

**Minutes**  
**Curriculum Development Committee**  
**Alexander 220, November 15, 2007, 3:00**

**Members Present**

Lucinda Alexander  
Ashley Boone  
Sharon Burlingame  
Karen Cornell  
Luanne Dagley  
William "Biff" Farrell  
Sydney Gingrow  
Judy Gosch  
Terry Hansen  
Maggie Jenkins  
Ann Kronk  
Carolyn Renier  
**Pat Riddle, chair**

**Members Absent**

Kathleen Affholter  
Mike Hudson  
Sara McMurray

**AGENDA ITEMS**

- I. CDC Minutes Corrections/Approval**
- II. CDC General Information Discussion**
- III. Entering a GPA 2.0 Standard for Career Tech Major Courses**
- IV. Game & Simulation Programming (New institutional certificate and courses)**
- V. Game & Simulation Design (New institutional certificate and courses)**
- VI. English as Second Language Courses**
- VII. College Success Course**
- VIII. Electrical Engineering Technology**
- IX. Hospitality**
- X. Interior Design Technology**
- XI. Mechanical Engineering Technology**
- XII. This will be the last meeting for the semester.**

**ACTIONS TAKEN**

**I. CDC Minutes Corrections/Approval**

The minutes for the 11-1-07 CDC meeting were approved by the committee.

**II. CDC General Information Discussion**

- Pat Riddle recommended that the person recording the minutes be called the Committee Recorder. This was approved by the committee.
- Pat noted that we need to pay attention to the requirement of 5 Instructional Processes for Master Syllabi.
- Judy Gosch noted that last minute rushes to submit changes to meet the catalog deadline are a problem. She noted that sending reminders well ahead of the deadline may help with this problem in the future.
- Pat suggested that the common problems of missing "disabilities", "plagiarism", and other school policy notices at the end of Master Syllabi can be remedied by establishing 3 web links

containing current regulations content. These links would be noted at the end of each Master Syllabi, thereby, saving document space and update difficulties.

### III. Entering a GPA 2.0 Standard for Career Tech Major Courses

This item was not discussed by the committee. The recommendation is that:

*If a student makes below a "C" in any major career tech course, the student would have to repeat the course for a better grade. This academic standard would mean a student could not graduate with an AAS unless she/he earns a minimum of "C" on all major courses.*

### IV. Game & Simulation Programming (New institutional certificate)

CSIT 1620 Introduction to Game and Simulation Programming

CSIT 1670 Game & 3D Simulation Programming I

CSIT 2670 Game & Simulation Programming II

CSIT 2970 Game & Simulation Practicum

- The following sets of information and answers to committee questions provided by Sharon Burlingame and Greg Walters were discussed:

To: CDC members

From: GREG WALTERS (edited by Sharon Burlingame)

Date: November, 2007

Subject: Responses to questions/items posed by members of the CDC w.r.t. Game and Simulation Development certificate

1. Please provide a breakdown by semester of when each class would be offered.
  - a. Spring 08 CSIT 2490PC1 as a special topics course, hybrid format (will be repeated as CSIT1620PC1 Fall08)
  - b. Spring 09 CSIT 1670
  - c. Fall 09 CSIT 1620 and 2670
  - d. Spring 10 CSIT 1670 and CSIT PRACTICUM
2. Assessment details:
  - a. 25% Quizzes and Tests
  - b. 25% Lab Activities (individual and group/team)
  - c. 50% Projects
    - i. 10% specifications
    - ii. 20% documentation
    - iii. 50% code compliance, syntax and structure
    - iv. 20% testing, modification, client adjustments, updates, final version
3. Are the courses being taught in MAC or PC lab? Existing lab? Existing hardware? Existing software? New software?
  - a. The last two courses will require the use of the commercial product Unity which I have already secured an 80% educational discount. The remaining cost would have to be put in the budget request under Linda Randolph's new programs umbrella or from within the CSIT/MDT/VPT and/or TAF allocations. It should be noted that both the Developers and the programmers (both certificates) will be using the same product and therefore a "shared" lab agreement as to hours/days will be formalized between these two departments if both need to share the same software and lab.
  - b. I will recommend that by fall of 09 under the replacement cycle we get MAC's for the MC149A lab with dual usage booting for MAC OS and Windows Vista. Or if another lab is deemed to be a better location (perhaps in the new Media building) then I would agree that is also a good way to offer the CSIT 2670 and Practicum course. It should be noted that the CIST faculty has not yet discussed or agreed upon the MC149A replacement option.
4. Recommend a generic statement of ability rather than a list of pre-requisites b/c certificates always wave pre-reqs. So add wording to syllabi "Students must read, write and have mathematical reasoning ability at the college level" or some such thing.
  - a. agreed "students must read at a college level, student must be able to perform basic college math"
5. Do we have space to teach the courses?
  - a. Once the certificate is in place, the actual number of classes after the first year could be two per semester. I do not see any problems with the allocation of labs based on current enrollment if only one or even two sections of a course is taught. The CSIT 1620 class as an example is planned to be a PC1 (hybrid class) thus using only one evening in one lab a week. It is expected that CSIT 1670 will also be a hybrid, but I anticipate the 2670 and practicum may require traditional lab and lecture. In that scenario I still do not see scheduling problems based on using CSIT's current scheduled timeframes.
6. Can any of the courses offered in either certificate be used as required or elective courses in the current degree programs?
  - a. The CSIT faculty agreed to allow one of the game programming courses (2670) to be used as an elective for the CIST programming concentration.

7. Who will teach the new courses? Are adjuncts involved? Is there an actual cost (salary) involved?
  - a. My schedule has been the most flexible having taught two to four evenings a semester for about the last three years. I do not see a problem with my teaching these along with the ones I have taught for other non-CSIT majors (engineering related transfer courses) and the occasional intro CSIT 1110, programming or other classes I have taught. Most semesters in the last few years we have not used adjuncts for very many courses other than our networking classes. Other full time CIST faculty have not indicated an interest in teaching these courses at this time.
  - b. I think as far as department-wide resources, we have under-utilized adjuncts recently, so I do not see this as a problem if we do utilize some adjuncts for this offering as the headcount would be in keeping with any decision to offer the class or not under guidelines we have always used.
  - c. It should be noted that I "may" retire in 2010 and if a new faculty member is needed to teach these courses, I would think the adjunct resources available here will provide ample coverage for any two classes offered.
8. Can you list a total projected cost? Will tuition/fees cover expenditures?
  - a. My view is that we have no projected or anticipated cost added other than the shared cost with Media Technologies for one product as listed above. Labs are under normal update cycles in TAF funding and we expect that the next generation of systems we acquire will have the appropriate graphics cards, memory requirements, speed and storage capacity needed along with features such as front panel USB and mic/speaker ports, DVD RW, high contrast monitors, etc. We already purchased with new programs monies the headphones that will be used.
9. What, if any cost would the ERC need to account for?
  - a. POSSIBLE selections of Game development and Game programming books/textbooks, at least two subscriptions to Game Magazines for the PC/Mac
10. Is the software and/or equipment accessible for persons with disabilities?
  - a. EXISTING LABS and software are COMPLIANT
  - b. Accessibility of Unity still needs research
11. What is the maximum enrollment?
  - a. SUGGESTED (24) or related to lab size if moved
12. With respect to the notation that the CSIT syllabi have too general of a weekly breakdown
  - a. Greg is writing handbooks at this time for the three initial languages of the first course, hence the need to leave this general until all components, exercises and activities are generated.

#### Curriculum Justification

Game design skills draw heavily on existing courses already offered in Media Technologies. Therefore, MT views the new curriculum in their area as "program strengthening" and as such, is explicitly tied to their Title III Grant goals. Beyond that, however, skills gained in studying Game Design and Development (or Programming) are diverse and applicable to a *huge range* of career possibilities that *exist outside of the game industry*. Consequently, someone who gains expertise in game design, also gains expertise that can be employed in many other areas (simulation development being just one). The curriculum is very likely to attract some students who would not otherwise seek higher ed training.

There is a growing belief in the Computer Science field right now that the internet will soon provide Virtual Reality as the browsing venue for the next decade. Just as our students were ready for the job market when HTML became the web-need of business and industry, we have a chance here with this certificate to be on the leading edge of knowledge for our students to have the right background and technology understanding to meet what may well be the next "big need" in this industry. GMW

- It was noted that CSIT 2490 will be offered Spring 08 as a pilot of the first programming class.
- The following question was discussed:

Should we have two different prefixes for the same course (one CIST 2970, one MDT 2970) since the class is a practicum for both certificates?

Answer: No. Banner will not support this. It will just be CSIT 2970 for the practicum.

- A paper vote was taken for the CSIT certificate and courses.

## **V. Game & Simulation Design (Institutional Certificate and Courses)**

MDT 1600 Fundamentals of Game & Simulation Design and Development

MDT 1620 Game and Simulation Design I

MDT 1670 Game and Simulation Design II

MDT 2670 Game and Simulation Design III

- The following sets of information and answers to committee questions provided by Biff Farrell and Ron Bellamy were discussed:

To: CDC members

From: Ron Bellamy (edited by Biff Farrell)

Date: November, 2007

Subject: Responses to questions/items posed by members of the CDC w.r.t. Game and Simulation Development certificate

13. Please provide a breakdown by semester of when each class would be offered.
- Spring and Fall 08 - MDT 1600
  - Spring 08 - MDT 1620
  - On Demand – MDT 1670
  - On Demand – MDT 2670
14. Assessment details:
- |   |    |   |    |   |
|---|----|---|----|---|
| <ol style="list-style-type: none"> <li>10% Quizzes</li> <li>20% Tests</li> <li>10% Assignments</li> <li>10% Homework</li> <li>50% Projects</li> </ol> | or | <ol style="list-style-type: none"> <li>30% Quizzes and Tests</li> <li>30% Lab Expectations</li> <li>40% Projects</li> </ol> | or | <ol style="list-style-type: none"> <li>35% Assignments</li> <li>15% Homework</li> <li>50% Projects</li> </ol> |
|---|----|---|----|---|
- \*\*\* To be determined by the instructor
15. Are the courses being taught in MAC or PC lab? Existing lab? Existing hardware? Existing software? New software?
- The last two courses will require the use of the commercial product Unity which I have already secured an 80% educational discount (Unity is listed @ \$ 1499.00 – 80% = \$ 299.80 per work station). The remaining cost would have to be put in the budget request under Linda Randolph’s new programs umbrella or from within the CSIT/MDT/VPT and/or TAF allocations. It should be noted that both the Developers and the programmers (both certificates) will be using the same product and therefore a “shared” lab agreement as to hours/days will be formalized between these two departments if both need to share the same software and lab.
  - I will recommend that by fall of 09 under the replacement cycle we get MAC’s for the MC149A lab with dual usage booting for MAC OS and Windows Vista. Or if another lab is deemed to be a better location (perhaps in the new Media building) then I would agree that is also a good way to offer the CSIT 2670 and Practicum course. It should be noted that the CIST faculty has not yet discussed or agreed upon the MC149A replacement option. (they are on the cycle for 2008 summer).
  - All MDT courses will be taught on Macs in existing labs.
16. Recommend a generic statement of ability rather than a list of pre-requisites b/c certificates always waive pre-reqs. So add wording to syllabi “Students must read, write and have mathematical reasoning ability at the college level” or some such thing.
- agreed "students must read at a college level, student must be able to perform basic college math"
17. Do we have space to teach the courses?
- Yes, the Bagwell Center has adequate space and available times to accommodate these new MDT courses.
18. Can any of the courses offered in either certificate be used as required or elective courses in the current degree programs?
- The CSIT faculty agreed to allow one of the game programming courses (2670) to be used as an elective for the CIST programming concentration.
  - The MDT Game/Simulation courses could be applied to a General Technology Degree.
  - The MDT Game/Simulation courses can be used as electives for other MDT programs.
19. Who will teach the new courses? Are adjuncts involved? Is there an actual cost (salary) involved?
- MDT will utilize adjunct instructors who work in the field of Game Design.
20. Can you list a total projected cost? Will tuition/fees cover expenditures?
- My view is that we have no projected or anticipated cost added other than the shared cost with Computer Science department for one product as listed above. Labs are under normal update cycles in TAF funding and we expect that the next generation of systems we acquire will have the appropriate graphics cards, memory requirements, speed and storage capacity needed along with features such as front panel USB and mic/speaker ports, DVD RW, high contrast monitors, etc. We already purchased with new programs monies the headphones that will be used.
21. What, if any cost would the ERC need to account for?
- POSSIBLE selections of Game development and Game programming books/textbooks, at least two subscriptions to Game Magazines for the PC/Mac
22. Is the software and/or equipment accessible for persons with disabilities?
- EXISTING LABS and software are COMPLIANT
  - Accessibility of Unity still needs research
23. What is the maximum enrollment?
- SUGGESTED (24) or related to lab size if moved
  - MDT suggests (18) students per class
- There were questions about the differences in class sizes noted on the forms for the two Game and Simulation certificates.
  - A paper vote was taken for the CSIT/MDT certificate and courses.

## VI. English as Second Language Courses

ESLR 0700 (Basic Reading for Speakers of Other Languages)

ESLR 0800 (Developmental Reading for Speakers of Other Languages)

ESLW 0700 (English Grammar for Speakers of Other Languages)

ESLW 0800 (Developmental Writing for Speakers of Other Languages)

- Pat Riddle and Judy Gosch noted that requested changes for these course forms had been made.
- It was noted that the PSTCC international student population is decreasing, but the current population will support these courses. Judy will check changes in international students for PSTCC since 9/11.
- The committee requested that changes be made on the ESLR course forms to distinguish 700 classes from 800 classes.
- A paper vote was taken for the ESLR courses pending the requested changes.
- A paper vote was taken for the ESLW courses.

## VII. College Success Course

COLL 1500 (College Success)

- Sydney Gingrow and Terry Hansen described problems with this course form:
  1. Please revisit current research on college success. In addition to the FOE guidelines, consider 4-year college models.
  2. CDC acknowledges the many good ideas included in the course, while also expressing concern that course content as reflected on the master syllabus appears to have little thematic cohesion.
  3. Is COLL 1500 replacing another course? If so, please reflect that course on the New Course form.
  4. Who will teach the course? What qualifications/what academic department?
  5. Should the course be pass/fail?
  6. Can any student take the course at any level? Will the course be required of any students, such as current DSPS practice?
  7. Will we incorporate the common academic book experience into the course (it could be useful as a cross-curricular prompt).
  8. "Online learning" is included under Expectations for Student Performance – how do we measure this?
  9. "Financial planning" is part of master syllabus course description, but is not reflected on week/unit/topic section.
  10. Course objectives should be stronger for a college level course.
    - i. "Show skill improvement and demonstrate skill mastery" – be specific.
    - ii. "Experience approximately the same of better success in college classes as student s who do not complete COLL 1500." This is not an immediate object for students.
  11. Complete numbering of Instructional Processes and Expectations for Student Performance (some items are numbered, some are not).
  12. Under Expectations for Student performance, what does number 9 mean? Please clarify.
  13. Disabilities statement should be in third person, not second person.
  14. A suggested course description revision:

This course is designed to help students reach academic, career and lifetime goals. Content covers learning and personality styles and how they are used to facilitate learning and success. Learning styles are also applied to traditional skill, such as testing and note-taking. Other topics covered include managing time, thinking critically, solving problems, and utilizing college resources.

15. In the course description, the sentence, "Academic and career skills combined with student interests are used to plan academic goals" is unclear.
- The design committee for the College Success course will receive this feedback regarding needed changes and responses will be emailed to CDC members.

## VIII. Electrical Engineering Technology

EET 2312 Microprocessors I w/lab

EET 2930 Applied Control Systems

- Cindy Alexander and Karen Cornell asked for clarification about the following information for EET 2930:

1. Descriptions of text, instructor developed handouts, or references are needed.
2. There needs to be an indication that this is a new course.
3. The method of communicating % weights for determining grades needs to be consistent in format for the lecture and the lab work.
4. Is 20% an appropriate weighting for lab work that includes as much work as is described?

- A paper vote was taken for these EET courses.

## **IX. Hospitality**

HSP 2075 Purchasing & Cost Control

HSP 2220 Tourism & Travel

Hospitality Institutional Certificate

- Luanne Dagley and Maggie Jenkins noted that:

Revisions needed on the New Course form for HSP 2220: the course is designed for transfer, but the New Course form does not include information as to what institutions and for what courses the class will transfer. The form should also include a more specific rationale for the course.

Questions for HSP: Why is MATH required for HSP 2220? Why is the textbook not more current, or, to rephrase, is this text the industry standard with no new editions?

- A paper vote was taken for these HSP courses and the Hospitality Institutional Certificate.

## **X. Interior Design Technology**

IDT 1612 Architectural Sketching

IDT 2360 Advanced AutoCAD for Interior Design

- **IDT 1612 and IDT 2360:** master syllabus, section VI. Policies, second and third paragraphs are too specific for master syllabus. Please remove. Under C. Accommodations for disabilities, write in third person, not second person pronoun. Under D. Other Policies, Cell phone use should not be on master syllabus.

- **IDT 2360 only:** master syllabus, "must be able to apply basic computer skills using Word, PowerPoint," how will advisors assess this? Under section V.

Evaluation, the last paragraph is too specific for a master syllabus.

- A paper vote was taken for these IDT courses.

## **XI. Mechanical Engineering Technology**

MET 2910 Plastics Processing

MET 2920 Part & Tool Design

MET 2930 Part & Tool Manufacture

- Ashley Boon, Carolyn Renier, and Ann Kronk reported that these forms were in great shape.
- A paper vote was taken for these MET courses.

## **XII. This will be the last meeting for the semester**