

Curriculum Committee  
April 11, 2012

Committee Members Present: Chair Kim Cragun, Kent Bean, Dean Bereton, Jeff Carney, Stacey McIlff, Steve Meredith, Larry Smith  
Others in attendance: Patsy Daniels, Janalee Jeffery, Mike Medley, Margie Anderson

Consent Items (Has been appropriately approved at the Division Level)

**New and/or Credit Number Change**

HFST 1240 Principles of Meal Management-Fall 2012 (**A change from 3 credits to 2 credits**)  
HFST 1245 Principles of Food Management Lab-Fall 2012 (**New 1 credit lab**)

Information Items

**Five Year Review** (Has been appropriately approved at Division Level)

MUSC 1130 Sight Singing/Ear Training I  
MUSC 2085 Piano Seminar  
BT 1430 Document Production and Design  
BT 1510 Image Editing  
BT 2060 Introduction to Quick Books  
BT 2200 Business Communication  
BT 2350 Digital Business Procedures  
BT 2400 Excel for Business  
BT 2420 Desktop Publishing  
BT 2430 Advanced Desktop Publishing  
BT 2500 Database for Business

**Change of Title-Fall 2012**

MUSC 2090 Piano Literature I (Formerly Accompanying and Collaborative Arts Seminar: Romantic Era)  
MUSC 2095 Piano Literature II (Formerly Accompanying and Collaborative Arts Seminar: Contemporary Era)

**New Music Courses (Pending Program Approval)**

MUSC 4110 Contemporary Keyboard Harmony)  
MUSC 4130 Commercial Arranging  
MUSC 4150 Commercial Composition  
MUSC 4350 Advanced Conducting

Minutes were approved from 4-4-12

- **Curriculum Committee assignments for 2012-2013**  
Janalee Jeffery will replace Larry Smith as the Science Division representative  
Stacey McIlff will remain as the Business and Technology Division representative  
Steve Meredith will remain as the Fine Arts Division representative
- **Brief Proposal for the Associated of Applied Science in Web Design**  
Mike Medley presented the brief proposal for an AAS in Web Design. This degree would work well to answer the strengths of both the BT and CT Divisions. It encompasses both business issues, design, development and programming. The intent is to have an AAS and a lower level proficiency in web design and development to match industry certifications. They will involve

four or five people from the industry to help draft courses. BT will also help to develop/teach the courses. It will require about eight new courses, all other courses are existing or would be modified.

Committee gave approval to accept the brief proposal and to move forward with the program development.

- **The Syllabus Database**

With the implementation of the new AAS outcomes Mike thinks that there should be able to be a parallel database as opposed to a whole new database for the new AAS outcomes. Timeline is important because Richfield has a lot of courses that need to be put in with the new outcomes. Need to put KPI's with the outcomes. Kim will check and see if Dr. Smith and they can visit with Lawrence about changes to the syllabus database. Anyone who could be of help to the conversation would be invited to attend. Steve has been in the database a lot in the last six weeks and would like to come to the meeting with Lawrence to make navigation suggestions. Richfield is anxious to get the five year reviews in by the end of the semester. Committee indicated that the current policy is to just move forward with the outcomes as they are now. When everything is approved, syllabi would not have to alter to meet the new outcomes until the next scheduled review. If a course does move over to the new outcomes, a new signature page could be brought forth to indicate there has been a change.

This meeting ended early!! Two meetings left. No meeting on May 2, the week of finals. Dr Smith may want us to meet once or so in the summer.