

Educational Affairs Committee

Approved Minutes

January 24th, 2024

3:00 pm

MTC 212 or Zoom

Voting Members Present: Matthew Schmeer (chair), Nick Mancini (vice chair), Barry Bailey, Sarah Boyle, Brian Zirkle, Sasha Gluhovsky, Mary Berg, Haley Vellinga, Ashley Rader, Jacob Kier, Whitney Bandel, Maureen Fitzpatrick, Nancy Thomas, Susan Brown, Charlie Randazzo, Steve Bennett, Casey Buchanan, Dan Mueller, Justin Dunham, Doug Patterson, and Michelle Clark

Absent Voting Members: Mary Berg, and Kitzeln Siebert

Resource Members: Valerie Dorsey, Kris Perales, Anne Rubeck, and Audrey Cooper

(1) Call to Order

Matthew Schmeer started the meeting at 3:02 p.m.

(2) Roll Call

Nick Mancini collected attendance.

(3) Agenda Agreement (consent item)

The agenda was agreed on by consent.

(4) Meeting Minutes Draft from November 29th, 2023

The meeting minutes from the last meeting were approved by consent.

(5) Curriculum*

Computing Sciences and Information Technology

Health Care Information Systems

Lori Brooks

Course Edit

- HCIS 255: Technology Concepts and Cybersecurity in Healthcare
 - Title change from Technology Concepts in Healthcare

Lori Brooks brought forward a course update with a title change. She explained that advisory board feedback promoted the inclusion of explicit cybersecurity topics. Doug Patterson motioned to approve the course edit and Charlie Randazzo seconded the motion. The motion passed.

Healthcare, Public Safety and Wellness

Health, Physical Education, and Recreation

Shawna Shane

Edit Course

- HPER 245: Health and Physical Education for the Elementary Classroom Teacher
 - Title change from: Elementary Physical Education

Shawna Shane represented the course edit with a title change for HPER 245. The course is a KS Systemwide Transfer course. The course went through realignment in October of 2023 and the edits reflect the most current state agreement. Edits were made during the meeting to the methods of evaluation of competencies to create ranges.

Susan Brown motioned to approve the course edit and Tonia Hugh seconded the motion. The motion passed.

Industrial Technology

Electrical Technology

Charlie Randazzo

Course Edits

- ELTE 110: AC/DC Circuits
- ELTE 115: Print Reading
- ELTE 122: National Electrical Code I

Charlie Randazzo was present to discuss the removal of the department approval requirement from the three gateway ELTE courses. He explained that the department approval process was necessary when the department was trying to grow the program. The program has grown, and the department approval process is now a hindrance to enrollment.

Doug motioned to approve the course edits and Susan seconded the motion. The motion passed.

Mathematics

Mathematics

Rob Grondahl

Course Edits

- MATH 242: Calculus II
- MATH 191 & PHYS 191: Math & Physics for Games I

Rob Grondahl represented the course edits to MATH 242 and MATH/PHYS 191. The edits to MATH 242 reflect the removal and addition of a competency. The edit to MATH/PHYS 191 records the adoption of the new ALEK placement test as a new means of meeting the enrollment requirements.

Sarah Boyle motioned to approve the course edits and Mary Berg seconded the motion. The motion passed.

Business

Accounting

Angela King

Course Edit

- ACCT 210: Data Analytics for Accounting
 - Number change from: ACCT 142: Data Analytics for Accounting

Angela King discussed the reasoning behind the request to change a newly approved course number. The State Board of Accountancy informed the department recently that the course number for the new Data Analytics for Accounting course must be numbered at or above a 200 level.

Doug motioned to approve the deactivation of ACCT 142 and the approval of the new course, ACCT 210. Casey Buchanan seconded the motion and the motion passed.

Program Edit

- 2400-AAS: Accounting

The program edit reflects the removal of ACCT 142 and the addition of ACCT 210. Tonia motioned to approve the program edit and Sarah seconded the motion. The motion passed.

Hospitality Management

Jason Lafferty

Course Edit

- HMGT 126: Food Management

Jason Lafferty discussed the removal of the Department Approval course requirement that was causing student enrollment confusion.

Doug motioned to approve the course edit and Susan seconded the motion.

Business Office Technology

Cherie Leiker

Course Edits

- BOT 101: Keyboarding
- BOT 105: Business Document Preparation
 - Title change from: Business Document Preparation and Management
- BOT 130: Business Office Procedures

- BOT 141: Electronic Health Records Applications
- BOT 150: Records Management
- BOT 170: Introduction to Medical Coding and Billing
- BOT 260: Desktop Publishing for Office
- BOT 265: Business Office Simulation
- BOT 275: Office Internship

Cherie Leiker represented the course updates which included registration changes to better facilitate enrollment and planning, a course title change, and general course updates.

Doug motioned to approve the course edit proposals in BOT. Susan seconded the motion and the motion passed.

Course Deactivation

- BOT 160: Legal Doc Prep and Terminology

Cherie explained that BOT 160 is no longer offered and that the students will take LAW 134: Introduction to Legal Technology instead.

Sarah motioned to approve the course deactivation and Mary seconded the motion. The motion passed.

Program Edits

- 2680-AAS: Administrative Assistant
- 5050-CERT: Legal Administrative Assistant
- 5310-CERT: Medical Office Specialist
- 5320-CERT: Administrative Assistant

The changes reflected in the program are reflections of the proposed course changes in BOT.

Doug motioned to approve the program updates and Tonia seconded the motion. The motion passed.

Cosmetology

Dr. Leroy Cox

Course Deactivations

- CO 100: Esthetics
- CO 101: Esthetics Clinical
- CO 102: Intermediate Esthetics
- CO 103: Intermediate Esthetics Clinical
- CO 104: Esthetics Essentials
- CO 105: Esthetics Essentials Clinical
- CO 106: Advanced Esthetics

- CO 107: Advanced Esthetics Clinical
- CO 109: Nail Technology
- CO 110: Cosmetology I
- CO 111: Cosmetology II
- CO 112: Cosmetology III
- CO 212: Cosmetology Instructor Training
- CO 113: Cosmetology IV
- CO 114: Cosmetology Business

Leroy Cox presented the course deactivations in Cosmetology.

Doug motioned to deactivate the courses and Mary seconded the motion. The motion passed.

Program Deactivations

- 2090-AAS: Cosmetology
- 3000-AAS: Esthetics
- 3100-CERT: Nail Technology Certificate
- 3080-CERT: Esthetics Certificate
- 3090-CERT: Cosmetology Certificate
- 3740-CERT: Cosmetology Instructor Training Certificate

Leroy Cox presented the program deactivations in Cosmetology which were officially slated for sunset by the JCCC Board of Trustees at the December 14th, 2023 board meeting.

Doug motioned to approve the deactivations and Susan seconded the motion. The motion passed.

(6) Subcommittee and Liaison Assignments and Updates

- Ad Hoc AI Policy Committee
 - Motion to Recommend Artificial Intelligence Language for Syllabus Template
The
- Procedures

Doug Patterson reported the Ad Hoc AI Policy Committee and the Procedures Subcommittee had a joint meeting to review the AI findings, documents, recommended procedures, and formal motion. The intention is for the committee to vote on the adoption of adaptive language options to the syllabus template at a future meeting. The subcommittee is open for discussion and feedback. The subcommittee will start working on the syllabus template once the language is approved.
- Cultural Diversity/General Education

Ashley Rader noted the subcommittee will review an ENGL application for General Education at their next meeting.
- ABC

Barry Bailey reported on the last ABC meeting.
- OLAC

No report.

- Faculty Association
Justin Dunham attended the last FA meeting which included discussions on survey results, reduction of force, and FA party information.
- Committee Day
No report.

(7) Announcements and Updates

No updates.

(8) Adjournment

Casey motioned to adjourn the meeting and Doug seconded. The meeting concluded at 4:23 pm.

**Curriculum updates are effective Academic Year 2024-2025 Catalog which covers Summer 2024, Fall 2024, and Spring 2025 terms unless otherwise noted.*