



Curriculum & Instruction Team Meeting March 27, 2025 Minutes

C&I Team Members

x	Lori Armstrong	x	Dr. Dane Muckler (Co-Chair)
	JoElla Basler	x	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	x	Dr. Micah Spicer (Guest)

- I. Call to Order at 2:02 pm
- II. Roll Call
- III. Approval of Minutes from February 27, 2025 (Virtually approved on March 5, 2025)
- IV. Action Items
 - a. Allied Health (Dr. Ian Nicolaides)
 - b. CTE (Wendy Harris)
 - i. New Course: AUT 0151-Electric Vehicle Safety (Effective Fall 2025) (Kristy Stephenson made a motion, Dr. Muckler seconded – motion carried.)
 - ii. Proposal to create a series of Competency-Based Business Courses (Effective Fall 2026)
 1. BUS 1000-Profession and Academic Writing (Dr. Muckler made a motion, David Black seconded – motion carried.)



2. BUS 1001-Digital Business Communication (Dr. Muckler made a motion, Kristy Stephenson seconded – motion carried.)
3. BUS 1002-Effective Business Writing (Dr. Muckler made a motion, Kristy Stephenson seconded – motion carried.)
4. BUS 1003-Advanced Spreadsheet Techniques (Dr. Muckler made a motion, Lori Armstrong seconded – motion carried.)
5. BUS 1004-The Tech Landscape: Systems, Careers, and Social Responsibility (Dr. Muckler made a motion, Lori Armstrong seconded – motion carried.)
6. BUS 1005-Tech Enhanced Presentations (Kristy Stephenson made a motion, Mandy Hannan seconded – motion carried.)
7. BUS 1006-Introduction to Bookkeeping (Dr. Muckler made a motion, Danielle Boyd seconded – motion carried.)
8. BUS 1007-Leadership Essentials (Kristy Stephenson made a motion, Dr. Muckler seconded – motion carried.)
9. BUS 1008-Organizational Leadership (Dr. Muckler made a motion, Kristy Stephenson seconded – motion carried.)
10. BUS 1009-Personal Finance (Dr. Muckler made a motion, Kristy Stephenson seconded – motion carried.)
11. BUS 1010-Ethical AI Use (Kristy Stephenson made a motion, Dr. Muckler seconded – motion carried.)
12. BUS 1011-Managing Diverse Teams (Dr. Muckler made a motion, Kristy Stephenson seconded – motion carried.)
13. BUS 1012-Maximizing Workforce Potential (Dr. Muckler made a motion, Kristy Stephenson seconded – motion carried.)



14. BUS 1013-Compensation Strategies (Dr. Muckler made a motion, Danielle Boyd seconded – motion carried.)
15. BUS 1014-Leveraging Employee and Customer Systems (Dr. Muckler made a motion, Kristy Stephenson seconded – motion carried.)
16. BUS 1015-Emotional Intelligence for Personal and Professional Growth (Dr. Muckler made a motion, Kristy Stephenson seconded – motion carried.)
17. BUS 1016-Ethical Leadership (Dr. Muckler made a motion, Kristy Stephenson seconded – motion carried.)
18. BUS 1017-Professional Development and Protocol (Lori Armstrong made a motion, Kristy Stephenson seconded – motion carried.)

iii. Proposal to create a Competency-Based Business Program

1. CBE Business Management (BUS 2238) (Effective 2026) (Kristy Stephenson made a motion, Dr. Muckler seconded – motion carried.)

- c. Humanities and Social Sciences (JoElla Basler)
- d. Math and Science (Lori Armstrong)
- e. Nursing (Amanda Hannan)
- f. General Education (AA/AS/AGS)
- g. Other

V. Information Only Items

- a. Remove COM 0111 as a prerequisite for BUS 0225

VI. Old/New Business

VII. Announcements or Area Updates

VIII. Upcoming Meeting Dates

- a. April 17, 2025 (Items due by April 11, 2025)



IX. Adjournment (Lori Armstrong made a motion, Mandy Hannan seconded – motion carried at 2:48 pm.)