

# Curriculum Committee

Minutes      November 3, 2022      1200-1:00 PM      Meeting online/Google Meet

Meeting called by Aimee Schrader, Chairperson

Curriculum Committee monthly meeting

Facilitator: Aimee Schrader

Note Taker: Laura Dunn

Timekeeper: Attendees

Attendees: Aimee Schrader, Lisa Hoelsing, Sheila Wheeler, Shannon DuBray, Rhonda Jackman, Laura Dunn, Jerry Smith

## Agenda Topics

12:00-1:00 PM

### Old Business

Welcome Sheila Wheeler as Vice-Chairperson

Discussion: No other old business

### New Business

#### ***Nursing CCGs Class 1 for PN 155 Medical Terminology***

Discussion: Concerning whether to label the course as “beginning, intermediate, or advanced”, it was observed that PN 155 Medical Terminology has no prerequisites. It was recommended that the CCG needs a schedule preference, time preference, and method of delivery indication. It was recommended that teaching aids include those that are considered necessary to provide the class, such as computer, case studies, videos, and textbooks. It was noted that suggested textbooks “may vary” and it was recommended that the most recent textbook(s) in use should be listed.

Conclusion: Lisa Hoelsing made a motion to tentatively approve Nursing CCGs Class 1 for PN 155 Medical Terminology provided the changes addressed above are made before going to department chairs meeting. Jerry Smith seconded that motion. The motion carried.

Action items: Nursing department to revise the CCG Class 1 for PN 155 Medical Terminology with the recommended changes before sending to department chairs meeting.

#### ***Nursing CCGs Class 2 for PN 105 Certified Nursing Assistant course, PN 210 Nursing Basics 1 course, and PN 215 Nursing Basics 2 course***

Discussion: Observations were made that the *course description* for **PN 105 Certified Nursing Assistant course** enumerated phrases that appeared to be *course objectives*. It was recommended that the course description verbiage be shortened and summarized with outcome(s) revised to such as “prepares students for readiness to take state testing” rather than making an assurance that “the student will be

eligible to take the state CNA exam”. An alternative course description leading sentence was suggested, such as “This course is designed for non-licensed individuals to develop the skills to provide safe and caring patient care *including ....*”

Concerning course objectives, it was recommended that the CCG for PN 105 specify how each objective will be assessed (e.g., through examination, student demonstration of skill, workbook assignments completed).

It was observed that the course objectives for **PN 210 Nursing Basics 1** were incomplete in that each objective did not specify how it would be assessed (e.g., lab checkoff lists, clinical evaluation forms, exams). Note that the schedule preference could include weekend and other: may vary; that methods of delivery could include face to face, online, and web conference as well as blended; and that suggested textbooks may vary.

Recommendations were made that the **PN 215 Nursing Basics 2** CCG include that schedule preference may include day, evening, weekend, and other: may vary; that method of delivery may include face to face, online, and web conference as well as blended; and that suggested textbooks may vary.

Conclusions: Class 2 CCGs for PN 105 Certified Nursing Assistant course and PN 210 Nursing Basics 1 course are to be returned to the nursing department for revisions and to be brought back to the curriculum committee.

Lisa Hoelsing made a motion to tentatively approve Nursing CCG Class 2 for PN 215 Nursing Basics 2 provided the changes addressed in discussion are made before going to department chairs meeting. Jerry Smith seconded that motion. The motion carried.

Action Items: The nursing department will make the revisions recommended by the curriculum committee for PN 215 before it goes to department chairs meeting.

The nursing department will return the CCGs for PN 105 and for PN 210 to the curriculum committee with recommended changes.

***Other new business:***

Discussion: Meeting minute notes will be sent to Aimee Schraeder. There are no brand new classes expected to be discussed at the next curriculum committee meeting in December, but it is expected that there will be a number of CCG revisions to discuss.

Class 1 CCGs are considered for changes to course names and numbers and credit hours. Class 2 CCGs are considered for changes to the course itself. Class 3 CCGs are considered for new programs. Definitions of CCG types are printed on the routing slips. It is recommended that the name of the class be written on the routing slip that accompanies the matching CCG.

Lisa Hoelsing recommended that routing slip numbers be logged to assure that all CCGs are accounted-for. The routing slips must go through proper channels to finally reach the faculty council. Data regarding status of CCGs could be collected by checking to assure that CCG folders are up to date.

She stated that the faculty council needs curriculum committee meeting minutes attached to CCGs. And that the curriculum committee should receive department chair meeting minutes.

Lisa, also, recommended that degree plans go to the assessment committee; that degree plans are not the business of the curriculum committee.

Conclusions: Lisa answered questions from new committee members brought forward in discussions and volunteered to assist with department CCG questions and concerns.

Action Items: The next meeting of the curriculum committee is scheduled for Thursday December 1, 2022 at noon. Departments may upload their CCGs to the Curriculum Committee Google "Classroom" site prior to the next meeting if desired.

Jerry smith made a motion to adjourn the day's meeting. Lisa Hoelsing seconded that motion. Motion approved at 1:00 PM.