

Members in Attendance

Dr. Jessica Boyer
Dr. Dan Casmier
Ms. Kerry Dolan
Mr. Kaia Ecklund
Dr. Leanne Frost
Ms. Daisy Gibson
Dr. Matthew Hill
Dr. Eleazar Ortega
Dr. Toni Sawhill
Ms. Dena Wagner-Fossen
Ms. Elyssa Wassmann
Ms. Melisa Wells

Faculty, Staff and Guests in Attendance

Dr. Tina Gambhir
Ms. Kristine Hancke
Ms. Deb Huestis
Dr. Greg Johnson
Ms. Quincie Jones
Ms. Amy Pearson
Ms. Toni Quinn
Mr. Steve Robinett
Ms. Kristi Voboril

Dr. Jessica Boyer called the meeting to order.

Minutes

December 12, 2025

Dr. Boyer asked for a motion to approve the minutes; so moved by Matthew Hill and seconded. With no discussion or amendments, a vote was taken, the motion passed and the minutes were unanimously approved.

Discussion Items – no vote

NV 2026-0213-01 Change term from **S to F** for WRIT 220 – Kerry Dolan – **REVISED on the agenda to show the correct terms**

NV 2026-0213-02 Change term from F to S for BGEN 110 – Kerry Dolan

Items -01 and -02 are reshuffling course and instructor load and hopefully drive students into specific electives.

NV 2026-0213-03 Change course description for CAPP 131 – Kerry Dolan

Item -03 is catalog cleanup.

Discussion Items – require a vote

Kerry Dolan spoke to items A2026-0227-01 through -09.

Course Mods

A2026-0227-01 Create course BGEN 291: Special Topics – Jessica Boyer

A special topics course on the business side, an elective for the two AAS programs (Office Mgt & Supervision and Accounting). The first offering is conflict management or leadership courses.

A2026-0227-02 Create course CAPP 145: Collaborative Technologies – Jessica Boyer
A2026-0227-03 Delete course BGEN 215: Career Readiness – Jessica Boyer
A2026-0227-04 Delete Course CAPP 110: Short Courses: MS Outlook – Jessica Boyer

The creation of CAPP 145 Collaborative Technologies (email, TEAMS and Webex, online meetings and etiquette, designing agendas) is driving a lot of the other items. Required for Office Support and Office Mgt & Supervision, elective for Accounting programs. Replaces Career Readiness and MS Outlook.

A2026-0227-05 Delete course CAPP 154: MS Word – Kerry Dolan
This course has not been taught for a long time.

A2026-0227-06 Change Pre-req for CAPP 156 from CSCI 105 to CSCI 100 – Kerry Dolan
CSCI 105 is being deleted so pre-reqs were changed for CAPP 156.

Program Mods

A2026-0227-07 AAS Accounting: Change sequencing and electives | add and delete courses -Kerry Dolan
A2026-0227-08 AAS Office Mgt & Supervision: Update sequencing and electives, add and delete courses – Kerry Dolan
A2026-0227-09 CAS Office Support: Add and delete courses – Kerry Dolan

In addition to adding CAPP 145 and deleting BGEN 2115 and CAPP 110, these program mods include resequencing courses, changing electives, and CAPP 266 Advanced Excel is now required for Accounting and is an elective for Office Mgt & Supervision and Office Support. (See items for information specific to each program.) Kerry has obtained Advisory Board buy-in.

Course Mod

A2026-0227-10 Add course COMX 106: Communicating in a Dynamic Workplace – Amy Pearson

Amy was approached by several program directors about a class to substitute for COMX 115 (interpersonal communication). But because COMX 115 is an MUS core class, any change like that would have to happen for the AA/AS degree at the MUS level. So we are now working to offer it as an elective in Gen Ed, CTE, and some Health Sciences programs.

Leanne clarified that CTE programs and H/S programs don't have to use COMX 115, they can use COMX 106; or students can take 115 or 106. The applied degrees are meant to be terminal and don't have to use MUS core; they can choose what classes they want in their program. But if a student decides to transfer to a 4-year degree, they must complete the Gen Ed core.

Amy discussed the course outcomes. The course is similar to interpersonal communications but more workforce based.

Leanne noted that the accreditation standard that required all programs to have a writing, an interpersonal communication, and a math no longer exists. As a campus we still feel students should have a writing, math, and some sort of interpersonal skills.

Dena expects that some programs (HIT and HICS for example) would add this course to their existing section of “select one of the following” courses. Then it would be a matter of advising students about their long-term goals: if students are thinking of transferring the 115 course might make more sense. Leanne: For some non-AA / AS programs with no transfer path, like Surg Tech, 106 would be appropriate. Dena’s concern is that getting rid of 115 would create problems for transfer students. Each program will need to look at their requirements. Leanne has reached out to Joe Thiel at OCHE about substituting this, and if we can, how do we do it?

The council will vote on these items at the February 27 meeting.

Action Items – Steve Robinett

A2026-0213-01 Remove CSCI 105 Computer Fluency as a pre-req for CSCI 100, ITS 210, ITS 224, ITS 279, ITS 280

A2026-0213-02 Change pre-req for CSCI 181 Web Design and Programming *from* CSCI 105 Computer Fluency *to* CSCI 100 Introduction to Programming

A2026-0213-03 Delete multiple NTS courses: 104, 105, 206, 210, 211, 212, 213

A2026-0213-04 Create new course CSCI 119 Fundamentals of AI – Steve Robinett and Dimitri Kharchevnikov

A2026-0213-05 Changes to Cybersecurity AAS –

Add CSCI 119 Fundamentals of AI to Cybersecurity AAS

Remove CSCI 105 Computer Fluency from Cybersecurity AAS

Remove NTS courses from electives

Dr. Boyer requested a motion to approve the five action items. So moved by Matthew Hill, second by Daisy Gibson. A vote was taken and the action items were approved.

Other Agenda Items - None

Public Comment on Non-Agenda Items

Dena and Elyssa discussed alerts.

Dena noted that there were a lot of midterm concerns that there were no alerts on.

Elyssa stressed the importance of sending alerts so students can be helped early. Even if they’re not technically failing, if you are seeing concerning work, send an alert and we can reach out to those students. We send out an email to all students who have an unsuccessful grade at midterms (U for Unsuccessful or D+ or lower) but it’s generic at that point.

Per Dena, you can choose “other.” Students don’t see it but Advising can reach out to them.

Don’t be afraid of multiple alerts. Elyssa said they saw an 11% increase in students responding to our communications initiated by alerts. Otter Care can also be used for other types of problems.

Dr. Boyer asked for a motion to adjourn; so moved by Daisy Gibson. The meeting was adjourned at 10:25.