Curriculum and Instruction Team Meeting
September 15, 2022
"Amended" Minutes

Members Present: Lori Armstrong, JoElla Basler, Danielle Boyd, Amanda Hannan, Wendy Harris, Lorena Hines, Laura Hosfeldt, Mindy Reach, Kayla Sauerbrunn, Ruth Smith, Dr. Ryan Thornsberry.

Members Absent: Dr. Tammy Capps (family emergency) and Roberta Christie (class schedule conflict)

Guests: Sabrina Black (non-voting member)

Chair: Dr. Kristin Shelby

VP of Academic Affairs: Darci Cather

Executive Associate to VPAA: Felicia Rouse

I. Call to Order
II. Roll Call
III. Minutes approved from May 12, 2022 (Amanda Hannan made a motion; Danielle Boyd seconded – motion carried)
IV. Action Items
    a. Allied Health (Kayla Sauerbrunn)
        i. Course change: PHB 0120-Basic Phlebotomy will go from 2 to 1 lecture hours, and from 0 to 2 lab hours with CIP Code of 511009. (JoElla Basler made a motion; Lori Armstrong seconded – motion carried)
        ii. New course: PHB 0121-Phlebotomy Internship with CIP Code of 511009 (Danielle Boyd made a motion; Ruth Smith seconded – motion carried) **Addendum to Minutes: A change will be made to PHB 0120-Basic Phlebotomy to attach it to the PN 2127 (Practical Nursing) curriculum since it is in a similar field and will be removed from the GSD 0800 (General Ed) curriculum.**
        iii. Course change: STP 0123-Surgical Procedures I will go from 3 credit hours to 1.5 credit hours with lecture hours going from 2 to 1, and lab

hours going from 2 to 1. Will attach to ORT 5200. (Ruth Smith made a motion; JoElla Basler seconded – motion carried)

iv. Program change: Surgical Technology (ORT 5200) will be decreased in credit hours from 62.5 hours to 61 hours. (Lori Armstrong made a motion; Ruth Smith seconded – motion carried)

Addendum to Minutes: After the September 15 C&I meeting, it was discovered there were discrepancies with STP 0123 and STP 0125 in the ICCB Course and Curriculum Master Lists, affecting the recently approved course and program changes in items iii and iv above. The table below describes the credit hours listed with ICCB, as well as the current catalog hours and the recent request to change STP 0123. The request to change from 5 to 3, and 2.5 respectively, was made in (approximately) November 2020 when the program changed from a certificate to an AAS. Changes, however, were not made with ICCB at that time, although the catalog went on to reflect the changes that were made at C&I. The Summer 2021 cohort would have had inaccurate credit hours and been charged inaccurately (or provided financial aid) because it would have been off by 4.5 credit hours. Current hours in the catalog are listed as 62.5, which actually aligns with the ICCB Master. ICCB will advise how to best rectify this situation.

	ICCB Credit Hours	Catalog Hours	Requested Change
STP 0123-Surgical Procedures I	5	3	1.5
STP 0125-Surgical Procedures II	5	2.5	

b. BOT (Ruth Smith)
c. Humanities and Social Sciences (JoElla Basler)
d. Math and Science (Lori Armstrong)
e. Nursing (Amanda Hannan)

f. General Education (AA/AS/AGS)

g. Other

V. Old Business

VI. New Business

a. BOT update on Criminal Justice prerequisite for COM 245-Computer Forensics Investigation (Ruth will address this item at the October 20 C&I meeting.)

VII. Announcements

VIII. Upcoming Meeting Dates

a. October 20, 2022 (Items due by October 14, 2022)

b. November 18, 2022 (Items due by November 10, 2022)

c. December 15, 2022 (Items due by December 9, 2022)

d. January 19, 2023 (Items due by January 13, 2023)

e. February 16, 2023 (Items due by February 10, 2023)

f. March 16, 2023 (Items due by March 3, 2023 – Spring Break March 6-10)

g. April 20, 2023 (Items due by April 14, 2023)

IX. C&I Team Projects

X. Adjournment (Ruth Smith made the motion to adjourn; Amanda Hannan seconded)