motion to approve the new course was approved by voice vote.

Christina Weir made a motion to approve the new course PWPL 111 – Powerplant Electrical Systems. Ron Flury seconded. The floor was opened for discussion.

- The workload hours was determined to be 6
- Griselda Aubert indicated that her area has reviewed and no changes were made

The motion to approve the new course was approved by voice vote.

OTHER BUSINESS - Informational

Certificate Definitions

- The certificate definitions will not be approved until the 2022-2023 catalog run.
- Griselda Aubert informed the committee of the extensive changes that would have to take place in both the catalog as well as Banner. A few of those changes include:
 - o The need to recreate every certificate Banner
 - o Chris Meeks, Financial Aid, would have to resubmit each certificate to HLC, HED and other accrediting bodies to ensure financial aid eligibility
 - o Changing the catalog titles of each certificate, as well as any occurrence of COE, COA, COT in the catalog.
 - o Other changes also include all publications from College Development, changes to the program pages on the website
- The committee will resume discussions concerning Certificate Definitions at a later date.

Membership Terms

- Edna Yokum 3 Year Term
- Christina Weir 2 Year Term
- Amanda Booth 3 Year Term
- Candi Miller-Morris 3 Year Term
- Kim LaDuca 2 Year Term
- Ron Flury 2 Year Term
- Romo Villegas 2 Year Term
- Jesse Davis 3 Year Term
- Executive Administrative Assistant – permanent membership
- Morgan Simmons made a comment that her position will be changing as of April 5, 2021. She will maintain her role as secretary until her position is filled. After that time she will maintain representation on the committee in a consulting role to assist the new secretary for the next calendar year.

Amanda Booth made a motion to accept the self-nominated membership terms as noted above.

Christina Weir seconded. The motion to accept the membership terms was approved by voice vote.

New Course Change Form

Kim LaDuca made a motion to accept the new course change form. Amanda Booth seconded. The floor was opened for discussion.

- The committee reviewed the form and made minor adjustments to formatting within the form.
- A signature line for Todd DeKay and the office of Institutional Effectiveness was added to ensure this office views changes before they are voted on.
- A new program change form is forthcoming in future meetings

The motion to accept the new course form was approved by voice vote.

Portales Representation

- Edna Yokum has self-nominated to attend to attend the first meeting to determine the needs of the representative. She will discuss at the next meeting the requirements for this appointment.
- During the next meeting a vote will be held to determine the representation moving forward.

Edna Yokum adjourned the meeting at 5:08 pm

Respectfully submitted,

Jesse Davis, Chairman

Morgan Simmons, Secretary