



United Tribes Technical College
Academic Year 2016 - 2017
Curriculum Committee Report

I. Members:

- Kathy Aller, Colleen Bredahl, Annette Broyles, Lisa Cantlon, Erik Cutler, Tyler Demars, Jan Lynch, Derek Schulte, Mark Turner
- Charles Gitter and Monte Schaff—ex-officio

II. Meeting Dates:

- Wednesdays, 3:30 p.m. or as needed
- 11 meetings were held this academic year

III. Committee Purpose:

- The purpose of the curriculum committee is to review and approve course curriculum guides and degree plans based on approved curriculum committee policy.

The committee will serve its purpose by accomplishing these goals:

- Approve course curriculum guides presented by department chairs/instructors for courses offered in the program of study
- Approve degree plans offered for each program on a yearly basis
- Ensure that approved courses are consistent with college/university standards

IV. Summary of Activities:

- The committee met to approve the following:
 - Course curriculum guides for the following programs:
 - Computer Information Technology
 - Criminal Justice
 - Elementary Education
 - General Education
 - Graphic Design
 - Health, Physical Education, and Recreation
 - Medical Billing and Coding
 - Nursing
 - Nutrition and Food Service

- Degree plans for the following programs:
 - Automotive Service Technology
 - Business Administration
 - Computer Information Technology
 - Criminal Justice
 - Elementary Education
 - Environmental Science and Research
 - General Studies
 - Graphic Design
 - Heavy Equipment Operator
 - Human and Social Services
 - Information Processing Specialist
 - Medical Billing and Coding
 - Nutrition and Food Service
 - Practical Nursing
 - Pre-Engineering
 - Welding
- Curriculum Committee Procedures Handbook
- Curriculum Guide Template
- Curriculum Committee Bylaws
- Committee Approval Form
- Course Sequence Guide

i) What went well and why?

- We were able to approve and complete the majority of the guides and degree plans by March 31 which the committee set as a deadline. There were a few that we worked on after the date but having an earlier deadline allowed us to finish up in time.

ii) What was not accomplished that the Committee expected to accomplish? What will the Committee do differently next year?

- The course sequence guide was worked on but not completely finished. There were suggestion but the committee was not able to come to a definite plan.

V. Recommendations for the Committee for Academic Year 2017 – 2018:

- There will be new leadership for the committee in the 2017-2018 academic year.
- The committee will be approving the syllabi for classes as well as curriculum guides and degree plans.

- The Curriculum Committee by-laws were revised in May 2017 and will be in effect beginning August 2017.
- The course sequence guide will be completed. This will identify which courses should be completed first and during which semester.
- Per the VP of Academic Affairs, WIDS software will be implemented fall 2017 so all curriculum guides will need to be entered into the software.