

Curriculum Committee Minutes (Fall 2021)

Attendees (via email correspondence): See attached.

Meeting – Throughout the Fall Semester – See attached.

Agenda:

- 1) Review of change for the Basic Composition and Reading Course
- 2) Discussion of Wind Course and Variable Credit Course.

Minutes

See attached emails. On October 11, 2021, the information related to Basic Composition and Reading Course was put to the committee. The Committee Approved the course, 10 votes for approval, 0 for disapproval and 0 abstentions. As per the current guidance, the NOC faculty was polled for a vote of the recommendation per the email (attached) on October 15, 2021. The proposal was approved with no dissention.

The other items were discussed via email (attached) and were determined that these were informational items only and no action by the committee was required.

Minutes Submitted By:

Frankie Wood-Black, Ph.D., REM, Chair of the Committee

Frankie WoodBlack

From: Frankie WoodBlack
Sent: Wednesday, October 6, 2021 11:15 AM
To: Paul Bowers; DeLisa Ging; Tiffany Meacham; Mary E. Gard; Sherrie C. Martin; BART ALLEN; Nikole Hicks; Tricia Moore; BRENDA PENNINGTON; Carolyn Johnson; Suzi Brown; Edward Dixon; Darrell Frost; Cassie Firth; Tamera Davis; Pamela Stinson; Rick Edgington
Subject: FW: Curriculum Committee Meeting - via email. Action Required - COB October 8.
Attachments: Critical Reading with Science Reasoning and Writing Curriculum Approval Form.pdf; READ 0133.docx

Here is our first Item –

This will be a new course for us, and thus we need to review and discuss. Here is the information Tamera has put together for the course.

Are there any questions or concerns regarding this action? Please use the reply all, and we will discuss via email. After discussion, I will ask for a vote. But for now – this is open for discussion.

From: Tamera Davis
Sent: Tuesday, September 28, 2021 4:14 PM
To: Frankie WoodBlack <Frankie.Woodblack@noc.edu>
Subject: RE: Curriculum Committee Meeting - via email.

Frankie,
Here are the forms. This course removes the need for ENGL 0123. Students who have both a reading deficiency and a writing deficiency could complete this course to rectify both. A separate Reading course will continue to be offered for those students who only have a Reading or Science deficiency.

Again, thank you!
Tammy

From: Frankie WoodBlack
Sent: Tuesday, September 28, 2021 10:09 AM
To: Paul Bowers <Paul.Bowers@noc.edu>; DeLisa Ging <DeLisa.Ging@noc.edu>; Tiffany Meacham <Tiffany.Meacham@noc.edu>; Mary E. Gard <Mary.Gard@noc.edu>; Sherrie C. Martin <Sherrie.Martin@noc.edu>; BART ALLEN <BART.ALLEN@noc.edu>; Nikole Hicks <Nikole.Hicks@noc.edu>; Tricia Moore <Tricia.Moore@noc.edu>; BRENDA PENNINGTON <BRENDA.PENNINGTON@noc.edu>; Carolyn Johnson <Carolyn.Johnson@noc.edu>; Suzi Brown <Suzi.BROWN@noc.edu>; Edward Dixon <edward.dixon@noc.edu>; Darrell Frost <Darrell.Frost@noc.edu>; Cassie Firth <Cassie.Firth@noc.edu>; Tamera Davis <Tamera.Davis@noc.edu>; Pamela Stinson <Pamela.Stinson@noc.edu>; Rick Edgington <Rick.Edgington@noc.edu>
Subject: Curriculum Committee Meeting - via email.

Good Morning All,

It appears that we do have some agenda items for this semester.

- Basic Composition and Reading
- Computer Aided Design (1 – hour course) – Engineering – for Summer
- Review of the WIND Program Courses

I am working on getting the syllabi pulled for the second ones – and Tammie has the information on the first one. She is in the process of pulling the forms together.

My suggestion is that we send these out as we get them – so we aren't holding up the processes.



Frankie Wood-Black, Ph.D., REM, MBA, ACS Fellow, AAAS Fellow

Division Chair, Engineering, Physical Science, and Process Technology

Northern Oklahoma College

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Tonkawa, OK 74653

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Fax: 580.628.6209

Frankie.woodblack@noc.edu

www.noc.edu

Curriculum Approval Guidelines

In order to communicate degree changes clearly and consistently across the institution and improve the advising process, curriculum changes must be approved by the chair of the division in which the change is initiated, by the Curriculum Committee, and by the Vice President for Academic Affairs.

Any faculty member, full-time or adjunct, may recommend a curriculum change to the division chair by submitting the curriculum change request form. If the division chair determines that the change fulfills a student need, he or she should review the change with all faculty within the division who teach the course, courses, or program affected.

If the change has majority support from faculty teaching within that discipline, the division chair should then

1. Contact the Chair of the Curriculum Committee and request a committee meeting be scheduled to review.
2. Sign and date the curriculum change request form to indicate he or she endorses the change.
3. Forward the signed request form and all documentation noted on the form to the Curriculum Committee Chair to be emailed to all members prior to the scheduled meeting date.
4. Present the proposal for the change to the Curriculum Committee when the change is being reviewed.

If the curriculum change is approved by a majority vote (more than 50%) of committee members in attendance at the meeting, the Chair of the Curriculum Committee should then

1. Sign and date the change request form and forward to the Vice President of Academic Affairs.
2. Provide meeting minutes verifying that the change was approved by majority vote.

The VPAA will review the request and, if approved, should then

1. Sign and date the form and return to the Curriculum Committee Chair to share with the committee.
2. When applicable, send to the Vice President for Enrollment Management for system catalog changes in the student information system.
3. When applicable (e.g. requests for new degree programs), submit request to the NOC Board of Regents and, if approved, to the Oklahoma State Regents for Higher Education.
4. Post committee minutes to the website.
5. Update the catalog to reflect all changes after the approval process.

Curriculum changes that must be approved by the Curriculum Committee include all of the following:

1. New course offered
2. New program offered
3. New course number or title assigned
4. Significant content change in course, including change in credit hours, change in prerequisite and/or placement score, and change in general education competencies met
5. Change in general education requirements or electives
6. Change to required program courses on degree sheet

Curriculum Change Approval Form

Name of Course and/or Program Critical Reading with Science Reasoning and Writing

Academic Division Language Arts

Mode of delivery (e.g. on-site, hybrid, online, or combination) combination

Note: Learning outcomes must be consistent for sections of the same course across all modes of delivery.

I. Type of Change (check all that apply):

- ☒ New course offered (attach syllabus, including anticipated learning outcomes, and course description; complete sections A and B below)
- ☐ New program offered (attach draft of degree sheet, syllabi and course descriptions for any new courses to be offered, and complete sections A, B, and C below)
- ☐ New course number or course title assigned (complete section A below)
- ☐ Significant content change in course, including change in credit hours, change in prerequisite and/or placement score, and change in general education competencies met (complete sections A and B below)
- ☐ Program change in general education requirements or electives (complete section A below)
- ☐ Change to required program courses on degree sheet (complete sections A, B, and C below)

A. Rationale for curriculum change

This course will be available for students who need remediation in both reading and composition, eliminating the need to take additional course; as a result, they will be able enroll in college-level classes sooner.

B. Discuss how course and/or program competencies will align with general education and/or program learning outcomes:

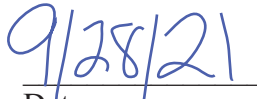
This course will meet the needs of students who require developmental course work to satisfy their deficiencies in reading and writing. The objectives of the course align with developmental needs.

C. Discuss how labor market and/or transfer needs will be addressed.

II. Discuss any additional resources needed for the curriculum change (e.g. equipment, facility updates, personnel).

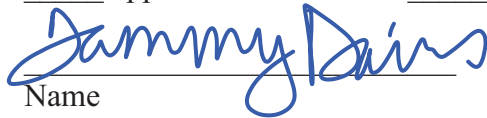
Faculty Member Initiating Request

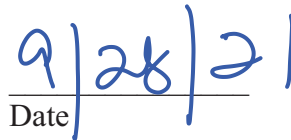

Name


Date

Division Chair

☒ Approved ☐ Denied


Name


Date

Curriculum Committee Chair

☐ Approved by Committee

☐ Denied by Committee

Name

Date

Vice President for Academic Affairs

☐ Approved ☐ Denied

Name

Date

Northern Oklahoma College

Course Syllabus

Spring 2021

1. Mission Statement for NOC:

Northern Oklahoma College, the State's first public community college is a multi-campus, land-grant institution that provides high quality, accessible, and affordable educational opportunities and services which create life-changing experiences and develop students as effective learners and leaders within their communities in a connected, ever-changing world.

- **Course Title:** READ 0133 - Critical Reading with Science Reasoning and Writing
- **Division of:** Language Arts **Chair:** Ms. Tammy Davis

2. Course Description: This course is designed to strengthen proficiency in reading and writing. This course will prepare students to master the skills necessary for critical reading, scientific reasoning, and writing effective college-level essays.

- **Prerequisites:** There are no prerequisites for this course.
- **Course Format:** Traditional

3. Instructor Information:

- **Faculty:** Dr. Stacey Frazier
- **Office:** Physical Office (203 Central); Zoom Office (Meeting ID: 862 271 0255; password: DRFRAZIER)
- **Phone:** 405-714-4333 (*cell*); 580-628-6441 (*office*)
- **E-mail Address:** stacey.frazier@noc.edu; drstaceyfrazier@gmail.com
- **Office Hours:** MWF 8:00-9:30A; MW 11:30A-12:30P; TR 8:00-9:00A & 12:00-1:00P or by appointment

4. Course Objectives:

- Identify main ideas, vocabulary in context, and support in various texts.
- Write grammatically correct, clearly expressed, well-developed paragraphs and unified essays with distinct introductions, bodies, and conclusions.
- Use reading strategies and scientific reasoning skills to increase comprehension.
- Demonstrate critical reading and thinking strategies by identifying details, inferences, audience, point of view, and bias in reading and writing selections.
- Demonstrate an understanding of how writing and reading skills will improve the community and address global concerns.

5. Textbook(s) and Materials:

- **Textbook(s):** *Community of Readers* 8th ed. **Author:** Alexander **ISBN:** Inclusive access via direct bill upon enrollment

6. Course Policies:

- At all times, we will maintain a classroom environment that is conducive to learning and promotes critical thinking, creativity, and various forms of communication. Students will be expected to constructively contribute to class discussion and therefore should be prepared for each class. They should show respect to the person talking, whether the instructor or classmates. They also should not use our class time to read papers, work on other classes, or sleep. Students will be warned on the first disruption and asked to leave on the second disruption.
- **Class Work:** Homework assignments are to be completed before class. Unless otherwise specified, all quizzes are completed in class. *Late work will not be accepted (in the event of extenuating circumstances, the student will be required to contact the instructor prior to or immediately following the event to create a late work schedule).*
- **Performance:** As a requirement for this class, you MUST earn a grade of C to successfully pass this class.
- **Plagiarism:** If you submit work other than your own, I will consider the work plagiarized. Plagiarism may result in any or all of the following penalties: a zero for the assignment, an "F" for the course, or an administrative withdrawal from school.
- To maintain a safe learning environment, delivery format (e.g. traditional, online live, online, etc.) may be changed as needed to align with federal, state, or organizational criteria, and the face mask recommendations may be reinstated if needed to maintain campus safety. If the course delivery has to be changed at any time during the semester, refer to the Blackboard page of this class for instructions. If the course delivery has to be changed at any time during the semester due to the pandemic, refer to the Blackboard page of this class for instructions. In the event that the course needs to go online, students will be asked to attend class via Zoom (meeting ID – 862 271 0255 & password – DRFRAZIER) assignments will be completed through Blackboard [PARTICIPATION REQUIREMENTS—CAMERAS ON AT ALL TIMES, VERBAL RESPONSE TO QUESTIONS ASKED]. Attendance will be tracked by a roll call in the Zoom sessions and by assignment completion due dates on Blackboard. (NOTE that if an assignment is not completed on the due date, students will be counted as absent.)
- For campus safety and to maintain an appropriate learning environment, no children are allowed to attend class with their parents.
- **Institutional Attendance Policy:** Instructors may administratively withdraw any student who does not attend a single class within the first two weeks of the semester or who does not attend at least 75% of the instructional time within weeks 3-12. Instructors may also establish a more stringent attendance policy that will preempt the minimum of 75% if it is included in the class syllabus; however, students, not instructors, are responsible for safeguarding their transcripts by dropping classes they are no longer attending or withdrawing from the college if needed. When bad weather requires one or all of the Northern campuses to close, information will be posted on the NOC website and also be announced through area radio and television stations. Instructors will post any additional information needed for individual classes on Blackboard.

- Students who are enrolled in online live sections may meet attendance requirements with virtual attendance if they have the required computer camera and microphone and demonstrate they are engaged in the class, following the same rules for in-person participation as set by the instructor. Zoom (meeting ID – 862 271 0255 & password – DRFRAZIER) assignments will be completed through Blackboard. *PARTICIPATION REQUIREMENTS—CAMERAS ON AT ALL TIMES, VERBAL RESPONSE TO QUESTIONS ASKED.* Attendance will be tracked by a roll call in the Zoom sessions and by assignment completion due dates on Blackboard. (NOTE that if an assignment is not completed on the due date, students will be counted as absent.) Students who are not enrolled in an online live section who must miss due to documented school-related or medical absence can access equivalent course content either through material posted online or a Zoom link set up for temporary virtual attendance, provided the request to the instructor is made the day prior. All other attendance via Zoom is at the instructor's discretion.
- Students are also responsible for reading and following academic policies on "Academic Integrity" and "Use of Cell Phones and Electronic Devices," as well as policy on "Use of Tobacco Products." These policies are found on the [NOC Academic Policies Website \(http://www.noc.edu/academic-policies--procedures\)](http://www.noc.edu/academic-policies--procedures).

7. Course Grading Policies:

- **Grading Scale:**
 A = 90 – 100
 B = 80 – 89
 C = 70 – 79
 D = 60 – 69
 F = 59 - 0
- **Examination Schedule:** There will be exams for this course.
 Mid-Term Exam Click or tap here to enter text.
 Final Exam Click or tap here to enter text.
- **Procedures for Determining Grades:**
 The following categories and percentages will comprise the final grade:
 - Exams/Quizzes 20%
 - Writings 30%
 - Reading Skills 30%
 - Attendance/Participation 20%
- **Extra Credit – Course Policy:** Extra credit is rarely given, but if it is, the entire class will have the same opportunity.
- **Lab Work:** There is no lab for this course.

8. Statement of Student Support:

If you believe you have a disability of any type, please let me know within the first two weeks of class so I can work cooperatively with you and the Office of Student Affairs to provide reasonable and fair opportunities for you to be a productive and successful learner in this course. It is your responsibility as a student to notify the Office of Student Affairs of your disability. Faculty have an obligation to respond when they receive official notice of a disability from the Office of Student Affairs but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. For accommodations or for further questions about ADA Policy, contact the following: Tonkawa campus-Ryan Paul, Dean of Students, 580 628-6240, Enid campus-Jeremy Hise, Vice President for NOC Enid, 580 548-2393, Stillwater campus-Diana Watkins, Vice President for NOC Stillwater, 580-628-6905, University Center-Ponca City, Bron Briggs, Administrative Assistant, 580-718-5600.

9. Diversity Statement:

Northern Oklahoma College is committed to developing an interconnected and globally responsive culture of diversity acceptance that includes, but is not limited to, race, ethnicity, color, socioeconomic status, gender and identity, sexual orientation, religion, disability, national origin, veteran status, genetic information, citizenship, political thought, and age. NOC invites different perspectives and encourages all individuals within the NOC community to listen respectfully, both to consider new viewpoints and broaden one's own perspectives.

10. Course Outline: The following is a tentative schedule of the material to be covered in this course.

Week 1	Introductions, Syllabus, Diagnostic testing
Week 2	Reading/Writing connections, Grammar basics
Week 3	Traits of academic reading, Grammar basics
Week 4	Learning and writing, Writing process
Week 5	Paragraph development, Summarizing readings
Week 6	Essay development, Inference
Weeks 7-8	Reflection reading and writing
Week 9	Mid-Term Exam
Weeks 10-11	Compare/contrast reading and writing
Weeks 12-13	Cause/effect reading and writing
Weeks 14-15	Argument reading and writing
Week 16	Final Exam

Assignment:	Where to Find:	Points:	Due Date:
Diagnostic Testing	Blackboard & MindTap	50 each	Week 1
All Writings	Blackboard	Varied	Various dates
All Reading Skills	Blackboard & MindTap	Varied	Various dates
Mid-Term Exam	Blackboard & In Class	100	Week 9
Final Exam	Blackboard & In Class	100	Week 16

Frankie WoodBlack

From: Frankie WoodBlack
Sent: Monday, October 11, 2021 9:50 AM
To: Paul Bowers; DeLisa Ging; Tiffany Meacham; Mary E. Gard; Sherrie C. Martin; BART ALLEN; Nikole Hicks; Tricia Moore; BRENDA PENNINGTON; Carolyn Johnson; Suzi Brown; Edward Dixon; Darrell Frost; Cassie Firth; Tamera Davis; Pamela Stinson; Rick Edgington
Subject: Curriculum Committee Meeting - Vote Request on Reading Course Proposal - Please Respond by COB October 14.
Importance: High

We received one question –

I thought we already had a basic reading course. Will this one replace the current one?
Tricia

Here was the Response:

We do have a Reading course. This combination would eliminate Basic Composition. There are few colleges in the a multi-state area that do not offer such a course.

We would still retain the stand alone version of Reading for those who test only into Reading or Science Reasoning. I suppose there could be a possibility that it could replace Reading in the future.

Having received no other questions, or discussion, I am proposing to put this to a vote of the committee.

Please respond to this email with your vote:

Approve
Disapprove
Abstain

From: Frankie WoodBlack
Sent: Wednesday, October 6, 2021 11:15 AM
To: Paul Bowers <Paul.Bowers@noc.edu>; DeLisa Ging <DeLisa.Ging@noc.edu>; Tiffany Meacham <Tiffany.Meacham@noc.edu>; Mary E. Gard <Mary.Gard@noc.edu>; Sherrie C. Martin <Sherrie.Martin@noc.edu>; BART ALLEN <BART.ALLEN@noc.edu>; Nikole Hicks <Nikole.Hicks@noc.edu>; Tricia Moore <Tricia.Moore@noc.edu>; BRENDA PENNINGTON <BRENDA.PENNINGTON@noc.edu>; Carolyn Johnson <Carolyn.Johnson@noc.edu>; Suzi Brown <Suzi.BROWN@noc.edu>; Edward Dixon <edward.dixon@noc.edu>; Darrell Frost <Darrell.Frost@noc.edu>; Cassie Firth <Cassie.Firth@noc.edu>; Tamera Davis <Tamera.Davis@noc.edu>; Pamela Stinson <Pamela.Stinson@noc.edu>; Rick Edgington <Rick.Edgington@noc.edu>
Subject: FW: Curriculum Committee Meeting - via email. Action Required - COB October 8.

Here is our first Item –

This will be a new course for us, and thus we need to review and discuss. Here is the information Tamera has put together for the course.

Are there any questions or concerns regarding this action? Please use the reply all, and we will discuss via email. After discussion, I will ask for a vote. But for now – this is open for discussion.

From: Tamera Davis
Sent: Tuesday, September 28, 2021 4:14 PM
To: Frankie WoodBlack <Frankie.Woodblack@noc.edu>
Subject: RE: Curriculum Committee Meeting - via email.

Frankie,
Here are the forms. This course removes the need for ENGL 0123. Students who have both a reading deficiency and a writing deficiency could complete this course to rectify both. A separate Reading course will continue to be offered for those students who only have a Reading or Science deficiency.

Again, thank you!
Tammy

From: Frankie WoodBlack
Sent: Tuesday, September 28, 2021 10:09 AM
To: Paul Bowers <Paul.Bowers@noc.edu>; DeLisa Ging <DeLisa.Ging@noc.edu>; Tiffany Meacham <Tiffany.Meacham@noc.edu>; Mary E. Gard <Mary.Gard@noc.edu>; Sherrie C. Martin <Sherrie.Martin@noc.edu>; BART ALLEN <BART.ALLEN@noc.edu>; Nikole Hicks <Nikole.Hicks@noc.edu>; Tricia Moore <Tricia.Moore@noc.edu>; BRENDA PENNINGTON <BRENDA.PENNINGTON@noc.edu>; Carolyn Johnson <Carolyn.Johnson@noc.edu>; Suzi Brown <Suzi.BROWN@noc.edu>; Edward Dixon <edward.dixon@noc.edu>; Darrell Frost <Darrell.Frost@noc.edu>; Cassie Firth <Cassie.Firth@noc.edu>; Tamera Davis <Tamera.Davis@noc.edu>; Pamela Stinson <Pamela.Stinson@noc.edu>; Rick Edgington <Rick.Edgington@noc.edu>
Subject: Curriculum Committee Meeting - via email.

Good Morning All,

It appears that we do have some agenda items for this semester.

- Basic Composition and Reading
- Computer Aided Design (1 – hour course) – Engineering – for Summer
- Review of the WIND Program Courses

I am working on getting the syllabi pulled for the second ones – and Tammie has the information on the first one. She is in the process of pulling the forms together.

My suggestion is that we send these out as we get them – so we aren't holding up the processes.



Frankie Wood-Black, Ph.D., REM, MBA, ACS Fellow, AAAS Fellow

Division Chair, Engineering, Physical Science, and Process Technology

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Tonkawa, OK 74653

Phone: 580.628.6440

Fax: 580.628.6209

Frankie.woodblack@noc.edu

www.noc.edu

Frankie WoodBlack

From: Frankie WoodBlack
Sent: Friday, October 15, 2021 8:43 AM
To: NOC-Faculty
Cc: Pamela Stinson; Rick Edgington
Subject: Vote requested by the Curriculum Committee - by COB October 20.
Attachments: READ 0133.docx; Critical Reading with Science Reasoning and Writing Curriculum Approval Form.pdf

As per our current policy, once a course has been reviewed and voted upon by the Curriculum Committee, the course is then passed to the NOC Faculty for a final vote.

This year we have several items that are coming before the committee, and are being handled as they are completed. We have completed the review of the following course:

READ0133

This course removes the need for ENGL 0123. Students who have both a reading deficiency and a writing deficiency could complete this course to rectify both. A separate Reading course will continue to be offered for those students who only have a Reading or Science deficiency.

During the discussions of the curriculum committee, the following question was presented and answered:

Q: I thought we already had a basic reading course. Will this one replace the current one?

A: We do have a Reading course. This combination would eliminate Basic Composition. There are few colleges in the multi-state area that do not offer such a course. We would still retain the stand-alone version of Reading for those who test only into Reading or Science Reasoning. I suppose there could be a possibility that it could replace Reading in the future.

After the discussion, the Committee took a vote on the course:

Approve: 10
Disapprove: 0
Abstain: 0

At this time, the NOC faculty is asked to vote upon this change.

Please vote by responding to this email by COB, October 20.

Please indicate your vote using:

Approve
Disapprove
Abstain

Frankie Wood-Black, Ph.D., REM, MBA
ACS Fellow, AAAS Fellow
Northern Oklahoma College

frankie.woodblack@noc.edu
Office number: 580-628-6440
Cell: 580-440-0319

Frankie WoodBlack

From: Tamera Davis
Sent: Wednesday, October 27, 2021 8:16 AM
To: Frankie WoodBlack; Carolyn Johnson; Edward Dixon; Tricia Moore; Nikole Hicks; Matthew K. Bolz; Paul Bowers; DeLisa Ging; Tiffany Meacham; Vickie L. Crouch; Mary E. Gard; Sherrie C. Martin; WADE WATKINS; BART ALLEN; BRENDA PENNINGTON
Cc: Suzi Brown; Darrell Frost; Cassie Firth; Pamela Stinson; Rick Edgington; Pamela Stinson; Jeremy Hise; DIANA WATKINS
Subject: RE: Curriculum Committee Discussion Items - Need a meeting or do via email?

I agree with Cara Beth. Rick has addressed the first concern. The second is a class that has already been approved!

From: Frankie WoodBlack
Sent: Tuesday, October 26, 2021 6:13 PM
To: Carolyn Johnson <Carolyn.Johnson@noc.edu>; Edward Dixon <edward.dixon@noc.edu>; Tricia Moore <Tricia.Moore@noc.edu>; Nikole Hicks <Nikole.Hicks@noc.edu>; Tamera Davis <Tamera.Davis@noc.edu>; Matthew K. Bolz <Matthew.Bolz@noc.edu>; Paul Bowers <Paul.Bowers@noc.edu>; DeLisa Ging <DeLisa.Ging@noc.edu>; Tiffany Meacham <Tiffany.Meacham@noc.edu>; Vickie L. Crouch <Vickie.Crouch@noc.edu>; Mary E. Gard <Mary.Gard@noc.edu>; Sherrie C. Martin <Sherrie.Martin@noc.edu>; WADE WATKINS <WADE.WATKINS@noc.edu>; BART ALLEN <BART.ALLEN@noc.edu>; BRENDA PENNINGTON <BRENDA.PENNINGTON@noc.edu>
Cc: Suzi Brown <Suzi.BROWN@noc.edu>; Darrell Frost <Darrell.Frost@noc.edu>; Cassie Firth <Cassie.Firth@noc.edu>; Pamela Stinson <Pamela.Stinson@noc.edu>; Rick Edgington <Rick.Edgington@noc.edu>; Pamela Stinson <Pamela.Stinson@noc.edu>; Jeremy Hise <Jeremy.Hise@noc.edu>; DIANA WATKINS <DIANA.WATKINS@noc.edu>
Subject: RE: Curriculum Committee Discussion Items - Need a meeting or do via email?

Thank you for the input – I agree – I am not sure that either of these need to come before the committee – thus wanted to verify. I and make sure I wasn't missing something.

From: Carolyn Johnson
Sent: Tuesday, October 26, 2021 3:50 PM
To: Frankie WoodBlack <Frankie.Woodblack@noc.edu>; Edward Dixon <edward.dixon@noc.edu>; Tricia Moore <Tricia.Moore@noc.edu>; Nikole Hicks <Nikole.Hicks@noc.edu>; Tamera Davis <Tamera.Davis@noc.edu>; Matthew K. Bolz <Matthew.Bolz@noc.edu>; Paul Bowers <Paul.Bowers@noc.edu>; DeLisa Ging <DeLisa.Ging@noc.edu>; Tiffany Meacham <Tiffany.Meacham@noc.edu>; Vickie L. Crouch <Vickie.Crouch@noc.edu>; Mary E. Gard <Mary.Gard@noc.edu>; Sherrie C. Martin <Sherrie.Martin@noc.edu>; WADE WATKINS <WADE.WATKINS@noc.edu>; BART ALLEN <BART.ALLEN@noc.edu>; BRENDA PENNINGTON <BRENDA.PENNINGTON@noc.edu>
Cc: Suzi Brown <Suzi.BROWN@noc.edu>; Darrell Frost <Darrell.Frost@noc.edu>; Cassie Firth <Cassie.Firth@noc.edu>; Pamela Stinson <Pamela.Stinson@noc.edu>; Rick Edgington <Rick.Edgington@noc.edu>; Pamela Stinson <Pamela.Stinson@noc.edu>; Jeremy Hise <Jeremy.Hise@noc.edu>; DIANA WATKINS <DIANA.WATKINS@noc.edu>
Subject: RE: Curriculum Committee Discussion Items - Need a meeting or do via email?

Frankie,

As a point of clarification, are you asking our thoughts on these items themselves or if we feel they necessitate a meeting?

I'm unclear about the issue for curriculum committee to discuss regarding variable credit hour courses. More information may be necessary to determine the need for a meeting. If the courses are currently on the books as variable credit, then they've been approved by this body at one point and in my opinion would not need further review. If changes occurred with the courses, that would be a different story. Could you elaborate on the particular points of discussion as it relates to curriculum committee?

With respect to the Wind Turbine class, as with the variable credit courses, unless significant changes to the course description or objectives occurred, I personally don't see a reason to discuss it again. I believe we open ourselves up to unnecessary review of courses in the future if we set that type of precedent.

Best,

CBJ



Cara Beth Johnson, CPA

Chair, Business Division
Northern Oklahoma College
P.O. Box 310
Tonkawa, OK 74653
Phone: 580.628.6340
Fax: 580.628.6209
carolyn.johnson@noc.edu
www.noc.edu

From: Frankie WoodBlack

Sent: Tuesday, October 26, 2021 9:21 AM

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Subject: Curriculum Committee Discussion Items - Need a meeting or do via email?

Good Morning,

We have a couple of items before the committee, that need a bit of discussion. I can send out a doodle poll to set up a Zoom meeting for the discussion or we can do this via email. Please let me know how you want to handle them.

Item 1 – Courses with Variable Credit - I know there has been discussion about the variable credit hour classes – particularly in the Fine Arts – but it also impacts directed study and internships. (Wade – does this impact the global studies as well? Are there other courses where this might impact?) This is an issue in J1 for Billing and Scheduling purposes. I have spoken with Eddie about this, and we heard about it during our advisor's meeting. But, we

think this should run through the curriculum committee as an information item and document the change for historical purposes. Thoughts? Discussions?

Item 2 – WIND 2434 Turbine Repair and Trouble Shooting - This course was previously in the catalog. We have put it on the schedule, however, we have not taught the course in some time. My question for the committee, is do you believe that the committee needs to approve the syllabus for this course? The course description is very general - Practice of installation, operation, maintenance, troubleshooting and repair of wind turbine electromechanical systems. The proposed objectives for the course include: Diagnose and repair electromechanical equipment, utilize supervisor control and data acquisition (SCADA) systems, interpret technical manuals, and understand elements of active/predictive maintenance plans. The syllabus would be in the same format we use for other courses. But, since this one was previously in our catalog – I did want to put this one out for discussion.



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