

**Western Colorado Community College Curriculum Committee
Meeting Minutes
December 6, 2022
Via Zoom**

Members Present: Joseph Quesenberry, Jason Roberson, Wayne Smith, Karrie Stanfill, Denise McKenney

Members Absent: Gunny White, Carolyn Ferreira-Lillo

Ex-Officio Members: Janel Davis, Morgan Bridge, Maggie Bodyfelt, Christi Hein, Tracie Seurer, Carrie Moore

Recording Secretary: Aaron Osborne, Caitlin Cuevas

Chair Smith called the meeting to order at 3:32PM

I. Announcements

A. None

II. Ex-Officio Reports

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

- i. AVPAA Bridge reminded the Committee that CIM closes Feb 6. Any curriculum proposals in CIM at that point will appear in the Catalog for this year. She also reminded the Committee that all course SLOs and topical course outlines need to be added into CIM. For this year, the focus is on courses currently on the schedule.

B. Registrar's Office

- i. Associate Registrar Bodyfelt reminded the Committee that course curriculum proposals needed to be approved at today's meeting for courses to be available when Fall 2023 registration opens in the Spring. The courses will be available to students for fall registration but will appear later spring/early summer.

C. Financial Aid Deputy Director Martin

- i. Nothing to report

D. Librarian Seurer

- i. Please let the Library know as soon as possible of any needed WCCC library materials. Librarian Seurer is currently ordering library materials for WCCC programs.

E. Catalog Description Reviewer Varner

- i. Nothing to report

III. Curriculum Proposals

Summary of committee actions and additional details on curriculum proposals begins on page 3.

IV. Old Business

A. None

V. Information Items

A. Chair Smith reminded the committee that CIM closes Feb 6. He also reminded the Committee that all active 100-200 level courses should have the academic/student engagement minutes, typical semester offered, topical course outline, and SLOs added.

B. Discussion occurred on the need to have the typical semester the course is offered as accurate as is possible, since students use the information to plan their schedules.

C. Chair Smith reminded all the next meeting is January 24, 2023.

VI. New Business

A. None

Stanfill motioned to adjourn the meeting. With no objections from the committee, Chair Smith adjourned the meeting at 3:50

Respectfully submitted by Aaron Osborne, December 6, 2022.

Effective Term - Summer 2023

Courses

The following is a summary: Additional information can be found on the individual curriculum proposals.

Course	Credits	Committee Action	Motion Second
PHTE 114: Computer Skills for Pharmacy Technicians	1	Course Modification - Approved	Roberson Stanfill
<p>WCCC CC Discussions: During the first year of the program (2021-2022), computer equipment software was not approved and received in time for students to be able to take PHTE 114 in the Fall 2021 semester. An emergency accommodation was made, and this course was moved to the Spring 2022 semester. Since this program is currently on a single track, that made the change permanent, so courses could flow appropriately, and students could complete the Pharmacy Technician Program in one year (certificate students).</p>			
Change Item Description		Old	New
Please indicate the semester(s) in which the course will typically be offered:		Fall	Fall Spring