

MINUTES
CURRICULUM COMMITTEE MEETING
3:30 pm – 5:00 pm
Zoom
October 17, 2023

Voting Members Present:

Alex Barber, Andrew Riffel, Cassi Gibson, Jacqueline Mench, Jennifer Ritter, Kathie Peterson, Lindsey Masten, Liz Peters, Mark Muchna, Patti Schlosberg, Sarah Southwick, Sheila Jarrell, Stacey Hilton, Tania Sheldahl, Tiffany Kragnes

Non-Voting Members Present:

Dean Holbrook, Diana Dowling, Emily Peek, Leslie Sparkman

Guests:

Ashley Picard, Kelsey Rumsey, Meghan Paquette, Tara O'Neill

Absent:

Charles Lohman, Ustadza White

- I. Approval of Minutes from October 3, 2023
 - a. Motioned and seconded to approve the 10/03/2023 minutes; vote taken; motion approved.

- II. New Business – Curriculum Proposals
 - a. New Program Proposal: Practical Nursing Fast Track Certificate
 - i. Ashley Picard provides an overview of the Practical Nursing Fast Track Certificate. This is a start to finish LPN certificate that would allow students to sit for the NCLEX exam. It is linked with the Department of Labor Nursing Expansion Grant for the first four years of the program; they have been working with the State Board of Nursing for approval of the program. Per grant requirements for entry into the program, students must be upskilling from their current industry. It is a Special Admission program. Discussion ensues regarding prerequisites. Ashley informs the committee that this certificate mirrors Maricopa's program, and their students are successful.
 - b. New Course Proposals: LPN 101, 105, 110, 201, 205, 210, and 215.
 - i. LPN 101
 - Sarah suggests changing Learning Outcome 3 to "Recognize evidence-based practice as an integral concept to determining best..." Ashley agrees.
 - ii. LPN 105

- Discussion regarding Learning Outcomes as they do not align with the Course Content. The Learning Outcomes should be more skills based.
- iii. LPN 110
- Discussion regarding the Course Content list and changing the tense of the verbs. Ashley will review and revise the Course Content.
- iv. LPN 115
- Discussion regarding Course Content and Learning Outcomes.
- v. LPN 201
- Discussion regarding Learning Outcome 1. Jennifer suggests “Recognize how to support...” Sarah and Ashley agree with the change. Ashley notes they were specific with verbiage in discussions with the State Board. Ashley will condense the Course Content.
- vi. LPN 205
- Discussion regarding Learning Outcome 6 being duplicated from LPN 105; needs to be leveled to show it is more difficult in LPN 205.
- vii. LPN 210
- Course Content is similar to LPN 110. Ashley will review Course Content to show scaffolding. Discussion ensues regarding Learning Outcomes 1 and 2 having qualifying adjectives.
- viii. LPN 215
- Sarah suggests considering scaffolding in Learning Outcome verbs to show progression from LPN 115. Discussion ensues regarding Learning Outcomes 2, 3, and 4.
- ix. Jennifer suggests the curriculum representative for Allied Health in Division 2 review curriculum before it is presented to the Tech Team and Curriculum Committee. Discussion ensues regarding Curriculum notifications and the new workflow. Liz will address the new workflow with the Curriculum Committee Sponsor and adding steps in the routing process next year.
- x. The committee tables the approval of the LPN courses and certificate at this time, due to the changes that need to be made. Liz will contact Ashley and Patti to set up a meeting to discuss the content updates.
- c. Course Modification Proposal: HIM 110 (change to AHS 134)
- i. Proposal is tabled.
- d. Program Modification Proposal: Early Childhood Education Advanced Certificate
- i. Tara O’Neill provides an overview of the modification to the Early Childhood Education Advanced Certificate and changing the program outcomes based on the advisory board suggestion to add the phrase “trauma informed practices”.
- e. Course Modification Proposal: ECE 260
- i. Removing the cross-listing with PSY 260.
- f. Course Deletion Proposal: PSY 260
- i. Removing the cross-listing with ECE 260.
- g. Course Modification Proposal: ECE 291
- i. Discussion regarding removing the NAEYC requirements and modifying the learning outcomes to remove the qualifiers “effective” and “effectively”.
- h. Motioned and seconded to approve the Early Childhood Education Advanced Certificate program proposal, and the course proposals for ECE 260, ECE 291, and PSY 260; vote taken; motion approved.

III. Discussion

- a. Liz refers the committee to the proposals in Curriculog and demonstrates how to access proposals and packages to review prior to committee meetings. Discussion ensues regarding notification of proposal submissions and routing.
- b. Liz assigns homework to the faculty representatives to introduce themselves as the faculty representative for their department/division, provide support for the curriculum process, and encourage conversations about curriculum submissions.
- c. Dean informs the committee there is an upcoming dean's meeting and Curriculog is on the agenda. Stacey will address the curriculum routing procedure at the dean's meeting.

IV. Adjournment