

## *Summary of CPSC Actions*

September 26, 2008

### Class Size Change

**Request for Changes in Class Size - FIRE-101, FIRE 102, FIRE-104, FIRE-107, FIRE 201, FIRE-202, FIRE-203, FIRE-204, FIRE-205, FIRE-206, FIRE-207, FIRE-208**

Request to change class size from 30 to 22. Reasons for class size change include: courses revised from a lecture to a lecture and demonstration class; demonstrations include but are not limited to visits to local construction sites, visits to local government agencies, the use of simulated firegrounds with role playing, and hands-on equipment demonstrations; health and safety; and equipment limitations and equipment quantities.

### Action/Effective Date

Forwarded to Curriculum Subcommittee

### Committee Report

#### **September 2008 Report from the Academic Dishonesty Committee**

The Academic Dishonesty Committee will meet again October 2008. G. Knapp reported the committee will begin meeting again in October. Each division needs to have a representative attend that meeting.

### Action/Effective Date

No Report

#### **September 2008 Report from the ACS- to be distributed at the SUMMARY OF TOPIC(S) REVIEWED:**

1. Computer lab upgrades where done over the summer 2008. Almost 40 smart teacher stations/karts where also upgraded. Almost all labs have been upgraded to Microsoft vista, a few locations where held because of software incompatibilities.
2. Meeting time Adjustment: It was proposed that we move the meeting time from 2pm the 3rd Thursday of the month to 3pm the 3rd Thursday of the month. This was passed with 4 people voting for the move, 2 against and 2 abstaining.
3. Gmail Beta update: Things have been going well with the gmail beta, we have over 80 people involved with the beta. We are encouraging faculty specifically to sign up and give us their opinion. We do expect the beta

Received for Information

#### **September 2008 Report from the DLAS**

The committee discussed the following:

- Status on Fall DLES sessions
- Changes in eLearning office & VLTC
- New WWW course HIST-152
- New WWW version of course COMS-130
- Motion by Charles Iwanusa , seconded by Janet Westhoff for the approval of creation of HIST-152 World History 1500 CE to Present in a WWW format for the Winter 2009 semester. WIDS format provided.
- Motion by Brenda Zicha, seconded by Sheila Swyrtek for the approval of offering of COMS-130 Intro to Linux Administration in a WWW format for the Fall 2008 semester. WIDS format completed by prior instructor.

Received for Information

**September 2008 Report from the General Education Subcommittee  
New General Education Requirements  
Essential Learning Outcomes**

Approved  
Summer 2009

Courses taken to meet general education requirements, along with all programs and courses at the college, share responsibility to provide for the following essential outcomes to insure that students are prepared for academic and professional success and for participation as citizens of their communities and the world.

**Critical Thinking** – courses should require and students should demonstrate a range of abilities from tangible problem-solving to higher order processes of analysis, inference, reasoning, synthesis, and judgment. Students should evaluate information, analyze claims and arguments in their own and others' work, consider multiple perspectives, apply knowledge in new contexts, understand processes of reasoning in various disciplines, and should regularly reflect on their own learning.

**Global Awareness** – courses should require and students should demonstrate an understanding of the diversity of culture, race, ethnicity, nations, religions, and political and social systems. This includes an understanding of these concepts themselves and an understanding of their roles in forming identities and values—our own and those of others. Students should be able to identify and explain the influence of historical and cultural factors on past and current events.

**Citizenship** – courses should require and students should demonstrate personal and social responsibility through collaboration with others in diverse group settings, and through civic knowledge and participation. A commitment to academic integrity, ethical reasoning and action, and preparation for lifelong learning should be central to all coursework.

**Associate of Arts (AA) and Associate of Science (AS) – (Traditional Transfer)**

Requirements -100 level or above courses from the following distribution:

6 credit hours	Composition
8 credit hours	Humanities or Fine Arts (excluding performance classes in music or theatre and studio classes in art)
8 credit hours	Social Science
8 credit hours	Science & Math: 3-4 credits in 100 level Math course or Test Out by placing into MATH-120 or higher on the MCC placement test. 4 credit hours Natural Science w/Lab
2 credit hours	Information Technology excluding lecture only classes

**Associate of Applied Science (AAS) and Associate of General Studies (AGS)**

A minimum of 18 General Education credits are required. The following are requirements for all students earning this degree:

100 level or above courses from the following distribution:

3 credit hours	Composition
3 credit hours	Humanities
3 credit hours	Social Science
3-4 credit hours	100 level Math course or Test Out by placing into MATH-120 or higher on the MCC placement test.

Additional General Education credits should be selected according to your degree program from Fine Arts (excluding performance classes in music or theatre and studio classes in art) Humanities, Social Science, Math, Science, and Information Technology.

All existing programs must be revised to reflect the new general education requirements, and submitted to CPSC for approval. Program revisions must be approved prior to the next college catalog production scheduled for early 2009.

### **Course Revision**

#### **BAKE-110 Intermediate Cake Decorating**

Course name change to Cake Decorating.

#### **Action/Effective Date**

Approved  
Winter 2009

#### **FMG.-210 Beverage Management**

Change the seat count from 38 to 22, allowing the instructor an opportunity to train the student in alcohol responsibility; implement and administer responsible alcohol servers, the effects of beverage alcohol on the customer through interactive sessions and learn practical applications for responsible decision-making.

Forwarded to Curriculum  
Subcommittee

### **General Education Application**

#### **HIST-262 American Military History**

Approved as meeting the WAC, Writing Across the Curriculum, and SOC, Social Science Group, general education requirements.

#### **Action/Effective Date**

Approved  
Winter 2009

### **Minutes**

#### **Minutes of May 30, 2008**

#### **Action/Effective Date**

Approved

### **New Course**

#### **HIST-262 American Military History**

This course surveys the military experiences of U.S. from the colonial period to the present. In addition to studying strategy, tactics, and weapons, issues such as the social composition of the armed forces, the influence of new technologies on warfare, the tension between “professional” and “citizen” soldiers, popular attitudes toward war and the military, and the effects of war on American society will be explored.

#### **Action/Effective Date**

Forwarded to Curriculum  
Subcommittee

### **New Program**

#### **Accounting Certificate**

This program qualifies graduates for clerical-level positions in accounting. Students will gain knowledge of general office skills and be able to successfully complete for clerical positions in accounting areas such as payroll, accounts payables, accounts receivables and billing.

#### **Action/Effective Date**

Forwarded to Curriculum  
Subcommittee

### **Program Revision**

#### **Accounting Associate in Applied Science**

The proposed revision brings the accounting program in line with current trends in the industry.

#### **Action/Effective Date**

Forwarded to Curriculum  
Subcommittee

## **Medical Practice Management Certificate**

Forwarded to Curriculum Subcommittee

Entry requirements: This program from inception had entry requirements but the entry statement dropped off the curriculum in the revision of 2001. This happened unintentionally. The oversight came to light with the publication of the latest catalog. This revision restates entry requirements. Program entry requirements; Keyboarding speed of 45 wpm and English 101 recommendation on the College Placement Test. Eligibility meets minimal benchmarks necessary for satisfactory performance on pre-employment screening.

## **Seminar - 1st offering**

### **HIST-262 American Military History**

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### **Action/Effective Date**

Seminar To Be Offered;  
Received for Information  
Winter 2009

## **Topics and Issues**

### **Memorandum from Amy Fugate regarding CPSC information on the Website**

In an attempt to make CPSC-related information more accessible and “user friendly”, Linda Uren has put several things on the MCC website. She took the initiative to develop this information to assist faculty and staff when planning curriculum and understanding CPSC related policies and procedures. Included on the website are Frequently Asked Questions (FAQ), a diagram illustrating CPSC Deadlines, and a list of committee meeting dates. While I have thanked Linda for her work, I request that the committee of the whole acknowledge this as well.

### **Action/Effective Date**

Received for Information

### **Change in Drop/Add period during Spring and Summer**

Change in the Drop/Add period during Spring and Summer semesters to end before the second scheduled class meeting rather than one calendar week.

Forwarded to Academic Affairs Subcommittee

### **DLES Prep Course Update**

DLES Prep Course Success Rates Report.  
C. Bassett explained the success rate statistics for the new DLES-100 e-Learning Prep Course.

Received for Information

### **New CPSC Form**

New CPSC Form  
Form Q- CPSC will use this form to pose questions to its subcommittees that it would like that subcommittee to consider while it discusses an issue. The form also includes some guidelines for making decisions.

Approved