Members present: Jim Hopper (Chair), Brian Wright, Toby Klinger, Megan Noel, Myra Young, Kerri Stephenson, Mazen Akkam, Matthew Schmeer, Marilyn Senter, Dave Luoma, Theresa McChesney, Justin Dunham, Sandy Finnicum, Chip Cody, Howard Hendren, Jeff Anderson, Ron Frigault, Dianna Rottinghaus, Judith Vaughn and Susie Sympson

Members absent: Katie Gallagher, Lori Shank and Dave Loring

Resource members present: Debbie Young, Valerie Dorsey, Gurbhushan Singh, Anne Rubeck, Rick Mahring and Debbie Rulo

Student Representative: Hanan Boukhaima

1) Call to Order
   James Hopper started the meeting at 3:03 pm. He welcomed new members Chip Cody, Judith Vaughn and Hanan Boukhaima.

2) Agenda Agreement
   The agenda was agreed upon by consent.

3) Meeting Minutes from December 6, 2017
   The minutes were agreed upon by consent.

4) Curriculum

   Arts & Design Humanities and Social Sciences

   Fine Arts
   Mark Cowardin

   New Course, Effective 2018-2019
   - ART 292: Special Topics:
     Mark Cowardin was present to represent the new Special Topics course for ART. The committee asked a general question pertaining to unused courses and 292
courses. The committee asked Mark specifically about the objectives and different topics which may be offered under the 292 shell. Matthew Schmeer motioned to approve ART 292 and Toby Klinger seconded the motion. The motion passed with 100% approval.

**Music**

Terri Teal

**New Course, Effective 2018-2019**
- MUS 124: Basic Music for the Elementary Classroom
  Terri Teal was present to represent MUS 124 which is developed as a transfer course with Emporia State for the elementary education program. She noted there may appear to be cross-over with MUS 123: Fundamentals of Music but stated the major differences in the courses which include a different focus and a difference in credit hours. MUS 123 does not transfer to Emporia State. There was a request to move competencies around to match objectives and Anne Rubeck was able to make those changes within the meeting. There was a question about transferability and Terri was able to refer to an email from Cathy Almai-Mahurin which noted limited transferability outside of Emporia State.

**Course Edits, Effective 2018-2019**
- MUS 178: Jazz Band III
- MUS 179: Jazz Band IV
  Terri discussed the course edits for MUS 178 and MUS 179 which included registration changes and general course updating.

  Matthew motioned to approve MUS 124, 178 and 179. Marilyn Senter seconded the motion and the motion passed with 100% approval.

**Communications**

Legal Interpreting

Christina Wolff

**Course Edit, Effective 2018-2019**
- LI 180: Legal Interpreting Practicum
  Christian Wolff was unable to attend so Kerri Stephenson represented the course edit which was the addition of a prerequisite. Marilyn motioned to approve the course edit for LI 180 and Myra Young seconded the motion. The motion passed with 100% approval.

**Computing Science & Information Technology**
Information Technology
Andrew Lutz

Course Edit, Effective 2018-2019
- IT 238: Digital Forensics
  Andrew Lutz represented the edit for IT 238 which was a request to update the registration requirements and an update in the number of objectives to match competencies.
  Mazen Akkam motioned to approve the edit for IT 238 and Theresa McChesney seconded the motion. The motion passed with 100% approval.

Industrial Technology
HVAC
Howard Hendren

Course Edits, Effective 2018-2019
- HVAC 250: HVAC Installation and Start-up Procedures
- HVAC 275: HVAC Code Review
  Howard Hendren noted he too was updating his registration requirements for both his courses in conjunction with a program change he brought forward a few months ago. He also updated the objectives and competencies as needed.
  Mazen motioned to approve both edit and Matthew seconded the motion. The motion passed with 100% approval.

Sciences and Math
Mathematics
Nancy Wang and Cathleen O'Neil

Course Edits, Effective 2018-2019
- MATH 130: Technical Mathematics I
- MATH 173: PreCalculus
  Nancy Wang spoke to the changes for MATH 130. She mapped out necessary additional competencies necessary and ones which were moved.
  Matthew motioned to approve MATH 130 and Toby seconded the motion the motion passed with 100% approval.

  MATH 173 was represented by Cathleen O’Neal. She noted the non-representation of inequalities within the outline while it was noted in the description. The updated added inequalities to the competencies.
  Jeff Anderson motioned to approve the course edit to MATH 173 and Mazen seconded the motion. The motion passed with 100% approval.
Transfer Degree CIP Alignment Project

Administrative Project
Valerie Dorsey

Program Edits, Effective 2018-2019
- 2100-AS: Associate of Science with Emphasis in Early Childhood Education
- 2120-AA: Emphasis in Administration of Justice
- 2130-AS: Emphasis in Biotechnology
- 2320-AA: Emphasis in Fire Services Administration
- 264A-AA: Emphasis in Paralegal

Valerie Dorsey explained the CIP code changes for the programs are required by the state and the revised CIP codes aligned with approved JCCC transfer programs rather than career programs.

Theresa motioned to approve the program edits and Chip Cody seconded the motion. The motion passed with 18 out of 19 votes.

5) Subcommittee and Liaison Reports
   - Cultural Diversity and General Education
     No report.
   - Procedures
     No report.
   - Collegial Steering Committee
     No report.
   - DLAC
     Myra Young noted the committee was still working on defining delivery types, discussing eBooks and reminded the committee about upcoming deadlines.
   - Faculty Senate
     Barry Bailey was not present but Matthew recapped the last meeting which included a presentation from Chris Gray of marketing, and discussions on the possibility of renaming the Carlsen Center, academic freedom, the role of adjunct faculty, the role of faculty chair, HLC response and elections in April.
   - Management Committee
     No report.
   - LQC
     No report.
   - Soft-skills Ad Hoc Committee
     No report.

6) Announcements and Updates
   - Syllabus Template & Guidelines Update
Gurbhushan Singh represented changes to the syllabus documents to make safety information mandatory as recommended by legal counsel. The revised documents were agreed upon by consent and were distributes to all of faculty by email.

- Curriculum Deadlines and CIM/PIM Workflow Restructuring Project
  Valerie Dorsey stated an upcoming timeline for the curriculum system to be down for a data restructuring project in conjunction with BANNER. Also, curriculum deadlines were posted in D2L in December and were presented in the meeting.

7) Adjournment
Marilyn motioned to adjourn the meeting and Ron Frigault seconded the motion. The meeting concluded at 4:16pm.

73 minutes total