

AGENDA & NOTES

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

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

Date: October 20, 2021

Time: 2:30-4:30 PM

Room: WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the October 20, 2021 Agenda Approval of CC consent agenda (All) Course Expedited Revisions Approved by Director of Assessment:	2:30-2:35 2:30-2:32	<ul style="list-style-type: none"> • Changes or Amendments to Agenda: • Add discussion Evaluation Method percentages following CIMT review • Objections: none • approved 	APPROVED
Approval of amended minutes from CC meeting on October 6, 2021 (All)	2:35-2:40 2:32-2:33	<ul style="list-style-type: none"> • Additions or Objections: none • Approved 	APPROVED
Evaluation Method Percentages	2:33-2:50	<ul style="list-style-type: none"> • Evaluation methods requirement of 100% by required methods never set; always assumed • Need to go to the Senate if 100 needed to be reachable with "requires". Rafeeq feels required and optionals reaching 100%. • Language proposed would be beneficial stating. • CIMT has not chosen to impress this upon programs, we've been required to. • Who decided this? M. Laatsch suggested this is "pre" Curriculum Committee. Involved Directors of Instruction. • Start with CC or need to start in Academic Senate for procedure? • Depends if language can be tweaked, but process needs to be approved by Academic Senate. • CC's comfort level going forward or want to make the process a little more concrete so this does not keep coming forward. • Previously CIMT members not in the process, now they are. 	Will add language to Master Syllabi instructions at Evaluation Methods. Suggested Concourse instructions and update worksheets for Curriculum Committee. "Assignments Not required if other optional categories are used to bring the

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		<ul style="list-style-type: none"> If all methods are required and 100% can be reached, then there's not an issue. Not restrict it, but put Mary Ellen's suggested language into the instructions (worksheets). Syllabus (master) near evaluation methods; in Concourse-edit mode-directions just above criteria, does not state all must be 100%. 	total percentage to 100%"
CIMT Course Revisions: <ul style="list-style-type: none"> BUSN 285 BUSN 155 BUSN 157 BUSN 260 MGMT 223 MGMT 224 MGMT 228 PHOT 228 THEA 223 BIOL 229 BUSN 261 NCSS 101 ENGL 098 INSU 105 INSU 110 INSU 125 INSU 175 INSU 250 INSU 285 PSYC 180 MUSC 163 & 164 MUSC 240 & 241 BUSN 150 BUSN 250 BUSN 251 HIST 150 HIST 210 HUMS 160 SOCL 255 ANTH 270 	2:40-2:55 2:50-3:08	<ul style="list-style-type: none"> BUSN 285 (Internship): Change N (Numeric Standard); is currently P/Z BUSN 155 Cancel, Course is consistently cancelled or has very low enrollment; will no longer offer. Impact pathways? Zac- no issues BUSN 157 Cancel, Course is consistently cancelled or has very low enrollment; will no longer offer. Impact pathways? Zac- no issues BUSN 260 Change, Prerequisite Course: BUSN 157 or concurrently; Placement Scores: RL 5 and WL 4 and ML 4; BUSN 157 being cancelled. Preq required? Just scores MGMT 223 Change RL 5 or (RL 4 and ENGL 099 concur) and WL 6; was RL 5 & WL 6. Still WL6, really intending? If so, why? MGMT did with couple courses last year, asked MGMT, sustain WL6. Inquire with program to confirm preq's. MGMT 224 Change RL 5 or (RL 4 and ENGL 099 concur) and WL 6; was RL 5 & WL 6 MGMT 228 Change RL 5 or (RL 4 and ENGL 099 concur) and WL 6; was RL 5 & WL 6 PHOT 228 Cancel, Independent Study course; hasn't been used since SP '09 THEA 223 Cancel, Independent Study course; no longer being utilized. BIOL 229 (Nature Study for Educators) Cancel, Course no longer being offered. Implication for students in Education? No BUSN 261 Cancel, Course has not run or been cancelled due to low enrollment for the past 4-5 years. NCSS 101 (Non-credit social science) imbedded course Cancel, Replaced by NCAS (non-credit academic support) 103 All courses below are pending a 5-star ticket process:	APPROVED: <ul style="list-style-type: none"> BIOL 229 BUSN 155 BUSN 157 BUSN 260 BUSN 261 BUSN 285 MGMT 223 MGMT 224 MGMT 228 NCSS 101 PHOT 228 THEA 223 All courses below are pending a 5-star ticket process: <ul style="list-style-type: none"> ENGL 098 INSU 105 INSU 110 INSU 125 INSU 175 INSU 250 INSU 285 PSYC 180 MUSC 163 & 164 MUSC 240 & 241 BUSN 150 BUSN 250 BUSN 251

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		<ul style="list-style-type: none"> • ENGL 098 Change, COURSE DESCRIPTION CHANGE, OUTCOMES CHANGE, EVAL METHODS CHANGE, FOR SP '22; course being revised for new EAS model that's been implemented 5Star Course Rev. in process. • INSU 105 Change, EVAL METHODS CHANGE, Exp Rev in process • INSU 110 Change, OUTCOMES CHANGE, EVAL METHODS CHANGE, Course Rev in process • INSU 125 Change, EVAL METHODS CHANGE, Exp Rev in process • INSU 175 Change, OUTCOMES CHANGE, EVAL METHODS CHANGE, Exp Rev in process • INSU 250 Change, EVAL METHODS CHANGE, Exp Rev in process • INSU 285 Change, EVAL METHODS CHANGE, Exp Rev in process • PSYC 180 Change, COURSE DESCRIPTION CHANGE, OUTCOMES CHANGE, EVAL METHODS CHANGE, Course Rev in process • MUSC 163 & 164 Change, EVAL METHODS CHANGE, Exp Rev in process • MUSC 240 & 241 Change, EVAL METHODS CHANGE, Exp Rev in process • BUSN 150 Change, OUTCOMES CHANGE, Course Rev in process • BUSN 250 Change, OUTCOMES CHANGE, Course Rev in process • BUSN 251 Change, OUTCOMES CHANGE, Course Rev in process • HIST 150 Change, OUTCOMES CHANGE, EVAL METHODS CHANGE, Course Rev in process • HIST 210 Change title to Historical Methods and Skills, Prerequisite Courses: Minimum 2.0 in (HIST 211 or HIST 212) Placement Scores: RL 5 and WL 6, OUTCOMES CHANGE, EVAL METHODS CHANGE, Course Rev in process • HUMS 160 Change, COURSE DESCRIPTION CHANGE, OUTCOMES CHANGE, Course Rev in process • SOCL 255 Change, EVAL METHODS CHANGE, Course Rev in process 	<ul style="list-style-type: none"> • HIST 150 • HIST 210 • HUMS 160 • SOCL 255 • ANTH 270

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		<ul style="list-style-type: none"> • ANTH 270 Change, COURSE DESCRIPTION CHANGE, OUTCOMES CHANGE, Course Rev in process Mark motioned to approved changes to BUSN 285, BUSN 155, BUSN 157, BUSN 260, MGMT 223, MGMT 224, MGMT 228, PHOT 228, THEA 223, BIOL 229, BUSN 261, NCSS 101. Tracy N. seconded Objections: nay (Rafeeq) Approved	
CC Membership Update Call for TRT Chair (Rafeeq M.)	2:55-3:00 3:08-3:10	<ul style="list-style-type: none"> • Additional A&S member needed to cover AS President, Jon Ten Brink. – Tami has reached out to Dean for suggestions • TRT chair needed, any volunteers!!!! <ul style="list-style-type: none"> ○ Looking for someone to volunteer, until one is named ○ Tami and Penny will continue sharing responsibilities ○ Email Tami or Penny if interested 	If interested in TRT Chair, email Tami McDiarmid Suggest A&S member to CC, contact Tami
CC + CASL Work Group Update (Rafeeq M.)	3:00-3:05 3:10-3:11	<ul style="list-style-type: none"> • Emailed Tim Deines and Karen Hicks regarding work group status on 10/08/21. • Response received 10/20/21 from Karen Hicks: Good morning, Thanks for the follow-up. Yes, we are due to get this group going again this semester. I'll set up a meeting for us to collaboratively define our objectives for this AY. Take care, Karen 	Follow-up at next meeting
CC & Degree Works Update (Rafeeq M./Zachary Foster)	3:05-3:15 3:11-3:12	<ul style="list-style-type: none"> • Zac still compiling list of issues to look out for 	Follow-up at next meeting: on-going agenda item
5-Star Ticket / Curriculum Committee Webpage Update: 5-Star Ticket Process for Gen Ed/MTA Submission Update (Penny Tucker)	3:15-3:20 3:12-3:13	No new pending information; continue updates to worksheets for CIMT reps and webpage Still pending with Rafeeq and Penny	Follow-up at next meeting Rafeeq & Penny to meet and discuss new 5-star ticket for Gen Ed-Applied/MTA process

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Discuss WebEx Chat Information in meeting minutes (Susan J.)	3:20-3:30 3:13-3:16	Unsure why the WebEx chat is added to minutes as no association with meeting items Members will place comments, questions, links in chat that are informational to subjects discussed. Time stamp on the WebEx chat coincides with time stamp in meeting minutes for association	WebEx Chat will continue in minutes for reference purposes.
Item for Review:			
New Courses: • n/a	3:30 3:16	n/a	n/a
Course Revisions: • BUSN 150- Legal Issues: Start Small Busn • ENGL 098 – Integrated Reading/Writing I • INSU 110- Personal Insurance • PSYC 180- Intro to Positive Psychology	3:30-3:50 3:16-3:42	Correction in Revised Worksheet. BUSN 150: • change outcome B, add Between • Select them from where, or from what? Perhaps consider changing it to something like “Select appropriate business agreements and/or contracts” • Mark motions to approve with recommended amendments, Tracy seconds • Objections: none • Approved subject to program accepting TRT/CC recommendations <i>UPDATE 10/26/21: Per email from Laurie K., BUSN program approved TRT recommendations.</i> ENGL 098: • Course description, learning outcomes, and evaluation methods update • Mark K. motions to approve • Objections: none • Approved INSU 110 • Outcomes and evaluation methods • #3, change describe to recognize - Some prefer describe • #7 - Rafeeq recommends returning to program and reviewing further • See WebEx chats for additional ideas	APPROVED: • BUSN 150- Legal Issues: Start Small Busn • ENGL 098 – Integrated Reading/Writing I • PSYC 180- Intro to Positive Psychology POSTPONED: • INSU 110- Personal Finance- postponed pending conversation with CC with Karen Hicks to discuss outcome #7 and #3.

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		<ul style="list-style-type: none"> • Dan R asks what does it “apply” • Tracy N. being a former estate planning attorney stating apply, apply to what? Incomplete • Suggested being taken back by Curriculum Committee instead of CIMT rep. • Mark motions to approve as originally written. • Mark withdraws motion • Tracy N. motions to postpone, Mark K seconded • Objections: none • Approved: INSU 110 is postponed pending conversation with CC with Karen Hicks to discuss outcome #7 and #3. • Mark K moves to leave outcome #7 as is. • Jon T point of order – already voted on postponing. • Tami-point is well taken <p>PSYC 180:</p> <ul style="list-style-type: none"> • Tracy N. moves to approve, Rafeeq M. seconds • Objections: none • Mark K. abstains • Approved 	
New Programs/Pathways: <ul style="list-style-type: none"> • n/a 	3:50 3:42	n/a	n/a
Program of Study Discontinuation: <ul style="list-style-type: none"> • Geography (0749) 	3:50 3:42	Postponed by CIMT Rep. for additional information on 10/19/21	Postponed for future meeting
General Ed-Applied / MTA Course Proposal <ul style="list-style-type: none"> • CIP 110-Intro to Programming-Python 	3:50-4:15 3:42-4:02	<ul style="list-style-type: none"> • Used in industry a lot • Rafeeq asked saw logic, but no science from assignment • Scientific method not on every assignment, but part of the program • Dan R: My understanding of CIP110 Python Programming is that the scientific method is defined and used as a fundamental part of the programming development cycle and coding process. See the examples below. http://jasonya.com/wp/the-scientific-method-as-it-applies-to-coding-and-computational-biology/ 	POSTPONED: <ul style="list-style-type: none"> • CIP 110-Intro to Programming-Python- Dan R. will work with Betsy and faculty to review further and dissect lecture/lab affiliation to

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		<p>https://www.cs.princeton.edu/~rs/talks/ScienceCS.pdf http://wiki.c2.com/?DebuggingAndTheScientificMethod https://www.tutorialspoint.com/sdlc/sdlc_waterfall_model.htm</p> <ul style="list-style-type: none"> • Dedicated lab component in Concourse • Course is in a computer lab all the time, lecture and lab • Provost stated that a lab component is necessary for science • Tami M: It sounds like it should be 50/50 in lecture/lab? • Betsy R. advised she will discuss with program as it is a lecture/lab course. • Mark K moves to postpone, Rafeeq M seconded • Objections: none • CITP 110 is postponed, Dan worked with Betsy to review further dissect lecture/lab affiliation to course to meet science lab requirement 	course to meet science lab requirement
<p>Agenda Items for Future Meeting:</p> <p>Next Meeting: November 3rd, 2021</p>	<p>4:15-4:30 4:02-4:06</p>	<ul style="list-style-type: none"> • Several Course Revisions and New Courses on the horizon • 5-Star emails over-abundant from tickets. Penny working with Matt Zulli to understand email responses. 	

Meeting adjourned at 4:06pm

WebEx Chat Information:

- October 20, 2021 2:30 PM from Danielle Savory to everyone: Just finishing up a call! Will be here soon :)
- October 20, 2021 2:30 PM from Autumn Brown to everyone: Hello
- October 20, 2021 2:31 PM from Danielle Savory to everyone: Here! :)
- October 20, 2021 2:36 PM from Mary Laatsch to everyone: Not policy, process
- October 20, 2021 2:41 PM from Mark Kelland to everyone: CIC was not policy, it was the Curriculum and Instruction and Council.
- October 20, 2021 2:41 PM from Mark Kelland to everyone: or rather C & IC

October 20, 2021 2:41 PM from Mary Laatsch to everyone: CIC was policy only when I was taking notes at the committee. AAAG was the group that reviewed the course and curriculum for the College.

October 20, 2021 2:50 PM from Penny Tucker to everyone: "Assignments Not required if other optional categories are used to bring the total percentage to 100%"

October 20, 2021 2:57 PM from Autumn Brown to everyone: Me too, LOL!

October 20, 2021 2:58 PM from Mark Kelland to everyone: Welcome to the CC, lol!

October 20, 2021 3:03 PM from Heather Bunce to everyone: I agree

October 20, 2021 3:08 PM from Danielle Savory to everyone: Aye

October 20, 2021 3:08 PM from Heather Bunce to everyone: aye

October 20, 2021 3:08 PM from Mark Kelland to everyone: Love those split votes!

October 20, 2021 3:22 PM from Danielle Savory to everyone: aye

October 20, 2021 3:23 PM from Heather Bunce to everyone: Aye

October 20, 2021 3:26 PM from Danielle Savory to everyone: aye

October 20, 2021 3:26 PM from Heather Bunce to everyone: Aye

October 20, 2021 3:29 PM from Susan Jepsen to everyone: change to create an estate plan including retirement options

October 20, 2021 3:30 PM from Ami Ewald to everyone: Thinking the same thing Mark

October 20, 2021 3:37 PM from Heather Bunce to everyone: aye

October 20, 2021 3:37 PM from Danielle Savory to everyone: aye

October 20, 2021 3:41 PM from Heather Bunce to everyone: aye

October 20, 2021 3:41 PM from Danielle Savory to everyone: aye

October 20, 2021 3:42 PM from Heather Bunce to everyone: aye

October 20, 2021 3:45 PM from Daniel Rafail to everyone: My understanding of CITP110 Python Programming is that the scientific method is defined and used as a fundamental part of the programming development cycle and coding process. See the examples below.
<http://jasonya.com/wp/the-scientific-method-as-it-applies-to-coding-and-computational-biology/>
<https://www.cs.princeton.edu/~rs/talks/ScienceCS.pdf>
<http://wiki.c2.com/?DebuggingAndTheScientificMethod>
https://www.tutorialspoint.com/sdlc/sdlc_waterfall_model.htm

October 20, 2021 4:01 PM from Heather Bunce to everyone: aye

October 20, 2021 4:01 PM from Danielle Savory to everyone: aye

October 20, 2021 4:02 PM from Danielle Savory to everyone: Thanks, everyone! See you next time!

October 20, 2021 4:03 PM from Stephanie Trapp to everyone: I love fall as well.

October 20, 2021 4:04 PM from Jon Tenbrink to everyone: creating rules in your Outlook REALLY helps

October 20, 2021 4:05 PM from Mark Kelland to everyone: I'm happy with email. I don't want to have to keep leaving Outlook to go into another program.

October 20, 2021 4:06 PM from Heather Bunce to everyone: Have a great day!