

**WCCC Curriculum Committee**  
**Meeting Minutes**  
**February 9, 2021**  
Teams

**Members Present:** Wayne Smith; Joe Quesenberry, Michael Carsten, Karrie Stanfill, Jason Roberson, Denise McKenney

**Members Absent:**

**Ex-officio members present:** Morgan Bridge, Aaron Osborne, Christi Hein, Maggie Bodyfelt, Janel Davis, Tracie Seurer, Curt Martin

**Guests:** Megan Englund

**Recording Secretary:** Bonnie Aman

Chair Smith called the meeting to order at 3:32 pm.

**I. Information Items**

Revisions to Curriculum Handbook

**II. Curriculum Proposals**

**(A) Applied Business**

Course Addition

1. ABUS 210 – MicroBusiness Money Management (3)

**Motion: To approve the Course Addition of ABUS 210 – MicroBusiness Money Management for Applied Business. (Carsten/Roberson). No Discussion. The committee voted unanimously to approve the course addition for Applied Business.**

Program Modification

2. 1104: Applied Business: Business Foundations (TCT)

**Motion: To approve the Program Modification for 1104: Applied Business: Business Foundations (TCT) (Stanfill/Quesenberry). No Discussion. The committee voted unanimously to approve the program modification for Applied Business.**

3. 1300: Applied Business: Administrative Support (AAS)

**Motion: To approve the Program Modification for 1300: Applied Business: Administrative Support (AAS) (Carsten/Roberson). No Discussion. The committee voted unanimously to approve the program modification for Applied Business.**

4. 1302: Applied Business: Marketing Communications (AAS)

**Motion: To approve the Program Modification for 1302: Applied Business: Marketing Communications (AAS) (Carsten/Roberson). No Discussion. The committee voted unanimously to approve the program modification for Applied Business.**

#### **(B) Early Childhood Education**

##### Program Addition

5. Early Childhood Education Assistant Teacher (TCT)

**Motion: To approve the Program Addition for Early Childhood Education Assistant Teacher (TCT) (Roberson/Carsten). No Discussion. The committee voted unanimously to approve the program addition for Early Childhood Education.**

#### **(C) Information and Communication Technology**

##### Course Addition

6. TECI 120 – A+ Certification Preparation (3)

**Motion: To approve the Course Addition: TECI 120 – A+ Certification Preparation for Information and Communication Technology. (Roberson/Quesenberry). No Discussion. The committee voted unanimously to approve the course addition for Information and Communication Technology.**

7. TECI 201 – Linux Configuration (OS) (3)

**Motion: To approve the Course Addition: TECI 201 – Linux Configuration (OS) for Information and Communication Technology. (Carsten/Stanfill). No Discussion. The committee voted unanimously to approve the course addition for Information and Communication Technology.**

8. TECI 202 – Unix/Linux Server Administration (3)

**Motion: To approve the Course Addition: TECI 202 – Unix/Linux Server Administration for Information and Communication Technology (Stanfill/Quesenberry). No Discussion. The committee voted unanimously to approve the course addition for Information and Communication Technology.**

9. TECI 211 – Windows Configuration (OS) (3)

**Motion: To approve the Course Addition: TECI 211 – Windows Configuration (OS) for Information and Communication Technology (Stanfill/Roberson).** No Discussion. **The committee voted unanimously to approve the course addition for Information and Communication Technology.**

10. TECI 270 – Cisco certified Network Associate, Security (4)

**Motion: To approve the Course Addition: TECI 270 – Cisco certified Network Associate, Security for Information and Communication Technology (Roberson/Stanfill).** No Discussion. **The committee voted unanimously to approve the course addition for Information and Communication Technology.**

Program Modification

11. 1116: Information and Communication Technology: Healthcare Information (TCT)

**Motion: To approve the Program Modification for 1116: Information and Communication Technology: Healthcare Information for Information and Communication Technology (Carsten/Roberson).** No Discussion. **The committee voted unanimously to approve the program modification for Information and Communication Technology.**

12. 1118: Information and Communication Technology: Network Technician (TCT)

**Motion: To approve the Program Modification for 1118: Information and Communication Technology: Network Technician for Information and Communication Technology (Roberson/Quesenberry).** Maggie Bodyfelt expressed that in deleting TECI 235 Cisco IV and transferring all relevant material to TECI 230 CISCO III that there is no course modification. Smith discussed this with Charles White and the changes were minor and did not warrant a course modification. **The committee voted unanimously to approve the program modification for Information and Communication Technology.**

13. 1318: Information and Communication Technology (AAS)

**Motion: To approve the Program Modification for 1318: Information and Communication Technology (AAS) for Information and Communication Technology.(Roberson/Stanfill).** Maggie Bodyfelt asked if the change from MATH 108 to MATH 110 should be discussed with the MATH Department. It was felt that with multiple offerings of MATH 110 that there would not be a conflict. It was brought up that there was no documentation of conversation with Computer Science and Engineering about adding CSCI 110 Beginning Programming. Chair Smith stated that there was a

conversation, it just did not get added to the proposal. **The committee voted unanimously to approve the Program Modification pending inclusion of documentation of the discussion with Scott Kessler, Head of Computer Science and Engineering regarding the addition of CSCI 110 Beginning Programming to this degree for Information and Communication Technology.**

#### **(D) Wildland Fire Management**

##### Course Addition

14. FSWM 149: Interagency Incident Business Operations (1)

**Motion: To approve the Course Addition: FSWM 149: Interagency Incident Business Operations for Wildland Fire Management (Carsten/Roberson). No Discussion. The committee voted unanimously to approve the course addition for Wildland Fire Management.**

15. FSWM 154: Wildland Fire Origin Cause Determination (2)

**Motion: To approve the Course Addition: FSWM 154: Wildland Fire Origin Cause Determination for Wildland Fire Management (Stanfill/Carsten). No Discussion. The committee voted unanimously to approve the course addition for Wildland Fire Management.**

16. FSWM 243: Fire Engine Operator (3)

**Motion: To approve the Course Addition: FSWM 243: Fire Engine Operator for Wildland Fire Management (Stanfill/Roberson). No Discussion. The committee voted unanimously to approve the course addition for Wildland Fire Management.**

17. FSWM 244: Wildland Training for Structural Fire Fighters (2)

**Motion: To approve the Course Addition: FSWM 244: Wildland Training for Structural Fire Fighters for Wildland Fire Management (Roberson/Stanfill). No Discussion. The committee voted unanimously to approve the course addition for Wildland Fire Management.**

##### Program Modification

18. 1363: Wildland Fire Management (AAS)

**Motion: To approve the Program Modification for 1363: Wildland Fire Management (AAS) for Wildland Fire Management (Carsten/Quesenberry). Dr. Morgan Bridge commented that there were already a lot of restricted electives offered and more were added. Her concern is that with so many, will they all be able to be offered for students. The committee voted unanimously to approve the program modification for Wildland Fire Management.**

Karrie Stanfill made a motion to adjourn the meeting.

With no objections from the committee, Chair Smith adjourned the meeting at 4:28 pm.

Respectfully submitted by Bonnie L. Aman, February 10, 2021.

Effective Term Summer 2021

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***Applied Business***

**Courses**

Proposal Committee Action Members Motion/Second

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**ABUS 210: MicroBusiness Money Management** **Approved** **Carsten/Roberson**

**WCCC Discssion:** No Discussion

**Change Item Description**

**Department Justification**

Course Addition

A more hands-on practical approach to accounting and money management for a microbusiness is more relevant than ACCT 201 for Applied Business students. All the ABUS students should understand how to manage money for a microbusiness. This course will teach students how to use software programs like QuickBooks to help with the process. They will learn how to manage payroll, budgeting for a small business, determine business organization, track revenue and expenses, pay taxes, and understand the financial status of their business through analyzing basic financial statements.

**Programs**

Proposal Committee Action Members Motion/Second

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**1104: Applied Business: Business Foundations (TCT)** **Approved** **Stanfill/Quesenberry**

**WCCC Discssion:** MARK 231 Principles of Marketing is being replaced by ABUS 105 Internet Marketing Strategies.

**Change Item Description**

**Department Justification**

Program Modification

ABUS 105 is an applied approach to marketing. Students will be able to create a website, manage an email list, manage SEO and build a brand online. It is a more focused approach to marketing that will allow them to apply what they have learned to their own microbusiness or a business for which they work. Students will be able to market their own company or one that they work for through online resources. This is a very applied approach to marketing for the microbusiness.

Proposal Committee Action Members Motion/Second

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**1300: Applied Business: Administrative Support (AAS)** **Approved** **Carsten/Roberson**

**WCCC Discssion:** No Discussion

**Change Item Description**

**Department Justification**

Program Modification

TECI 142 Internet of Things is replaced with the new course ABUS 105 Internet Marketing Strategies. TECI 142 is no longer relevant to Applied Business Students as they teach about networks as they relate to drones and robotics. ABUS 105 Internet Marketing Strategies is relevant to the students.

Changing ACCT 201 Principles of Financial Accounting to the new course ABUS 201 MicroBusiness Money Management will allow students to learn practical and applied approaches for managing money and finances for a microbusiness.

Removing the ABUS elective and making ABUS 160 Introduction to Customer Service a program requirement to give students a better foundation.

Changing the Capstone 289 class to ABUS 299 Internship will provide hands-on learning experiences, essential to student success in the changing business environment and provide more relevant and applied knowledge than ABUS 289.

Proposal	Committee Action	Members Motion/Second
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<b>1302: Applied Business: Marketing Communications (AAS)</b>	<b>Approved</b>	<b>Carsten/Roberson</b>
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**WCCC Discssion: No Discussion**

**Change Item Description**

**Department Justification**

Program Modification

Changing CSCI 106 Web Page Design I to ABUS 105 Internet Marketing Strategies will give students the knowledge to use rograms like Wix which allow businesses to use website building templates which is more relevant for Applied Business students than CSCI 106 which teaches about coding and building a website from scratch. Technology now provides software venues for the microbusiness that easily facilitates building a microbusiness webpage.

Swaping ABUS 299 Internship with ABUS 289 Capstone is a great way for students to get hands-on learning experience and provides the relevant knowledge needed in a changing business environment; a better course for this program than ABUS 289.

Replacing TECI 142 Internet of Things with ABUS 210 MicroBusiness Money Management is important for students creating their own business since financial and money management is essential for the success of the business.

**Early Childhood  
Education**

**Programs**

Proposal	Committee Action	Members Motion/Second
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<b>Early Childhood Education Assistant Teacher (TCT)</b>	<b>Approved</b>	<b>Roberson/Carsten</b>
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**WCCC Discssion:** This certificate is replacing the Early Childhood Education Entry-Level Teacher (1194). It is a name change and the addition of three elective choices; however, since a program number cannot be "reused" in CIM/Banner, a new program proposal must be created as opposed to a program modification. As such a new budget and library assessment are not required since a new program, just a new name for an existing program is occurring. Early Childhood Education Entry-Level Teacher (1194) is slated for deletion in Summer 2022 after all current students have completed coursework.

**Change Item Description**

**Department Justification**

Program Modification

This is not a new program proposal. It is a minor name change to an existing program. To allow CIM/Banner functionality, a new program proposal form must be used for the name change not a program modification, which is the curriculum process that would ordinarily be used for this change, if the proposal did not include a name change.

**Information and Communication Technology**

**Courses**

Proposal	Committee Action	Members Motion/Second
<b>TECI 120 – A+ Certification Preparation</b>	<b>Approved</b>	<b>Roberson/Quesenberry</b>

**WCCC Discssion:** After looking a the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course.

**Change Item Description**  
Course Addition

**Department Justification**

We can prepare students for the CompTIA A+ certification examination. PC hardware and operating system installation, configuration and troubleshooting are practiced and reviewed using A+ techniques. Being able to demonstrate that they have the knowledge to pass an industry recognized certification is essential when applying for an entry-level IT position.

Proposal	Committee Action	Members Motion/Second
<b>TECI 201 – Linux Configuration (OS)</b>	<b>Approved</b>	<b>Carsten/Stanfill</b>

**WCCC Discssion:** After looking a the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course.

**Change Item Description**  
Course Addition

**Department Justification**

Today, Linux systems are used throughout computing, from embedded systems to virtually all supercomputers, and have secured a place in server installations such as the popular LAMP application stack. Use of Linux distributions in home and enterprise desktops has been growing. The Linux OS is frequently packaged as a Linux distribution for both desktop and server use, and includes the Linux kernel (the core of the operating system) as well as supporting tools and libraries. Popular Linux OS distributions include Debian, Ubuntu, Fedora, Red Hat and openSUSE. Linux is used all around us from NASA to Roku and in your car.

Proposal	Committee Action	Members Motion/Second
<b>TECI 202 – Unix/Linux Server Administration</b>	<b>Approved</b>	<b>Stanfill/Quesenberry</b>

**WCCC Discssion:** After looking a the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course.

**Change Item Description**

**Department Justification**



Course Addition

The LPIC-1 certification gives the candidate a good understanding of low-level maintenance tasks, such as backup, restore, reboot, and shutdown. The professional should have a basic knowledge of Linux, GNU, and UNIX command. They must be capable of installing Linux workstations, monitoring access permissions, and understanding basic system architecture. The job prospects for Linux System Administrator are favorable. According to the US Bureau of Labor Statistics (BLS), there is expected to be a growth of 6 percent from 2016 to 2026. Candidates who have a firm hold on cloud computing and other latest technologies have bright chances. The professionals can also look out for freelance work on portals such as FieldEngineer.com. These portal offer excellent opportunities and salary.

Proposal	Committee Action	Members Motion/Second
<b>TECI 211 – Windows Configuration (OS)</b>	<b>Approved</b>	<b>Stanfill/Roberson</b>

**WCCC Discssion:** After looking a the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course.

Change Item Description	Department Justification
Course Addition	System Configuration MSConfig is a system utility designed to troubleshoot the Microsoft Windows startup process. It can disable or re-enable software, device drivers or Windows services that run at startup, and it can change boot parameters. This makes MSConfig an extremely useful troubleshooting utility.

Proposal	Committee Action	Members Motion/Second
<b>TECI 270 – Cisco certified Network Associate, Security</b>	<b>Approved</b>	<b>Roberson/Stanfill</b>

**WCCC Discssion:** After looking a the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course.

Change Item Description	Department Justification
Course Addition	Computer Network Security is the fastest growing field within Information and Communication Technology. Preparing students for a CCNA Security certification only enhances a student's resume when combined with other certifications (CCNA and CompTia).

**Programs**

Proposal	Committee Action	Members Motion/Second
<b>1116: Information and Communication Technology: Healthcare Information (TCT)</b>	<b>Approved</b>	<b>Carsten/Roberson</b>

**WCCC Discssion:** Adding TECI 242 Cloud Computing and TECI 230 Cisco III will increase the total certificate hours from 27 to 30.

Change Item Description	Department Justification
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**Program Modification**

Adding TECI 242 to this certificate will help students learn about cloud based storage and be better prepared for the way of the future.

This certificate prepares students to learn how to secure a Network, TECI 230 is needed in addition to TECI 180, and TECI 185 so students have all three networking courses. Health information systems include those systems that handle data related to the activities of providers and health organizations. As an integrated effort, these may be leveraged to improve patient outcomes, inform research, and influence policy-making and decision-making. Because health information systems commonly access, process, or maintain large volumes of sensitive data, security is a primary concern.

Proposal	Committee Action	Members Motion/Second
<b>1118: Information and Communciation Technology: Network Technician (TCT)</b>	<b>Approved</b>	<b>Roberson/Quesenberry</b>

**WCCC Discssion:** TECI 163 Convergent Technologies is being replaced with TECI 142 Internet of Things. MATH 108 is being added as is ABUS 257 Managing Office Technologies. TECI 235 CISCO IV is being removed. Total Certificate hours will increase from 27 to 31.

Maggie Bodyfelt expressed that in deleting TECI 235 Cisco IV and transferring all relevant material to TECI 230 CISCO III that there is no course modification. Smith discussed this with Charles White and the changes were minor and did not warrant a course modification.

**Change Item Description**      **Department Justification**  
 Program Modification

TECI 142 Internet of Things is a more recently developed course based on CISCO Network Academy Material Updates. It includes relevant material from TECI 163 plus more information relevant to students pursuing a Network Technician certificate or degree. MATH 108 Technical Mathematics is necessary to help understand Algorithms. In mathematics and computer science, an algorithm is a finiRelevant material was transferred to TECI 230, CISCO III.te sequence of well-defined, computer-implementable instructions, typically to solve a class of problems or to perform a computation.

Relevant material was transferred from CISC 235 to TECI 230, CISCO III.

ABUS 257 develops skills needed in this field for writing job proposals, conducting cost spreadsheets, and making presentations.

Proposal	Committee Action	Members Motion/Second
<b>1318: Information and Communication Technology (AAS)</b>	<b>Approved - pending inclusion of documentation of the discussion with Scott Kessler, Head of Computer Science and Engineering regarding the addition of CSCI 110 Beginning Programming to this degree for Information and Communication Technology.</b>	<b>Roberson/Stanfill</b>

**WCCC Discssion:** Removing courses that are less relevant to todays workforce needs and adding courses that will make the

degree relevant in the current workplace. After the meeting, we learned that Scott Bevill is now the Department Head for Computer Science and Engineering. Included in the proposal is information regarding Scott Bevill's approval.

Maggie Bodyfelt asked if the change from MATH 108 to MATH 110 should be discussed with the MATH Department. It was felt that with multiple offerings of MATH 110 that there would not be a conflict. It was brought up that there was no documentation of conversation with Computer Science and Engineering about adding CSCI 110 Beginning Programming. Chair Smith stated that there was a conversation, it just did not get added to the proposal.

### **Change Item Description**

### **Department Justification**

Program Modification

ABUS 160 Introduction to Customer Service (3) Replace with ABUS 257 Managing Office Technology I (3). Customer Service is covered by TECI 131 and TECI 132. Students do need to learn Managing Office Technology, encompassing Microsoft Office.

TECI 163 Convergent Technologies (3) Replace with CSCI 110 Beg Programming:Python (3). The material in TECI 163 Convergent Technologies is covered in TECI 142 Internet of Things which is already in the AAS. Programming in Python is necessary for the program due to the Internet of Things.

TECI 111 Healthcare Data Management and Information Systems (3) Replace with TECI 120 A+ Certification Preparation (3). TECI 111 is more appropriate to the Health Care Certificate since it is a major course for that area. However for the AAS, 120A+ is more appropriate.

ABUS 128 Workplace Behavior (3) Replace with TECI 201 Linux Configuration:(OS) (3). Aspects of workplace behavior are addressed in TECI 131 and TECI 132. Linux configuration is very important for configuring networks using Linux.

TECI 235 Cisco Networking IV (3) Replace with TECI 211 Windows Configuration (OS) (3). CISCO IV is now compacted into CISCO III. Windows configuration is very important for configuring networks using Windows.

TECI 265 Advanced IT Hardware and System Software (3) Replace with TECI 202 Unix/Linux Server Admin (3). Hardware is address in TECI 132. Software training will be found in the new Unix/Linux courses. Unix/Linux server administration is a needed skill.

TECI 292 Capstone in Technical Engineering Planning and Economics (4) Replace with TECI 270 CCNA Security (4). The capstone was focused on building and maintaining networks which is covered in multiple courses. Since Security is a prominent topic today, it was necessary to add this course.

Modified wording of Student Learning Outcomes. Student Learning Outcomes were edited for clarity and brevity.

## ***Wildland Fire Management***

### **Courses**

Proposal	Committee Action	Members Motion/Second
<b>FSWM 149: Interagency Incident Business Operations</b>	<b>Approved</b>	<b>Carsten/Roberson</b>

**WCCC Discssion:** No Discussion

Change Item Description	Department Justification
Course Addition	This is a reactivation of a course that was previously built but never taught. This industry standard NWCG course offers students the business and financial side of wildland fire. It will enhance the wildland fire students understanding of the business management side of wildland fire. Having taken this course will complement student employment for fire positions. To this date, we have not offered any fire courses in this specific field.

Proposal	Committee Action	Members Motion/Second
<b>FSWM 154: Wildland Fire Origin Cause Determination</b>	<b>Approved</b>	<b>Stanfill/Carsten</b>

**WCCC Discssion:** No Discussion

Change Item Description	Department Justification
Course Addition	This course is updating our wildland fire program to match and better reflect on our Industry Standards. It will provide students with job opportunities in the field of fire investigation.

Proposal	Committee Action	Members Motion/Second
<b>FSWM 243: Fire Engine Operator</b>	<b>Approved</b>	<b>Stanfill/Roberson</b>

**WCCC Discssion:** No Discussion

Change Item Description	Department Justification
Course Addition	This course is proposed to be under the restrictive electives section in our Fire program sheet. The wildland fire agencies teach this course annually and many of our second year students take it, with their Agency. In the future, it could be instructed at the community college level for three credits, when partnering with the Agencies. It is important to support students choosing a career in wildland fire and recognize this NWCG industry standard course.

Proposal	Committee Action	Members Motion/Second
<b>FSWM 244: Wildland Training for Structural Fire Fighters</b>	<b>Approved</b>	<b>Roberson/Stanfill</b>

**WCCC Discssion:** No Discussion

Change Item Description	Department Justification
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Course Addition

This course is designed to provide wildland firefighting skills (Firefighter Type 1) to structural firefighters who meet NFPA 1001 for Structural Firefighter 2 or equivalency.

**Programs**

Proposal	Committee Action	Members Motion/Second
<b>1363: Wildland Fire Management (AAS)</b>	<b>Approved</b>	<b>Carsten/Quesenberry</b>

**WCCC Discssion:** Dr. Morgan Bridge commented that there were already a lot of restricted electives offered and more were added. Her concern is that with so many, will they all be able to be offered for students

**Change Item Description**

**Department Justification**

Program Modification

Remove Restrictive elective courses: FSWM-158 Driving for the Fire Service, 2 credits and FSWM-205 Introduction to Fire Behavior Calculations, 2 credits. These courses are rarely or never taught so it is appropriate to remove them from the degree.

Add Restrictive elective courses: FSWM 149, Inter-agency Incident Business Operations, 1 credit; FSWM-154 Wildland Fire Origin and Cause Determination, 2 credits; FSWM 244 Wildland Training for Structural Fire Fighters for structural fire, 2 credits; FSWM 243, Fire Engine Operator, 3 credits; and ABUS 116 Principles of Supervision, 3 credits. The courses being added will better prepare students for the state of wildland firefighting, including adding business skills.

Correction: EMTS 101, Emergency medical tech basic is currently listed under restrictive elections and should read as EMTS 102. EMTS 101 does not adequately prepare students for emergency situations. EMTS 102 provides advanced training in emergent medical care. EMTS 101 was incorrectly listed previously and needs to be removed.