

Western Colorado Community College
Curriculum Meeting Minutes
11/8/16

Members Present: Glen Hoff (Chair), David Miller (Vice Chair), Michael Carsten (WCCC-Transportation), Steve McGraw (STEM), Lisa Driskell (Vice Chair, Undergraduate Curriculum Committee)

Ex-officio members present: Kurt Haas (Designee for Academic Affairs), Laureen Cantwell (Library Representative)

Guest: Dan McClintock (Visual Communications), S. Tyler Liff (OFAD)

Recording Secretary: Tammy Murray

Chair Glen Hoff called the meeting to order at 3:32 pm

I. Old Business

- a. Minutes from October 11, 2016
 - **Motion to approve the October 11, 2016 minutes Michael Carsten, Seconded by Steve McGraw.**

No discussion.

- **Motion approved by all committee members.**

II. Curriculum Proposals

- **Motion to approve the course additions, David Miller, seconded by Michael Carsten.**
 - MOAP 110 Medical Office Administration
 - MOAP 130 Medical Office Administration Insurance Billing and Coding
- **Course additions for MOAP 110 and MOAP 130 approved by all committee members.**

- **Motion to approve the deletion of OFAD 147 Introduction to Personal Computer by Michael Carsten, Seconded David Miller.**

Discussion: Tyler Liff proposed the name is wrong and should be checked.

- **Motion to table the OFAD 147 to clarify the name and number of course before deleting by David Miller, Seconded by Lisa Driskell. Motion carried.**

- **Motion to table TECI additions and deletions and new program sheets Steve McGraw, Seconded by David Miller**

Discussion: Steve McGraw wanted to table the following program changes as corrections still needed to be made and would like to have a vote on the modification of the TECI program to have the name changed to reflect the new name on all of TECI forms that will be presented at the next meeting.

- **AAS Information and Communications System Technology**

- Technical Certificate Healthcare Information Certificate
- Technical Certificate Help Desk
- Technical Certificate Network Technical
- Program Addition Healthcare Information
- Program Addition Help Desk
- Program Addition Network Technical
- Program Addition Office Technology
- Course Addition TECI 242
- Course Addition TECI 111
- Course Addition TECI 131
- Course Addition TECI 142
- Course Addition TECI 165
- Course Deletion TECI 251
- Course Deletion TECI 290
- Motion carried by all members to table.
- Motion to approve the program modification AAS Technical Integrations-
Network/Telecommunication to AAS Information and Communication Technology by David Miller
seconded by Mike Carsten.

Discussion: Steve explained the program was outdated and need the changes to Match the CISCO and Colorado Community College common course numbering system.

- Motion carried with corrections by all.

- Motion to accept the AAS Program Additions by Mike Carsten seconded David Miller

Discussion: Tyler Liff stated the Office administration program (OFAD) is outdated and by redeveloping and redesigning to modernize with changing the name from OFAD to Applied Business or ABUS and course changes and adding certificates the program will follow the Colorado Course numbering system and the Colorado Colleges more closely.

- AAS Applied Business: Administrative Support
- AAS Applied Business: Frontline Supervision
- AAS Applied Business: Marketing Communication

After further discussion and changes adding Applied Business to all titles a modified motion to change the original agenda and program was made by Mike Carsten and seconded by David Miller.

- Motion carried with corrections by all.

- Motion to approve the Technical Certificates for Applied Business Administration Support by David Miller seconded by Steve McGraw.

Discussion: Adding Applied Business to all 6-certificate titles.

- Technical Certificate: Applied Business: Business Foundations
- Technical Certificate: Applied Business: Frontline Supervision
- Technical Certificate: Applied Business: Graphic Technology
- Technical Certificate: Applied Business: Marketing Graphics Technology
- Technical Certificate: Applied Business: Office Technology
- Technical Certificate: Applied Business: Administrative Support

- Motion carried with corrections by all.
- At 5:00 a motion to extend the meeting for 15 minutes by Mike Carsten and Seconded by Steve McGraw
- All approved.
- Motion to approve with the name changes ABUS course additions forms by David Miller seconded by Mike Carsten.

Discussion: Credit hours for lecture and lab were discussed and therefore changed.

- ABUS 101 Budget Analysis
 - ABUS 106 Marketing Your Image
 - ABUS 114 Digital Layout
 - ABUS 116 Principles of Supervision
 - ABUS 128 Workplace Behavior
 - ABUS 145 Data Management
 - ABUS 155 Social Media for Business
 - ABUS 156 Problem Solving-Business Environment
 - ABUS 160 Introduction to Customer Service
 - ABUS 200 Business Rules and Regulations
 - ABUS 257 Managing Office Technology I
 - ABUS 289 Managing Office Technology II
 - ABUS 289 Capstone
 - **Motion carried with corrections by all**
- Glen Hoff called for the meeting to be adjourned and continued next week in Building B room 150 at 3:30 P.M. complete the agenda and bring back TECl for approval.
- **All Approved.**

Meeting Adjourned