

## Academic and Curriculum Committee

Minutes: November 5, 2019

<b>Next meeting – Dec 3, 2019</b> <b>Board Room 11:15 am– 12:15</b>	
Members Present: Randy McCormick, Molly McDonald, Ron O'Brien, Travis Stepan, Anne Donahue, Darin McGaw, Mel Adams, Donna Geel, Elizabeth Sullivan, and Kelly Peters	
<b>MINUTES</b> Oct. 1, 2019 <ul style="list-style-type: none"> <li>❖ Approved by Committee: Unanimous</li> </ul>	Randy McCormick
<b>NEW BUSINESS</b> <b>DRG Courses Proposal Change (Second Read) and A.A. Inclusion</b> <ul style="list-style-type: none"> <li>❖ Adding Creative Art Learning Outcomes to DRG 124, 127 &amp; 127 to fulfill program requirements: <b>Motion to approve the course change proposal. Approved by unanimous vote.</b></li> <li>❖ Discussion on how to present availability of these courses as a possible Creative Arts fulfillment for the A.A. degree. Best way is through advising, so Department Chairs will notify faculty. Since these courses are not L.S. classes, they will not be listed in the L.S. Program outline.</li> </ul>	Randy McCormick
<b>Results of ACC Performance Evaluation Tool</b> <ul style="list-style-type: none"> <li>❖ Tabled until next meeting, so members can have time to review the evaluation.</li> <li>❖ Randy will make copies for members prior to next meeting.</li> </ul>	Randy McCormick
<b>Checklist Form for Course Change Proposals (First Read)</b> <ul style="list-style-type: none"> <li>❖ Changed “Attached Outline” to “Attached Syllabus” in Checklist Form</li> <li>❖ Will vote on this next meeting</li> </ul>	Darin McGaw
<b>Syllabus Template</b> <ul style="list-style-type: none"> <li>❖ Discussion around whether the standard syllabus template should be revised to reflect the learning and assessment outcomes</li> <li>❖ This could be problematic for adjuncts.</li> <li>❖ Sub-committee will review this issue.</li> </ul>	Darin McGaw
<b>ONGOING BUSINESS</b> <b>Membership By-Laws</b> <ul style="list-style-type: none"> <li>❖ Language changes and policy from the MEA contract has been added to the revised draft. <b>Motion to approve the by-law change. Approved by unanimous vote.</b></li> </ul>	Randy McCormick Kelly Peters
<b>Changes in Medical Assisting Program</b> <ul style="list-style-type: none"> <li>❖ In the next meeting Cindy will have several proposals for changes in the Medical Assisting Program. This will be the First Read.</li> </ul>	Cindy Moholland
<b>OTHER</b> <b>Change in Course Proposal for the EIT Program</b> <ul style="list-style-type: none"> <li>❖ 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.</li> </ul>	Darin McGaw
<b>ADJOURNMENT – 11:55 AM</b>	