REPORT OF MINUTES

BOARD OF TRUSTEES
STUDENT SUCCESS & COMPLETION COMMITTEE MEETING

BAY de NOC COMMUNITY COLLEGE
Catherine Bonifas Board Room (201D)
Escanaba, MI

February 20, 2019

The meeting was called to order at 5 p.m. ET by Student Success & Completion Committee Chair, Phil Strom.

Roll call was taken by Laura Johnson, Assistant Board Secretary.

Committee Members present:	Phil Strom, Joy Hopkins, Terri Mileski, Bill Lake as ex-officio
Committee Members absent:	None
Administration:	Matt Barron, Jeremy Belanger, Travis Blume, Cindy Carter, Laura Coleman by phone, Amy Reddinger
Faculty:	Thomas Warstler
Guest:	Jordan Beck, *Daily Press*

Matt Barron, VP of Academic Affairs, reviewed the following curriculum activity from December 6, 2018 through February 1, 2019, offered for review and approval by the Board Student Success and Completion Committee and the Board of Trustees.

Request to Add New Program and New Courses (11)

Program:

Agriculture AAS

Course:

ABM-130, Farm Management I
CR/CT: 3/3

Course:

AE-131, Agricultural Water Resource Management
CR/CT: 3/3

Course:

AE-143, Application of Precision Agriculture Technologies
CR/CT: 3/3

Course:

AT-202, Agricultural Regulation, Compliance and Safety
CR/CT: 3/3

Course:

AT-293, Professional Internship in Agriculture Technology
CR/CT: 3/3

Course:

CSS-101, Introduction to Crop Science
CR/CT: 3/3

Course:

CSS-105, Agricultural Industries Seminar

CR/CT: 1/1

Course:

CSS-126, Introduction to Weed Management
CR/CT: 2/2

Course:

CSS-143, Introduction to Soil Science
CR/CT: 2/2

Course:

ENT-110, Applied Entomology Economic Plants
CR/CT: 3/3

Course:

PLP-105, Fundamentals of Applied Plant Pathology
CR/CT: 2/2

Program and Course Information:

Students enrolling in this AAS would take roughly 26 credits (existing courses) through Bay College and an additional 34 credits through the MSU Institute of Agricultural Technology. With this consortium program, students will receive an AAS in Agriculture through Bay College as well as a Certificate through the MSU IAT. The 26 credits at Bay College would satisfy the general education requirements of our AAS degrees. This program would appeal to local students who cannot leave the farm to go to school. Instead, they can stay and work on the farm while earning their degree.

Terri Mileski commented this agricultural partnership will fill an unmet need in this community. It will also appeal to seasoned agriculturalists who want to gain certifications. She suggested students should visit MSU

Agricultural Experiment Stations. Matt responded that those visits can be a part of the program and that they will also have opportunities for local internships.

Joy Hopkins added the Agricultural Program is a nice compliment in synergy with our Forestry Program (Pre-Natural Resources AS) and Water Resources Management Program.

Matt stated that the work to create the program recognizes that Delta, Menominee, and Dickinson Counties have a lot of agriculture. Stephenson and Carney-Nadeau Schools have the only state approved Future Farmers of America (FFA) program in the area and were involved in the collaboration. Terri added she expects other FFA programs to start because of Bay's new Agricultural Program.

Associate in Applied Science — 2019-2020 Catalog

Award Granted Upon Completion: AAS in Agriculture
Credits/Contacts Required: **61/62**

Description
The primary purpose of the AAS in Agriculture is to develop technically-prepared, career-ready graduates in agricultural operations. Upon completion, students would also receive a Certificate in Agricultural Technology through Michigan State University. Through a consortium between Bay College and Michigan State University's Institute of Agricultural Technology, the program goal is to engage students in intensive and practical skill development that will serve to address the needs of the agriculture workforce.

General Education Requirements – Min 17 credits

See following page

Course		Cr
ENGL-101	Rhetoric & Composition	3
MATH-105	Intermediate Algebra or higher	4
ECON-131	Macroeconomics –OR-	3
ECON-132	Microeconomics	
XXXX-xxx	Humanities Elective	3
BIOL-103	Essential Biology –OR-	4
BIOL-110	Evolution and Diversity	

Program Requirements – Min 10 credits

In consultation with the program coordinator, select a minimum of 10 credits from the following courses. Note that only one of the communications options (ENGL 102 or 145, COMM 103 or 104) can count toward the required 10 credits.

		Cr
ENGL-102	Research Writing -OR-	3
ENGL-145	Technical and Report Writing	
COMM-103	-OR- Interpersonal	
COMM-104	Communications -OR- Public Speaking	
ACCT-100	Practical Accounting	4
BIOL-107	Environmental Science	3
BIOL-108	Environmental Science Lab	1
BIOL-112	Cells and Molecules	4
BIOL-202	Plants and Animals	4
BUSN-160	Introduction to Business	3
BUSN-195	Business Communications	3
BUSN-253	Principles of Marketing	3
CHEM-102	Introduction to Chemistry	4
CHEM-104	Introduction to Chemistry Lab	1
CIS-101	Computer Concepts	4
CIS-121	Microsoft Excel	1
POLI-262	State and Local Government	3
SPAN-101	Spanish I	3
WELD-110	Introduction to Oxygen-Fuel Welding & Cutting	3
WELD-120	Arc Welding	4

MSU IAT Program Requirements

Course		Cr / Ct
ABM-130	Farm Management	3/3
AE-131	Agricultural Water Resource Management	3/3
AE-143	Application of Precision Agriculture Technologies	3/3
AT-202	Agricultural Regulation, Compliance and Safety	3/3
AT-293	Professional Internship in Agricultural Technology	3/3
CSS-101	Introduction to Crop Science	3/3
CSS-105	Agricultural Industries Seminar	1/1
CSS-126	Introduction to Weed Management	2/2
CSS-143	Introduction to Soil Science	2/2
ENT-110	Applied Entomology of Economic Plants	3/3
PLP-105	Fundamentals of Applied Plant Pathology	2/2
XXX-xxx	Agriculture Electives *	6/6
		34/34

*Student must also complete a minimum of **6 elective credits** in the College of Agriculture and Natural Science Resources within the following disciplines: CSS, HRT, ANS, ABM, AT and AE as approved by the program coordinator in the Institute of Agricultural Technology.

Action Taken:
The above new program and eleven new courses have been reviewed by the Math/Science Division, Agriculture Advisory Board and the Curriculum Committee.

Action Requested:
Review and approval of the new Agriculture AAS and eleven new courses by the Board of Trustees.

Board Student Success and Completion Committee Action Taken:
It was motioned by Joy Hopkins and seconded by Terri Mileski to:

"Accept the recommendations to approve the new Agriculture AAS and eleven new courses as presented and present them to the Board of Trustees for final approval."

Trustees thanked those involved in making this program a reality.

Motion carried unanimously.

Request to Add New Program

Program:

Criminal Justice AAS

Program Information:

The AAS in Criminal Justice degree combines general education with coursework designated to prepare criminal justice students interested in a career in either corrections or law enforcement for immediate entry into the workforce or to a police academy upon graduation. This program provides a balance of technical, vocational and liberal studies courses.

Phil Strom stated it makes sense to offer this program with more general courses because there is a lot of professional development now required in corrections and law enforcement careers.

Terri Mileski added the program provides opportunity for continuing education credits even if the goal isn't to complete the program.

Criminal Justice

Award Granted Upon Completion:
Credits/Contacts Required: **60/60**

2018-2019 Catalog
Associate in Applied Science in Criminal Justice

Major code:

CIP Code:

Description

The Associate of Applied Science in Criminal Justice degree combines general education with coursework designed to prepare criminal justice students interested in a career in either corrections or law enforcement for immediate entry into the workforce or to a police academy upon graduation. This program provides a balance of technical, vocational, and liberal studies courses.

General Education Requirements – Min 15 credits

		Cr
ENGL-101	Rhetoric & Composition	3
BUSN-177	Mathematics of Business -OR-	
	any approved math course –OR–	3
	any natural science	
POLI-111	American Government -OR-	3
POLI-262	State & Local Government	
COMM-103	Interpersonal Communication	
COMM-104	Public Speaking	3
SOCY-151	Sociology	3
		15

Requirements – Min 45 credits

		Cr
CJUS-110	Introduction to Corrections	4
CJUS-112	Introduction to Criminal Justice	4
CJUS-114	Criminal Justice Report Writing	2
CJUS-210	Client Growth & Development	4
CJUS-212	Introduction to Law Enforcement	4
CJUS-213	The Criminal Court System	4
CJUS-214	Intro to Criminal Investigation	4
CJUS-215	Crime Scene Investigation	4
CJUS-224	Emergency Preparedness/Crisis Management	4
CJUS-230	Corrections Institutions & Facilities	4
CJUS-240	Criminal Justice Ethics	4
SOCY-103	Cultural Diversity	3
		45

Suggested Sequences Per Semester

		Cr / Ct
First Semester		
ENGL-101	Rhetoric & Composition	3/3
CJUS-110	Introduction to Corrections	4/4
CJUS-112	Intro to Criminal Justice	4/4
SOCY-151	Sociology	3/3
		14/14
Second Semester		
CJUS-212	Intro to Law Enforcement	4/4
CJUS-213	The Criminal Court System	4/4
POLI-111	American Government –OR–	
POLI-262	State & Local Government	3/3
CJUS-224	Emergency Prep/Crisis Mgmt	4/4
		15/15
Third Semester		
CJUS-214	Intro to Criminal Investigation	4/4
CJUS-210	Client Growth & Development	4/4
CJUS-240	Criminal Justice Ethics	4/4
COMM-103	Interpersonal Comm. –OR–	3/3
COMM-104	Public Speaking	
		15/15
Fourth Semester		
BUSN-177	Math of Business	3/3
CJUS-114	CJ Report Writing	2/2
CJUS-215	Crime Scene Investigation	4/4
CJUS-230	Corrections Institutions/Fac.	4/4
SOCY-103	Cultural Diversity	3/3
		16/16

It is **CRITICAL** that students see their advisor to make an academic plan for this degree. Not all courses are offered every semester.

Action Taken:

The above new program has been reviewed by the Social and Behavioral Science Division, Criminal Justice Advisory Board and the Curriculum Committee.

Action Requested:

Review and approval of the new Criminal Justice AAS by the Board of Trustees.

Board Student Success and Completion Committee Action Taken:

It was motioned by Terri Mileski and seconded by Joy Hopkins to:

"Accept the recommendations to approve the new Criminal Justice AAS as presented and present it to the Board of Trustees for final approval." No discussion. Motion carried unanimously.
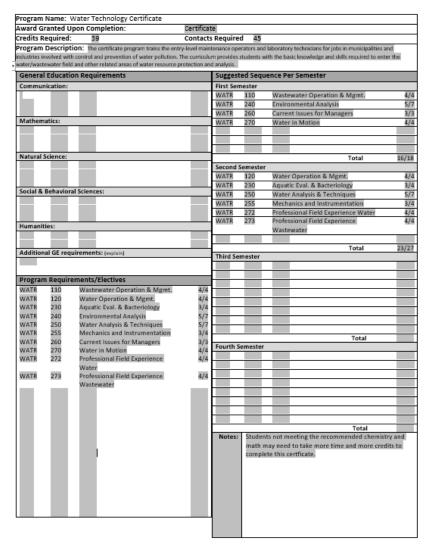
Request to Add New Program

Program:

Water Technology Certificate

Program Information:

The certificate in Water Technology is intended to train entry-level maintenance operators and laboratory technicians for jobs with municipalities and industries involved with control and prevention of water pollution. Brought back because recent changes in WI – able to get it and ladders well into AAS degree of ours. Packaging of existing courses and serve northern WI looking for operators.

Program Name: Water Technology Certificate

Award Granted Upon Completion: Certificate

Credits Required: 39 **Contacts Required** 45

Program Description: The certificate program trains the entry-level maintenance operators and laboratory technicians for jobs in municipalities and industries involved with control and prevention of water pollution. The curriculum provides students with the basic knowledge and skills required to enter the water/wastewater field and other related areas of water resource protection and analysis.

General Education Requirements

Communication:

Mathematics:

Natural Science:

Social & Behavioral Sciences:

Humanities:

Additional GE requirements: (explain)

Program Requirements/Electives

WATR	110	Wastewater Operation & Mgmt.	4/4
WATR	120	Water Operation & Mgmt.	4/4
WATR	230	Aquatic Eval. & Bacteriology	3/4
WATR	240	Environmental Analysis	5/7
WATR	250	Water Analysis & Techniques	5/7
WATR	255	Mechanics and Instrumentation	3/4
WATR	260	Current Issues for Managers	3/3
WATR	270	Water in Motion	4/4
WATR	272	Professional Field Experience Water	4/4
WATR	273	Professional Field Experience Wastewater	4/4

Suggested Sequence Per Semester

First Semester

WATR	110	Wastewater Operation & Mgmt.	4/4
WATR	240	Environmental Analysis	5/7
WATR	260	Current Issues for Managers	3/3
WATR	270	Water in Motion	4/4
		Total	16/18

Second Semester

WATR	120	Water Operation & Mgmt.	4/4
WATR	230	Aquatic Eval. & Bacteriology	3/4
WATR	250	Water Analysis & Techniques	5/7
WATR	255	Mechanics and Instrumentation	3/4
WATR	272	Professional Field Experience Water	4/4
WATR	273	Professional Field Experience Wastewater	4/4
		Total	23/27

Third Semester

		Total	

Fourth Semester

		Total	

Notes: Students not meeting the recommended chemistry and math may need to take more time and more credits to complete this certficate.

Action Taken:

The above new program has been reviewed by the Technology Division, Water Tech Advisory Board and the Curriculum Committee.

Action Requested:

Review and approval of the new Water Technology Certificate by the Board of Trustees.

Board Student Success and Completion Committee Action Taken:

It was motioned by Joy Hopkins and seconded by Terri Mileski to:

"Accept the recommendations to approve the new Water Technology Certificate as presented and present it to the Board of Trustees for final approval." No discussion. Motion carried unanimously.

Request to Revise Programs (10)

Program:

Business Administration AA

Summary of Changes:

- Replace the six credits of electives to CIS-101 and BUSN-250.
- Reduce the electives in the 4th semester to two credits and realign the suggested sequences per semester for a better flow.
- Add Precalculus to the Math GE requirement and the 1st semester sequence on the catalog page.

Program:

CIS Programming and User Support AAS

Summary of Changes:

- CIS-115 and BUSN-195 moving from requirements to electives.
- OIS-150 is replacing CIS-120.
- CIS-240 is moving from elective to requirement. CIS-203 is moving from an optional requirement to an elective.
- Approved electives list has been updated to better align content with the intended degree outcomes as well as allow students more choice in pursuing areas of interest.
- Remaining changes are related to sequencing and balancing of credits per semester.
    - CIS-103 moved to first semester
- Notation Revisions:
    - Adding time frame for completion for some courses to preserve validity of the credential.
    - Adding notation regarding prerequisites/sequencing.

Program:

CIS Software/Network Support AAS

Summary of Changes:

- CIS-115 is moving to an elective to better align with the certificate and to address low enrollment issues with this course.
- OIS-150 is replacing CIS-120.
- Approved electives list has been updated to better align content with the certificate as well as the intended outcomes of the degree.
- Remaining changes are related to sequencing and balancing of credits per semester.
    - CNSS-150 moved to first semester.
    - CNSS-230 is moving to the second semester.
- Notation Revisions:
    - Adding time frame for completion for some courses to preserve validity of the credential.
    - Adding notation regarding prerequisites/sequencing.

Program:

Human Services AAS

Summary of Changes:

- Requirements to be changed from Min 45 credits to Min 49 credits.
- Requirements section: HSER-100 Intro to Human Services to be changed to HSER- 100 Intro to Human Services -OR- SOCY-100 Intro to Social Work.
- BIOL-104 to be moved from approved electives to requirements.
- Approved Elective within Requirements section to be changed from 13 to 9.
- Approved Electives section: Choose 13 credits to be changed to Choose 9 credits.
- First Semester section: HSER-100 Intro to Human Services to be changed to HSER- 100 Intro to Human Services -OR- SOCY-100 Intro to Social Work.
- Third Semester section: Add BIOL-104.
- Third Semester section: Approved Electives 6/6 to be changed to Approved Electives 3/3.
- Fourth Semester section: Approved Electives 7/7 to be changed to Approved Electives 6/6.
- *** section: Students must choose 13 credits changed to Students must choose 9 credits.

Program:

Magnetic Resonance Imaging Technologist (MRIT) AAS

Summary of Changes:

- Requirement of an introductory physics class changed to any college level natural science class.
- Add choices for MATH to include MATH 110 College Algebra or Higher.

Program:

Nursing AAS

Summary of Changes:

- Remove * in the catalog from HLTH-115 allowing students to take the course early.

Program:

OIS/Administrative Assistant AAS

Summary of Changes:

- OIS-108 and OIS-117 are moving from requirements to electives.
- CIS-125 is moving from an elective to a required course.
- ENGL-145 is being removed as an option to BUSN-195. Students may still take ENGL-145 as a General Education elective.
- Additional approved electives have been added: ACCT-110, BUSN- 253, BUSN-264, CIS-135, CIS-210, CIS-215, HLTH- 118.
- OIS-234 is being removed as an elective.
- Remaining changes are related to sequencing and balancing of credits per semester.
  - CIS-130/CIS-140 swapped semesters due to when they are offered.
  - CIS-123 moved from second semester to first to balance credit hours per semester.
- Approved electives have gone from 7 credits to 9 credits (specific changes noted above).
- Notation Revisions:
  - Math notation revised based upon previous suggestion from Registrar's office.
  - Keyboarding notation removed since OIS-090 is not currently being offered.
  - Internship notation added for consistency with other program areas.

Program:

Health Careers Certificate

Summary of Changes:

- Remove HLTH-115 from the list of approved electives.

Program:

Microsoft Office Specialist Certificate

Summary of Changes:

- Certificate name change from Computer Applications to Microsoft Office Specialist.
- CIS-101 is being re-established as a required course in the certificate.
- CIS-115 is moving to an elective.
- Approved electives list has been updated to better align content with the certificate's goals.
- Notation Revisions:
    - Adding time frame for completion for some courses to preserve validity of the credential.

Program:

Office Assistant Certificate

Summary of Changes:

- OIS-108 and OIS-117 are moving from requirements to electives.
- CIS-125 is moving from an elective to a required course.
- ENGL-145 is being removed as an option to BUSN-195.
- Additional approved electives have been added: ACCT-100 OR ACCT-101, BUSN-264, and HLTH-118.
- OIS-234 has been removed as an elective.
- Notation Revisions:
    - Keyboarding notation removed since OIS-090 is not currently being offered.

Matt Barron responded to Joy Hopkins' question that these program revisions fit into the Guided Pathways model.

Action Taken:

The above ten program revisions have been reviewed by their respective division, Advisory Board and the Curriculum Committee.

Action Requested:

Review and approval of the ten revised programs by the Board of Trustees.

Board Student Success and Completion Committee Action Taken:

It was motioned by Terri Mileski and seconded by Joy Hopkins to:

"Accept the recommendations to approve the ten program revisions as presented and present them to the Board of Trustees for final approval: Business Administration AA, CIS Programming and User Support AAS, CIS Software/Network Support AAS, Human Services AAS, Magnetic Resonance Imaging Technologist (MRIT) AAS, Nursing AAS, OIS/Administrative Assistant AAS, Health Careers Certificate, Microsoft Office Specialist Certificate, Office Assistant Certificate." No further discussion. Motion carried unanimously.

Request to Add New Courses (3)

Course:

ARTS-219, Intermediate Photography: Methods and Techniques

CR/CT: 4/4

Course Information:

The course focuses on extending students' knowledge of fundamental photographic methodologies, including professional lighting techniques, basic film and silver-based darkroom processes, advanced non-destructive digital post-processing techniques, as well as deepening their knowledge of editing software. Students explore traditional photographic concepts and genres through relevant and interrelated readings, lectures, discussions, demonstrations, assignments, and individual and group critiques. Prerequisite: ARTS-117 with a "C" or better or permission of the instructor.

Course:

MATH-140, Precalculus

CR/CT: 5/5

Course Information:

This course provides the necessary foundation for students who plan to study Calculus. This course examines the behavior of linear, polynomial, rational, exponential, logarithmic, and trigonometric functions. Other topics include trigonometric identities, systems of equations, inequalities, complex numbers, the conics, polar coordinates, sequences, series, and limits. Prerequisite: MATH-105 with a grade of "C" or better or the appropriate score on the math placement test. Graphing calculator is required. Normally offered each semester.

Course:

SOCY-100, Introduction to Social Work

CR/CT: 3/3

Course Information:

This course introduces the student to the basic conceptual knowledge of social service agencies and the role of the social worker. Included are the beginning skills for social service practice and discussion of the ethical commitments and legal considerations underlying professional social work careers. Students will gain firsthand knowledge of working with various social work populations by volunteering with local agencies and tying course material to their experience. Various groups and populations that are served by social workers are also covered.

Matt Barron shared that Sociology Instructor, Dan Hall, brought this new course to curriculum to create a seamless social work program transfer agreement with NMU.

Action Taken:

The above three new courses have been reviewed by their respective division and the Curriculum Committee.

Action Requested:

Review and approval of the three new courses by the Board of Trustees.

Board Student Success and Completion Committee Action Taken:

It was motioned by Joy Hopkins and seconded by Terri Mileski to:

"Accept the recommendations to approve the three new courses as presented and present them to the Board of Trustees for final approval: ARTS-219, MATH-140, SOCY-100." No discussion. Motion carried unanimously.

Request to Revise Courses (4)

Course:

CHLD-272, Capstone in Early Childhood Education

Summary of Changes:

- Name change from "Practicum in Early Childhood Development" to "Capstone in Early Childhood Education". Utilizing the word "Capstone" explicitly connects course expectations with the title as the final course in the ECE Program. The change from development to education more closely reflects the emphasis this course places on curriculum development and implementation.
- Prerequisites were revised to CHLD 132/CHLD 232 because the former Prerequisite (CHLD 230) had been retired.

Course:

CJUS-230, Corrections Institutions and Facilities

Summary of Changes:

- The course is moving from a 3 credit/3 contact hour course to a 4 credit/4 contact hour course.
- Extra time is needed to cover the course content adequately. In its current three-credit state, the instructor is covering the objectives, but not to the depth that would be most beneficial to students.
- The second reason is that we are combining the AAS in Corrections and AAS in Law Enforcement degrees into one AAS in Criminal Justice degree. This streamlining approach necessitated cutting the CJUS120 Legal Issues in Corrections and CJUS220 Client Relations in Corrections courses. Both of these courses had content that was already being covered in CJUS230 (a natural overlap of material), however increasing the credits from 3 to 4 would ensure proper attention is paid to the objectives in the course that overlap with the two eliminated courses.

Course:

HLTH-205, Nutrition

Summary of Changes:

- Add prerequisites R and E to the course. As this course is mainly taught online, and the format of discussion boards, presentations, and projects; the need to have students have appropriate, organized written communication techniques are needed. Discussion boards, and project/assignments are intensive and have requirements; word minimum, grammar, punctuation, and formatted references.

Course:

NURS-118, Nursing Informatics

Summary of Changes:

- Remove the prerequisite of being accepted into the ADN program or permission of the instructor and basic computer and office software skills.
- The course description will include the need for students to have basic knowledge of computer and office software.

Action Taken:

The above four course revisions have been reviewed by their respective division and the Curriculum Committee.

Action Requested:

Review and approval of the four revised courses by the Board of Trustees.

It was motioned by Terri Mileski and seconded by Joy Hopkins to:

"Accept the recommendations to approve the four revised courses as presented and present them to the Board of Trustees for final approval: CHLD-272, CJUS-230, HLTH-205, NURS-118." No discussion. Motion carried unanimously.

Matt Barron credited Instructor Brian Black, Dean of Arts and Sciences Amy Reddinger, and Exec. Director of Transfer and Advising Jeremy Belanger, for their work on the Agriculture AAS; Instructor Larry Sundling for his work on the Water Technology Certificate; and Instructor Sue Sundstrom-Young for her work on the Criminal Justice AAS.

Matt also thanked the Curriculum committee for the outstanding work accomplished this year. Everything was very well streamlined thanks to Curriculum committee members and Admin. Asst. to Academic Affairs Carrie Oney.

Phil Strom extended thanks to everyone involved for their work to make sure students are getting the best opportunities possible. The Board realizes it is a group effort. How quickly the Board approves the curriculum does not distract from the amount of work and diligence that goes into what is proposed.

Terri added that it was good to see how quickly the College responded to developing and proposing the Agriculture Program.

Dr. Coleman stated the College did research with MSU at the U.P. State Fair in August to gauge community interest which returned high interest. Meetings on campus were held and area youth expressed that the program was needed and wanted. The program will satisfy the community immediately.

It was motioned by Terri Mileski and seconded by Joy Hopkins to:

"Adjourn the meeting." No discussion. Motion carried unanimously. The meeting adjourned at 5:15 p.m. ET.

Laura L. Johnson Assistant Board Secretary	Completion Date Approval Date

Philip L. Strom Student Success & Completion Committee Chair	Approval Date