

Kenai Peninsula College  
Academic Review Committee Minutes  
March 30, 2009

Chair Jane Fuerstenau called the meeting to order at 11:35 AM in room #203.

Members Present: (s) Art instructors Celia Anderson and Jayne Jones

|                             |                        |                       |
|-----------------------------|------------------------|-----------------------|
| (X) Fuerstenau, Jane (Chr.) | (X) Wallace, Bettie    | (X) Martin, Paula     |
| (X) Kipp, Bettina           | (X) Blatchford, Shelly | (X) Yapuncich, Marion |
| (X) Kochis, Rich            | (X) Miller, Sherril    | (X) Tobin, Debbie     |
| ( ) Kraxberger, Scott       | ( ) Taylor, Diane      | ( ) Houtz, Allen      |
| ( ) Student Govern. Rep.    | (X) Timlin, Krista     | (X) Siemers, Cheryl   |

Visitors Present: Art instructors Celia Anderson and Jayne Jones

1. Approval of Agenda. Agenda approved by unanimous consent.
2. Approval of Minutes. (March 9, 2009). Minutes approved by unanimous consent.
3. CAR and Course Content Guide/Outline -- First Reading:
  - a. ED A591 – Specific Topic Title: Resources for Art Integration. The only question presented was whether there should be a ‘Lab Fee’ added to this course. Sherril miller stated she would check into it. Bettie Wallace moved, Marion Yapuncich seconded; motion unanimously approved to accept course, with possible addition lab fees.
  - b. ART A220 – Digital Imaging I. CAR: 6. Complete Course/Program Title: Change course name to ‘Digital Imaging.’ 14. Coordinate with Affected Units: Change to, ‘CAS Art Department and Faculty List Serve.’ Also, Initiator Signature needs to be added. CCG: Title: Change to ‘Digital Imaging.’ III. Instructional Goals, Student Outcomes, and Assessment Procedures – B. Student Outcomes/Assessment Procedures: Under Student Outcomes add ‘Students will be able to:’ In Student Outcomes – 1: Change ‘Applies’ to ‘apply.’ Student Outcomes – 2: Change ‘Manipulate’ to ‘manipulate’ and ‘Interpret’ to ‘interpret.’ Student Outcomes – 3: ‘Demonstrate’ changed to ‘demonstrate.’ Student Outcomes – 4: ‘Examine’ to ‘examine.’ IV. Course Level Justification: Change ‘in depth’ to ‘in-depth.’ V. Course Outline – 1.3: Change, “Configuring your camera and manipulation software,” to “Configuring the camera and manipulation software.” V. Course Outline – 2.3: Change ‘Metadata’ to ‘metadata.’ V. Course Outline – 2.4: Change ‘Storage,’ to ‘storage.’ V. Course Outline – 2.5: Change ‘Digital Images’ to ‘digital images.’ V. Course Outline – 3.5: Change ‘Tools’ to ‘tools.’ V. Course Outline – 3.8: Change ‘Masking’ to ‘masking.’ V. Course Outline – 3.9: Change ‘Retouching’ to ‘retouching.’ VI. Suggested Text(s): Change ‘Bekeley, CA’ to ‘Berkeley, CA’ and replace the braces with square brackets. For the second text listed, following the listing of ‘London, Barbara, et al,’ all authors need to be listed and ‘et al’ removed. Insert ‘NJ’ after ‘Upper Saddle River.’ Under VII. Bibliography: Replace braces from ‘Berkeley, CA’ with square brackets, in first reference listed, as well as the third and fourth references listed. Sherril Miller moved, Paula Martin seconded; motion unanimously approved to accept with corrections/changes.
  - c. ART A225 – Beginning Photography – Digital. CAR: 14. Coordinate with Affected Units: Change to, ‘CAS Art Department and Faculty List Serve.’ Add Initiator Signature. Under 17a. Course Prerequisite(s): Remove the ‘I’ from ‘Art A220 Digital Imaging.’ Also, Shelly Blatchford stated that the ‘Special Note’ information listed, “Can be taken concurrently,” would be better if placed in the Course Description. This change would also apply to to the CCG Course Description. Justification for Action: Change to read, “Description rewritten to specify minimum camera requirements. Goals, outcomes, and outline rewritten to reflect content change. Requisite image editing and post-processing content moved to a pre-requisite course (ART A220). Text and bibliography rewritten to reflect rapid changes in discipline.” CCG: Course Prerequisite(s): Remove the ‘I’ from ‘ART A220 Digital Imaging.’ III. Instructional Goals, Student Outcomes, & Assessment Procedures –B: Under Student Outcomes: Insert “Students will be able to:” The first word in each ‘Outcome’ listed ‘1. – 4.’ should begin with lower case letters. Assessment Procedures: Remove the periods after Assessment Procedures: ‘1. 2. and 4.’ VI. Suggested Text(s): The text by ‘Kelby, Scott’ should be listed before ‘London, Barbara.’ Also, ‘et al’ needs to be replaced with the names of all authors. Insert ‘NJ’ after ‘Upper Saddle River.’

Replace the braces from 'Berkeley, CA' listed in the Kelby text with square brackets.  
**VII. Bibliography:** First reference listed, remove the comma after 'Mark' and add 'and'.  
Second reference listed, insert a colon following the word 'Photography.' There were also inconsistencies noted in the font used in this document, which need to be changed for consistency. Sherril Miller moved, Paula Martin seconded; motion unanimously approved to accept with corrections/changes.

- d. CED A049 – Specific Topic Title: Introduction to National Incidence Management System Non-Credit. SYLLABUS: Change 'Spring 2009,' to 'Fall 2009.' **Prerequisites:** Insert a semi-colon after 'None.' **Instructional Goals – The Instructor Will:** - 1. through 7: Change all first words in each goal listed, from upper case to lower case. **Student Outcomes:** - 1. through 4: Add 'The Student Will,' and change all first words of outcomes listed, from upper case to lower case. Remove the periods after **Assessment Procedures:** 2. 3. and 4. Sherril Miller moved, Shelly Blatchford seconded; motion unanimously approved to accept with corrections.
- e. CED A049 – Specific Topic Title: Community Emergency Response Team (CERT) Non-Credit. **SELECTED TOPIC FORM:** Under **Room Location:** Remove the rooms listed at this time. **Course Dates:** Remove dates and insert 'TBD.' SYLLABUS: Change 'Spring 2009' to 'Fall 2009.' **Instructional Goals – The Instructor Will:** - 1. through 4: Change all first words in goals listed, from upper case to lower case. **Student Outcomes:** - **The Participants Will:** - 1. through 6: Change all first words of outcomes listed, from upper case to lower case. **Exercises:** Change 'participate' to 'participate.' **Topical Outline – A:** Alignment needs to be adjusted on '6. and 7.' **Topical Outline – I:** Alignment on '6.' needed. Marion Yapuncich moved, Shelly Blatchford seconded; motion unanimously approved to accept with corrections.
- f. CED A194 – Community Emergency Response Team (CERT). CAR: **11. Implementation Date – From:** Change 'Spring/2009' to 'Fall/2009.' **Course Description:** Change to read, "CERT training prepares people to care for themselves and others during large scale emergencies. The training provides information about disaster hazards and teaches practical safety skills including how to work in teams to shut off utilities, extinguish small fires, perform limited search and rescue, and provide emergency first aid." CCG: **Grading Basis:** Change 'Pass/Not Pass' to 'Pass/No Pass.' **Implementation Date:** Change to 'Fall 2009.' **Course Description:** Changes should reflect same as on CAR. **III. Instructional Goals, Student Outcomes & Assessment Procedures – A. The Instructor Will:** - 1. through 4: Change all first words of goals listed, from upper case to lower case. **Student Outcomes:** - 1. through 6: Add 'The Student Will:' and change first words of outcomes listed, from upper case to lower case. **Student Outcomes - 5:** Change to read "identify methods and safety skills for limited search and rescue operations." Remove all periods in **Assessment Procedures:** - 1. through 6. **V. Course Outline – E:** Change to read, "Limited Search and Rescue Operations." **V. Course Outline – H:** – 2: Change to, "Defining Terrorism." Bettie Wallace moved, Marion Yapuncich seconded; motion unanimously approved to accept with changes.
- g. – m. WELD A102 – Gas Welding; WELD A103 – Arc Welding; WELD A104 – Arc Welding: Low Hydrogen Electrodes; WELD A105 – Pipe Fitting; WELD A106 – Pipe Certification; WELD A108 – Wire Welding; WELD A109 – TIG Welding. CAR: **Type of Action:** "Cross-Listed/Stacked" box needs to be checked. **14. Coordinate with Affected Units:** "Faculty List Serve" needs to be added. **18. Mark if Course Has Fees:** Leave box checked, remove '\$300.00.' CCG: **II. Course Information – h. Status of course relative to degree or certificate program:** Change "Required for Undergraduate Certification, Welding Technology," to "Required for Undergraduate Certificate, Welding Technology." **IV. Instructional Goals:** Add "The Instructor Will:" removing "The instructor will" from the beginning of goals listed in 'a. b. c. (and in some instances) d.' **V. Student Outcomes – A Student will be able to:** In 'A. B. C. (and in some instances) D.' – change first words of outcomes listed, from upper case to lower case. Under **One or more of the following assessment methods will be used:** Remove all periods following methods listed.
- g. WELD A102 – Gas Welding. Along with all changes listed 'g. – m.', the following applies to this course: CAR: **Course Description:** Change 'oxyacetylene welding,' to 'oxy-acetylene welding.' CCG: **II. Course Information g. – Course Description:** Change to reflect same as on CAR. **Course Outline B. – Shop Activities:** Change 'student' to 'students.' Change '4. OAW Rod – RG-45' to '1. OAW Rod – RG-45.' Shelly Blatchford moved, Krista Timlin seconded; motion unanimously approved to accept with all changes and corrections.

- h. WELD A103 – Arc Welding. As well as all changes listed in ‘g. – m.’ the following applies to the CCG on this particular course: VI. Content Outline: Suggestion was made to list this information in one column instead of two columns to help eliminate confusion in the formatting. Bettie Wallace moved, Shelly Blatchford seconded; motion unanimously approved to accept with all changes and corrections.
  - i. WELD A104 – Arc Welding: Low Hydrogen Electrodes. Besides all changes listed in ‘g. – m.’ the following applies to the CAR on this course: 6. Abbreviated Title for Transcript (30 Character): Change to ‘Arc Weld Low Hydrogen Electrode.’ Bettie Wallace moved, Paula Martin seconded; motion unanimously approved to accept with all changes and corrections.
  - j. WELD A105 – Pipe Welding. There were no additional changes or corrections noted for this course other than the ones noted in ‘g. – m.’ Shelly Blatchford moved, Krista Timlin seconded; motion unanimously approved to accept with changes and corrections.
  - k. WELD A106 – Pipe Certification. As well as all changes noted in ‘g. – m.’ this correction was noted on the CCG: Following Roman Numeral ‘V.’ the sequence of numerals is out of order and needs corrected. Shelly Blatchford moved, Krista Timlin seconded; motion unanimously approved to accept with all changes and corrections.
  - l. WELD A108 – Wire Welding. As well as all changes noted in ‘g. – m.’ the following applies to the CCG on this course: Following Roman Numeral ‘V.’ the sequence of numerals was out of order and need corrected. Suggestion was also made to list the information under VI. Content Outline – B. Required Welds in one column instead of two columns to eliminate confusion in the formatting. Krista Timlin moved, Shelly Blatchford seconded; motion unanimously approved to accept with all changes and corrections.
  - m. WELD A109 – TIG Welding. Along with all changes noted in ‘g. – m.’ the following correction was noted on the CAR: 12. Stacked box needs to be checked and ‘WELD A108’ needs to be added following the word ‘with.’ CCG: VI. Content Outline – B. Required Welds: This information should be listed in one column instead of two columns to eliminate confusion in the formatting. Krista Timlin moved, Shelly Blatchford seconded; motion unanimously approved to accept with all changes and corrections.
4. CAR and Course Content Guide/Outline – Second Reading:
- a. None
5. Special Discussion Items:
- a. None

The meeting adjourned at 1:10 PM.

---

Jacque A. Hill (03/31/09)

cc: KPC Faculty and Staff; Jackie Marshall (Seward);  
John Allred – UAA Registrar

Complete Packet to: (Distribution Area; phone)

Fuerstenau, Jane (Chair; Admin; 385)  
Kraxberger, Scott (Ward; 354)  
Houtz, Allen (Ward; 363)  
Kipp, Bettina (Admin; 334)  
Wallace, Bettie (McLane; 379)  
Blatchford, Shelly (Admin; 311)  
Martin, Paula (Admin; 292)  
Tobin, Debbie (KBB; 235-0607)  
Kochis, Rich (Ward; 369)

Yapuncich, Marion (McLane; 368)  
Miller, Sherril (McLane; 390)  
Swartz, Carol (KBB; 235-1656)  
Taylor, Diane (LSC; 328)  
Turner, Gary (Admin; 318)  
Hill, Jacque (Admin; 359)  
Timlin, Krista (Career Center; 337)  
Student Government Rep. (339)  
Siemers, Cheryl (McLane; 364)

