

**Undergraduate Curriculum Committee
Meeting Minutes
September 28, 2017
UCC 222**

Members Present: Cynthia Chovich, Lisa Driskell, Eric Elliott, Sean Flanigan, Keith Fritz, Lucy Graham, Geoffrey Gurka, Jennifer Hancock, Glenn Hoff, Eliot Jennings, Scott Kessler, Jill Van Brussel, and Steve Werman.

Members Absent: Sam Lohse

Ex-officio members present: Maggie Bodyfelt, Kurt Haas, Curt Martin, Douglas O’Roark, Rose Petralia, Bette Schans, and Johanna Varner.

Recording Secretary: Emily Dodson

Chair Kessler called the meeting to order at 3:30.

I. Announcements

- a. 2017-18 Proposal Forms

Chair Kessler notified the committee that the 2017-18 proposal forms are now available online. He encouraged committee members to use these for all in-progress proposals.

- b. 2017-18 Program Sheets

Chair Kessler informed the committee that errors were found in some of the 2017-18 program sheets. Should anyone find errors in a program sheet, they should inform Bodyfelt or Dodson. Bodyfelt has already caught many of the errors and is revising program sheets.

II. Unfinished Business

- a. Approval of Minutes from 8/24/17

Motion to approve the 8/24/17 minutes (Driskell/Elliott). There was no discussion. **Motion carried.**

- b. 2016-17 Annual Curriculum Report

Chair Kessler informed the committee that the 2016-17 Annual Curriculum Report was tabled at the 9/21/17 Faculty Meeting due to a small correction. He asked that the committee members review their departments’ entries in the report and notify Dodson of any corrections. The report will then return to Faculty Senate for review at the 10/19/17 meeting.

III. Ex-Officio Reports

- a. Vice President of Academic Affairs

Hass noted his receipt of the pilot financial forms for proposals. He will meet with the UCC Executive Committee to discuss integrating these into UCC's proposals process for the current year.

b. Registrar's Office

Bodyfelt had no updates.

c. Financial Aid

Martin informed the committee that the certificates approved in 2016-17 have now received approval by the Department of Education.

d. Library

Petralia reported that she has the assessment for the proposed WQMS course.

e. Director of Assessment and Accreditation Support

Schans introduced herself to the committee. Chair Kessler reminded the committee to submit any proposals that require assessment approval to Schans prior to submission to the committee.

f. Catalog Description Reviewer

Varner informed the committee that the course description for WQMS was never sent to her for review. She has reached out to the correct party to verify that the description will be modified to start with "Introduction to" as opposed to "Introduces."

g. Essential Learning

O'Roark informed the committee that the Essential Learning Subcommittee held its first meeting and that they are already reviewing Essential Learning requirements.

IV. Curriculum Proposals

Summary of committee actions on curriculum proposals begins on page 3.
Further details of proposals begin on page 4.

V. New Business

There was no new business

VI. Information Items

There were no information items.

Adjournment:

With no objections from the committee, Chair Kessler adjourned the meeting at 3:43.

Respectfully submitted by Emily Dodson, 9/29/17.

Summary of UCC Actions on Curriculum Proposals 9/28/2017

Proposal	Committee Action	Members (motion/second)	Effective Date
6 Course Addition: WQMS 200 Hydraulics for Water Quality Management Hoff, Dodson, and Bodyfelt clarified that the course is titled "Hydraulics for Water Quality Management" and is required for the Technical Certificate in Water Quality Management with the Mathematics in Water Quality specialization. Additionally, the course description will be modified to start with "Introduction to" instead of "Introduces."	Approved	Hoff, Werman	Spring 2018
1 Course Deletion: OFAD 103 Keyboarding No concerns were expressed.	Approved	Hoff, Gurka	Fall 2018
2 Course Deletion: OFAD 244 Legal Office Procedures No concerns were expressed.	Approved	Hoff, Gurka	Fall 2018
3 Course Deletion: OFAD 248 Coding and Insurance Billing No concerns were expressed.	Approved	Hoff, Gurka	Fall 2018
4 Course Deletion: OFAD 253 Word Processing II No concerns were expressed.	Approved	Hoff, Gurka	Fall 2018
5 Course Deletion: OFAD 293 Cooperative Education No concerns were expressed.	Approved	Hoff, Gurka	Fall 2018

Curriculum Committee Proposal Summary

9/28/2017

Department: WCCC

Course Additions

WQMS 200

Credit Hours 4

Course Title: Hydraulics for Water Quality Management

Abbreviated Title: Hydrlic for Water Quality

Contact hours per week: Lecture Lab Field Studio Other 6

Type of Instructional Activity: Lecture/Laboratory: Vocational/Technical

Academic engagement minutes: 4500 Student preparation minutes: 4500

Intended semesters for offering this course: Fall J-Term Spring Summer

Intended semester to offer course 1st time: Spring 2018

Number of times course may be taken for credit: 1

Essential Learning Course: Yes No

Prerequisites: Yes No

Prerequisite for other course(s): Yes No

Co-requisites: Yes No

Requirement or listed choice for any program of study: Yes No

Course is a requirement for a new program:

Technical Certificate: Mathematics in Water Quality

Overlapping content with present courses offered on campus: Yes No

Additional faculty FTE required: Yes No

Additional equipment required: Yes No

Additional lab facilities required: Yes No

Course description for catalog:

Introduction to the mathematical principles of density, specific gravity, pressures, horsepower and energy costs, velocities, weirs, parshall flumes, venturi meters, California Pipe method, flows from open end pipes, settling velocities and classification of flows.

Justification:

The program was approved and this course adds the math to the course.

Topical course outline:

Equivalentents
Conversion factors
Conversion formulas
Ratios
Standards
Pressures
Atmospheric influences
Gauge pressure
Density and Specific Gravity

Course Additions

Pumps
Horsepower
Brake and Motor Horsepower
Pump Curves
Set positive Suction Head
Pump Efficiencies
Velocities
QAV formula
Solving for unknown variables
Conservation of energy
Bournelli`s Equation
Modified Bournelli`s Equation
Application to industry operations
Weirs
Considerations of design
Standard Suppressed Weirs
Contracted Supressed Weirs
90-degree V Notch Weir
Parshall Flumes
History
Development
Application to Industry
Flow Calculation and Record Keeping
Applications
Water Treatment Operations
Wastewater treatment Operations
Venturi Meters
Industry Application
Flow Calculations and Operation
California Pipe Method
Examples of Field Use
Calculations of flow from Open End Pipes
Treatment and Distribution Friction Losses
Velocity friction losses in water distribution system.
Piping friction losses
Appurtance friction losses
Valving and fitting friction losses

Student Learning Outcomes:

Determine correct operations based on mathematical principles used in water and waste water treatment specific to hydraulics.
Communicate with other operations personnel mathematically to evaluate treatment.
Demonstrate the ability to create, control and develop effective operations using calculations used in the industry to enhance or improve existing operations.

Discussions with affected departments:

N/A

Proposed by: Christine Murphy

Expected Implementation: Spring 2018

Course Deletions

OFAD 103

Credit Hours 3

Course Title: Keyboarding

Essential Learning Course: Yes No

Requirement or listed choice for any program of study: Yes No

WCCC AAS, Admin Office Tech-Administrative Professional: 1395

Prerequisite for other course(s): Yes No

Co-requisite for other course(s): Yes No

Justification:

Deleting courses in Office Administration program that will not fit in the new business program. Program was deleted in 2016-17.

Proposed by: Christine Murphy

Expected Implementation: Fall 2018

Course Deletions

OFAD 244

Credit Hours 3

Course Title: Legal Office Procedures

Essential Learning Course: Yes No

Requirement or listed choice for any program of study: Yes No

WCCC AAS, Admin Office Tech-Administrative Professional: 1395

Prerequisite for other course(s): Yes No

Co-requisite for other course(s): Yes No

Justification:

Deleting courses in Office Administration program that will not fit in the new business program. Program was deleted in 2016-17.

Proposed by: Christine Murphy

Expected Implementation: Fall 2018

Course Deletions

OFAD 248

Credit Hours 3

Course Title: Coding and Insurance Billing

Essential Learning Course: Yes No

Requirement or listed choice for any program of study: Yes No

WCCC AAS, Admin Office Tech-Administrative Professional: 1395

Prerequisite for other course(s): Yes No

Co-requisite for other course(s): Yes No

Justification:

Deleting courses in Office Administration program that will not fit in the new business program. Program was deleted in 2016-17.

Proposed by: Christine Murphy

Expected Implementation: Fall 2018

Course Deletions

OFAD 253

Credit Hours 3

Course Title: Word Processing II

Essential Learning Course: Yes No

Requirement or listed choice for any program of study: Yes No

WCCC AAS, Admin Office Tech-Administrative Professional: 1395

Prerequisite for other course(s): Yes No

Co-requisite for other course(s): Yes No

Justification:

Deleting courses in Office Administration program that will not fit in the new business program. Program was deleted in 2016-17.

Proposed by: Christine Murphy

Expected Implementation: Fall 2018

Course Deletions

OFAD 293

Credit Hours 3

Course Title: Cooperative Education

Essential Learning Course: Yes No

Requirement or listed choice for any program of study: Yes No

WCCC AAS, Admin Office Tech-Administrative Professional: 1395

Prerequisite for other course(s): Yes No

Co-requisite for other course(s): Yes No

Justification:

Deleting courses in Office Administration program that will not fit in the new business program. Program was deleted in 2016-17.

Proposed by: Christine Murphy

Expected Implementation: Fall 2018
