

# CURRICULUM COMMITTEE

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## MEETING MINUTES

Date: APRIL 21, 2022

Time: 4:00 PM

Place: WHITFIELD 231

Voting Members: Dr. Jim Yates, Jayna Winiecki, Linda Bates, Kelly Goodwin, Tammy Ward, Susan Spicher, and Jennifer Schroeder

Guests: Mary Kate Sumner and Dr. Stephanie Tully-Dartez

Voting Members Absent: Garrett Trussell and Brandy Mendoza

5 Voting Members needed for quorum

### I. Call to Order

A meeting of the SouthArk Curriculum Committee was held on April 21, 2022 in Whitfield 231. Chairperson Spicher called the meeting to order. A quorum of voting members was present.

### II. Approval of Minutes

MOTION: Dr. Yates made a motion to approve the minutes from the meeting held on March 17, 2022, as published. Linda Bates seconded the motion, which passed unanimously.

### III. Chair Updates – Susan Spicher

- a. Academic Affairs Council approved Curriculum Change Request AS026-3142022SPICHERTC (Update to AS Education Technical Certificate) This will move forward to Planning Council.
- b. Prior to the Academic Affairs meeting Susan Spicher removed Curriculum Change Request AS026-3142022SPICHERCP (Update to AS Education CP) at the advice of the VPAA and will consider this later, as we see if there is more of a need for it in the future.
- c. The following course deletions were presented to Academic Affairs as informational items.
  - i. AS002-03062022TURNER001 – Delete CSCI 1425
  - ii. AS002-03062022TURNER002 – Delete CSCI 1203
  - iii. AS002-03062022TURNER003 – Delete CSCI 1112
  - iv. AS002-03062022TURNER004 – Delete CSCI 1102
- d. EMSP 1007 Course Learner Outcomes update were approved and moved forward to Planning Council.

MOTION: To allow a two-year term for the chair and vice-chair positions on the Curriculum Committee upon request of the committee. A maximum of one additional term will be allowed following the initial appointment. Motion carried by email vote with seven in favor and zero against.

This motion was accepted and will be processed as an APM change to the Curriculum Committee membership as an update.

#### **IV. Old Business**

#### **V. New Business**

- a. Curriculum Change Requests to consider from Health Sciences.

HS101-04152022HAYNES(RADT): Over the past couple of years, the descriptions for several Radiology Tech courses were updated without approval. The changes were presented at this time to bring the program into compliance.

MOTION: Kelly Goodwin moved to accept all course description changes as submitted. Linda Bates seconded the motion, which was approved unanimously.

- b. Curriculum Requests to consider from Career & Technical Education.

Two program proposals were brought for consideration from the Career and Technical Education Division. The first addressed changes to the Industrial Technology Mechatronics program. The second request was for a new program in Forestry.

1. CTE022-04192022WINIECKI (INDUSTRIAL-PROCESS TECHNOLOGY): This request seeks to update the current Process Technology degree to Industrial Engineering Technology to better align with industry standards.

The updated program consists of three tracks with a Certificate of Proficiency in Industrial Engineering Technology (updated), which leads to technical certificates in Industrial Maintenance (new), Chemical Process Technology (updated), and Electrical and Instrumentation (updated). These credentials lead to an Associate of Applied Science in Industrial Engineering Technology in three tracks, which include the E&I Track, the Industrial Maintenance Track, and the Industrial Chemical Process Technology Track. Some course titles will change but course prefixes/codes and CLOs will remain the same. The updates combine some courses (PTEC1133/MECH1304; PTEC1123/MECH1203) as part of a NSF grant. All other certificates and degrees are reconfigured using renamed and/or combined current course offerings.

The committee discussed the changes noted above. One concern was a misunderstanding that the student will take all the CP courses during the first semester. That is not an accurate interpretation, and the CP might be earned later. The committee also expressed concerns regarding the lack of a physical science course in the CP and the TC programs. The programs are math and science based. Some committee members expressed concerns that instruction is not provided early enough for student success.

MOTION: Dr. Yates made a motion to approve the changes as proposed, which was seconded by Jennifer Schroeder. Tammy Ward left before the vote was held; however, the quorum was still met. The motion passed with one member abstaining.

ACTION: The chairperson will request GPS documents for each of the programs.

ACTION: Introduction to Computers (CSCI 1003) and the math options will be removed from the Industrial Engineering Technology CP per Dr. Tully-Dartez.

TABLED: Consider further discussion regarding industry-specific general education courses.

## 2. CTE015-04152022DARTEZ(FORESTRY) – New Program Proposal

A new program is proposed to address an industry need. The first semester of the Forestry Technology program will culminate with the completion of a basic certificate of proficiency (Basic Forestry), which was developed in partnership with subject matter experts and the advisory committee. The program focuses on safety and a survey of the skills needed for entry-level employment in forestry technology. The second semester will conclude with a second certificate of proficiency (Forestry Technology), which will focus on the technical aspects of forestry technology. These two certificates, in combination with technical math and writing, would lead to the third and final semester of the technical certificate (Forestry Technology) with either a work-based learning experience or a technical elective.

The committee discussed each aspect of the requested changes and recommended edits.

- Forestry Technology – CP GPS: Delete Campus Technology (SASC 1101)
- Both CPs: Update code to “F” and “S” to indicate fall and spring only classes.
- Update CLOs on master syllabi to start the sentence with a measurable verb.
- Check the “Program Course” box on the master syllabi.

MOTION: Dr. Yates moved to accept the new curriculum proposal with the requested changes and move the program forward to academic affairs. Jayna Winiecki seconded the motion, which passed unanimously.

### c. Chair/Vice-Chair Committee Positions for 22-23

MOTION: Dr. Yates moved to keep the current chair and vice chair positions and not change officeholders with a second by Tammy Ward. Motion passed unanimously.

## VI. Announcements

The committee did not provide announcements due to time constraints.

## VII. Adjourn

MOTION: Linda Bates moved to adjourn the meeting with Dr. Yates providing the second.

Respectfully Submitted:

Jennifer Schroeder

Recorder