Meeting Minutes
Curriculum Committee
September 3, 2026
Cowan Hall 103
4:00 p.m.

Members: Casey Donoven, Valerie Guyant, Laura Gomez, Gary Succaw, Jason Tanner, Kyra Kaercher, Nicholus Despot, Tyler De La Vega

Members Present: Casey Donoven, Valerie Guyant, Laura Gomez, Gary Succaw, Jason Tanner, Kyra Kaercher, Nicholus Despot

Guests:

Chair: Casey Donoven

Minutes: Jodi Kueffler

Call to Order: The meeting was called to order by Casey Donoven at 3:59 p.m.

Agenda: A motion to approve the agenda was made by Valerie Guyant and seconded by Kyra Kaercher. The agenda was approved as presented.

Minutes: A motion to approved the minutes from April 28, 2026, was made by Kyra Kaercher and seconded by Nicholus Despot. The minutes were approved as presented.

Proposals:

- Proposal Form
    - These Proposals along with ones in the past have moved forward without the Dean's signature.
    - The Dean is required to sign the form to indicate the College approved the proposal at their meeting.
    - Discussion on why the Dean signs and not the Chair?

    - These forms are Academic Senate forms. Senate can make the necessary change to designate the Chair, rather than the Dean, as the required signatory.
- 26-1; New Program Proposal – Career Certificate in Workforce Foundation.
    - Certificate is aimed toward dual enrollment students.
    - Program meets Career Certificate requirements as established in Montana Board of Regents Policy 301.12.
    - Motion was made by Valerie Guyant to approve with appropriate signatures obtained prior to moving forward.
    - The second was made by Kyra Kaercher.
    - Question.
    - Approved.
- 26-2; New Program Proposal – Certificate of Technical Studies in Workforce Development.
    - Certificate aimed toward dual enrollment students.
    - Program meets Career of Technical Studies requirements as established in Montana Board of Regents Policy 301.12.
    - Credit count is incorrect and should be adjusted to 24.
    - Does it specifically need to be COMX 115 and WRIT 122 or can it be any general education course in those areas?
    - Motion was made by Kyra Kaercher to approve with credit count correctly reflecting 24, COMX 115 and WRIT 122 changed to any COMX or WRIT course that satisfies the general education requirement and all the appropriate signatures must be obtained prior to moving forward.
    - The second was made by Valerie Guyant.
    - Question.
    - Approved.
- 26-3; Major Program Revision – Changes to Welding Technology CAS.
    - Program changing to allow students any class in COMX. Committee would like that restricted to only COMX courses that satisfy general education requirements.
    - Choice of Practicum or Machining is listed twice. It is written this way to show students they can have this option each semester. They may take a Practicum more than one time if they so choose.

    - Motion was made by Kyra Kaercher to approve with COMX course restricted to only those that satisfy the general education requirement along with all the appropriate signatures obtained prior to moving forward.
    - The second was made by Jason Tanner.
    - Question.
    - Approved.
- 26-4; Major Program Revision – Changes to Secondary Education – General Science.
    - Every Praxis topic is covered in one the required science courses.
    - Motion was made by Valerie Guyant to approve with appropriate signatures obtained prior to moving forward.
    - The second was made by Laura Gomez.
    - Question.
    - Approved.

<u>Old Business</u>

- Election of Chair
    - Casey Donoven will be stepping down as Chair for next academic year.
    - Nominations were opened.
        - Laura Gomez was nominated.
        - Valerie Guyant was nominated.
    - Nominations were closed.
    - Following discussion, the two nominees were asked to co-chair the committee, which they both agreed to do.
- Internal Curriculum Handbook
    - Casey Donoven will work on the Handbook, which will include links and a checklist of items to review for the committee.

<u>Adjournment:</u> A motion to adjourn was made by Valerie Guyant and seconded by Kyra Kaercher. The motion carried and the meeting was adjourned at 4:35 p.m.