Curriculum & Instruction Team Meeting
September 19, 2024
Minutes

C&I Team Members

x	Lori Armstrong	x	Dr. Dane Muckler (Co-Chair)
x	JoElla Basler		Dr. Ian Nicolaides
x	David Black	x	Mindy Reach
x	Sabrina Black	x	Kayla Sauerbrunn
	Keyarra Blissett	x	Dr. Kristin Shelby (Chair)
x	Danielle Boyd	x	Rebecca Steinmetz
x	Jessica Edwards (minutes)	x	Kristy Stephenson
x	Amanda Hannan	x	Dr. April Teske (advisory)
x	Wendy Harris	x	Dr. Ryan Thornsberry
	Lorena Hines		

I. Call to Order at 2:03 pm
II. Roll Call
III. Approval of Minutes from May 8, 2024 (Virtually approved on August 5th)
IV. Action Items
    a. Allied Health (Dr. Ian Nicolaides)
        i. New Course: EKG 0120-Electrocardiography (effective Spring 2025) (JoElla Basler made a motion, Wendy Harris seconded – motion carried)
        ii. New Course: EKG 0121-Electrocardiography Internship (effective Spring 2025) (Danielle Boyd made a motion, Kristy Stephenson seconded – motion carried)
        iii. New Certificate: EKG 1010-Electrocardiography Technician (effective Spring 2025) (JoElla Basler made a motion, Kayla Sauerbrunn seconded – motion carried)

iv. New Certificate: PCT 1000-Patient Care Technician (effective Spring 2025) (Sabrina Black made a motion, Dr. Muckler seconded – motion carried)

b. CTE (Wendy Harris)

c. Humanities and Social Sciences (JoElla Basler)

d. Math and Science (Lori Armstrong)

e. Nursing (Amanda Hannan)

f. General Education (AA/AS/AGS)

i. FYE 0100-First Year Experience (effective Spring 2025) (Dr. Thornsberry made a motion, Mandy Hannan seconded – motion carried)

g. Other

i. Courses not taught in 5-years – Tabled

1. We will bring this back in our next meeting in October.

V. Information Only Items

VI. Old Business

VII. New Business

a. Catalog Revision Request Timeline

i. The catalog form must be sent to Jessica by the end of November so she can send it to Jackie by December 2, 2024.

b. C&I Process for submission

i. A being developed on the process so there are clear understandings.

VIII. Announcements or Area Updates

IX. Upcoming Meeting Dates

a. October 17, 2024 (Items due by October 11, 2024)

b. November 7, 2024 (Items due by November 1, 2024)

c. November 21, 2024 (Items due by November 15, 2024)

X. Adjournment (Lori Armstrong made a motion, Dr. Muckler seconded – motion carried at 2:47 pm)