



## EDUCATIONAL AFFAIRS COMMITTEE MEETING

Approved Minutes

October 6<sup>th</sup>, 2021

3:00pm

**WHCA 145 or Zoom**

Voting Members Present: Judi Guzzy, Nick Mancini, Mark Cowardin, Terri Teal, Kurt Christensen, Darryl Luton, Ashley Vasquez, Beth Gulley, Maureen Fitzpatrick, Andrew Lutz, Scott Craig, Susan Brown, Tim Brown, Jill Konen, Casey Buchanan, Theresa McChesney, Justin Dunham, Heather Seitz, Melanie Harvey

Members Absent: Damian Fraase, Richard Fleming, and Mark Jones

Resource Members: Gurbhushan Singh, Valerie Dorsey, Kris Perales, Cathy Almai-Mahurin and Anne Rubeck

(1) Call to Order

The meeting was called to order by Mark Cowardin at 3:02pm.

(2) Roll Call

Attendance was taken.

(3) Agenda Agreement (consent item)

The agenda was agreed on by consent.

(4) Meeting Minutes Draft from September 8<sup>th</sup>, 2021 & September 22<sup>nd</sup>, 2021 (consent item)

The meeting minutes were approved by consent.

(5) Curriculum\*

### Business

#### Fashion Design & Merchandising

Joy Rhodes

#### Course Edit

- FASH 270: Apparel Product Development

Joy Rhodes was present to discuss the update to the registration requirement for FASH 270. She stated that most students take the prescribed order of classes, but the program had a student enroll in FASH 270 that wasn't ready. The registration update will prohibit those not ready from enrolling in the course without the adequate experience.

Heather Seitz motioned to approve the course edit to FASH 270. Scott Craig seconded the motion and the motion passed.

## English and Journalism

### English

Matthew Schmeer (Holly Milkowart, Cross-listed Department)

#### New Courses

- ENGL 061: English Grammar Review
  - Cross-listing - EAP 061: English Grammar Review
- ENGL 062: Sentence Punctuation Skills
  - Cross-listing – EAP 062: Sentence Punctuation Skills
- ENGL 063: Composing Skills
  - Cross-listing – EAP 063: Composing Skills
- ENGL 064: Revision Proofreading Skills
  - Cross-listing – EAP 064: Revision Proofreading Sills
- ENGL 065: Writing for Research
  - Cross-listing – EAP 065: Writing for Research

Holly Milkowart and Matthew Schmeer were both present to represent the new ENGL and EAP courses which are being developed as cross-listings. The courses which most closely aligned with the new courses were the WCTR courses that deactivated last catalog. Matthew explained the background of the support courses which included a history of housing the courses out of English and then the Writing Center. The one credit hour courses have been around for years to help support students. Holly spoke to her experience teaching the courses under the ENGL prefix before they moved to WCTR. The courses have been updated, and content condensed. There is a current need for the courses by student as noted by Holly.

Matthew stated he appreciated the discussion with Library faculty about possible student confusion between their course and ENGL/EAP 065; so, in response to the discussion the 065-course title and description have been updated to better differentiate ENGL/EAP 065 from LIBR 125. Matthew and Holly fielded question pertaining to contact, directed study pay, the variable credit hour offering of ENGL/EAP 064, and the need for cross-listings.

Nick Mancini motioned to approve the new courses in ENGL and EAP. Melanie Harvey seconded the motion. The motion passed.

## Industrial Technology

### Automated Engineer Technology

Hugh Clark

#### Course Edits

- AET 140: Actuator and Sensor Systems
- AET 160: Programmable Logic Controllers
- AET 240: Industrial Robotics

Hugh Clark represented the course edits to AET. The course edits update registration values to allow a better pathway into AET courses from the ELEC program so the courses can be used as electives in the Electronics AAS program. Andrew Lutz motioned to approve the AET course edits and Heather Seitz seconded the motion. The motion passed.

### Electronics Technology

Thomas Wheeler

Thomas Wheeler and Hugh King represented the updates to the Electronics programs. Tom stated the program certificate is not as stackable into the AAS as they would like so the program edits reflect streamlining the certificate and the courses within the certificate, and then applying those updates to the AAS. The revised certificate will allow for a clear exit point at which a student is ready to obtain a job or internship. The updated certificate will have MATH 130 and MATH 131 as requirements which was recommended by the Electronics advisory board. Students require mathematics earlier in the program to be employable. ELEC 225 is being deactivated and redeveloped as ELEC 227. Registration updates to courses like ELEC 251 and ELEC 252 will allow for easier registration for 8-week course scheduling. The AAS program is moving from 64 program hours to 65 program hours due to ELEC 227 being one credit hour more than ELEC 225.

### New Courses

- ELEC 227: Digital Electronics II  
Maureen Fitzpatrick motioned to approve ELEC 227 and Nick Mancini seconded the motion. The motion passed.

### Course Edits

- ELEC 235: Digital Systems and Applications
- ELEC 236: Semiconductor Devices
- ELEC 240: Electronic Communication Systems
- ELEC 251: Laser Systems and Applications
- ELEC 252: Specialized Lasers and System Integration
- ELEC 271: Electronics Internship  
Andrew Lutz motioned to approve the ELEC course edits and Beth Gulley seconded the motion. The motion passed.

### Deactivated Courses

- ELEC 127: Robots for Humans
- ELEC 185: LAN Cabling and Installation
- ELEC 225: Digital Electronics II  
Heather Seitz motioned to approve the course deactivations in ELEC. Melanie Harvey seconded the motion and the motion passed.

### Program Edits

- 6220-CERT: Electronics Technology Certificate
- 2690-AAS: Electronics Technology

Theresa McChesney motioned to approve the Electronics program edits. Beth Gulley seconded the motion and the motion passed.

(6) Subcommittee and Liaison Reports

- Cultural Diversity/General Education  
Andrew Lutz reposted the subcommittee reviewed a Cultural Diversity application for SAG 205. The subcommittee unanimously voted to recommend the course for the designation. Nick Mancini seconded the motion to approve the course designation request based off the subcommittee recommendation. The committee voted and approved the request.
- Procedures  
Scott Craig, subcommittee chair, stated the subcommittee met for the first time on September 29<sup>th</sup> and will start reviewing the bylaws at the next subcommittee meeting.
- ABC  
No report.
- OLAC  
Susan Brown attended the last meeting for OLAC and noted topics discussed included quiz tool upgrade/issues, equation software pilot, and admin course view with advanced notice.
- Faculty Association  
Melanie Harvey reported Dr Browne visited with FA to listen to concerns.
- Committee of the Whole  
Heather Seitz reported the committee discussed the strategic plan, lobbyist priorities, budget calendar for FY 2022-2023, and updates from procurement.

(7) Announcements and Updates

Mark Cowardin announced he will not be at next meeting and that Theresa McChesney will be acting chair on October 20<sup>th</sup>.

(8) Adjournment

Andrew Lutz motioned to adjourn the meeting and Maureen Fitzpatrick seconded the motion. The meeting concluded at 4:07pm.

***\*All curriculum updates are effective Summer 2022 for the Academic Year 2022-2023 Catalog.***