TECH

CMU Tech Curriculum Committee
Meeting Minutes
November 12, 2024
BB 144

Members Present: Wayne Smith, Carolyn Ferreira-Lillo, Jason Roberson, Karrie Stanfill, and Olga Grisak

Members Absent: Stephanie Stelljes

Ex-officio members present: Carrie Moore, Maggie Bodyfelt, Janel Davis, Morgan Bridge, and Kelly Reuss

Recording Secretary: Lisa Bessette

Chair Smith called the meeting to order at 3:33 pm.

I. **Announcements**
   A. Chair Smith reminded the committee that CIM closes December 20th for all proposals. For course changes to appear in Spring registration (for Fall 2025), the curriculum proposal must be approved at the December 3rd CMU Tech curriculum committee meeting. Therefore, the Executive Committee will need to review it by their meeting on November 19th.
   B. Chair Smith reminded committee members to encourage the faculty in their areas of study to submit proposals for the clean of courses with missing information.

II. **Ex-Officio Reports**
   A. Associate Vice President of Academic Affairs for Assessment and Accreditation
      i. Dr. Bridge reminded the committee if they are deleting programs, there needs to be no students enrolled in the program. If there are students in the program, it needs to be a deactivation, not a deletion, of the program.
   B. Registrar's Office
      i. The Registrar's Office received its first batch of courses to finish processing, so committee members may begin seeing Final Approval emails coming through for those proposals within the next couple of weeks.
   C. Financial Aid Associate Director Stewart
      i. No update.
   D. Librarian Seurer
      i. No update.
   E. Catalog Description Reviewer Varner
      i. No update.
   F. Essential Learning Scott Andrews
      i. No update.

III. **Old Business**
   A. None.

IV.   Curriculum Proposals

    A. Curriculum proposals begin on page 3.

V.   Information Items

    A. None.

VI.   New Business

    A. The committee reviewed the proposed changes to the Curriculum Policies and Procedures Manual regarding the verbiage for reserved course numbers. Roberson moved, Stanfill seconded, and the committee voted unanimously to approve the following verbiage for the manual:

    These courses exist for each course prefix at the appropriate levels, even though they may not appear in the Catalog. These courses may use a department Catalog description or the suggested course description found on the Manuals, Forms, and Instructions webpage. A department desiring a new course will submit a new course form. If a department is changing a Catalog description/prerequisite/terms offered, etc., a Course Modification form will need to be submitted in CIM to the appropriate curriculum committee. If a department wishes to inactivate a course from the Catalog, a course inactivation must be submitted in CIM. In instances where a department's catalogued course does not match the numbering scheme given above in this section, the department is encouraged to propose a new course and inactivate the incorrectly numbered course to be consistent with the above numbering scheme.

Jason Roberson motioned to adjourn and with no objections from the committee, Chair Smith adjourned the meeting at 3:47 pm.

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CMU Tech CC Proposals November 12, 2024

Effective Term - Summer 2025			Programs

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

Program	Degree	Committee Action	Motion | Second
1347: Transportation Services: Diesel Mechanics	**TCT**	**Program Modification - removed from agenda**	**Ferreira-Lillo | Stanfill**

CMU Tech CC Discussion: This program was rolled back to the proposal initiator for additional work, after the agenda was sent out, prior to the curriculum committee meeting. Motion to remove from agenda.

Change Item Description		Department Justification	

Program	Degree	Committee Action	Motion | Second
1363: Wildland Fire Management	**AAS**	**Program Modification - Approved**	**Ferreira-Lillo | Roberson**

CMU Tech CC Discussion: Due to EMTS being inactivated and being replaced with EMTS 122, it was necessary to update the restricted elective option to reflect the changes within the EMT Program. It is necessary to accurately match course listings within the Wildland Fire Program with appropriate EMT courses.

Change Item Description	Department Justification
List all proposed changes to the program:	Remove EMTS 102 from the Restrictive Electives list under the Suggested Course Plan, as it is being inactivated, and replace it with EMTS 122.
Describe discussions about his proposal within the department and outcomes:	Faculty, the EMT Program Director, and the Director of Instruction, Kelly Ruess, discussed and approved these changes, Fall 2024.

Program	Degree	Committee Action	Motion | Second
1386: Transportation Services: Advanced Automotive Service Technic	**AAS**	**Program Modification - Approved**	**Ferreira-Lillo | Stanfill**

CMU Tech CC Discussion: 1.) Prerequisite for TSTG 135 includes TSTC 130 which is a Spring class. Student would not be able to take TSTG 135 until Fall of their second year.
2.-5.) Changed for Suggested Course Plan to not overload students semester credit hours and have a variety of classes from semester to semester.

Change Item Description	Department Justification
List all proposed changes to the program:	1. TSTG 135 Starting and Charging Systems move from Spring of 1st year to Fall of 2nd year.
2. TSTG 220 Workplace Skills moved from Fall 2nd year to Spring 1st year.
3. TSTG 195 Climate Control moved from Spring 2nd year to Spring 1st year.
4. One Social and Behavioral Sciences, History, Natural Sciences, Fine Arts or Humanities course (3 credits) moved from Spring 1st year to Spring 2nd year.

	5. KINA 1XX moved from Spring 1st year to Spring 2nd year.
Describe discussions about his proposal within the department and outcomes:	In person meetings during Fall 2024 with TST Staff, Director of Student Services (CMU Tech) Carianne Hatch, and Director of Instruction Kelly Reuss. Course sequencing was discussed and agreed upon in the 2022-2023 school year in meetings with then Director of Instruction Dr. Hein. Sequencing was never updated properly in CIM.

Effective Term - Summer 2025			Courses

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

Title	Credits	Committee Action	Motion | Second
CUAR 293: Restaurant Operations Practicum	**4**	**Course Modification - Approved**	**Ferreira-Lillo | Roberson**

CMU Tech CC Discussion: Removed CUAR 179 as a prerequisite and replaced with VITE 179 as a prerequisite. CUAR 179 is being inactivated and replaced with VITE 179, which necessitates this change. VITE 179 was created with identical SLO's to CUAR 179. Listing the course as a VITE program course allows for instructors with specific expertise in the evaluation, service, and control of alcoholic beverages to administer the course. Removed CUAR 245 and 251 as prerequisites. This will allow students to complete the practicum in the Summer, Fall, or Spring of their second year in the culinary program. By opening more semesters to be available each cohort will be smaller and students can receive more personal attention during this workplace experience.

Change Item Description	Old	New
Prerequisites:	CUAR 145, CUAR 179, CUAR 190, CUAR 238, CUAR 245, CUAR 251, and CUAR 262	CUAR 145, CUAR 190, CUAR 238, CUAR 262, and VITE 179

Title	Credits	Committee Action	Motion | Second
TSTC 160: Electrical II	**2**	**Course Modification - Approved**	**Ferreira-Lillo | Roberson**

CMU Tech CC Discussion: TSTC 130 and TSTC 160 are both taught normally during the Spring semester. Changing to allow students to take TSTC 130 concurrently with TSTC 160 simplifies registration for both classes in the same semester without requiring TSTC 160 instructor permission submission.

Change Item Description	Old	New
Prerequisites:	TSTC 100, TSTC 101, and TSTC 130	TSTC 100, TSTC 101, and TSTC 130 (TSTC 130 may be taken concurrently.)

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TSTG 220: Workplace Skills	3	Course Modification - Approved	Roberson | Stanfill

CMU Tech CC Discussion: 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. Minor edits to course description for clarity.

Change Item Description	Old	New
Course description for the catalog:	Employment skills encompassing leadership, goal setting, personal traits, conflict resolution, quality, time management, life-long learning, written and oral communication, and customer relations.	Development of employment skills encompassing leadership, goal setting, personal traits, conflict resolution, quality time management, lifelong learning, written and oral communication, and customer relations.