AGENDA & NOTES

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

- **Committee Members Present via WebEx**: Dan Rafail, Danielle Savory, Mark Kelland, Rafeeq McGiveron, Ian Leighton, Susan Jepsen, Ami Ewald, Michael Pemberton, Stephanie Trapp, Jon Ten Brink
- **Resource Members Present via WebEx:** Laurie Kinne, Mary Ellen Laatsch, Zachary Foster, Nancy Dietrich, Kelly Ellis
- **Guest:** Kali Majumdar
- **Scribe**: Penny Tucker

Date: October 6, 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 *(All)*~~ ~~***Course Expedited Revisions Approved by Director of Assessment:***~~	~~2:30-2:35~~ 2:31-2:33	- Penny T. requests additional item to agenda at end for a "refresher" of reviewing all types of course proposals. - Rafeeq M. recommends moving up welcome to new member and introduce ourselves. - Objections to agenda or changes: none - Approved with amendments	APPROVED with amendments
Approval of amended minutes from CC meeting on September 15, 2021 *(All)*	~~2:35-2:40~~ 2:33-2:35	- Amendments provided prior to meeting. - Objections: none - Approved with Amendments	APPROVED with amendments
CIMT Course Revisions: - THEA 150 - SOCL 120 - PSYC 200 - BUSN 118	~~2:40-2:55~~ 2:35-2:57	**THEA 150** Change Current: Prerequisite Course: None; Placement Score: None; Department Approval required. Adding: minimum 2.0 in THEA 120 or concurrently. - Mark K-if dept. approval required, why add? - Rafeeq M-possibly, but student may not, pre-req over-rides everything - Ami E-if students reviews and see THEO 120 req, they will stop and then take other - Zac F (DW): if for THEO 150, if THEO 120 is not required on pathway, then req. 150 to have req of 120, may have concern **SOCL 120** Adding NCAS 103 as a concurrent enrollment option. Prerequisite Course: None. Placement Scores: Reading Level 5 or ([Reading Level 4 and ENGL 099 concurrently] or [Reading Level 2 and concurrent enrollment in ENGL 098 and NCAS 103]) - Focused lab as potential co-req as NCAS 103 w/ ENGL 098? - Laurie K-yes	APPROVED: - THEA 150 - SOCL 120 - PSYC 200 - BUSN 118

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		PSYC 200 Adding NCAS 104 as a concurrent enrollment option. Prerequisite Course: None. Placement Scores: Reading Level 5. Course Note: Some face-to-face (lecture) and Online Real Time (ORT) sections of PSYC 200 allow concurrent enrollment with (ENGL 098 & NCAS 104), or ENGL 099. • No comments **BUSN 118** Adding NCAS 105 as a concurrent enrollment option. Prerequisite Course: None Placement Scores: Reading Level 5 and Writing Level 4 or [(Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or [Reading Level 2 and Writing Level 2 and concurrent enrollment in ENGL 098 and NCAS 105) • No comments • Mark Motions to approval all CIMT revisions • Objections: None • Motion approved	

CC Membership Update Call for TRT Chair (Rafeeq M.)	~~2:55-3:00~~ New Member: 2:35-2:45 TRT: 2:57-2:59	• WELCOME Ian Leighton from CEWD
		• TRT chair needed, any volunteers!!!!
		  o Looking for someone to volunteer, until one is named Tami and Penny will continue sharing responsibilities
		  o Email Tami if interested
			If interested in TRT Chair, email Tami McDiarmid

CC + CASL Work Group Update (Rafeeq M.)	~~3:00-3:05~~ 2:59-3:00	No updates or meetings scheduled at this time. Mark advises no discussion at last CASL meeting Need to inquire with Karen Hicks and Tim Deines about status/meeting	Follow up at next meeting
CC & Degree Works Update (Rafeeq M./Zachary Foster)	~~3:05-3:15~~ 3:00-3:32	• Zac, no additional updates at this time • Clarification as to which types of course proposals need to be reviewed by DW admin. • Most revisions can be viewed on the CIMT course revisions document • Definitely want to review New course and new program. • Committee discussed course revisions as they will appear on the CIMT course revision document	Penny T. to send worksheets to Zac F Additional discussions/questions in future meetings

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		• Purpose of the review is to receive and begin potential adjustments in the beginning rather than at end after approvals and only having one week before new semester of scheduling begins. • Penny to send Zac F. the worksheets to verify if he wishes to receive what types of course proposals in the beginning. • Also discussion if an option of N/A needs to be included. • On New Course proposal worksheet, a question about adding a question if yes to change of course on pathway, asking if the course is equivalent to previous course. • Additional requests for a "key" as to what is considered a yes, no, or n/a to be discussed with Degree Work admin	
5-Star Ticket / Curriculum Committee Webpage Update: 5-Star Ticket Process for Gen Ed/MTA Submission Update (Penny Tucker)	3:15 3:20 3:32-3:36	• Updated CC webpage with new Member • Confirmed with AS President, Vice-President, & Secretary to add the following language to the CC webpage, meeting tab when next update for report is submitted thru 5-star: *All meetings of the Curriculum Committee are open to the public. The AY22 meeting dates are listed below. Please contact the Committee Chair, or contact the Academic Senate's Secretary for information.* • Susan J inquired if made "public", then the webex invitation needs to be sent out like the AS information is. • Jon T stated that it does not as if the individual seeks to the information, they are advised to contact the Committee Chair. • Penny T asked if the word "public" should be changed to "LCC Community". Jon was going to investigate further.	Jon T. to research terminology of public or LCC community for standing committee's webpages. Further updates at next meeting
Item for Review:			
New Courses: • n/a	3:20 3:36	n/a	n/a
Course Revisions: • n/a	3:20 3:36	n/a	n/a
New Programs/Pathways: • n/a	3:20 3:36	n/a	n/a

Agenda Item	Tentative Time	Discussion	Next Steps
Program of Study Discontinuation: n/a	~~3:20~~ 3:36	n/a	n/a
General Ed-Applied / MTA Course Proposal • ANTH 275	~~3:20-4:00~~ 3:36-3:44	• Previously approved as MTA-Social Science • Matter was reviewed and approved by Dean and SAM Director of MTA • Rafeeq M stated he reviewed the course description and determined more lab science oriented then realized. • Mark K stated nothing out of the ordinary as a science lab course • Zac F (DW) stated that when course is taken, will be assigned to student as a science met requirement if no specific course is stated, even if courses are listed on pathway as "recommended". • Rafeeq M. stated may have a few students who may have issue and if he received an appeal, he will grant the change. • Nancy D asked that the advisors be made aware of the change to MTA list prior to actual change. • Rafeeq M. stated that he, Lori Myers, and Mary Ellen Laatsch have discussed and he has a reminder to send an email regarding the matter prior to change. • Mark K. motions to approve • Objections: none • APPROVED	APPROVED ANTH 275 to MTA Natural Science lab
"Refresher" of reviewing 5-star tickets for all types of course proposals (All)	~~4:00-4:15~~ 3:44-4:09	• Reviewed flow charts for New courses/programs and revised courses • Discussed what the differences were for course revisions and expedited revisions • Expedited revisions obtain (1) business day for review with entire CC. If objections received, matter is then placed on next CC meeting agenda. • Course Revisions received (5) business days with TRT, then placed on next CC meeting agenda providing a TRT report to entire CC to review • Discussed and reviewed emails and when to respond, where to locate the type of revision to know if one day response is needed • Reviewed CC website to help provide information of who the voting and non-voting members are.	Advised any questions or concerns in reviewing process, to contact Chair, Vice-Chair, or Penny T with any questions.

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		• Discussed about quorum for meeting to begin and vote-8 voting members needed. • Reviewed current member list. Discovered need to an additional A&S member since Jon Ten Brink is considered as an Ex-Officio member now.	
Agenda Items for Future Meeting: **Next Meeting:** October 20th, 2021	~~4:15-4:30~~ 4:09-4:24	• Upcoming additional Gen Ed-Applied review for CITP 110 • Need additional A&S member since Jon Ten Brink is an ex-officio	

Meeting adjourned 4:24

WebEx Chat Information:

October 6, 2021   2:46 PM   from Susan Jepsen to everyone: not yet...but in the past i have to be logged in to the vpn for it to work

October 6, 2021   2:46 PM   from Rafeeq McGiveron to everyone: Yes, VPN is needed.

October 6, 2021   2:46 PM   from Stephanie Trapp to everyone: I just tried and I was able to get to the documents.

October 6, 2021   2:47 PM   from Susan Jepsen to everyone: just confirmed...I cannot access it, but i am not on vpn

October 6, 2021   2:51 PM   from Susan Jepsen to everyone: transparency to student

October 6, 2021   2:55 PM   from Rafeeq McGiveron to everyone: Oops, I hadn't scrolled down far enough . . .

October 6, 2021   2:58 PM   from Susan Jepsen to everyone: TY Penny!

October 6, 2021   3:09 PM   from Susan Jepsen to everyone: can we develop a key that wouild define what needs a review and what is not applicable?

October 6, 2021   3:10 PM   from Rafeeq McGiveron to everyone: And Prereq is the only thing needed

October 6, 2021   3:17 PM   from Mary Laatsch to everyone: Just a reminder that when we have a new course it is listed on the course revisions document. When that course is replacing another course, that is also listed on the course revisions document.

October 6, 2021   3:18 PM   from Mary Laatsch to everyone: I think the information that Zach needs will be on the course revisions document.

October 6, 2021   3:20 PM   from Rafeeq McGiveron to everyone: Mary Ellen, do you mean that we don't have the have the Q on the form? Bec we will have Zach always check CIMT doc?

October 6, 2021   3:20 PM   from Mary Laatsch to everyone: I mean that it won't be necessary for Zach to review the proposal forms for courses.

October 6, 2021   3:30 PM   from Kali Majumdar (privately): I am late for ANTH 275

October 6, 2021   3:59 PM   from Stephanie Trapp to everyone: I have to run to another meeting. Have a great rest of your day.

October 6, 2021   4:00 PM   from Jon Tenbrink to everyone:I have to run as well. Thanks all!

October 6, 2021   4:04 PM   from Susan Jepsen to everyone: no questions, great overview

October 6, 2021   4:12 PM   from Susan Jepsen to everyone: i did that as an example for Ian

October 6, 2021   4:21 PM   from Ian Leighton to everyone: Sorry. I'll be back in 2 minutes. Need coffee.

October 6, 2021   4:24 PM   from Susan Jepsen to everyone: time is money