

# CIT Curriculum Committee-of- the-Whole MEETING

**Facilitator:**

Gary Heisler

Note taker: Laura Braun

## Minutes

November 30, 2007

1:00 – 3:00 p.m.

GB 117

**Attendees:**

Mary Speiser, Virginia Werner, Dave Grebner, Steve Smith, Karl Dietrich, Cameron Dean, Joe Werner, Dan Rafail, Jonathan Pulling, Ed Suniga, Nancy Dietrich

**Agenda Topics:**

**Discussion**

**Announcements/Agenda Changes**

Virginia Werner announced that she has sent out the summer schedule as of today. Due to Sheri on Wednesday, December 5. Radecka will be approving schedule in John's absence.

**Status of New/Revised Courses and Curriculum**

Questions from Roberta Peterson and AAAG about new Networking and Management Academy were discussed. These questions were specific to costs and additional load for the Assessment Center.

There is a significant amount of development due to 12 new classes as shown on timeline. This represents most of the expected costs. Grant applications have been made and other funds are being sought. A grant application to the Department of Labor for \$2 million applies to equipment and faculty development. Mary Speiser stated that the department is justified in asking for college funds in its operating budget. Other grants are available but someone needs to make the application.

Dean's Council will be reviewing new curricula during the first two weeks of December. Joe Werner and Cameron Dean should make sure everything is available to the council for review.

Joe Werner, Cameron Dean, Karl Dietrich and Jonathan Pulling will see that the AAAG questions are answered.

The role of the Assessment Center was explained by Jonathan Pulling as it applies to enrollment in the Academy. The department is allowed to proctor tests so that some of the testing can be done in-house. Ed Suniga states that we need to become a Pearson View testing site which is the only way we can offer Cisco Certification. MAIT is supposed to fund whatever fees are expected for licensure. This is likely to be a one-time

cost.

Many of the courses have certifications associated but are not required to complete the course. It is hoped most students will want to take the exams. Possibility exists that certification exams can be sold to individuals outside the college, which will be a source of revenue.

Gary asked the committee to make available a list of certifications that will be available through the curriculum.

Ed Suniga stated that there are a number of certification vouchers held in the Assessment Center that are about to expire. If they are not used, they are money wasted. Faculty are encouraged to come in to the Assessment Center and take the exams during professional development days and earn the certifications. The vouchers are for Microsoft, IC3 and Adobe products. Ed Suniga will send a list of what vouchers are available so that this list can be made available to faculty.

Ed Suniga asked that the committee get back with him when logistics of proficiency testing are worked out. He has information ways to do it for a seamless transition.

Joe Werner stated that there were questions from BMIT instruction office regarding outcomes. Those involved are working on answering those questions.

Karl Dietrich stated that the CITN 220 will not be taught in the high school. It will be replaced by CITP 110 at the high school level. Karl asked whether any other faculty would like to be involved in the selection of an instructor for the second year high school program. It is currently an adjunct position which does not have to go through a selection committee.

**Selection of Facilitator  
for Mandated Grievance  
Outcome Meeting**

According to the Grievance 12-07 Determination, a meeting must be held with an external divisional facilitator within 30 days. Labor can choose one of the individuals from the Alternative Resolution Team. Dave Grebner suggested that two individuals be chosen, one administrator and one faculty. Jerry Onofryton was named as the faculty choice. Either Stanley Chase or Lynn Savage would be acceptable as an administrative representative. Dave Grebner will communicate these choices to the appropriate individuals.

**Secondary Articulation  
Course Agreements**

Mary Speiser received the memo that was included with the meeting materials. Mary stated that John Lightner assigned those courses with her name to her for review. Mary has completed this project and turned them in. They were due today, Friday, November 30. Mary thought CIT faculty should work on getting their names on all the courses.

**TechSmith Documents  
for Apprenticeship  
Program**

Gary Heisler stated that articulation outcomes should not match identically college level outcomes. Tony Glasscoe can be invited to an upcoming meeting to explain how outcomes are arrived at. Articulated credits are transfer credits. Direct credit are LCC college credit that high school student earn with a Pass grade.

Communication from TechSmith was provided at the meeting and discussed.

It was suggested we meet with Richard Scott and the TechSmith representative for further discussion.

Cameron Dean pointed out the higher level question is the process the curriculum committee should use to make these determinations.

Joe Werner pointed out that this is a new curriculum process for and apprenticeship curriculum.

Karl Dietrich stated that TechSmith has contacted him for students directly from high school classes for apprenticeship students.

Gary Heisler, Virginia Werner, and Cameron Dean volunteered to meet with Richard Scott and TechSmith.

**Banner Equivalencies**

Old course codes are being equated with new course codes within a window of time so that Banner will recognize old codes. Codes not equated to existing courses can be handled manually.

Course coordinators should review their courses on this list for accuracy.

The question was raised as to whether or not it is time to drop all quarter system courses and take equivalencies on a case by case basis.

Due December 14.

Virginia will keep master list. Virginia and John Lightner or acting chair will review before sending to the division. After review by course coordinator, completed equivalencies should be submitted to Virginia Werner by December 10.

**Alternative Delivery  
Methods**

Dave Grebner told the committee that John Lightner expressed concern about some of the wording. Dave made changes according to what he thought John meant. Dave wants to know if the committee thinks it provides sufficient guidance so there won't be questions about how courses are offered.

Jonathan Pulling mentioned that day and night students should be considered when delivery methods are determined.

Student needs should supersede instructor needs.

Alternative delivery means face-to-face, online or hybrid.

Edit “alternate delivery...” to “alternate THE delivery...”

Meeting was adjourned at 2:35 p.m.