

The mission of Mohave Community College is to be a learning-centered institution, serving all constituencies, inspiring excellence through innovative learning methodologies and empowering students to succeed.

Date: Friday, 2/3/2017

Time: 1:30 – 3:00 p.m.

Location: ITV – All Campuses

Attendance:

NCK: Paula Norby (Chair), Jennifer Shumway (Co-Chair), Ana Masterson, Andra Goldberg, Ann King, Brenda Averett, Candace Hofstadter, Cindy Garrison, Don Weide, Doug Bunn, Heahter Patenaude, Jennifer Shumway, John Hansen, John Kitts, John Wilson, Melissa Wadley (recording), Mike Holt, Paula McNichols, Peter Roth, Rebecca Gmoser, Regina Russell, Rosemarie LeFebvre

BHC: Jennifer Woolston, Rich Crabb, Tracy Gift, Jim Morris, Matt Butcher, Vanja Velickovska, Heidi Heckman, Danette Bristle, Bree Karlin

LHC: Alan Hall, Eric Pope, Katie White, Laurel Clifford, Liz Briere, Michele Schmidt, Pam Galovich, Peter Burgess

NMC: Carolyn Hamblin

- I. Paula Norby called the meeting to order at 1:30 p.m.
- II. Announcements (Paula Norby)
 - A. Please send attendance from each campus to Melissa Wadley, mwadley@mohave.edu
 - B. Please keep Outlook calendars up to date for ease of scheduling appointments.
 - C. Heather Patenaude & Brenda Averett presented information on IGrad, which is a useful tool for students, faculty and staff. Flyer was attached to meeting invitation and an update flyer was supplied during the meeting.
- III. Important Dates (Paula Norby)
 - A. [Academic Calendar](#)
 - B. HLC visiting February 6th and 7th
- IV. Review and Approve Proceedings from 12/2/2016 Meeting (Paula Norby)
 - A. Approved as presented by consensus**
- V. Strategic Plan Updates (Ana Masterson) – no report
- VI. Standing Reports (if applicable)
 - A. Report on Writing Across the Curriculum (Doug Bunn)
 1. Rubric presented by workgroup for utilization, which was used as an example for professional development. More work is needed so that Associate Faculty have the information they need for roll out in spring semester. Data is expected at end of semester. A small tweak on the rubric scale was suggested by John Kitts on rubric scale. The taskforce should meet again to make final plans.
 - B. Report on Cycle of Learning (Paula Norby)

1. Feedback will be sent out later next week. Reports were much better; many previously emerging moved on to mature and stable. The committee is making great progress on assessment and creating a culture of assessment. These reports will be returned in time for everyone to do their spring reports. Spring cycle of learning reports will be due September, 2017 and Jennifer Shumway will be available to assist.
- C. Report on Program Reviews (Paula Norby)
1. Template to be reviewed in March.

VII. Items for Attention

A. Academic Standards (Paula Norby):

1. Prior Learning Assessment Workgroup updates (Paula Norby) – Will be chaired by Jennifer Shumway and will meet mid-February
2. AGEC Requirements Taskforce update (Paula Norby) – Second reading and review of the proposed changes to the AGEC-A, AGEC-B, and AGEC-S as prepared by the taskforce.
 - a. John Wilson inquired if there were written parameters on what constitutes an AGEC course. Approved courses have to fulfill the lower division general education requirements at any state university or college. AZTransfer or ABOR definition should be examined for further clarification.
 - b. **AGEC-A – approved with minor formatting corrections**
 - c. **AGEC-B – approved with minor formatting corrections**
 - d. **AGEC-S – approved with minor formatting corrections**
 - e. **Changes to the AGEC-A, AGEC-B, and AGEC-S approved by consensus to move on to President’s Council with a suggested effective year of 2018-19. Updates will be needed for guided pathways. Jennifer Shumway will work with all department to make necessary program modifications for the total credit hour changes and advising tools that may result after it is approved by President’s Council. 38:28**
3. AAS Checklist updates (Paula Norby) – changes correspond to the AGEC changes above, and are highlighted in red and yellow. Courses not offered on the AGEC lists have been removed from the AAS list. Courses added to the AGEC lists have been added to the AAS list.
 - a. **Changes to the AAS Checklist approved by consensus to move on to President’s Council with a suggested effective year of 2018-19.**
4. AccuPlacer Mid-Semester Evaluation updates (Paula Norby) – English department recommend the following changes to the Accuplacer score placement guide writing section:
 - a. **Remove “Recent HS Grad (within 3 years)”, and replace with “HS Grad or”, leaving the “3.0 GPA (cum.) & 4 Credits of HS Eng.”**
 - b. **TRE 089 score change to 58-71**
 - c. **ENG 101 score change to 72-120**
 - d. Cambridge score language is still under discussion at the ATF level.
 - e. **Changes approved by consensus to forward on to Risk, Policies & Procedure Committee for the President’s Council. Melissa Wadley will place a ticket with Admin Computing to update the scores within Jenzabar after approval by President’s Council.**
5. Program Goal Mapping Template (Jennifer Shumway)
 - a. The committee has the Cycle of Learning reports which assess at course level. Program level assessment is now needed, which includes mapping of program goals to where they are mastered within the courses. A template example and explanation was provided to the committee. Jennifer is hoping to start with the allied health programs to continue and supplement efforts which may have already begun for work required by accrediting bodies.
 - b. Suggestions for the form were welcomed. A question on “mastery” was presented, regarding usage and MCC policy. Jennifer Shumway referred to prior HLC conference on

the scale terminology used on the template. The suggestion of placing an X in the area of mastery was expressed.

- c. Program goals come from the guided pathways. committee members should keep the Program Goal Mapping in mind as pathways are reviewed.
6. 2017-18 Exam Equivalencies (Jennifer Shumway)
- a. Review is done annually after all ATF sessions are complete. All exams for credit were attached to the meeting invitation. The only change from the attachment is in Math A section – math department is requesting another review at the ATF. Remainder of changes are highlighted.
 - b. Registrar’s office raised questions on the Cambridge section, page 5 regarding scores versus other exams which offer placement, inquiring if MCC would be awarding credit based on the scores, and the grading scale presented in the guide. Jennifer Shumway referred back to the matrix published by/on the Arizona Transfer website for the scoring comparisons and continuity.
 - c. **2017-18 Exam Equivalencies will move forward to the next approval level.**

B. Assessment (Jennifer Shumway):

1. Cycle of Learning Report Template 2017 – revisited from the November CASA meeting. Based on committee feedback, improvements were made and the new template was attached in the meeting invitation. Explanations and directions given to the committee on the streamlined form and process.

C. Curriculum Actions:

1. Candace Hofstader – Inquired whether course title changes require program modification.
 - a. As lead faculty, Candace has encountered an issue with a need to change a course title (nothing else changing), and current process through ACRES requires a program modification submission for every certificate and degree that may include this course. In years past, a prefix or title change could be handled quickly, with the change being updated in the catalog. The current process is a huge deterrent to keeping courses modern, and causes an abundance of work for every other program which may have one course listed. A course modification form should be sufficient so that 15 other programs are not required to do paperwork for degrees and certificates. A better system or solution is requested from the committee.
 - b. Jennifer Shumway restated the question: Why is it a requirement? Does it need to be?
 - c. Paula Norby – there is not a search, find, replace feature within Jenzabar. Updates to Jenzabar would require some sort of notification for manual updates. Catalog (Acalog) is different.
 - d. Regina Russell stated that searches may be isolated in the catalog (Acalog) to specific language within programs. Catalog software is permalinked, so that any change will update throughout the system.
 - e. **More research is needed to examine full impact for advising, registrar’s office/transcripting, etc. Tabled for next meeting.**

2. (ART) ART

Originator: Heidi Heckman

[ART 121 Drawing I](#)

Form: Change to an Established Course

Reason for Modification: Prerequisite Change / Description Change / Goals, Competencies and/or Objectives Change

Approved

3. **(ART) ART**
Originator: Heidi Heckman
[ART 125 Painting I](#)
Form: Change to an Established Course
Reason for Modification: Prerequisite Change / Description Change / Goals, Competencies and/or Objectives Change
Approved
4. **(ART) ART**
Originator: Heidi Heckman
[ART 126 Painting II](#)
Form: Change to an Established Course
Reason for Modification: Prerequisite Change / Description Change / Goals, Competencies and/or Objectives Change
Approved
5. **(ART) ART**
Originator: Heidi Heckman
[ART 221 Drawing II](#)
Form: Change to an Established Course
Reason for Modification: Description Change / Goals, Competencies and/or Objectives Change
Approved
6. **(ART) Art**
Originator: Heidi Heckman
[ART 289 Portfolio Art](#)
Form: Course Retirement
Reason for Modification: Too few students taking it at the same time. A majority of the material (Portfolio, web site creation and exhibition) is covered in other ART courses. It was decided Art major students would be better served as it is not a transferable course credit to the universities.
Approved
7. **(ART) Art**
Originator: Heidi Heckman
[Degree Art, AA \(ARTD\)](#)
Form: Program Modification
Reason for Modification:
 1. Add in the "special requirement" of ART 130 and ART 230 as part of the AGEC requirements.
 2. Retiring ART 289 Portfolio and Exhibition course.
 3. To offer students flexibility within the program to take classes students find relevant within the program.**Approved**

8. **(ART) ART**
Originator: Ann King
[ART 151 Photo I](#)
Form: Change to an Established Course
Reason for Modification: Course Title Change / Credit Breakdown Change / Prerequisite Change / Description Change / Goals, Competencies and/or Objectives Change*
Tabled
9. **(ART) ART**
Originator: Ann King
[ART 152 Photo I - Basic Digital Photography](#)
Form: Course Retirement
Reason for Modification: Art 152 competencies have been incorporated into Art 151.
Tabled
10. **(ART) ART**
Originator: Ann King
[ART 251 Intermediate Digital Photography](#)
Form: Course Retirement
Reason for Modification: Art 251 competencies have been incorporated into Art 256.
Tabled
11. **(ART) ART**
Originator: Ann King
[ART 256 Photo II](#)
Form: Change to an Established Course
Reason for Modification: Course Title Change / Goals, Competencies and/or Objectives Change*
Tabled
12. **(ART) ART**
Originator: Ann King
[Degree Art, Visual Communications, AA \(ARTVD\)](#)
Form: Program Modification
Reason for Modification: Changing the title of Art 151 and 256 as well as adding Art 151 as a two dimensional course option.
Tabled
13. **(ART) ART**
Originator: Alan Hall
[ART 111 Design I](#)
Form: Change to an Established Course
Reason for Modification: Prerequisite Change / Goals, Competencies and/or Objectives Change
Approved

14. **(ASE) Automotive Service Tech**
Originator: James Morris
[ASE 145 Automotive Engine Systems](#)
Form: Change to an Established Course
Reason for Modification: Prerequisite Change
Approved

15. **(ASE) Automotive Service Tech**
Originator: James Morris
[ASE 155 Automotive Steering Systems](#)
Form: Change to an Established Course
Reason for Modification: Prerequisite Change
Approved

16. **(ASE) Automotive Service Tech**
Originator: James Morris
[ASE 165 Automotive Braking System](#)
Form: Change to an Established Course
Reason for Modification: Prerequisite Change
Approved

17. **(ASE) Automotive Service Tech**
Originator: James Morris
[ASE 175 Automotive Suspension Systems](#)
Form: Change to an Established Course
Reason for Modification: Prerequisite Change
Approved

18. **(ASE) Automotive Service Tech**
Originator: James Morris
[ASE 215 Automotive HVAC Systems](#)
Form: Change to an Established Course
Reason for Modification: Prerequisite Change
Approved

19. **(ASE) Automotive Service Tech**
Originator: James Morris
[ASE 230 Automotive Business Practices](#)
Form: Change to an Established Course
Reason for Modification: Prerequisite Change
Approved

20. **(ASE) Automotive Service Tech**
Originator: James Morris
[ASE 245 Automotive Powertrain Systems](#)
Form: Change to an Established Course
Reason for Modification: Prerequisite Change
Approved

21. **(ASE) Automotive Service Tech**
Originator: James Morris
[ASE 275 Introduction to Hybrid/Alternative Fuel Systems](#)
Form: Change to an Established Course
Reason for Modification: Prerequisite Change
Approved

VIII. Meeting adjourned at 3:12 p.m.