

Educational Affairs

Meeting Minutes

September 27th, 2023

3:00 pm

MTC 107 or Zoom

Voting Members Present: Matthew Schmeer (chair), Nick Mancini (vice chair), Barry Bailey, Sarah Boyle, Brian Zirkle, Sasha Gluhovsky, De Shawn Bailey, Haley Vellinga, Ashley Rader, Jacob Kier, Whitney Bandel, Nathan Jones, Nancy Thomas, Susan Brown, Charlie Randazzo, Steve Bennett, Casey Buchanan, Dan Mueller, Justin Dunham, Kitzeln Siebert, Doug Patterson, and Michelle Clark

Absent Voting Members: All Divisions Fully Represented

Resource Members: Gurbhushan Singh, Sherri Hanysz, Kris Perales, Anne Rubeck, Audrey Cooper, Justin Stanley, and Leslie Washington

(1) Call to Order

Matthew Schmeer started the meeting at 3:03 p.m.

(2) Roll Call

Nick Mancini completed the roll call.

(3) Agenda Agreement (consent item)

The meeting was agreed to by consent.

(4) Meeting Minutes Draft from September 13th, 2023

The meeting minutes were amended prior to the meeting and there were no further recommended edits. The September 13th, 2023 minutes were approved by consent.

(5) Curriculum*

Business

Legal Studies

Gwenda Hawk

Course Edit

- LAW 134: Introduction to Legal Technology
- LAW 201: Advanced Legal Technology

Gwenda Hawk was present to discuss the updates to the Paralegal Program which included two course edits, a newly developed course elective option, and the edit to the certificate to include the new course and to align to total program hours for easier attainment of the AA.

Gwenda stated the edits to Introduction and Advanced Legal Technologies reflect the content realignment between courses and overall general course updates.

Doug Patterson motioned to approve the edits to LAW 134 and LAW 201. Haley Vellinga seconded the motion and the motion passed.

New Course

- LAW 232: eDiscovery and Document Management

Gwenda introduced the new course which will be an elective option in the program. Associate Professor Jessie Simpson was present and developed the course. Gwenda discussed developing the new course as a 2-credit hour option to allow more ways to exit the Associate of Arts pathway at exactly 60 total program hours.

Susan Brown motioned to approve LAW 232. Doug seconded the motion and the motion passed.

Program Edit

- 489A-CERT: Paralegal Certificate

Gwenda acknowledged the proposed program edits to add the new course and adjust the total program hours have been approved by the advisory board and the accrediting body.

Sarah Boyle motioned to approve the modifications Paralegal Certificate. Casey Buchanan seconded the motion. The motion passed.

Industrial Technology

Railroad Operations

Terry Harrison

Course Deactivations

- RREL 110: Intro Railroad Signal Systems
- RREL 112: Track Circuits and Systems
- RREL 114: Traffic Control, Switch Machines & Locks
- RREL 116: Interlocking, Classification, Crossings & Gates

Program Deactivation

- 5300-CERT: Railroad Signal Certificate

Terry Harrison presented the course deactivations aligned to the Railroad Signal Certificate program deactivation. The courses and program have not been offered since the 2016-2017 academic year.

Doug Patterson motioned to deactivate RREL 110, RREL 112, RREL 114, RREL 116, and the Railroad Signal Certificate. Susan Brown seconded the motion and the motion passed.

(6) Subcommittee and Liaison Assignments and Updates

- Cultural Diversity/General Education
Ashley Radar confirmed the group attempted to meet but was unable to meet the quorum. The subcommittee will meet next Wednesday.
- Procedures
Doug Patterson will lead the Procedures subcommittee which plans to continue to work on syllabus template and bylaw-related issues.
- ABC
Barry Baily noted ABC reviewed topics such as meta-majors and AI.
- OLAC
No report.
- Faculty Association
No report.
- Committee Day
Reminder

(7) Announcements and Updates

- Reminder: KS Systemwide/Seamless Transfer Courses & KS Systemwide General Education
- Reminder: Once Upon an Artifact Event
- The Master Teacher Workshop is from January 9th -11th, 2024; see Ashely Rader for more information.

(8) Adjournment

Doug motioned to adjourn the meeting and Haley seconded the motion. The meeting ended at 3:43 p.m.

**Curriculum updates are effective Academic Year 2024-2025 Catalog which covers Summer 2024, Fall 2024, and Spring 2025 terms unless otherwise noted.*