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# MEETING MINUTES OCT. 1, 2021

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9-11 a.m. via Zoom

**Meeting called to order:** 9:01 a.m.

**In attendance:** Eric Adjei, Frank Amankonah, Grecia Anaya-Arevalo, Lisa Buehler, Gabriel Chavez, Jeremy Coggin, Ben Davis, Melissa Deadmond, Chanda Guy, Martha Johnson-Olin, Katie Kolbet (Chair), Molly Maynard, Stephanie Mead, Jeffrey Metcalf, Staci Miller, Joylin Namie, Cynthia Olivo, Jennifer Pierce, Paula Reynolds, Courtney Schachter, Jenny Taufa, Rositza Todorova, Randall Walden, Wyatt Ziebel

**Absent:** Dan Bouweraerts (Proxy: Lisa Buehler), Natalie Brown (Proxy: Courtney Schachter), Tara Connolly (Proxy: Staci Miller), Leslie Jia, Meghan Lahti (Proxy: Rositza Todorova), Sione Lavaka (Proxy: Ben Davis), Kyle Smith (Proxy: Jeremy Coggin)

**Guests:** Amber Anaya, Ed Corbett, Laura Wilhelm

Approval of minutes from August 27, 2021

Motion: Stephanie Mead

Second: Molly Maynard

Approval: Unanimous, as amended (correction made on spelling of Connelly to Connolly)

## Consent items:

Courses – Deletions, Proposals & Revisions

Deactivations

- ENT 201: Entrepreneurship: Science and Engineering
- ENT 210: The Art, Science and Discipline of Creativity
- ENT 220: International Women's Entrepreneurship
- GER 101: Conversational German I
- GER 111: First-Year German I
- GER 112: First-Year German II
- GER 198: Special Topics in German
- GER 211: Second-Year German I
- GER 212: Second-Year German II
- HEB 113: Hebrew I
- HEB 114: Hebrew II
- HEB 198: Special Topics in Hebrew
- HEB 221: Intermediate Hebrew I
- HEB 222: Intermediate Hebrew II
- JPN 101: Conversational Japanese I
- JPN 102: Conversational Japanese II
- JPN 198: Special Topics in Japanese
- PORT 111: First-Year Portuguese I
- PORT 112: First-Year Portuguese II
- PORT 211: Second-Year Portuguese I
- PORT 212: Second-Year Portuguese II
- RUS 111: First-Year Russian I
- RUS 112: First-Year Russian II
- RUS 211: Second-Year Russian I
- RUS 212: Second-Year Russian II
- SOC 240: Introduction to Research Methods

## New

- SRGT 110: Introduction to Sterile Processing
- SRGT 111: Sterile Processing
- SRGT 112: Sterile Processing Clinical

## Revisions

- BIOL 224: Human Anatomy and Physiology II
- ECE 204: Principles of Child Guidance
- ECE 231: Preschool Practicum: Early Childhood Lab
- ECE 251: Curriculum in Early Childhood Education
- PSY 240: Introduction to Research Models

## Programs – Deletions, Proposals & Revisions

### Program Change Request

- Certificate of Achievement, Entrepreneurship
- BS, Dental Hygiene
- AA, Early Childhood Education
- AAS, Early Childhood Education

Motion: Gabriel Chavez

Second: Lisa Buehler

Passed unanimously

### **Non-consent items:**

## Courses – Deletions, Proposals, & Revisions

### Deactivations

- ENT 260: Intellectual Property

Motion: Martha Johnson-Olin

Second: Stephanie Mead

Passed unanimously

- ITAL 111: First-Year Italian I
- ITAL 112: First-Year Italian II
- ITAL 211: Second-Year Italian I
- ITAL 212: Second-Year Italian II

Motion: Molly Maynard

Second: Rositza Todorova

Passed unanimously

## New

- MPT 170: Manufacturing Assembly
- MPT 170M: Manufacturing Assembly

Motion: Randy Walden

Second: Paula Reynolds

Passed unanimously

## Revisions

- ANTH 281: Introduction to Language

Motion: Lisa Buehler

Second: Rositza Todorova

Passed unanimously

- MATH 100: Math for Allied Health Programs
- MATH 108: Math for Technicians

Motion: Randy Walden

Second: Jennifer Pierce

Passed unanimously

- MATH 176: Introductory Calculus for Business and Social Sciences

Motion: Randy Walden                      Second: Paula Reynolds  
Passed unanimously

Amendment to Motion: Jenny Taufan                      Second: Joylin Namie  
Passed as amended

Motion amended to remove “qualifying Accuplacer score” from prerequisites

Programs – Deletions, Proposals, and Revisions

- Certificate of Achievement, Diesel ASE Technician

Motion: Randy Walden                      Second: Paula Reynolds  
Passed unanimously

- AS, Environmental Science

Motion: Randy Walden                      Second: Eric Adjei  
Passed unanimously

**Removal of outdated statements from courses/programs**

Proposed: *When statements are found as part of courses or programs that contain outdated information, such changes can be approved by the Associate Dean of Assessment and Planning and the CRC chair without requiring full CRC approval.*

Rationale: Currently, the following changes can be made directly through the Assessment and Planning Office without requiring CRC approval:

- Requests for title changes from NSHE System Office
- Minor verbiage updates required for accreditation purposes
- If the course has been reviewed in the last 4 years:
  - Class size
  - Grading system
  - Transfer Status
  - Contact type
- If the course has been reviewed in the last 4 years and has approval from Academic Advisement and Admissions and Records
  - Updates to course sequencing; excluding the addition of courses and the deletion of courses from a program
  - Statement of recommended general education courses.

As we are cleaning up the catalog, outdated statements about course types (such as “C” type courses from WDCE) or entry requirements (such as “Students must be admitted to the Emergency Management/Homeland Security Program”) can be removed or corrected to current practices without requiring full CRC approval. So far, I have made a few judgments on these statements, but I would like to include this in the standard operating procedure rather than resting on the CRC chair alone.

Motion: Molly Maynard                      Second: Lisa Buehler  
Passed unanimously

**Course and Degree Revisions with no CRC Action Required**

Added ENG 100 to the Dental Assisting English Requirement options.

Removal of CHEM 242 from the Biology course sequence.

ECE 231 was updated to show that the course is not repeatable for additional units.

Processed through Associate Dean of Assessment and Planning – Melissa Deadmond

## **Gen Ed Review Team**

Chair Katie asked for more faculty members to volunteer to join.

Lisa Buhler and Stephanie Mead volunteered. Paula Reynolds said maybe.

### **Discussion: Updating CIM to reflect assessment for Gen-Ed and possibly changing the selection requirements**

When a course is evaluated for general education, guidelines based on evaluating course content are used. Chair Katie proposed to change the guidelines in CIM to reflect what aspects of the general education content that are being assessed.

The proposed change would have the submitter check they items they plan to assess with the course when submitted as a general education course for assessment. These assessed items would then be transferred into eLumen to become part of the course assessment.

For courses with embedded content, the committee would still require which content is being addressed and what fraction of the embedded content is in each course. This will help streamline the connection between course creation and assessment, allowing alignment of the assessment outcomes with the course goals.

Chair Katie opened the floor for feedback. It was suggested to say choose one thing to assess, rotate outcomes so the same things are not being assessed repeatedly, and show faculty how to gain access to older assessments. It was also noted this feels premature until the WICHE Passport is in place.

Chair Katie wanted to get the conversation started and be prepared once the ASA Committee sends over the outcomes for the other general education areas. The Quantitative Reasoning Committee is already working on making sure the appropriate outcomes are selected for those courses. The committee also would like to see the software talk to each other.

This discussion will continue at future CRC meetings.

**Meeting Adjourned:** 10:03 a.m.