

Academic and Curriculum Committee

Minutes: January 21, 2020

Next meeting – Feb. 4, 2020 Board Room 11:15 am– 12:15	
Members Present: Randy McCormick, Molly McDonald, Anne Donahue, Darin McGaw, Donna Geel, Elizabeth Sullivan, Linda Levesque, Cindy Moholland, Greg Johnson, Scott Fraser, Wayde Carter, Todd Cushing, and Kelly Peters	
MINUTES Nov. 5, 2019 (December meeting cancelled due to inclement weather) <ul style="list-style-type: none"> ❖ Approved by Committee: Unanimous (Motion: Cindy; 2nd – Liz) 	Randy McCormick
ONGOING BUSINESS Checklist Form for Course Change Proposals Second read and vote <ul style="list-style-type: none"> ❖ The change in wording has been approved and revised on form. 	Randy McCormick
Curriculum Performance Evaluation Tool <ul style="list-style-type: none"> ❖ Members have no questions about the results and feel that the evaluation tool is an effective method for assessing the committee. 	Randy McCormick
DRG Courses Proposal Change and A.A. Inclusion – Notification: <ul style="list-style-type: none"> ❖ DRG 124, 127 & 127 courses have been approved by Pres. Mingo and are on the portal. 	Randy McCormick
NEW BUSINESS Medical Assisting Program Course Change Proposals (First Read) <ul style="list-style-type: none"> ❖ Remove CPT112 as a program requirement but incorporate course objectives into a new course – MDT103: Introduction to Medical Assisting. ❖ Create a new course – MDT103; this course would be a program requirement for the Medical Assisting Program; this course also meets the needs of accreditation. ❖ Add MDT103 as a pre-requisite for MDT130, MDT133, and MDT135. ❖ Replace MDT220 – Phlebotomy with MDT223 – Phlebotomy and Infection Control. ❖ Discussion around the future of CPT112 – the course will not be removed immediately, but it probably will not be offered in the future on-line according to Darin. 	Cindy Moholland
Early Childhood Education Program Description Change Proposal (First Read) <ul style="list-style-type: none"> ❖ Need to update and streamline the language, which includes the seven standards/outcomes. 	Linda Levesque
Adventure Recreation & Tourism Program Change Proposals (First Read) <ul style="list-style-type: none"> ❖ Changes needed to accommodate students in the Conservation Law Program; however, proposal changes will enhance both programs. ❖ Create new course: ADV119 – Wilderness Expedition Skills 1 – this course will incorporate/embed course objectives from smaller courses; these smaller courses would be removed from the program -ADV 111, 130, 131, & 132 ❖ Create new courses: ADV141 – The Maine Environment I and Create ADV142 – The Maine Environment II and remove ADV140 – The Maine Environment: these courses would be offered in the fall and then spring to cover seasonal skills and are shorter courses. This would eliminate the need for students to take an Incomplete grade with ADV140. 	Scott Fraser

<ul style="list-style-type: none"> ❖ Remove ADV112 – Intro to Sailing and embed into existing 3 credit course ADV210 Sailing; this course is an elective for second-year students, and would also cover skills removed from ADV111 ❖ Add a Search and Rescue Course (Refer to Con-Law Proposals) ❖ Add a Personal Fitness Course (Refer to Con-Law Proposals) ❖ Increase ADV114 – Ropes Course Facilitation from a 1 credit course to a 2 credit course. This will help students obtain their certification. ❖ Change the biology requirement of BIO120 to any 4-credit lab science course, so students can choose the science that will benefit them the most in their profession. ❖ Short discussion around how these changes will impact credit transfer agreements with other colleges. 	
<p>Criminal Justice – Conservation Law Proposals (First Read)</p> <ul style="list-style-type: none"> ❖ Create new course: CMJ224 – Basic Search & Rescue; 1 credit split course that includes half lecture and half lab. Students could obtain their certification, and the course would make them more competitive in the criminal justice field. This would be a required course offered in the 3rd semester for both Con-Law & Adv Rec programs. Future goals include opening this course to the public and creating a volunteer Search & Rescue College Team; Discussion around the credit amount and time – lab versus shop credit ❖ Create new course: PFT100 – Fit for Duty(Work); 1.5 credit course that includes lecture, lab, and shop. A needed course since many students are eliminated in various criminal justice fields because they cannot pass a required fitness test. The course would be required and offered in the 1st semester of both Con-Law & Adv. Rec. programs ❖ Create new course: PHI116 – Criminal Justice Ethics; 3 credit course that focuses on the unique ethical challenges found in the criminal justice field. Topics would be similar to topics covered in the Academy; several sister colleges have this course. ❖ Remove PHI114 Environmental Ethics which would be replaced by PHI116 ❖ Change CMJ297 – Criminal Justice Internship to include “or General Elective”; gives students more options to completing degree. ❖ Add EMS116 – Wilderness First Responder Bridge to the 4th semester and keep EMS114 – Wilderness Advanced First Aid in 2nd semester. ❖ Change HIS115 – History of Maine to a fall semester ❖ Add ENG107 – Speech to a spring semester 	Wayde Carter
<p>OTHER Labs and Contact Hours</p> <ul style="list-style-type: none"> ❖ To help students plan their schedules, labs should show the number of contact hours required by students. These hours should be listed in the catalogue and in the course description. Discussion around if this should be part of the Course Proposal Checklist. 	Donna Geel
<p>Proposal Changes to the Heating Program</p> <ul style="list-style-type: none"> ❖ Next meeting Todd will present proposal changes for the heating program, which include credit issues and new topics for the heating program. 	Todd Cushing
<p>CARRIED OVER FROM PREVIOUS MEETING Change in Course Proposal for the EIT Program Several courses in the EIT Program need to reflect the need for TEC 151 as a pre-requisite. Needs to be officially changed in course proposal and in catalogue.</p>	Darin McGaw
<p>Syllabus Template</p> <ul style="list-style-type: none"> ❖ Discussion around whether the standard syllabus template should be revised to reflect the learning and assessment outcomes; this could be problematic for adjuncts. ❖ Sub-committee will review this issue. 	Darin McGaw
<p>ADJOURNMENT – 12:20 (Motion: Donna; 2nd – Cindy)</p>	