

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

Date: December 4, 2020
Time: 2:00 pm – 3:30 pm
Location: Virtual – Via Zoom

Required Members: Associate Deans, Chief Academic Officer (Chair), Co-curricular Reviewer, Course Package Presenters, Director of Curriculum & Assessment, Lead Faculty, Program Directors, Recorder

Present: Julie Napier (Recorder), Stephen Eaton (chair), Candace Hofstadter (co-chair), Amber Johnson, Amita Engineer, Andra Goldberg, Ann King, Anthony Hollow, Beau Rogers, Cole Stewart, Dennis LeForce, Don Weide, Eric Osborn, Erik Jones, Erik Wilbur, Eva Nyutu, Fay Cover, Jacob Crawford, Jason Gee, Jennifer Woolston, Joe Ketchum, John Hansen, June Weiss, Katie Pennington, Katie White, Kris Long, Laurel Clifford, Lisa Downey, Lori Howell, Lucinda Leugers, Mike Rozinski, Mitzi Esgro, Natalie Gebicke, Peter Burgess, Robert Kuzma, Sierra Stewart, Stephanie Dieringer, Tonya Jackson, Tracy Gift

Absent: Alana Johnson, Matt Wienke, Morgan Wilson, Russell Cox, Tricia Hanks, Rich Crabb, Charles Bump, Kamrin Dooley, John Kitts, Eric Pope, Paul Haberstroh, Michelle Diaz, Mariam Yesayan, Susan Eaton, Farah Farah, Cesar Fuentes, Trevor Holland, Matthew Wienke, Gerald Gridiron, Liz Briere, Ana Masterson, Michael McKenzie, Jeannine Klein, Tara Dagnes, Heather Pyeatt,

1. Stephen called the meeting to order at 2:04 pm.
2. Announcements
 - a. **Attendance captured from Zoom participant list.**
 - b. **Please keep Outlook calendars up to date for ease of scheduling appointments**
 - c. **Recommendation that Writing Across the Curriculum be taken out of the Policy & Procedure Manual was accepted by Cabinet and the President with the caveat that we work very hard in the near future to establish an intensive writing assessment and more intensive program. There are concerns among us that our students are not achieving the level of writing ability that will help them succeed at the baccalaureate level or in their careers. John Hansen has instituted English department conversation through email that has become quite lively and Stephen is looking forward to other participants as this should not be laid entirely at the feet of the English department. There will be more to come on this topic in the future.**
3. Important dates
 - a. [2020-21 Academic Calendar](#)
 - b. 11 Dec 2020 Classes End (15, 12 & 2nd 8 week)
 - c. 16 Dec 2020 Grades Due (15, 12 & 2nd 8 week) / Data Day 12:30-4:30 pm
 - d. 18 Dec 2020 Full-time Faculty Last Day of Accountability
 - e. 24-25 Dec 2020 College Closed / Christmas Holiday

- f. 31 Dec 2020-01 Jan 2021 College Closed / New Year's Eve & New Year's Day
- g. 11 Jan 2021 Full-time Faculty Return
- h. 18 Jan 2021 College Closed / Martin Luther King Day
- i. 19 Jan 2021 Classes Begin / Add/Drop Period Begins (15 & 1st 8 week)
- j. 26 Jan 2021 Add/Drop Period Ends (15 & 1st 8 week)
- k. 27 Jan 2021 Withdrawal Period Begins (15 & 1st 8 week)

4. Review and approve November 6, 2020 minutes

a. Accepted as presented.

5. Items for attention

a. Continuous Enrollment

- i. Discussion – Tricia Hanks not available
- ii. Recommendations – table until next CASAA meeting
Tabled until February 2021 meeting

b. Transfer Procedure

- i. Discussion – Updated text for post-secondary transfer credit evaluation. Change from “Science, allied health and technical courses, other than Computer Information Systems related, taken 10 or more years ago do not transfer and must be retaken. Administration of Justice, Fire Science, Emergency Medical Services, and Early Childhood Education classes taken five or more years ago must be retaken.” to “There is no time frame limit for transfer for any courses that are being used to satisfy an AGEC certificate, unless otherwise specified by the program. Science, health professions and skilled trades courses, other than Computer Information Systems related, taken ten or more years ago do not transfer without permission of the program director or department lead. Fire Science, Administration of Justice Studies, and Early Childhood Education courses taken five or more years ago do not transfer and must be retaken. Transfer credit for EMS students must be approved by the program director.
- ii. Recommendations – June Weiss recommended using a bulleted list rather than paragraph to make it flow better for reading.
- iii. **Approved, move forward through committee structure with suggested edits completed**

c. General Education Philosophy

- i. Discussion – Some discussions have taken place regarding changing the gen ed philosophy. Mitzi asked if we could start a task force? She stated that Dr. Klippenstein mentioned that we might not want to tamper with it at this time due to HLC visits. She would also like to wait and see what comes out of the English discussions regarding the intensive writing assessment. We could buffer up the communication portion of the gen ed philosophy. Stephen said this is the first institution he knows of that does not have a gen ed committee that meets fall and spring to review and discuss these types of things. While we don’t want to get too deep into it due to HLC visits, but the formation of a task force that can work on this for the next couple of years is a good thing. The HLC would then be able to say that we are actively assessing or reviewing our gen ed philosophy.
- ii. Recommendations – Stephen is in favor of forming a task force at this time and asked for volunteers to reach out to Mitzi via email. If there is a lack of volunteers, member will be volunteered. Jason Gee asked that a CTE member be included.
- iii. **Tabled pending formation of, and discussion/review by a gen ed task force.**

d. Curriculum Actions

i. **(BIO) Biology**

Originator: Engineer, Amita

BIO 181 General Biology I (Majors) with Lab

<https://aztransmac2.asu.edu/cgi-bin/WebObjects/acres.woa/wa/customView?id=161962>

Form: Course Modification

Reason for Modification: Description change; Objectives, outcomes, and/or Competencies changes

Approved, move forward through committee structure

ii. **(NUR) Nursing**

Originator: Weiss, June

NUR 221 Nursing Specialties

<https://aztransmac2.asu.edu/cgi-bin/WebObjects/acres.woa/wa/customView?id=159535>

Form: Course Modification

Reason for Modification: Objectives, Outcomes, and/or Competencies changes; Course Title Change

Approved, move forward through committee structure

iii. **(NUR) Nursing**

Originator: Weiss, June

Certificate LPN Step Out Certificate

<https://aztransmac2.asu.edu/cgi-bin/WebObjects/acres.woa/wa/customView?id=145782>

Form: New Certificate

Reason for Modification: New Certificate

Approved, move forward through committee structure once credits are updated in ACRES to the 55 credits to match the Program Course Pathway.

6. During roundtable, Andra Goldberg, Candace Hofstadter, Peter Burgess, and Fay Cover asked for input to better facilitate communication with advisors when programs retire courses. Natalie Gebicke requested that faculty copy her on these inquiries from the advising staff. Natalie also requested a copy of the CIS PLA course recommendations. Andra said she would forward this information after the meeting.

7. Meeting adjourned at 2:40 pm.

Next meeting: February 5, 2021.