



**CMU Tech Curriculum Committee  
Meeting Minutes  
January 23, 2024  
Building B Room 150**

**Members Present:** Wayne Smith, Jason Roberson, Karrie Stanfill, Stephanie Stelljes, and Scott Andrews

**Members Absent:** Carolyn Ferreira-Lillo

**Ex-Officio Members:** Maggie Bodyfelt, Christi Hein, Tracie Seurer, John Stewart, Morgan Bridge, Janel Davis, and Lisa Bessette

**Recording Secretary:** Carrie Moore

Chair Smith called the meeting to order at 3:34 pm

**I. Announcements**

A. None

**II. Unfinished Business**

A. None

**III. Ex-Officio Reports**

A. Associate Vice President of Academic Affairs for Assessment and Accreditation

i. Nothing to report.

B. Registrar's Office Maggie Bodyfelt

i. The Registrar's Office is beginning to process everything that was approved in September/October. Those approved changes will be in the official books soon.

C. Financial Aid John Stewart

i. Nothing to report.

D. Librarian Tracie Seurer

i. Librarian Seurer is finishing up assessments for course and program additions. FILM was finished today and PLMB, VITE, and EMTS will be finished this week.

E. Catalog Description Reviewer Johanna Varner

i. Nothing to report.

F. Essential Learning Scott Andrews

i. Nothing to report.



**II. Curriculum Proposals**

Please see page 3 for a summary of curriculum proposals with the Committee action for each proposal.

**III. Information Items**

A. CIM closed on December 22, 2023.

**IV. New Business**

A. None

With no objections from the committee, Chair Smith adjourned the meeting at 3:45 pm.

## CMU Tech Curriculum Committee Proposals January 23, 2024

Effective Term - Summer 2024	Courses		
The following is a summary: Additional information can be found on the individual curriculum proposals.			
<b>Title</b>	<b>Credits</b>	<b>Committee Action</b>	<b>Motion   Second</b>
<b>ABUS 106: Marketing Your Image</b>	<b>1</b>	<b>Course Inactivation - Approved</b>	<b>Roberson   Stanfill</b>
<b>CMU Tech CC Discussion:</b> It was agreed by both the Dept Faculty and the Director of Instruction, Christi Hein, that since this course has not been offered in at least 5 years and will not be offered in the near future, the course needed to be inactivated.			
<b>Change Item Description</b>		<b>Old</b>	<b>New</b>
Delete Proposal: No differences to report			
<b>ABUS 116: Principles of Supervision</b>	<b>3</b>	<b>Course Modification - Approved</b>	<b>Stanfill   Roberson</b>
<b>CMU Tech CC Discussion:</b> Adding engagement and preparation minutes, semester offered, topical course outline and student learning outcomes that were not included when course information migrated into CIM system. No changes are being made to instructional content.			
<b>Change Item Description</b>		<b>Old</b>	<b>New</b>
<b>ABUS 128: Workplace Behavior</b>	<b>3</b>	<b>Course Modification - Approved</b>	<b>Stanfill   Roberson</b>
<b>CMU Tech CC Discussion:</b> Adding engagement and preparation minutes, semester offered, topical course outline and student learning outcomes that were not included when course information migrated into CIM system. No changes are being made to instructional content.			
<b>Change Item Description</b>		<b>Old</b>	<b>New</b>
<b>ABUS 155: Social Media for Business</b>	<b>3</b>	<b>Course Modification - Approved</b>	<b>Stanfill   Roberson</b>
<b>CMU Tech CC Discussion:</b> Adding engagement and preparation minutes, semester offered, topical course outline and student learning outcomes that were not included when course information migrated into CIM system. No changes are being made to instructional content. Corrected contact hour category to accurately reflect the instructional activity for this course.			
<b>Change Item Description</b>		<b>Old</b>	<b>New</b>

<b>ABUS 156: Problem Solving in the Business Environment</b>	<b>3</b>	<b>Course Modification - Approved</b>	<b>Stanfill   Roberson</b>
<b>CMU Tech CC Discussion:</b> Adding engagement and preparation minutes, the semester offered, topical course outline, and student learning outcomes that were not included when course information migrated into CIM system. No changes are being made to instructional content.			
<b>Change Item Description</b>	<b>Old</b>	<b>New</b>	
<b>ABUS 160: Introduction to Customer Service</b>	<b>3</b>	<b>Course Modification - Approved</b>	<b>Stanfill   Roberson</b>
<b>CMU Tech CC Discussion:</b> Adding engagement and preparation minutes, semester offered, topical course outline and student learning outcomes that were not included when course information migrated into CIM system. No changes are being made to instructional content.			
<b>Change Item Description</b>	<b>Old</b>	<b>New</b>	
<b>ABUS 289: Applied Business Capstone</b>	<b>3</b>	<b>Course Inactivation - Approved</b>	<b>Roberson   Stanfill</b>
<b>CMU Tech CC Discussion:</b> In the Fall of 2023, the Applied Business Department and the Director of Instruction, Christi Hein, discussed and agreed to inactivate this course. This course has not been offered in at least 5 years and will not be offered in the near future, the course needed to be inactivated.			
<b>Change Item Description</b>	<b>Old</b>	<b>New</b>	
Delete Proposal: No differences to report			
<b>CADT 105: Print Reading - Residential, Commercial, Industrial</b>	<b>3</b>	<b>Course Inactivation - Approved</b>	<b>Stelljes   Roberson</b>
<b>CMU Tech CC Discussion:</b> On November 1, 2023, the faculty discussed with the Director of Instruction, Christi Hein, the proposal to inactivate this course. It was agreed that since this course has not run in at least 10 years it would be prudent to set the status of the course as inactive. This course is not required for any certificates or degrees.			
<b>Change Item Description</b>	<b>Old</b>	<b>New</b>	
Delete Proposal: No differences to report			
<b>CADT 107: Advanced Computer Aided Design</b>	<b>3</b>	<b>Course Inactivation - Approved</b>	<b>Stelljes   Roberson</b>
<b>CMU Tech CC Discussion:</b> On November 1, 2023, the faculty discussed with the Director of Instruction, Christi Hein, the proposal to inactivate this course. It was agreed by both parties that since this course has not run in at least three years it would be prudent to set the status of the course as inactive. This course is not required for any certificates or degrees.			
<b>Change Item Description</b>	<b>Old</b>	<b>New</b>	
Delete Proposal: No differences to report			

<b>CADT 110: CAD Application</b>	<b>4</b>	<b>Course Inactivation - Approved</b>	<b>Stelljes   Roberson</b>
<p><b>CMU Tech CC Discussion:</b> On November 1, 2023, the faculty discussed with the Director of Instruction, Christi Hein, the proposal to inactivate this course. It was agreed by both parties that since this course has not run in at least three years it would be prudent to set the status of the course as inactive. This course is not required for any certificates or degrees.</p>			
<b>Change Item Description</b>		<b>Old</b>	<b>New</b>
Delete Proposal: No differences to report			
<b>CADT 141: Structural Materials</b>	<b>3</b>	<b>Course Inactivation - Approved</b>	<b>Stelljes   Roberson</b>
<p><b>CMU Tech CC Discussion:</b> On November 1, 2023, the faculty discussed with the Director of Instruction, Christi Hein, the proposal to inactivate this course. It was agreed by both parties that since this course duplicates the material covered in CADT 140 it would be prudent to set the status of the course as inactive. This course is not required for any certificates or degrees. The material in this course is dealt with in CADT 140.</p>			
<b>Change Item Description</b>		<b>Old</b>	<b>New</b>
Delete Proposal: No differences to report			
<b>CADT 150: Advanced Images - Introduction to Animation</b>	<b>4</b>	<b>Course Inactivation - Approved</b>	<b>Stelljes   Roberson</b>
<p><b>CMU Tech CC Discussion:</b> On November 1, 2023, the faculty discussed with the Director of Instruction, Christi Hein, the proposal to inactivate this course. It was agreed by both parties that since this course has not run in at least 10 years it would be prudent to set the status of the course as inactive. This course is not required for any certificates or degrees.</p>			
<b>Change Item Description</b>		<b>Old</b>	<b>New</b>
Delete Proposal: No differences to report			
<b>ELCE 220: Industrial Controls</b>	<b>4</b>	<b>Course Modification - Approved</b>	<b>Roberson   Stelljes</b>
<p><b>CMU Tech CC Discussion:</b> 1) Academic engagement minutes, student preparation minutes, terms typically offered, topical course outline and student learning outcomes were filled in (info was not transferred when CIM was implemented). 2) Changed instructional method from Lecture/Lab: Vocational/Technical to Mixed Instructional Method to better align with course content.</p>			
<b>Change Item Description</b>		<b>Old</b>	<b>New</b>
Type of Instructional Activity:		Lecture/Lab: Vocational/Tech	Mixed Instructional Method

<b>ELCE 222: Instrumentation and Process</b>	<b>4</b>	<b>Course Modification - Approved</b>	<b>Roberson   Stelljes</b>
<b>CMU Tech CC Discussion:</b> 1) Academic engagement minutes and student preparation minutes, typical semester offered, SLOs, and topical course outline were added (info was not transferred when CIM was implemented). 2) Changed instructional method from Lecture/Lab: Vocational/Technical to Mixed Instructional Method to better align with course content.			
<b>Change Item Description</b>		<b>Old</b>	<b>New</b>
Type of Instructional Activity:		Lecture/Lab: Vocational/Tech	Mixed Instructional Method
<b>ELCE 225: Introduction to PLCs</b>	<b>4</b>	<b>Course Modification - Approved</b>	<b>Roberson   Stelljes</b>
<b>CMU Tech CC Discussion:</b> 1) Academic engagement minutes, student preparation minutes, terms typically offered, topical course outline and student learning outcomes were filled in (info was not transferred when CIM was implemented). 2) Changed instructional method from Lecture/Lab: Vocational/Technical to Mixed Instructional Method to better align with course content.			
<b>Change Item Description</b>		<b>Old</b>	<b>New</b>
Type of Instructional Activity:		Lecture/Lab: Vocational/Tech	Mixed Instructional Method
<b>MAMT 101: Introduction to Manufacturing</b>	<b>2</b>	<b>Course Modification - Approved</b>	<b>Stanfill   Stelljes</b>
<b>CMU Tech CC Discussion:</b> 1) Academic engagement minutes and student preparation minutes were filled in (info was not transferred when CIM was implemented). 2) Terms typically offered, SLOs and Topical Course Outline were added (info was not transferred when CIM was implemented).			
<b>Change Item Description</b>		<b>Old</b>	<b>New</b>
<b>WELD 133: Introduction to Manufacturing</b>	<b>2</b>	<b>Course Modification - Approved</b>	<b>Stanfill   Stelljes</b>
<b>CMU Tech CC Discussion:</b> 1) Academic engagement minutes and student preparation minutes, SLOs, and topical course outline were added (info was not transferred when CIM was implemented). 2) Changed instructional method from Lecture/Lab: Vocational/Technical to Mixed Instructional Method to better align with course content. 3) Edited course description to accurately reflect content of course.			
<b>Change Item Description</b>		<b>Old</b>	<b>New</b>
Type of Instructional Activity:		Lecture/Lab: Vocational/Tech	Mixed Instructional Method



Course description for the catalog:

Study and skill development of metal fabrication methods. Lecture and laboratory. Measuring tools and techniques, welding shop mathematics, blueprint reading, welding symbols, sheet metal and steel plate fabrication project layout methods applied. Basic blacksmithing techniques and ornamental iron layout included. Structural and pipe connection layout methods introduced.

Study and skill development of metal fabrication methods. Measuring tools and techniques, welding shop mathematics, blueprint reading, welding symbols, sheet metal and steel plate fabrication project layout methods applied. Structural and pipe connection layout methods are introduced.