



# ACCREDITATION EVIDENCE

**Title:** Curriculum Committee Minutes

**Evidence Type:** Corroborating

**Date:** 8 February 2021

**WAN:** 22-0192

**Classification:** Minutes

**PII:** Yes

**Redacted:** No



## Western Wyoming Community College

### Meeting Minutes

**Team Name:** Curriculum Committee

**Date and Time:** Monday, February 8, 2021 – 4 p.m. Zoom meeting

**Facilitator:** Clifford Wittstruck, VP for Student Learning

**List of Members** (check off those in attendance):

NAME	POSITION	IN ATTENDANCE
Dorothy Harton	At-Large Division Chair Representative	X
Kendra Meeker	Business & Industry Representative	X
Carla Lee	Health Science & Public Service Representative	X
Amy Critchfield	Humanities Representative	X
Jaymie Freidank	Social Science/Education Representative	ABSENT
Randy Goff	Science & Math Representative	X
Bill Jurney	At-Large Faculty Representative	ABSENT
Jennifer Allen	At-Large Faculty Representative	X
Cliff Wittstruck	VP for Student Learning/Facilitator	X
Cathy Ebert	Faculty Office Assistant	X
Stu Moore	Registrar	ABSENT
Jennifer Griffin	Registration and Records Specialist	X
DeeAnna Archuleta	Director of Financial Aid	X

Visitors or Guests	
Kristine Clark	Professor of Exercise Science

**Topic:** Consent Agenda Review of Required Changes from 12/14/2020

**Topic:** Consent Agenda *Review of Required Changes from 12/14/2020*

<b>COMM XXXX</b> <b>Now COMM 2140</b>	<b>Race, Gender, &amp; Ethnicity in the Media</b>			3 cr.	<i>Review of required changes from 12/14/21</i> <i>Add new course</i>		
Lecture Hours:	3	Lab Hours:		Clinical Hours:		Other Hours:	

Originator: Kami Danaei, Assistant Professor of Communications

Proposed Implementation listed on Proposal: Summer 2021

Details of Proposed Action: We deleted the COMM class that focused only on Gender as we wanted something that was more representative of communication issues in the 21st century. This class would be just that and helps to expand options for students as was requested when program deletions/additions went to the board.

Justification of Proposed Action: Race, gender and ethnicity in the media is a culturally relevant topic and this class would be a good option for a diversity required gen ed, any major, and perhaps even required for COMM majors. This class ticks a lot boxes in ensuring a student understands these three terms, their use in mass media, and the impacts in society.

Course Description:

In this course, students will examine the impact of mass media in racial, ethnic, gendered, and socioeconomic communities. Students will develop a critical understanding of the ways mass

media use stereotypes and prejudices to influence society's views on ethnic minorities and gender in contemporary United States society.

Prerequisite: None

12/14/2021 Required Changes:

It was noted that the syllabus needs to include the following updates:

- Prerequisite: None
- Added: More depth/detail on course grade information.
- To include points for assignments and clarification of total points

*\*Kami Danaei needs to submit a corrected syllabus to Cathy Ebert, Curriculum Committee Assistant, reflecting the required changes on the course syllabus.*

- *This updated syllabus was received on Tuesday, January 19, 2021 1:38 PM from Kami Danaei.*

Course Change Proposal needs to have the third signature acquired.

- Jim Gustafson, Professor of Spanish and Social Work, who attended this meeting agreed to sign the proposal as the 3rd signature.
  - This task was completed.

<b>COMM 1015</b>	<b>Foundations of Communication</b>				3 cr.	<i>Review of required changes from 12/14/2021 Add new course</i>	
Lecture Hours:	3	Lab Hours:		Clinical Hours:		Other Hours:	

Originator: Kami Danaei, Assistant Professor of Communications

Proposed Implementation listed on Proposal: Summer 2021

Details of Proposed Action: Other departments at Western have often asked for the COMM Dept. to offer a Communication class that offers a “sample” of what the degree/profession is. This class delivers just that and helps to expand options for students as was requested when program deletions/additions went to the board.

Justification of Proposed Action: This is a class that two other schools in our state already offer. After our articulation this year where we discussed common course numbering, three other schools are also looking to add this course. This is a great option for folks outside the COMM major to see what COMM is about, but also for COMM majors as we do not have full-course offerings on all these topics.

Course Description:

This course will provide students with a basic overview of many aspects of the communication discipline. Students will explore communication contexts and develop personal and professional skills in the following areas: interpersonal communication, public speaking, and small group communication. Course content will include practice in the application of the principles of listening, verbal and nonverbal communication, public communication, and group dynamics.

Prerequisite: None

12/14/2021 Required Changes:

It was noted that the syllabus needs to include the following updates:

- Prerequisite: None
- Added: More depth/detail on course grade information.
- To include points for assignments and clarification of total points

*\*Kami Danaei needs to submit a corrected syllabus to Cathy Ebert, Curriculum Committee Assistant, reflecting the required changes on the course syllabus.*

- *This updated syllabus was received on Tuesday, January 19, 2021 1:38 PM from Kami Danaei.*

Course Change Proposal needs to have the third signature acquired.

- Jim Gustafson, Professor of Spanish and Social Work, who attended this meeting agreed to sign the proposal as the 3rd signature.
- This task was completed.

<b>COMM 2100</b>	<b>Media Writing</b>				3 cr.	Review of required changes from 12/14/21 Reactivate course	
Lecture Hours:	3	Lab Hours:		Clinical Hours:		Other Hours:	

Originator: Kami Danaei, Assistant Professor of Communications

Proposed Implementation listed on Proposal: Summer 2021

Details of Proposed Action: We are the only school in the state that does not already require this class for COMM majors. When our graduates transfer to UW they have to take this class for every other college. This is a course we have offered previously, that for some reason was inactivated.

Justification of Proposed Action: We would primarily be reactivating this course to ease with transfers and articulation agreements in the state. Additionally, this also provides more options for students, as was requested when programs went to the board this year.

Course Name From: Reporting & Newswriting I

Course Name To: Media Writing

Course Description From: A study of the fundamentals of writing the news story through practice in writing and analysis of the form. Second semester continues with a study of news gathering techniques and procedures and specialized journalism.

Course Description To: This course will offer an intensive introduction to basic news writing, reporting, and editing. Students will learn several important principles and practices relating to effective writing, meeting deadlines, working with speed and accuracy, and exercising sound judgment based in ethical decision-making, sensitivity, and an appreciation of our pluralistic society. This course will provide the skills necessary for various media careers including broadcasting, strategic communication, and magazine writing.

Prerequisite: None

**12/14/2021 Discussion:** It was noted by Bill Journey, At-large Representative, that the Course Change Proposal is lacking one more signature. The form states that a minimum of 3 signatures is required by Division Members/Peers. This document has 2. After further discussion and clarification on this topic, it was decided that Jim Gustafson would sign as the third person. (Jim attended this Zoom meeting). Cathy Ebert will submit the forms to Jim to complete the task.

**12/14/2021 Required Changes:**

It was noted that the syllabus needs to include the following updates:

- Prerequisite: None
- Added: More depth/detail on course grade information.
- To include points for assignments and clarification of total points

*\*Kami Danaei needs to submit a corrected syllabus to Cathy Ebert, Curriculum Committee Assistant, reflecting the required changes on the course syllabus.*

- *This updated syllabus was received on Tuesday, January 19, 2021 1:38 PM from Kami Danaei.*

Course Change Proposal needs to have the third signature acquired.

- Jim Gustafson, Professor of Spanish and Social Work, who attended this meeting agreed to sign the proposal as the 3rd signature.
  - This task was completed.

<b>Associate of Arts, Communication</b>	64-65 cr.	<i>Review of required changes from 12/14/21 Add new degree</i>
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Originator: Kami Danaei, Assistant Professor of Communications

Proposed Implementation listed on Proposal: Summer 2021

Details of Proposed Action: If the three new courses and one reactivation are approved, this updated pathway allows for all COMM courses to be applied. The three new courses become options to choose from and the one reactivated class will now be required.

Justification of Proposed Action: This keeps our pathway current for COMM courses.

12/14/2021 Required Changes:

- Footnote<sup>9</sup> needs to have corrected MK to MKT
- Achieve the 3<sup>rd</sup> Division/Peer signature on the Course Change Proposal from Jim Gustafson.
- Kami Danaei, Assistant Professor of Communication, provided Cathy Ebert, Curriculum Committee Assistant, an updated copy of the degree plan on 01/19/2021.

<b>Associate of Science, Engineering, Mechanical Specialization</b>	65 cr.	<i>Review of required changes from 12/14/21 Revise existing degree</i>
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Originator: Stephen Schutten, Associate Professor of Physics & Mathematics

Proposed Implementation listed on Proposal: Fall 2021

Details of Proposed Action: \*Increase Gen. Ed flexibility without jeopardizing our 2+2 with UW. Program is submitted highlighting details. According to UW's website, Western is still the only community college in the state to have 2+2 for Mechanical Engineering.

Justification of Proposed Action: Responding to degree consolidation mandate.

12/14/2021 Required Changes:

1<sup>st</sup> Semester:

From: US Government/History

To: US & Wyoming Constitution

3<sup>rd</sup> Semester will remain the same as listed on the current degree plan

4<sup>th</sup> Semester will remain the same as listed on the current degree plan with the exception of:

Remove: HMDV 2411: Assessment Requirement

Add: Social Science, 3 credits

Any Social Science Gen Ed class will count is the preferred as the way to list it on the degree plan as stated by Jennifer Griffin, Registration and Records Assistant.

<b>Topic: Consent Agenda,</b>	<i>Review of Required Changes from 12/14/2020</i>
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<b>Motion to Approve:</b>	Randy Goff	Second:	Carla Lee
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Discussion:

Jennifer Allen, Associate Professor of Computer Science/Business Info. Systems and At-large Curriculum Committee Representative, stated that she wants to vote "Nay" on the COMM 2520 Introduction to Social Media because she didn't get to express her vote at the 12/14/2021

Curriculum Committee Meeting because the Facilitator went straight from All those in Favor and then the proposal moved on as passed.

<b>Topic: Consent Agenda, <u>TABLED</u></b>	<i>Review of Required Changes from 12/14/2020</i>
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<b>COMM 2520</b>	<b>Introduction to Social Media</b>			3 cr.	<i>Review of required changes from 12/14/21 Add new course</i>		
Lecture Hours:	3	Lab Hours:		Clinical Hours:		Other Hours:	

Originator: Kami Danaei, Assistant Professor of Communications

Proposed Implementation listed on Proposal: Summer 2021

Details of Proposed Action: This class helps to expand options for Western's students as was requested when program deletions/additions went to the board. This would be an additional offering applicable to almost every major at Western.

Justification of Proposed Action: Four schools in the state already offer this course. This is a class that is culturally relevant, affects almost every student we have at Western in their day-to-day life, and would be useful in a profession where these platforms are used by almost every business.

Course Description:

In this course, students will explore both how and why people use social media, as well as what the societal implications are for a world connected by this technology. The course will utilize real world examples to help students use tools like Facebook, Twitter, Pinterest, Tumblr, and YouTube to create content personally and professionally. Students will learn how to manage their own online identities and brands, as well as how to create communication plans for organizations and businesses.

Prerequisite: None

12/14/2021 Required Changes:

The syllabus needs to include the following updates:

- Prerequisite: None
- Added information: More depth/detail on course grade information.
- To include points for assignments and clarification of total points

Course Change Proposal needs to have the third signature acquired.

- Jim Gustafson, Professor of Spanish and Social Work, who attended this meeting agreed to sign the proposal as the 3rd signature. This task was completed.

*This proposal will be placed on the Agenda at a future Curriculum Committee Meeting for member approval of required changes.*

<b>Amended Motion to Approve all courses with the exception of COMM 2520 Intro to Social Media:</b>			
Randy Goff	Second:		Carla Lee

Discussion:

- Cathy Ebert, Curriculum Committee Assistant, stated that COMM 2520 Introduction to Social Media was passed with just the required changes to be made at the 12/14/2020 Curriculum Committee meeting.
  - I asked why Jennifer didn't get the opportunity to vote "Nay" at that meeting and she stated that she wasn't given the opportunity to vote against the proposal. It went straight from the All in Favor to it being passed.

- She wants to make sure that this information is stated in the minutes from the 12/14/2021 meeting. *(This request has been completed).*

Other topics of discussion:

- Redundancy of course offerings for this course--BIS vs COMM
- Co-listing (is this possible?)
- Members felt that questions were not answered completely at the 12/14/2021 meeting
- Concerns as to whether this is a MKT course verses a COMM course?

<b>Motion to Table COMM 2520 Intro to Social Media until the next meeting to answer discussion questions listed above</b>	Randy Goff	Second:	Carla Lee
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Discussion:

- If this is tabled, will the Degree plan be affected?
  - It was stated that because this is an elective it would not affect the degree.
- *It was stated that both the Communication Department and the BIS Division should attend the next meeting to address questions and concerns.*
  - *To include: Beth Gard and Leesa Lee and the COMM faculty.*

Vote: All in Favor to Table. Tabled unanimously.		
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<b>Topic:</b> Consent Agenda <i>One Course Change Proposal for Statewide Common Course Name and Numbering</i>
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<b>Topic:</b> Consent Agenda	<b>Course Changes</b>
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<b>ENGL 2005</b>	<b>Technical Writing</b>	3 cr.	<i>Change course title</i>
Lecture Hours:	Lab Hours:	Clinical Hours:	Other Hours:

Originator: Chris Propst, Professor of English Composition

Proposed Implementation listed on Proposal: Fall 2021

Details of Proposed Action: Changing ENGL 2005 FROM: Technical Writing To ENGL 2005 Writing in Technology and the Sciences

Justification of Proposed Action: These name changes are part of the 2020 English Course alignment articulation across the state of Wyoming, as requested by Gov. Gordon to bring colleges and UW into alignment

Course Name From: Technical Writing

Course Number To: Writing in Technology and the Sciences

<b>ENGL 2100</b>	<b>Literary Journal Production</b>	1-2 cr.	<i>Change course title</i>
Lecture Hours:	Lab Hours:	Clinical Hours:	Other Hours:

Originator: Chris Propst, Professor of English Composition

Proposed Implementation listed on Proposal: Fall 2021

Changing ENGL 2100 FROM: Literary Journal Production To ENGL 2100 Literary Magazine

Justification of Proposed Action: These name changes are part of the 2020 English Course alignment articulation across the state of Wyoming, as requested by Gov. Gordon to bring colleges and UW into alignment

**Course Name From:** Literary Journal Production

**Course Name To:** Literary Magazine

ENGL 2340	Native American Literature				3 cr.	Change course title	
Lecture Hours:		Lab Hours:		Clinical Hours:		Other Hours:	

Originator: Chris Propst, Professor of English Composition

Proposed Implementation listed on Proposal: Fall 2021

Changing ENGL 2340 FROM: Native American Literature To ENGL 2340 Native American Culture and Literature

Justification of Proposed Action: These name changes are part of the 2020 English Course alignment articulation across the state of Wyoming, as requested by Gov. Gordon to bring colleges and UW into alignment

**Course Name From:** Native American Literature

**Course Name To:** Native American Culture and Literature

<b>Topic:</b> Consent Agenda	<b>Common Course Name and Numbering Approval</b>
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<b>Motion to Approve:</b>	Dorothy Harton		Second:		Amy Critchfield
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Discussion: None.

Vote: All in Favor. Passed unanimously.			
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<b>Topic:</b> Consent Agenda	<b>Course Changes</b>
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<b>Topic:</b> Consent Agenda	<i>Change course description</i>
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<b>HLED 1003</b>	<b>Wellness</b>				3 cr.	<i>Change course description</i>	
Lecture Hours:	3	Lab Hours:		Clinical Hours:		Other Hours:	

Originator: Kristine Clark, Professor of Exercise Science

Proposed Implementation listed on Proposal: Fall 2021

Details of Proposed Action: Change the course description.

Justification of Proposed Action: The course description has not been updated for many years and needs to be revised and updated.

**Course Description From:** "Wellness" does not simply mean the absence of disease. It is a term that defines the total person. This course will explore the mental, emotional, and physical health of the individual. This is a self-learning course that includes evaluating thoughts, feelings and attitudes as well as the physical health and well-being of each student. Students will learn various techniques in relaxation and stress management, strategies for disease prevention, current information on AIDS and AIDS prevention, and many useful tools for achieving optimal health and well-being.

**Course Description To:** "Wellness" does not simply mean the absence of disease. It is a term that defines the total person. This course will explore the mental, emotional, and physical health of the individual. This is a self-learning course that includes evaluating thoughts, feelings, and attitudes, and beliefs as well as the physical and mental well-being of each student. Students will learn various techniques in goal setting, behavior change, relaxation and stress management, strategies for disease prevention, the development of healthy relationships, current information about drugs and alcohol, and many useful tools for achieving optimal health and well-being.



<b>PEPR 2470</b>	<b>Practicum I</b>				.5-2 cr	<i>Change prerequisite</i>	
Lecture Hours:	N/L	Lab Hours:	N/L	Clinical Hours:		Other Hours:	

Originator: Kristine Clark, Professor of Exercise Science

Proposed Implementation listed on Proposal: Fall 2021

Details of Proposed Action: Change the prerequisite to adjust for the program change of order of courses. The new prerequisite would allow students greater flexibility for completing the practicum course depending on where they are in their progress.

Justification of Proposed Action: A change in the order of the core Exercise Science courses is being proposed. With this change in the order, the current prerequisite needs to be updated to adjust for these changes to the program and allow the student to complete the practicum courses as needed based on their progress in the program.

**Prerequisite From:** PEPR 2130 (May be taken concurrently)

**Prerequisite To:** Currently enrolled in a PEPR core course and in good standing in the Exercise Science/Fitness Leadership Program.

Discussion: It was requested by Jennifer Griffin, Registration and Records Assistant, to reword the proposed prerequisite to be written as follows:

**Prerequisite:** Currently enrolled in a PEPR core course.

- *Kristine Clark, Professor of Exercise Science, emailed Cathy Ebert, Curriculum Committee Assistant, the updated syllabus that completed the required changes from this meeting (2/8/2021) at 4:50 p.m. on 02/08/2021. This will be placed on the Consent Agenda – Review of Required Changes from 02/08/2021 Meeting at the 2/22/2021 Curriculum Committee Meeting.*

<b>PEPR 2471</b>	<b>Practicum II</b>				.5-2 cr.	<i>Change prerequisite</i>	
Lecture Hours:	N/L	Lab Hours:	N/L	Clinical Hours:		Other Hours:	

Originator: Kristine Clark, Professor of Exercise Science

Proposed Implementation listed on Proposal: Fall 2021

Details of Proposed Action: Change the prerequisite to adjust for the program change of order of courses. The new prerequisite would allow students greater flexibility for completing the practicum course depending on where they are in their progress.

Justification of Proposed Action: A change in the order of the core Exercise Science courses is being proposed. With this change in the order, the current prerequisite needs to be updated to adjust for these changes to the program and allow the student to complete the practicum courses as needed based on their progress in the program.

**Prerequisite From:** PEPR 2130 (May be taken concurrently)

**Prerequisite To:** Currently enrolled in a PEPR core course and in good standing in the Exercise Science/Fitness Leadership Program.

Discussion: It was requested by Jennifer Griffin, Registration and Records Assistant, to reword the proposed prerequisite to be written as follows:

**Prerequisite:** Currently enrolled in a PEPR core course.

- *Kristine Clark, Professor of Exercise Science, emailed Cathy Ebert, Curriculum Committee Assistant, the updated syllabus that completed the required changes from this meeting (2/8/2021) at 4:50 p.m. on 02/08/2021. This will be placed on the Consent Agenda – Review of Required Changes from 02/08/2021 Meeting at the 2/22/2021 Curriculum Committee Meeting.*

<b>PLOP 1510</b>	<b>Plant Operations I</b>				3 cr.	<i>Change prerequisite</i>	
Lecture Hours:	2	Lab Hours:	2	Clinical Hours:		Other Hours:	

Originator: Kendra Meeker, Instructor of Plant Operations and B & I Curriculum Committee Representative

Proposed Implementation listed on Proposal: Fall 2021

Details of Proposed Action: Add prerequisite: TECH 1000 or higher (may be taken concurrently)

Justification of Proposed Action: Mathematical concepts learned in TECH 1000 are required for success in PLOP 1510.

**Prerequisite From:** None.

**Prerequisite To:** TECH 1000 or higher (may be taken concurrently).

<b>PLOP 1520</b>	<b>Plant Operations II</b>				3 cr.	<i>Change prerequisite</i>	
Lecture Hours:	2	Lab Hours:	2	Clinical Hours:		Other Hours:	

Originator: Kendra Meeker, Instructor of Plant Operations and B & I Curriculum Committee Representative

Proposed Implementation listed on Proposal: Fall 2021

Details of Proposed Action: Add prerequisite of PLOP 1510 or Instructor approval

Justification of Proposed Action: Concepts build upon each other, concepts and terminology learned in PLOP 1510 are needed for success in PLOP 1520.

**Prerequisite From:** None.

**Prerequisite To:** PLOP 1510 OR Instructor Approval

<b>PLOP 1530</b>	<b>Plant Operations III</b>				3 cr.	<i>Change prerequisite</i>	
Lecture Hours:	2	Lab Hours:	2	Clinical Hours:		Other Hours:	

Originator: Kendra Meeker, Instructor of Plant Operations and B & I Curriculum Committee Representative

Proposed Implementation listed on Proposal: Fall 2021

Details of Proposed Action: Add prerequisite of PLOP 1520 OR Instructor approval

Justification of Proposed Action: Concepts build upon each other, concepts and terminology learned in PLOP 1520 are needed for success in PLOP 1530.

**Prerequisite From:** None.

**Prerequisite To:** PLOP 1520 OR Instructor Approval

<b>PLOP 1540</b>	<b>Plant Operations IV</b>				3 cr.	<i>Change prerequisite</i>	
Lecture Hours:	2	Lab Hours:	2	Clinical Hours:		Other Hours:	

Originator: Kendra Meeker, Instructor of Plant Operations and B & I Curriculum Committee Representative

Proposed Implementation listed on Proposal: Fall 2021

Details of Proposed Action: Add prerequisite of PLOP 1530 OR Instructor approval

Justification of Proposed Action: Concepts build upon each other, concepts and terminology learned in PLOP 1530 are needed for success in PLOP 1540.

**Prerequisite From:** None.

**Prerequisite To:** PLOP 1530 OR Instructor Approval

<b>Topic:</b> Consent Agenda	<b>Degree Changes</b>
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<b>Topic:</b> Consent Agenda	<i>Degree on Hiatus</i>
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<b>Associate of Applied Science, Natural Gas Compression Technology</b>	66-67 cr.	<i>Place degree on Hiatus</i>
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Originator: Paul Johnson, Division Chair Business and Industry

Proposed Implementation listed on Proposal: Spring 2021

Details of Proposed Action: Put Program on Hiatus

Justification of Proposed Action: None listed.

<b>Associate of Applied Science, Oil and Gas Production Technology</b>	66-67 cr.	<i>Place degree on Hiatus</i>
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Originator: Paul Johnson, Division Chair Business and Industry

Proposed Implementation listed on Proposal: Spring 2021

Details of Proposed Action: Put Program on Hiatus

Justification of Proposed Action: None listed.

<b>Topic:</b> Consent Agenda	<b>Approval</b>
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<b>Motion to Approve:</b>	<b>Randy Goff</b>	<b>Second:</b>	<b>Dorothy Harton</b>
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Discussion:

- **Discussion regarding PEPR 2470 and PEPR 2471:**
  - It was requested by Jennifer Griffin, Registration and Records Assistant, to reword the prerequisite to be written as follows for PEPR 2470 and PEPR 2471:
    - **Proposed Prerequisite:** Currently enrolled in a PEPR core course and in good standing in the Exercise Science/Fitness Leadership Program.
    - **New Approved Prerequisite:** Currently enrolled in a PEPR core course.
- **Discussion regarding the PLOP courses:**
  - Kendra Meeker informed members that there is no change to the course content of any of the courses. She also stated that students need the information from the previous class for the next class.
- **Discussion regarding placing the Associate of Applied Science, Natural Gas Compression Technology on Hiatus.** Topics included:
  - How long can a degree be placed on Hiatus?
    - *If a degree is deactivated*, it will need to complete the “teach out” plan as required by HLC. Please see the list below regarding the questions that will need to be answered and submitted to HLC. (This list was provided by email from Mark Rembacz).
      - The program name
      - The effective date of the decision
      - Whether this is a deactivation or permanent discontinuation
      - The number of students currently in the program and what our plan are for those students
  - Hiatus means something different to HLC verses the Federal Department of Education.
    - DeeAnna Archuleta, Director of Financial Aid, stated that there isn’t an option to place a degree on hiatus. It would need to be deactivated until we want to have it reactivated.
  - How is Hiatus handled on the Registration and Records side for the Catalog?
    - It was noted that Hiatus is basically saying it’s going to be taken out of the next catalog which means that it would be on hiatus for more than 12 months so we wouldn’t be able to bring it back in six months, because it wouldn’t be printed in the catalog.
    - Dr. Wittstruck was going to reach out to get some clarification as to how long a plan can be placed on hiatus.

- Hiatus is how it should be listed in these minutes as per Dr. Wittstruck
- Kendra Meeker, how long does it take to get degrees back from being placed on hiatus and what is the process to do so
  - Dr. Wittstruck stated that getting them reactivated through the WCCC will not take long, because we just need to contact the Commission and let them know we are coming off of hiatus. At the Federal level it will be more of a challenge as stated by DeeAnna Archuleta.

Vote: All in Favor. Passed unanimously.			
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<b>Topic: Regular Agenda, New Business</b>	<b>Course Changes</b>
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<b>Topic: Regular Agenda, New Business</b>	<i>Change credits/hours</i>
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<b>PEAC 2005</b>	<b>Personalized Fitness</b>				<b>1 cr.</b>	<i>Change credits/hours</i>	
Lecture Hours:	.5	Lab Hours:	1	Clinical Hours:		Other Hours:	

Originator and Presenter: Kristine Clark, Professor of Exercise Science

Proposed Implementation listed on Proposal: Fall 2021

Details of Proposed Action: To reduce the credit hours from 2 credits to 1 credit and simplify the course content to reflect change in credit hours.

Justification of Proposed Action: To better align with other PEAC course offerings – reducing the number of credit hours from 2 to 1 would align better with the rest of the PEAC offerings at WWCC as well as transferring to other institutions. In addition, this should make it easier for students to fit the class into their schedule due to the lowered time commitment in class.

**Credits From:** 2

**Credits To:** 1

<b>Motion to Approve:</b>	Jennifer Allen	Second:	Dorothy Harton
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Discussion: None.

Vote: All in Favor. Passed unanimously.			
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<b>Topic: Regular Agenda, New Business</b>	<i>Add new Course</i>
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<b>PEPR 1005</b>	<b>Applied Fitness</b>				<b>2 cr.</b>	<i>Add new course</i>	
Lecture Hours:	.5	Lab Hours:	1	Clinical Hours:		Other Hours:	

Originator and Presenter: Kristine Clark, Professor of Exercise Science

Proposed Implementation listed on Proposal: Fall 2021

Details of Proposed Action: To create an Exercise Science major specific course based on our Personalized Fitness PEAC 2005 course. This course would provide a better introduction to our major allowing the student to learn the material through personal application.

Justification of Proposed Action: The addition of this course would allow an improved Introduction to the Exercise Science major providing the students with a personalized hands-on approach to the fundamentals of fitness that they will then apply to other people as they progress through the major core courses.

**Credits:** 2

**Prerequisite:** None.

**Course Description:** This course focuses on the student applying the five components of physical fitness in developing a personalized exercise program. The student will learn the

standard methods of fitness testing for each component and complete these tests on themselves and fellow classmates. Each student will be required to work at his/her prescribed level of fitness during the class. Exercise logs and journals will be used to monitor each student's progress.

Discussion: Jennifer Griffin, Registration and Records Assistant, recommended that the course number be changed from PEPR 1005 to PEPR 1015 because PEPR 1005 is already used for something else.

- *Kristine Clark, Professor of Exercise Science, emailed Cathy Ebert, Curriculum Committee Assistant, the updated syllabus that completed the required changes from this meeting (2/8/2021) at 4:50 p.m. on 02/08/2021. This will be placed on the Consent Agenda – Review of Required Changes from 02/08/2021 Meeting at the 2/22/2021 Curriculum Committee Meeting.*

<b>Motion to Approve with the required change:</b>	Jennifer Allen	Second:	Carla Lee
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**Proposed Course Number From:** PEPR 1005

**Proposed Course Number To:** PEPR 1015

Further Discussion: None.

Vote: All in Favor to pass with required changes. Passed unanimously.		
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<b>Topic: Regular Agenda, New Business</b>	<b>Certificate changes</b>
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<b>Topic: Regular Agenda, New Business</b>	<i>Revise existing certificate</i>
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<b>Fitness Leadership Certificate</b>	28 cr.	<i>Revise existing certificate</i>
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Originator and Presenter: Kristine Clark, Professor of Exercise Science

Proposed Implementation listed on Proposal: Fall 2021

Details of Proposed Action: We are revising the requirements of our Certificate to add the Applied Fitness course and adjust when certain courses are offered.

Justification of Proposed Action: To reflect changes to course offerings within the program.

*1<sup>st</sup> Semester:*

**Add:** PEPR 1015 Applied Fitness, 2 credits

**Add:** PEPR 2230<sup>1</sup> Applied Exercise Science, 4 credits

**Remove:** PEPR 2130<sup>1</sup> Fundamentals of Exercise Science, 4 credits

**Remove:** COMM 1030 Interpersonal Communication OR COMM 1020 Public Speaking, 3 credits

**Semester Credits From:** 13.5 – 15

**Semester Credits To:** 12.5 – 13

*2<sup>nd</sup> Semester:*

**Add:** PEPR 2130<sup>1</sup> Fundamentals of Exercise Science, 4 credits

**Add:** COMM 1030 Interpersonal Communication OR COMM 1020 Public Speaking, 3 credits

**Semester Credits From:** 11.5 – 13

**Semester Credits To:** 14.5 – 15

**Total Credits From:** 25 – 28

**Total Credits To:** 27 - 28

Discussion:

- Much discussion entailed regarding the percentage of change for this certificate has endured and if an HLC Substantive Change report will need to be completed. It was

noted that documentation of changes is essential to provide a history of modifications so that if reports need to be generated we have this information available.

- Mark Rembacz stated that Deanna Archuleta, Dr. Wittstruck and him will have to get together to make sure that this gets submitted to the Commission and then to HLC so that we can add this to our documentation.

<b>Motion to Approve:</b>	Jennifer Allen	<b>Second:</b>	Amy Critchfield
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Discussion: None.

Vote: All in Favor. Passed unanimously.		
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<b>Topic: Regular Agenda, New Business</b>	<b>Program changes</b>
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<b>Topic: Regular Agenda, New Business</b>	<i>Revise existing degree</i>
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<b>Associate Science, Exercise Science</b>	64 cr.	<i>Revise existing degree</i>
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Originator and Presenter: Kristine Clark, Professor of Exercise Science

Proposed Implementation listed on Proposal: Fall 2021

Details of Proposed Action: We are revising the requirements of our Degree to modify/add Applied Fitness course (modified from Personalized Fitness to more directly target the Exercise Science majors) and to adjust the order of our core exercise science courses.

Justification of Proposed Action: These changes are a reflection of student feedback to provide a more progressive and sequential movement through the Exercise Science core courses which we hope will allow for greater student success in the program.

*1<sup>st</sup> Semester:*

**Add:** BIOL 1010 General Biology, 4 credits

**Add:** PEPR 1015, Applied Fitness, 2 credits

**Add:** ENGL 1010, English Comp I, 3 credits

**Remove:** MATH 1400, College Algebra, 3 credits

**From:** CMAP 1530, Excel Basics, 1 credit OR CMAP 1200, Computer Information Systems, 3 credits

**To:** CMAP 1530, Excel Basics, 1 credit

**Remove:** PEPR 2130<sup>1</sup>, Fundamentals of Exercise Science, 4 credits

**Remove:** HLED 1003, Wellness, 3 credits OR PEPR 2037 Introduction to Sport Psychology, 3 credits

**Remove:** Approved Physical Activity Course, 1 credit

**Semester Credits From:** 16.5 – 20

**Semester Credits To:** 14.5

*2<sup>nd</sup> Semester:*

**Add:** PEPR 2130<sup>1</sup> Fundamentals of Exercise Science, 4 credits

**Add:** HLED 1140, Nutrition, 3 credits

**Add:** MATH 1400, College Algebra, 3 credits

**Add:** HLED 1003, Wellness, 3 credits OR PEPR 2037 Introduction to Sport Psychology, 3 credits

**Add:** ENGL 2005, Technical Writing, 3 credits OR ENGL 1020, English Composition, 3 credits

**Remove:** ENGL 1010, English Composition I, 3 credits

**\*Remove:** PSYC 1000, General Psychology, 3 credits OR PSYC 2340, Abnormal Psychology, 3 credits

**Remove:** PEPR 2230, Applied Exercise Science, 4 credits

**Remove:** Approved Physical Activity Course, 1 credit

**Semester Credits From:** 15.5 - 17

**Semester Credits To:** 16.5

3<sup>rd</sup> Semester:

**Add:** PEPR 2230, Applied Exercise Science, 4 credits

**Add:** PSYC 1000, General Psychology, 3 credits

*\*An error was found while processing the minutes by Cathy Ebert, Curriculum Committee Assistant. Details listed below:*

- *Submitted proposed degree plan has 4 credits listed for this course and it is 3 credits.*
- *Originator was notified of this and it will be brought back to the Curriculum Committee on 05/06/2021 for approval of this course credit change.*

**Add:** PEAC XXXX, Physical Activity Elective, 1 credit

**Remove:** HLED 1140, Nutrition, 3 credits

**Remove:** PEAC 2005, Personalized Fitness I, 2 credits OR STAT 2050, Fundamentals of Statistics, 4 credits OR PHYS 1110, General Physics 4 credits.

**From:** CHEM 1000, General Chemistry, 4 credits

**To:** CHEM 1000, General Chemistry, 4 credits OR CHEM 1020, General Chemistry, 4 credits

**Semester Credits From:** 16.5 - 20

**\*Semester Credits To:** 17.5

*\*An error was found while processing the minutes by Cathy Ebert, Curriculum Committee Assistant. Details listed below:*

- *Submitted proposed degree plan has 4 credits listed for PSYC 1000 and it is 3 credits.*
- *Originator was notified of this and it will need to be brought back to the Curriculum Committee for approval of needed changes.*

4<sup>th</sup> Semester:

**From:** US & Wyoming Constitution, 3 credits

**To:** POLS 1000, American and Wyoming Government

**From:** COMM 2010, Public Speaking, 3 credits

**To:** COMM 1030, Interpersonal Communication, 3 credits OR COMM 2010, Public Speaking, 3 credits

**From:** Approved Physical Activity Course, 1 credit

**To:** PEAC XXXX, Physical Activity Elective, 1 credit

**Semester Credits From:** 15.5 - 17

**Semester Credits To:** 15.5

**Total Credits From:** 64

**\*Total Credits To:** 64

*\*An error was found while processing the minutes by Cathy Ebert, Curriculum Committee Assistant. Details listed below:*

- *Submitted proposed degree plan has 4 credits listed for PSYC 1000 and it is 3 credits.*
- *Originator was notified of this and it will be brought back to the Curriculum Committee on 05/06/2021 for approval of the needed changes.*

<b>Motion to Approve:</b>	Jennifer Allen	<b>Second:</b>	Amy Critchfield
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Discussion: None.

Vote: All in Favor. Passed unanimously.		
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<b>Topic: Regular Agenda, Other Business, Old Business</b>	None
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<b>Topic: Meeting Adjourned</b>			<b>4:50 p.m.</b>
<b>Motion to Adjourn:</b>	Randy Goff		<b>Second:</b> Dorothy Harton
Vote: Passed unanimously.			
<b>Next Meeting Date:</b>	02/22/2021		
<b>Paperwork Deadline:</b>	02/15/2021		
<b>Minutes Submitted By:</b>	Cathy Ebert	Curriculum Committee Assistant	