

**Present:** ASG (Stephani Dale), Dustin Bare, Nora Brodnicki, Armetta Burney, Debra Carino, Virginia Chambers, Amanda Coffey, Juan Cortes, Megan Feagles (Recorder), Sue Goff, Erin Gravelle, Jordan Gulley, Dawn Hendricks, Kari Hiatt, Kerrie Hughes (Chair), Eric Lee, Kara Leonard, Gentiana Loeffler, Mike Mattson, Kelly Mercer, Deanna Myers, Tracy Nelson, David Plotkin, Lisa Reynolds, Terrie Sanne, Charles Siegfried, April Smith, Aundrea Snitker, Tara Sprehe, Sarah Steidl, Chris Sweet, Dru Urbassik, Wryann Van Riper, Andrea Vergun

**Guests:** Rick Carino, Tiffany Kriesel, Kari Nixon, Yvonne Smith

**Absent:** Elizabeth Carney, Jason Kovac, Patricia McFarland

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**1. Welcome & Introductions**

**2. Approval of Minutes**

- a. Approval of the December 1, 2023 minutes

*Motion to approve, approved*

**3. Consent Agenda**

- a. Course Number Changes  
b. Course Title Change  
c. Reviewed Outlines for Approval

*Motion to approve, approved*

**4. Course and Program Approvals**

**a. CS-289 Inactivation**

- a. Rick Carino presented  
b. Course has been removed from CS-CTE programs.

*Motion to approve, approved*

**b. Human Services Changes**

Yvonne Smith presented

- a. HS-104 Credit Change  
i. Changing from 11 LECT/1 Credit to 22 LECT/2 Credits.  
ii. Feedback from students and instructor indicates that too much curriculum is required to fit into only one credit. Curriculum content is required by outside credentialing body (MHACBO).  
b. Alcohol & Drug Counselor CPCC Amendment  
i. Only change is increase in credits for HS-104. Total credits change from 16 to 17.

*Motion to approve, approved*

**c. Nursing (RN) AAS Program Learning Outcomes**

- a. Virginia Chambers presented  
b. Working to align PLOs with OCNE curriculum

**d. Medical Billing and Coding CC Amendment**

- a. Virginia Chambers presented on behalf of Cindy Garner  
b. Changing WR-121Z to WR-101 or WR-121Z. This aligns with some of the other Health Sciences programs.  
c. Spoke with English Department and they support this decision.

*Motion to approve, approved*

**e. HLPE Changes**

Tracy Nelson presented

- a. HE-202 Inactivation  
i. "Many of the entry level careers for the Fitness Specialist Certificate are personal training and working in a gym. We have decided to embed parts of the HE 202 curriculum into our HE 201 class, since the majority of our students are on the personal training path for the certificate program."

- b. Fitness Specialist CC Amendment
  - i. Change name from Fitness Technology to Fitness Specialist. This aligns with other colleges who offer similar programs.
  - ii. Remove HE-202. Add FYE-101 or HD-121. Total credits change from 46-47 to 47-49
  - iii. New program code will be CC.FITNESSSPEC.
  - iv. There were questions about WR-101 vs WR-121Z. WR-121Z is the better choice if the program has a lot of transfer students.
  - v. ASG agrees that WR-121Z better prepares students for 200-level courses.

*Motion to approve, approved*

f. **Program Amendments, Group 1**

- a. EFA, Health Professions
  - i. Remove HE-202. Total credits change from 15-16 to 16

*Motion to approve, approved*

g. **Program Amendments, Group 2**

- a. AA Degree, Oregon Transfer
- b. AS, Oregon Transfer, Computer Science
  - i. Remove HE-202, HUM-240, HUM-241, HUM-242, SSC-240, SSC-241, SSC-242 due to inactivation.
  - ii. Add in HE-163, HE-164, HE-263, HE-264, and HPE-296.

*Motion to approve, approved*

h. **Apprenticeship Changes**

Kari Nixon presented

- a. **New Courses:** APR-102IE, 103IE, 151IE, 152IE, 201IE, 202IE, 250IE, 251IE
  - i. Creating new courses instead of reactivating the previous IE courses since the curriculum changed and the new courses are 6 credits instead of 3 credits.
- b. **Program Reactivations:** Electrician Apprenticeship Technologies (IE) AAS & CC
  - i. All content comes from the JATC

*Motion to approve, approved*

i. **Dental Assistant Instructional Method/Course Changes**

Kari Hiatt presented

- a. DA-110
  - i. Changing from 4 LECT, 36 CLIN/1 credit to 36 CLIN/1 credit.
  - ii. Students will participate in one 4 hour seminar (an orientation) held prior to the start of clinical practicum. The proposed change is that these seminar hours will be included in the total clinical hours, instead of separate lecture hours. Rationale: The content of the seminar hours is not theory based. This will bring our total hours for the course to 36, which is within the range for a 1-credit course (instead of 40 credit hours, which may surpass the limit).
- b. DA-120
  - i. Changing from 6 LECT, 170 CLIN/5 Credits to 170 CLIN/5 Credits
  - ii. Seminar hours are not theory based lecture hours. Seminar hours to be included in overall clinical (lab) hours.
- c. DA-130
  - i. Changing from 6 LECT, 256 CLIN/8 Credits to 256 CLIN/8 Credits
  - ii. Seminar hours are not theory based lecture hours. Seminar hours to be included in overall clinical (lab) hours.

*Motion to approve, approved*

j. **AS Engineering Amendments**

Eric Lee presented

- a. AS, Computer Engineering, PSU
  - i. Updating one Arts & Letters Electives to be 4 credits instead of 3-4 credits. Total credits change from 99-101 to 100-101. Based on PSU's elective requirement.
- b. AS, Electrical Engineering, PSU
  - i. Updating one Arts & Letters Electives to be 4 credits instead of 3-4 credits. Total credits change from 104-106 to 105-106. Based on PSU's elective requirement.

*Motion to approve, approved*

**5. Old Business**

a.

**6. New Business**

a. **Vote on Membership for April**

- i. Kerrie Hughes presented
- ii. Proposal to approve adding Veterans Services to ex-officio members in the Charter

*Motion to approve, approved*

b. **Common Course Numbering Update**

- i. Dru Urbassik presented
- ii. The Curriculum Office will facilitate these changes. The change cannot happen until after spring registration ends (4/14/24). These will go on the 4/5/24 agenda but changes won't be made in Colleague until after 4/14/24.

**7. Closing Comments**

- a. CourseLeaf systems (except the 24-25 catalog) are approved for use by ITS. The systems are not currently connected to Colleague so there may be delays in items showing as "Approved" in CourseLeaf.

*-Meeting Adjourned-*

**Next Meeting: February 16, 2024 (8-9:30am)**