**Washtenaw Community College**

**Joint Curriculum and Assessment Committee Minutes**

**Thursday, September 12, 2019; 2:00 pm – 3:30 pm; LA 263**

Curriculum Members: Lisa Veasey (Chair), Jennifer Baker, Marvin Boluyt, Scott Britten (absent), Joy Garrett, Valerie Greaves, Rob Lowing, Kiela Samuels

Assessment Members: Shawn Deron (Chair), Jim Egan, Joy Garrett, Patricia Hill, Eva Samulski, Victor Vega (absent), Jason Withrow, Tom Zimmerman

Guests: Julie Morrison, Kevin Bindschadler, Don Werthmann, Hari Kandasamy, Anthony Terry, Lisa Nelson, Sera Bird

## Minutes from the meeting of 9/5/19 were approved.

## Review agenda – Move ANI 230 (CC), ANI 250 (CC), PHO 116 (3YR), ROB 222 (3YR) and BMG 101 (CAR) first to discuss with faculty preparers in attendance.

## Announcements – Julie Morrison attended the meeting to talk about the HLC visit in March 2020 and shared a summary of the Criteria and Assumed Practices.

The discussion of assessment data collection will take place during the next meeting, 9/19/19.

## Discussion

1. Limited Review – Both
	1. ANI 230 Motion and Sound (CC) – recommended approval with changes to the outcomes
	2. ANI 250 Organic Modeling and Rigging (CC) – recommended approval
	3. BOS 101A Introduction to Keyboarding (CC) – recommended approval
	4. BOS 101B Intermediate Keyboarding (CC) – recommended approval
	5. BOS 101C Advanced Keyboarding (CC) – recommended approval with suggested changes to description
	6. FLP 101 Fluid Power Fundamentals – I (3YR) – recommended approval with suggested changes to standard of success and objectives
	7. FLP 110 Fluid Power Fundamentals – II (3YR) – recommended approval with suggested changes to description, outcome #1, standards of success and objective #6
	8. HVA 103 Heating, Ventilation and Air Conditioning II (3YR) – recommended approval with suggested changes to standards of success and outcome language
	9. NUR 115 Pharmacology (3YR) – recommended approval with suggested changes to objectives
	10. PHO 116 Studio Portraits (3YR) – recommended approval with suggested changes to description
	11. ROB 222 Robotics Simulation (3YR) – recommended approval with suggested changes to outcomes #3 and #4.
2. Limited Review – Curriculum
	1. CTMTSO Machine Tool Setup and Operations (PC) – no concerns
3. Full Review – Assessment
	1. BMG 101 Entrepreneurship I: Finding Your Opportunity (CAR) – good review of previous assessment report and great reflections of results and areas for improvement; minor grammatical errors
	2. CNT 211 Installation, Storage, and Compute - Windows Server 2016 (CAR) – very thorough, good dig into data to identify strengths and areas for improvement; no suggestions
	3. CUL 121 Modern Kitchen (CAR) – great discussion of tools and results, helpful attachments, and excellent intended changes for outcomes #1 and #3; no suggestions
	4. CUL 132 Cakes and Wedding Cake Design (CAR) – good discussion of assessment method, nice reflections on changes needed; suggestion to carry through intended changes to Action Plans at the end of the report
	5. MRI 101 MRI Safety (CAR) – nicely written, good dig into data, good intended changes; suggestion to include intended changes from outcome #1 at the end of the report and number of students achieving standard of success
	6. MRI 110 MRI Physics I (CAR) – concise report; suggestion to consider specific course improvements and include number of students meeting standards along with the percentages
	7. MRI 125 MRI Clinical Education I (CAR) – good report with discussion including student feedback, strong aspects of course and intended changes; suggestion to include number of students meeting standards along with percentages
	8. MRI 135 MRI Quality Assurance (CAR) – nicely written with specific areas needing improvement; suggestion to include outcome #1 and outcome #2 discussion in intended changes and include number of students meeting standards along with percentages
	9. MRI 145 MRI Clinical Education II (CAR) – nice discussion of assessment method and good suggestion for master syllabus change; suggestion to include adoption of 2020 standards in intended changes and include number of students meeting standards
	10. MRI 165 Clinical Education III (CAR) – helpful discussion of assessment data and good master syllabus intended change; suggestion to include number of students meeting standards along with percentages
	11. WAF 230 Advanced Shielded Metal Arc Welding (SMAW) (CAR) – intended changes should include discussion on outcome #3, data collection, and possibility of changing tools for outcomes #1 and #2; suggestion to assess early to test effectiveness of changes

**Adjournment**