

**SUMMARY OF CPSC ACTIONS**  
**February 22, 2008**

| <b>Item</b>                       | <b>Action</b> | <b>Comment</b>   |
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| Minutes of January 25, 2007       | Minutes       | Approved as printed.   |
| January 2008 Report from the ACS  | Report        | <p>Josh Sauvie from Humanities was introduced. He will be replacing Julie Steffey as the representative.</p> <p><u>Old Business:</u> Vista recommendation: Vista Business is our current package however many faculty members wanted to look at other options. A brief discussion ensued to which it was concluded that the Ultimate version has options geared more towards the home user as opposed to an institution such as Mott. A motion was then made by J. Sauvie and seconded by B. Schulz recommending that Mott go ahead and purchase Vista Business for the college's use. Vote: 6 in favor, 0 opposed – the motion carried</p> <p><u>New Business:</u> Class Shares: M. Smith addressed the committee asking for feedback on how many semesters Mott should keep the shared files from the various classes. A motion was made by M. Smith and seconded by R. Benard to delete class share files once they have passed the one year and one semester mark. Vote: 6 in favor, 0 opposed – the motion carried</p> <p>Faculty replacement computers:<br/> Once weather conditions cleared the process continued allowing computers to be moved outside to other buildings. If faculty members have not received a form for replacement computers, please call the HELP DESK immediately to get this rectified.</p> <p>M. Smith announced that Ed Systems will continue to use the third Friday of the month to complete updates to the system. E-mail notification will always precede any downtime. This will affect student e-mail, Blackboard, and AIM.</p> <p>A. LeBlanc announced that new furniture has been installed in CM 2123, CM 2125 CM 1136, VADC 101 and 102, and MMB 2119.</p> |
| January 2008 Report from the DLAS | Report        | <p><b>1. SUMMARY OF TOPIC(S) REVIEWED:</b><br/> <b>The committee discussed the following:</b></p> <ul style="list-style-type: none"> <li>- Status update on the Blackboard Student Preparedness session</li> <li>- Instructor L. Banks &amp; L. Murawa ACCT-201 WWW course</li> <li>- Discuss Spring/Summer and Fall Start-Up Sessions</li> </ul> <p><b>2. COMMITTEE REPORT:</b></p> <p>Motion by C. Iwanusa, seconded by B. Zicha for the approval of the offering of ACCT-201 class by new online instructors Lisa Banks and Lisa Murawa (as developed by original creator B. Schulz) in a WWW format for Spring/Summer and Fall 2008 offerings.</p> <p><b>Was a vote taken on the issue? Yes <u>X</u> No <u>    </u></b></p> <p><b>If so, please record the vote: <u>7</u> Yes <u>0</u> No</b></p> <p>B.) Motion by C. Rishoi, seconded by B. Zicha for establishing the Spring/Summer Start-Up Session for</p>   |

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|  |                          | Tuesday, May 6, 2008 and the Fall Start-Up Session for Wednesday, August 27, 2008.<br><b>Was a vote taken on the issue? Yes <u>X</u> No <u>   </u></b><br><b>If so, please record the vote: <u>  5  </u> Yes <u>  0  </u> No</b>  |
| February 2008 Report from the DLAS                 | Report                   | <p><b>2. SUMMARY OF TOPIC(S) REVIEWED:</b><br/> <b>The committee discussed the following:</b><br/> - Status update on the Blackboard Student Preparedness session<br/> - Instructor L. Banks ACCT-202 WWW course<br/> - Instructor A. Gulyas HIST-151 WWW course<br/> - Instructor B. Harding HIST-154 &amp; 155 WWW courses<br/> - Instructor J. Westhoff AHLT-112 WWW course<br/> - Discuss Spring/Summer and Fall Start-Up Sessions</p> <p><b>2. COMMITTEE REPORT:</b><br/> Motion by B. Zicha, seconded by J. McLellan for the approval of the offering of AHLT-112 class by instructor Janet Westhoff in a WWW format for a Fall 2008 offering.<br/> <b>Was a vote taken on the issue? Yes <u>X</u> No <u>   </u></b><br/> <b>If so, please record the vote: <u>  7  </u> Yes <u>  0  </u> No</b></p> <p>B.) Motion by J. Westhoff, seconded by R. Barber for the approval of the offering of HIST-151 class by instructor Aaron Gulyas in a WWW format for a Fall 2008 offering.<br/> <b>Was a vote taken on the issue? Yes <u>X</u> No <u>   </u></b><br/> <b>If so, please record the vote: <u>  7  </u> Yes <u>  0  </u> No</b></p> <p>C.) Motion by J. Westhoff, seconded by R. Barber for the approval of the offering of HIST-154 class by instructor Brian Harding in a WWW format for a Fall 2008 offering.<br/> <b>Was a vote taken on the issue? Yes <u>X</u> No <u>   </u></b><br/> <b>If so, please record the vote: <u>  7  </u> Yes <u>  0  </u> No</b></p> <p>D.) Motion by J. Westhoff, seconded by B. Zicha for the approval of the offering of HIST-155 class by instructor Brian Harding in a WWW format for a Winter 2009 offering.<br/> <b>Was a vote taken on the issue? Yes <u>X</u> No <u>   </u></b><br/> <b>If so, please record the vote: <u>  7  </u> Yes <u>  0  </u> No</b></p> <p>E.) Motion by J. Westhoff, seconded by R. Barber for the approval of the offering of ACCT-202 class by instructor Lisa Banks in a WWW format for a Fall 2008 offering.<br/> <b>Was a vote taken on the issue? Yes <u>X</u> No <u>   </u></b><br/> <b>If so, please record the vote: <u>  7  </u> Yes <u>  0  </u> No</b></p> |
| ACT.-201, 202, 207, 213, 214, 215, 216 & ACTG-101. | Approved                 | ACT.-201 changed to ACCT-201<br>ACT.-202 changed to ACCT-202<br>ACT.-207 changed to ACCT-207<br>ACT.-213 changed to ACCT-213<br>ACT.-214 changed to ACCT-214<br>ACT.-215 changed to ACCT-215<br>ACTG-216 changed to ACCT-216<br>ACTG-101 changed to ACCT-101<br>Effective Spring 2008   |
| JAPA-200, Conversational Japanese Seminar          | Received for Information | Seminar - repeat of 1 <sup>st</sup> time offering after initial cancellation. To be offered Spring 2008.  |
| ENGL-098, Basic Sentence Skills                    | Approved                 | Course description changed to: In English 098, students have the opportunity to build their confidence in their language abilities. Course activities help students develop their expressive powers to produce personal, social, and academic writing for various purposes. Significant time is spent on sentence building skills. Graded S/U. Effective Spring 2008.   |
| ENGL-099, Basic Writing                            | Approved                 | Course description changed to: English 099 is   |

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|  |  | designed to help students expand their ability and confidence in the writing process: prewriting, drafting, revising, and editing. Through practice, students learn the basic principles of focus, development, organization, and sentence level clarity. Graded S/U. Effective Spring 2008   |
| ENGL-224, Literature by Women  | Received for Information   | Seminar - repeat of 1 <sup>st</sup> time offering after initial cancellation. To be offered Fall 2008.  |
| Criminal Justice Program   | Approved   | CRJU-264 Court Testimony and Documentation will be added to the program guide listing of courses that may be selected to fulfill degree requirements for the Associate in Applied Sciences Degree in Criminal Justice. Effective Spring 2008.   |
| HIST-112, History of East Asia to 1600 and HIST-113, History of East Asia since 1600         | Approved   | HIST-112 and HIST-113 unbracketed. Effective Spring 2008.   |
| HIST-261, United States Labor History  | Received for Information   | Seminar – 1 <sup>st</sup> time offering Fall 2008.  |
| GEOL-111, Geology of Dinosaurs   | Received for Information   | Seminar – 1 <sup>st</sup> time offering. To be offered Fall 2008.   |
| GEOL-111, Geology of Dinosaurs general education designation                                 | Approved   | NTL general education designation. Effective Fall 2008.   |
| MUS.-135, MUS.-136, MUS.-235, MUS.-236   | Approved   | MUS.-135 - Prerequisite: None<br>MUS.-136 –Prerequisite: MUS.-135<br>MUS.-235 – Prerequisite: MUS.- 136<br>MUS.-236 – Prerequisite: MUS.-235<br>Effective Spring 2008.  |
| ART.-214 and ART.-215  | Approved   | ART.-214 name changed to Art History - 19 <sup>th</sup> C. Art.<br>ART.-215 name changed to Art History - 20 <sup>th</sup> C. Art.<br>Effective Spring 2008.  |
| ART.-257 Intro to 3D Digital Art and Modeling  | Referred to Curriculum Subcommittee for study and recommendation | Course Revision   |
| Art.-258, Commercial Advertising Design  | Approved   | Bracketed. Effective Spring 2008.   |
| Memorandum from Amy Fugate, Vice President for Academic Affairs regarding Late-Start Classes | Received for Information   | <p>During the Winter schedule building process, the Academic Deans brought to my attention that the Fall2 and Winter2 offerings have been experiencing declining enrollments to the point where they had chosen not to offer courses in the sessions for Winter 2008. Instead, it was suggested that a variation of the session be offered that would have classes begin on the same day as the Winter2 session, but extend to the end of the 15 week Winter semester. It was rationalized that the offering would provide students who register late or who may drop a class during add/drop, a set of offerings to choose from that would maximize instructional time while increasing a student’s chance of success.</p> <p>Given this, I approved piloting the Late Start Winter semester that began February 11, 2008 and will run through May 2, 2008. This offering has proven viable and I have given approval to move ahead by eliminating the Fall2 and Winter2 sessions and replacing them with Fall Late Start and Winter Late Start. In addition, a Spring/Summer Late Start will be offered beginning May 19, running through August 21, the end of the Summer session.</p> |

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|  |   | My office is working with the MIS Department and with Student Services to ensure that the necessary programming is completed to ensure a smooth transition for our students. |
| CULA-210   | Received for Information  | Seminar – repeat of first time offering after initial cancellation. To be offered Fall 2008.   |
| ANTH-213, Introduction to Archaeology                                | Approved  | New Course. Effective Spring 2008.   |
| ANTH-213, Introduction to Archaeology, general education designation | Approved  | MES, NTL, SOC general education designations. Effective Spring 2008.   |
| ACCT-105, Computerized Accounting                                    | Approved  | New Course. Effective Winter 2009  |
| ACCT-107, Payroll Accounting   | Approved  | New Course. Effective Winter 2009  |
| ASL-111, Deaf Community and Culture                                  | Withdrawn by presenter  | New Course withdrawn by presenter  |
| SLIE-104, Selected Features of ASL                                   | Withdrawn by presenter  | New Course withdrawn by presenter  |
| SLIE-203, ASL Discourse  | Withdrawn by presenter  | New Course withdrawn by presenter  |
| SLIE-230, ASL to English I   | Withdrawn by presenter  | Course Revision withdrawn by presenter   |
| SLIE-231, ASL to English II  | Withdrawn by presenter  | Course Revision withdrawn by presenter   |
| SLIE-240, Interpreting and Transliterating I                         | Withdrawn by presenter  | Course Revision withdrawn by presenter   |
| SLIE-241, Interpreting and Transliterating II                        | Withdrawn by presenter  | Course Revision withdrawn by presenter   |
| SLIE-242, Advanced Skill Development in Interpreting                 | Withdrawn by presenter  | New Course withdrawn by presenter  |
| SLIE-255, QA Prep  | Withdrawn by presenter  | New Course withdrawn by presenter  |
| Interpreter Education Program  | Withdrawn by presenter  | Program Revision withdrawn by presenter  |
| GEOL-111, Geology of Dinosaurs                                       | Forwarded to Curriculum Subcommittee for study and recommendation | New Course   |
| PHOT-188 History of Photography                                      | Forwarded to Curriculum Subcommittee for study and recommendation | Course Revision  |
| SOCY-297   | Forwarded to Curriculum Subcommittee for study and recommendation | General Education  |