

AGENDA & NOTES

Name of Committee or Team: **Curriculum Committee**

- **Committee Members Present via WebEx:** Rafeeq McGiveron, Susan Jepsen, Tamara McDiarmid, Tracy Nothnagel, Stephanie Trapp, Mark Kelland, Ami Ewald, Michael Pemberton, Dan Rafail, Eric Bennett, Heather Bunce, Jon Ten Brink, Danielle Savory
- **Resource Members Present via WebEx:** Laurie Kinne, Zachary Foster, Mary Ellen Laatsch, Nancy Dietrich
- **Guest:** Autumn Brown
- **Scribe:** Penny Tucker

Date: September 15, 2021

Time: 2:30-4:30 PM

Room: WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the September 15, 2021 Agenda Approval of CC consent agenda <i>(All)</i> Course Expedited Revisions Approved by Director of Assessment:	2:30-2:35 2:32-2:32	Objections: None Approved	APPROVED
Approval of minutes from CC meeting on July 12, 2021 <i>(All)</i>	2:35-2:40 2:32-2:40	Objections: None Approved	APPROVED
CIMT Course Revisions: <ul style="list-style-type: none"> • ENGL 098 • NCAS 102 • NCAS 103, 104, & 105 • EMTA 112 • CHDV 100 • CITN 245 • CITN 253 • CITN 256 	2:40-2:55 2:40-3:01	<p>ENGL 098 Change: Reading Level 2 and Writing Level 2. Removing the co-enrollment w/a multitude of College-level courses. 098 students will now be co-enrolled in only ACAD 100 or SOCL 120 or PSYC 200. 4 (was 6)/4 (was 6), 64/0/0. Effective SP '22; this has already been discussed with the Provost, during talks she has had with Tim Kelly, Director, Integrated English Dept.</p> <p>NCAS 102 Change: Noncredit Academic Supp-ENGL, 0/32/0 (is/was variable: 16-128 lab hours). Effective SP '22; to align with the upcoming NCAS 103, 104, and 105 courses</p> <p>NCAS 103, 104, & 105 New: Noncredit Academic Supp-SOCL, -PSYC, -BUSN Concurrent enrollment in ENGL 098 and co-enrollment in NCAS XXX & a particular section of SOCL 120 or PSYC 200 or BUSN 118, 0 0, 0/32/0. Effective SP '22. New noncredit courses to allow embedded academic support for students w/reading and writing levels of 2 or 3. Students will be enrolled in ENGL 098 for reading/writing skills support & NCAS XXX for SOCL120, PSYC200, &</p>	APPROVED: ENGL 098 CITN 245 CITN 253 CITN 256 BUSN 118, PSYC 200, and SOCL 120, as they had their coreqs tweaked a hair. (That is, they used to allow ENGL 098 as coreq, but now they'll need it as ENGL 098+NCAS Whichever.)

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		<p>BUSN118 content support. Tim has been in conversations w/Sally & has her OK to move ahead. 5Star tickets will be submitted when all the pieces (outcomes, eval methods & %) for the NCAS courses are finalized.</p> <p>Amendment from L Kinne 9/21/21: While entering the title change for NCAS 102 in Banner for SP '22, I remembered that someone in the CC meeting confused "Supp" for supplement. I decided that "Supprt" would be less confusing, so I added "rt" to the title change for that course. I've made the update on the CIMT CRD, and plan to use "Supprt" for the NCAS 103, 104, and 105 courses as well. I checked with Capt J, and he is in agreement with the change, and an email to the rest of you to see if there were any objections to the "executive" decision I made.</p> <p>EMTA 112 Change: Evaluation Methods changed, Effective for Fall 2021. Revision to evaluation methods. COMPLETED THRU 5-STAR, APPROVED BY PROVOST 08/27/2021</p> <p>CHDV 104 Change: Evaluation Methods changed. Effective for Fall 2021. Revision to evaluation methods. COMPLETED THRU 5-STAR, APPROVED BY PROVOST 08/27/2021</p> <p>CITN 245 Cancel. This course is no longer required and has not been on any Pathway since 2020.</p> <p>CITN 253 Cancel. This course is not required on any Pathway but is a limited choice option on #1453 only.</p> <p>CITN 256 Cancel. This course is not required on any Pathway but is a limited choice option on #1453 only.</p> <p>Rafeeq and others confirmed that per the Provost, the CC does not need to vote and approve non-credit course changes/additions/deletions.</p> <p>Dan Rafail advised that vendor's requirements change, which causes the cancelation of required or limited choice courses.</p>	<p>REVIEWED: NCAS 102 NCAS 103, 104, & 105</p> <p>No objections to update from L. Kinne regarding NCAS 102 of Suppt to Supprt.</p>

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		<p>Mark expressed concern that the concurrent enrollment with PSY 200, SOCL 120 and BUSN 118-that the programs had the ability to be involved in the credit change in ENG 098 and approved. Rafeeq advised he felt that due to prior email discussions that the programs were made aware of this change.</p> <p>Degree Works: Zach advised that any remedial and non-credit courses do not pertain to Degree Works. Also asked for CITN 245 that the program provide a list of approved substitutions for this course cancelation for students who may be following the older catalog years that this course was used (required in 1469 in 2019-20 and earlier, limited choice in 1453 in 2019-20 and earlier).</p> <p>Mary Ellen suggested adding a column to the CIMT doc asking for approved course substitutions so the information can be documented.</p> <p>Stephanie Trapp moves to approve credit CIMT course revisions, also to allow PSY 200, SOCL 120, and BUSN 118 to accept changes to their corequisites (requiring NCAS 103, 104, or 105, respectively, along with ENG 098).</p> <p>Objections: one nay (Mark Kelland) Approved</p>	
<p>CC Membership Update Call for TRT Chair (Tami McDiarmid)</p>	<p>2:55-3:00 3:01-3:05</p>	<ul style="list-style-type: none"> • New member needed from CEWD • Academic Senate is assisting with process • TRT chair needed, any volunteers!!!! • Looking for someone to volunteer, until one is named Tami and Penny will continue sharing responsibilities • Penny also advised of a guest to CC, Autumn Brown-Nursing Program. She has been with LCC since 2014 as an Adjunct and is now full-time. She was on the CC as a representative at Baker College in Owosso. She had emailed Penny and asked to sit in on the meetings. Welcome! 	<p>More Information Provided at next meeting</p>
<p>CC + CASL Work Group Update (Tami M.)</p>	<p>3:00-3:05 3:05-3:06</p>	<p>No meetings have been scheduled at this time. Will follow up at next meeting</p>	<p>Follow up at next meeting</p>
<p>CC & Degree Works Discussion (Tami M./Zachary Foster)</p>	<p>3:05-3:50 3:06-3:39</p>	<ul style="list-style-type: none"> • Zachary Foster provided an overview of some concerns with changes on Pathways and Degree Works • Zach advised a TMS is available to take. 	<p>Continued discussions at next meeting</p>

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		<ul style="list-style-type: none"> • Tracy N stated that this is a good thing. She reviews Degree Works for Legal Studies and feels this will benefit the student in long run • Dan R advised he works with students in Degree Works. He did the training and was able to begin assisting students. Also asked to clarify that regardless of changes to later pathway versions, the student still can follow any non-expired pathway from their transcribed start of classes at LCC (or any newer one). Rafeeq advised that is correct. • TMS, Degree Works – duration 20 minutes • Discussed that any New Course, New Pathway, or any course on the CIMT Doc needs to be reviewed by Degree Works administrator • When going to be submitted through CC, the review in Degree Works will take place prior to being reviewed and approved by Dean and submitting of the 5-star. • A question will be added to the 5-star work sheets for the New Course and New Pathway. “Has this proposal been reviewed by the Degree Works administrator?” • Items that need to be reviewed by Degree Works is credits, preqs, co-reqs., anything outlying to a college course. No student outcomes or evaluation changes need to be reviewed. • As for changes in Pathways, Laurie Kinne stated she is happy (and other CIMT reps) to provide contact information in programs to Zachary when requested with questions. • CIMT Reps will gather a plan for Zach to review pending changes to pathways. • Dan R inquired about a pending course change CITF XXX to possibly up the credits from 3 to 4 and add two learning outcomes. He was instructed to speak with Betsy R, CIMT Rep as she can get him started. • Zachary has been invited as an attending resource member of the committee and will be attending weekly. • Tami advised she would be presenting to the Academic Senate on 9/24 regarding this matter to provide overview of matter to enlighten faculty of the concerns. 	<p>TMS-Degree Works training available.</p> <p>Updated Flowchart and worksheets accordingly</p> <p>Tami M will present matter to Academic Senate on 9/24/21</p>
5-Star Ticket / Curriculum Committee Webpage Update:	3:50-4:00 3:39-3:41	<ul style="list-style-type: none"> • https://internal.lcc.edu/provost/senate/standing-committees/cc.aspx 	Provide additional follow-up at next

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MTA Guidelines Update Presentation created by CC for faculty/staff 5-Star Ticket Process for Gen Ed/MTA Submission Update (Penny Tucker)		Updated Guidelines have been made to webpage. Video: https://mediaspace.lcc.edu/media/Introduction%20to%20the%20Curriculum%20Committee/1_1e6uaahj Gen Ed/MTA Submission ticket has not been started as of this time. Will be ready for roll out in Spring semester for next year's submissions.	meeting of status of 5-star tickets
Item for Review:			
New Courses:	4:00	n/a	n/a
• n/a	3:41		
Course Revisions:	4:00	n/a	n/a
• n/a	3:41		
New Programs/Pathways:	4:00	n/a	n/a
• n/a	3:41		
Program of Study Discontinuation: n/a	4:00 3:41	n/a	n/a
General Ed-Applied / MTA Course Proposal	4:00-4:05 3:41-3:42	Submitted, but pending with Dean of A&S at this time.	Pending decision, review at next meeting.
• ANTH 275			
Agenda Items for Future Meeting:	4:05-4:30 3:42-3:43	none	none
Next Meeting: October 6 th , 2021			

Meeting adjourned 3:43pm

WebEx Chat Information:

September 15, 2021 2:29 PM from Susan Jepsen to everyone: No webcam today for me, sorry

September 15, 2021 2:32 PM from Susan Jepsen to everyone: yes

September 15, 2021 2:42 PM from Laurie Kinne to everyone: ENGL 098 and the NCAS ciourses won't go on pathways

September 15, 2021 2:42 PM from Rafeeq McGiveron to everyone: Laurie, that just reminded me--will the way Socl 120, Psyc 200, and Busn 118 take an NC be a pre/coreq tweak for this CIMT doc?

September 15, 2021 2:44 PM from Laurie Kinne to everyone: Simply that they'll allow co-enrollment with NCAS XXX

September 15, 2021 2:44 PM from Rafeeq McGiveron to everyone: Right, super-simple. But I mean, should we ask Penny to chuck it on (later) and then vote of the coreq tweak of those 3 courses now?

September 15, 2021 2:45 PM from Laurie Kinne to everyone: So, yes, but it's more a smaarea thing. Sure.

September 15, 2021 2:46 PM from Rafeeq McGiveron to everyone: Okely--will shout when clear.

September 15, 2021 2:54 PM from Susan Jepsen to everyone: agree

September 15, 2021 2:55 PM from Laurie Kinne to everyone: Why would that matter?

September 15, 2021 2:59 PM from Susan Jepsen to everyone: can we do a conditional approval

September 15, 2021 3:24 PM from Ami Ewald to everyone: Good point!

September 15, 2021 3:31 PM from Stephanie Trapp to everyone: I have to run to another meeting. Have a great rest of your week.

September 15, 2021 3:32 PM from Laurie Kinne to everyone: That's just what I was going to say, Mary Ellen - the CIMT Doc

September 15, 2021 3:43 PM from Autumn to everyone: Thank you for letting me join, it was interesting learning new faces and courses.