AGENDA & NOTES

Name of Committee or Team: Curriculum Committee

• **Committee Members Present via WebEx**: Heather Bunce, Ian Leighton, Amy Ewald, Jodi Wiley, Mark Kelland, Mike Pemberton, Mieko Philips, Rafeeq McGiveron, Tamara McDiarmid, Tracy Nothnagel, Dan Rafail, Eric Bennett

- Resource Members Present via WebEx: Kelly Ellis, Laurie Kinne, Mary Ellen Laatsch, Zachary Foster, Nancy Dietrich, Betsy Raleigh
- Guest:
- Scribe: Penny Tucker

Date: November 17, 2021	-	Time: 2:30-4:30 PM Room: WebEx					
Agenda Item	Tentative Time	Discussion	Next Steps				
Approval of the November 17, 2021 Agenda Welcome new members: Jodi Wiley & Meiko Phillips Approval of CC consent agenda (All)	2:30-2:35 2:32-2:33 2:35-2:45 2:33-2:34	Updates adding CIMT Revision Information Objections: none Approved MASG 231 revisions: This course will introduce the student to clinical massage technique	Approved Approved s-te • COMM 120				
Course Expedited Revisions Approved by Director of Assessment and CC Reviewed: COMM 120 – no revisions COMM 240 – no revisions COMM 270 – no revisions ENGL 290 – no revisions MASG 110 – no revisions MASG 231 – w/ revisions MASG 232 – w/ revisions PHYS 200 – w/ revisions	2.00-2.04	 treat conditions of the upper body. Students will learn anatomy, physiology, and kinesiology of specific muscles of the superficial fro line, superficial back line, and lateral line followed by clinical massage techniques and stretches to treat these areas. MASG 232 revisions: This course will continue to introduce the student to clinical massage techniques to treat conditions of the lower body. Students will learn anatomy, physiology and kinesiology of specific muscles of the spiral line, arm line, and deep front line followed by clinical massage techniques and stretches to treat these areas. PHYS 200 revisions: B. Discuss and summarize basic knowledge of the nature, scope, purpose, and limitations of science and technology. E. Evaluate algebraic, geometric, and graphical forms of physical d K. Use industry-standard analytical tools. Mark moves to approve consent agenda Poll: 6 approve, 0 Nay, 1 abstain 	e COMM 240 • COMM 270 • ENGL 290 • MASG 110 • MASG 231 • MASG 232 • PHYS 200 •				

Agenda Item	Tentative Time	Discussion	Next Steps				
Approval of amended minutes from CC meeting on November 3, 2021 <i>(All)</i>	2:45-2:50 2:34-2:35	0 0					
CIMT Course Revisions: MASG 137 MASG 139A MASG 139A MASG 139B ELTE 102 HVAC 102 NETS 102 WELD 102 NCBD 102 NCCT 400 NCCT 700 NCHE 101 NCHE 103 NCHE 103 NCHE 104 NCHE 105 NCHE 210 NCHE 210 NCHE 210 NCHE 235 BSEM 100 CSEM 100 GSEM 100 GSEM 100 JSEM 100 MUSC 193 MUSC 237 PHOT 113 THEA 143 THEA 143 THEA 160 TSEM 173	2:50-3:15 2:35-3:03	 MASG 137 Change Title, New: Medical Terminolgy for Massage; Old: Medical Elements of Massage; Title change to reflect content taught in course more accurately. M. Laatsch-suggested not calling the new suggestion as terminology is misspelled. Suggested Med Terminology for Massage or Med Terminology Massage Kelly will return to program and discuss updated new name and return to CC at Dec. 1st meeting MASG 139 Change Title, New: Pathology for Massage; Current: Medical Conditions in Massage; Title change to reflect content taught in course more accurately. MASG 139A Change Title, New: Pathology for Massage I; Current: Medical Conditions in Massage I; Title change to reflect content taught in course more accurately. MASG 139B Change Title, New: Pathology for Massage I; Current: Medical Conditions in Massage I; Title change to reflect content taught in course more accurately. MASG 139B Change Title, New: Pathology for Massage II; Current: Medical Conditions in Massage II; Title change to reflect content taught in course more accurately. ELTE 102 Cancel HVAC 102 Cancel WELD 102 Cancel WELD 102 Cancel WELD 102 Cancel, Effective Fall 2021 NCCT 400 Cancel, Effective Fall 2021 NCCT 700 Cancel, Effective Fall 2021 NCHE 101 Cancel, Effective Fall 2021 NCHE 103 Cancel, Effective Fall 2021 NCHE 104 Cancel, Effective Fall 2021 NCHE 105 Cancel, Effective Fall 2021 NCHE 104 Cancel, Effective Fall 2021 NCHE 105 Cancel, Effective Fall 2021 NCHE 104 Cancel, Effective Fall 2021 NCHE 105 Cancel, Effective Fall 2021 NCHE 104 Cancel, Effective Fall 2021 NCHE 105 Cancel, Effective Fall 2021 NCHE 104 Cancel, Effective Fall 2021 NCHE 105 Cancel, Effective Fall 2021 NCHE 104 Cancel, Effective Fall 2021 NCH	Postponed pending further information: MASG 137 ELTE 102 HVAC 102 METS 102 WELD 102 Reviewed by CC, Cleaning Banner course codes: NCBD 102 NCCT 400 NCCT 700 NCHE 101 NCHE 103 NCHE 103 NCHE 103 NCHE 104 NCHE 105 NCHE 105 NCHE 210 NCHE 210 NCHE 210 NCHE 230 NCHE 235 BSEM 100 CSEM 100 GSEM 100 GSEM 100 TSEM 100 APPROVED: MASG 139 MASG 139A				
• THEA 220		NCHE 211 Cancel, Effective Fall 2021 NCHE 230 Cancel, Effective Fall 2021	• MASG 139B				

Agenda Item	Tentative Time	Discussion	Next Steps
 THEA 285 THEA 233 PHOT 213 CHEM 152 ISCI 122 (Any courses on CIMT Course Revision .pdf document that are highlighted in turquoise are pending cc course reviews and are NOT listed here.) 		 NCHE 235 Cancel, Effective Fall 2021 BSEM 100 Cancel, Effective Fall 2021 CSEM 100 Cancel, Effective Fall 2021 GSEM 100 Cancel, Effective Fall 2021 QSEM 100 Cancel, Effective Fall 2021 TSEM 100 Cancel, Effective Fall 2021 TSEM 100 Cancel, Effective Fall 2021 Course codes not running any longer; remove from listing; worked with Mary Ellen Lattsch On CIMT form as they are in Banner MUSC 193 Change, F, Sp - Course Sequencing PHOT 113 Change, F, Sp - Course Sequencing THEA 131 Change, F, Sp - Course Sequencing THEA 143 Change, F, Sp - Course Sequencing THEA 160 Change, F, Sp - Course Sequencing THEA 173 Change, F, Sp - Course Sequencing THEA 173 Change, F, Sp - Course Sequencing THEA 200 Change, F, Sp - Course Sequencing THEA 203 Change, F, Sp - Course Sequencing THEA 233 Change: Prerequisite Courses: Minimum 2.0 in (THEA 131 and THEA 132 and THEA 141 and THEA 143) or Department Approval Placement Scores: None; Co-requisite Course: THEA 240 & THEA 225; F, Su PHOT 213 Change; Prerequisite Course: Minimum 2.0 in PHOT 114 and PHOT 117 and PHOT 119 and minimum 2.0 in PHOT 114 and PHOT 117 and PHOT 119 and minimum 2.0 in CHEM 151; Placement Scores: Reading Level 5 and Writing Level 6 and Math Level 3 CHEM 152 Change; Prerequisite Course: Minimum 2.0 in CHEM 151; Placement Scores: Reading Level 5 and Writing Level 6 and Math Level 7 or MATH 124 or (MATH 126 concurrently)) ISCI 122 Change; Prerequisite Course: Minimum 2.0 in CHEM 151; Placement Scores: Reading Level 5 and Writing Level 6 and Math Level 7 or MATH 124 or (MATH 126 concurrently)) ISCI 122 Change; Prerequisite Course: Minimum 2.0 in CHEM 151; Placement Scores: Reading Level 5 and Writing Level 6 and Math Level 4. Recommended: Minimum 2.0 in ISCI 121. None Placement	 MUSC 193 MUSC 237 PHOT 113 THEA 131 THEA 143 THEA 160 THEA 173 THEA 220 THEA 285 THEA 233 PHOT 213 CHEM 152 ISCI 122

Agenda Item	Tentative Time	Discussion	Next Steps
CC Membership Update Call for TRT Chair (Tami M.)	3:15-3:17 3:03-3:06	 Additional A&S member update Also (2) HHS Member needed TRT chair needed, any volunteers!!!! Looking for someone to volunteer, until one is named Tami and Penny will continue sharing responsibilities Email Tami or Penny if interested Danielle will continue till end of semester, new member needed in spring semester from HHS; Tami will reach out after meeting to Dean to discuss. 	Seeking a new HHS Member for spring semester Interested in being a TRT Chair, reach out to Tami
CC + CASL Work Group Update (Tami M.)	3:17-3:30 3:06-3:08	 Tami met with Tim Deines (CASL) and Karen Hicks (Dir. Of Assessment) to discuss a worksheet/outline for both groups are responsible for to work better together. Karen Hicks requested to attend CC meeting to discuss further about CASL Begin work in Spring semester and begin with outlines and procedures. 	Meetings being scheduled. Advise Terri C. of interest from M. Laatsch and T. Nothnagel More to come at next meeting
CC & Degree Works Update (Zachary Foster)	3:30-3:40 3:08-3:12	 List of changes sent to CIMT reps that Zach needs to be involved with Dan question thru Help Desk; set up video for students to use Degree Works. Zach mentioned it is in the works. Current video on website: <u>https://www.lcc.edu/admissions-financial-aid/registrar/degreeworks.html</u> 	More information at next meeting
Proposal Worksheet Changes (Penny)	3:40-3:45 3:12-3:29	 Edits to Revised Course Proposal Worksheet: Remove Transfer question and EAS/Corequisite questions. On all worksheets, added the process box at bottom of document Evaluation Methods: Update to (NOTE: The sum of all criteria, whether required and/or optional, must be able to equal 100%.) Questions following meeting: Following last meeting, updated recommendation for: The sum of all criteria, required and/or optional, must be able to equal 100%. Revised Course form: requested to remove transferability and student success question. Mark encourages transferability question to remain 	All Cc worksheets will show at Evaluations Methods: The sum of all criteria, required and/or optional, must be able to equal 100%. Remove the Student Success question from

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		 Tami stated to go with first instinct and remove both questions. Ami Ewald recalls when added transferability to make sure faculty are speaking. Suggests to defer to Provost for input. Hesitate to remove all together Betsy suggestion - Will these proposed changes affect the transferability of the course? Remove Student success question Further discuss transferability 	Revised Course Worksheet. Remove transferability question for now, but inquire with Provost regarding question and if needs to be modified.
5-Star Ticket / Curriculum Committee Webpage Update: 5-Star Ticket Process for Gen Ed/MTA Submission Update	N/A 3:29	Gen Ed/MTA 5-star submission: Still pending with Rafeeq and Penny Marketing requested no updates/changes for 1 month so they can transfer Academic Senate webpage (including CC) from internal webpage to most up to date webpages. No changes at this time.	No updates at this time; follow up at next meeting
Process for Updating Program Learning Outcomes (Betsy)	3:45 – 3:55 3:29-3:36	 Answer from Karen indicated going through CC but the Committee does not review PLO's. What does Betsy need to do to submit the changes outside of program review process? Betsy: Program learning outcomes/Degree outcomes, where are they located? Tami: CC has only been courses; Program review has been when PLOs reviewed. Mark: CC has authority over Certificates and Degrees. Have not had very many new "programs" (always unclear how "program" relates to certificate or degree) in a while. CC reviews a certificate program or degree program, Tech Careers and HHS often have degrees and several stackable certificates where the PLOs guide others. Add to form that this course or set of courses align with these PLOs in our program. Thrown by website: PLOs listed for Fire, 3 programs, list same PLOs. Update to show only PLOs all 	CC does review PLO's, just has not occurred in many years. If necessary, forward to CC for review.
Items for Review			
New Courses: • n/a	N/A 3:36	n/a	n/a
Course Revisions: 3 rd Read:	3:55-4:15 3:36-4:00	POSTPONED from 10/20/21 meeting:	APPROVED:

Agenda Item	Tentative Time	Discussion	Next Steps
 INSU 110- Personal Insurance 2nd Read: ARTS 229 – Web Design III 1st Read: COMM 110- Communication in the Workplace PHOT 114-Advanced Photographic Imaging 		 INSU 110-Personal Finance- postponed pending conversation with CC and Karen Hicks to discuss outcome #7 and #3. Discussed with Karen Hicks. Requested changes to outcome #7, leave #3 alone. Revised 11/4/21 Mike motions to approve, Dan second Poli: 8 approve, 0 nay, 0 abstain Approved INSU 110 ARTS 229 Digital Campaign Project Notes updated: Mark: client score, actual client? Does that mean this course is doing work for a third party client? Will be a client, but be scored by instructor. Mark is asking if instructor is selling work to the client and requesting other comments. We need to fully understand the nature of the relationship. Does the client know the work is being done by students? Is the client paying for the work? If yes, who is getting that money? If yes, do the students know that someone is getting that money, especially given that they are paying tuition and then being required to provide a service? Heather: good parameters in place, clients/patients need to know they are working with students who are learning. Tami: Laurie, please ask if its an actual paying client. As mentioned in today's meeting, Dental Hygiene may be able to provide guidance, particularly with regard to any policies or procedures that they are required to follow when providing instructional services to paying clients. Mark moves to postpone the proposal for clarification, Heather seconds Objections: none Motions to postponed ARTS 229 to Dec. 1st. COMM 110: Should have been an Expedited – only evaluation methods updated Mike motions to approve, Dan seconds Poli: 8 approve, 0 nay, 0 abstain Approved COMM 110 	 INSU 110 COMM 110 PHOT 114 POSTPONED TO 12/1 MEETING for additional clarification: ARTS 229

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		 PHOT 114: Edits made from TRT report Yes ARTS 102 is being removed from pathway – Zac will be notified Mike motions to approve PHOT 114, Tracy seconds Poll: 8 approve, 0 nay, 0 abstain Approved PHOT 114 	
New Programs/Pathways:	N/A 4:00	n/a	n/a
 n/a Program of Study Discontinuation: Geography (0749) 	4:00 N/A 4:00	Postponed by CIMT Rep. for additional information on 10/19/21	Postponed for future meeting
General Ed-Applied / MTA Course Proposal • n/a	N/A 4:00	n/a	n/a
Agenda Items for Future Meeting:	4:15-4:30 4:00-4:01	5-Star ticket email updates Continued search for HHS representative	
Next Meeting: December 1, 2021 Objections to adjourn Meeting adjourned at 4:01 PM			

WebEx Chat Information:

November 17, 2021 scheduling conflict.	2:31 PM	from Mary Laatsch to everyone: Stephanie Trapp is not able to attend today due to
November 17, 2021	2:33 PM	from Tracy Nothnagel to everyone: Welcome!
November 17, 2021	2:34 PM	from Mark Kelland to everyone: Welcome! Enjoy!
November 17, 2021	2:34 PM	from Mary Laatsch to everyone: Welcome Jodi and Meiko!
November 17, 2021	2:38 PM	from Tracy Nothnagel to everyone: I can't hear anyone except Tami.

November 17, 2021 2:39 PM from Tracy Nothnagel to everyone: I'll log out and back in . Be right back.

November 17, 2021 2:53 PM from Penny Tucker to everyone: •CHEM 152 Change; Prerequisite Course: Minimum 2.0 in CHEM 151; Placement Scores: Reading Level 5 and Writing Level 6 and Math Level 7 or MATH 121 or (MATH 126 concurrently) or [(minimum 3.5 in CHEM 151) and (MATH 120 concurrently)]

November 17, 2021 2:55 PM from Penny Tucker to everyone: Betsy: was TECH 102 reviewed and approved by Provost Cabinet?

November 17, 2021 2:55 PM from Tamara McDiarmid to everyone: No not yet. We have had to postpone until it is

November 17, 2021 2:56 PM to Betsy Raleigh (privately): was TECH 102 reviewed and approved by Provost Cabinet?

November 17, 2021 2:57 PM from Betsy Raleigh (privately): We got a bit out of sequence. The dean had the proposal sent to her and she approved it and sent it to me so I thought she had taken it to the provost cabiner herself but she had not.

November 17, 2021 2:57 PM to Betsy Raleigh (privately): Okay, we will hold ticket until it has been reviewed and approved. So we postponed the cancelation of the other courses until TECH 102 is approved.

November 17, 2021 2:59 PM from Betsy Raleigh (privately): Okay. I'm sorry I was late - we had a Tech Careers Leadership Retreat this afternoon that just ended.

November 17, 2021 3:02 PM from Laurie Kinne to everyone: I don't thnk these are things that are voted on and "approved" so to speak.

November 17, 2021 3:08 PM from Mary Laatsch to everyone: I thought I was part of that group. Can I be included in future meetings?

November 17, 2021 3:08 PM from Tamara McDiarmid to everyone: Absolutely. I will let Karen know that you want to be.

November 17, 2021 3:08 PM from Tracy Nothnagel to everyone: I was also part of that group last year but haven't heard anything this year. I am a member both CC and CASL

November 17, 2021 3:08 PM from Mary Laatsch to everyone: Thank you!

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November 17, 2021	3:09 PM	from Tamara McDiarmid to everyone:	Cool Tracy. I will let Karen know						
November 17, 2021 mtg (?).	3:09 PM	from Rafeeq McGiveron to everyone:	I sorta thought I was on that, but I don't think I had						
November 17, 2021 to be.	3:09 PM	from Rafeeq McGiveron to everyone:	Isn't there a DW vid already out there? There used						
November 17, 2021 Rafeeq.	3:09 PM	from Penny Tucker to everyone: I saw	that Terri Christian just set up a meeting, sent to						
November 17, 2021	3:09 PM	from Tamara McDiarmid to everyone:	Good that will work Penny, Thanks						
November 17, 2021	3:10 PM	from Penny Tucker to everyone: shoul	ld it be forwarded to the others?						
November 17, 2021	3:10 PM	from Rafeeq McGiveron to everyone:	We did back in the 2012-13ish region, anyway.						
November 17, 2021 aid/registrar/degreew	3:10 PM orks.html	from Tracy Nothnagel to everyone:	https://www.lcc.edu/admissions-financial-						
November 17, 2021	3:10 PM	from Rafeeq McGiveron to everyone:	YES						
November 17, 2021	3:11 PM	from Rafeeq McGiveron to everyone:	thx, Tracy						
November 17, 2021 larger if need be	3:11 PM	from Tamara McDiarmid to everyone:	I think we'll keep it small to begin with and move it						
November 17, 2021 optional, must be able	3:14 PM to equal 100%		E: The sum of all criteria, whether required and/or						
November 17, 2021	3:25 PM	from Rafeeq McGiveron to everyone:	Power level scarygotta bail.						
November 17, 2021	3:28 PM	to Betsy Raleigh (privately): pleas	e type me your question format about transferability.						
November 17, 2021 the course?	3:28 PM	from Betsy Raleigh (privately): Will t	hese proposed changes affect the transferability of						

November 17, 2021	3:35 PM	to Betsy Raleigh (privately):	thank you

November 17, 2021 3:38 PM from Jodi Wiley to everyone: Signing off soon to head into campus to teach.

November 17, 2021 3:38 PM from Tamara McDiarmid to everyone: Thanks Jodi. I will set up a time to talk with you soon about the CC and answer any questions

November 17, 2021 3:44 PM from Laurie Kinne to everyone: I sent an updated form and email yesterday

November 17, 2021 3:45 PM from Betsy Raleigh (privately): By the way, I believe the consensus was that the question about transferability should go with the question about whether the Outcomes were changing because the question about whether the course transfers is a moot point for a revised course. (sorry for the long run-on sentence!)

Polling Results:

1.Motion to approved consent agenda: COMM 120, COMM 240, COM 270, ENGL 290, MASG 110, MASG 231, MASG 232, PHYS 200?

A.Approve 6/14 (43%) B.Nay 0/14 (0%) C.Abstain 1/14 (7%) No Answer 7/14 (50%)

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Ian Leighton X Mark Kelland X Zachary Foster Heather Bunce Laurie Kinne Tracy Nothnagel X Jodi Wiley X Michael Pemberton X Mieko Philips Mary Laatsch
Mieko Philips
Ami Ewald X
Tamara McDiarmidXIKelly EllisIIRafeeq McGiveronII

1. Motion to approve CIMT Course Revisions: •

- MASG 139
- MASG 139A
- MASG 139B
- NCBD 102
- NCCT 400
- NCCT 700
- NCHE 101
- NCHE 103
- NCHE 104
- NCHE 105
- NCHE 120
- NCHE 210
- NCHE 211
- NCHE 230
- NCHE 235
- BSEM 100
- CSEM 100
- GSEM 100
- QSEM 100
- TSEM 100
- MUSC 193
- MUSC 237
- PHOT 113
- THEA 131
- THEA 143
- THEA 160
- THEA 173
- THEA 220
- THEA 285
- THEA 233
- PHOT 213
- CHEM 152
- ISCI 122

A.Approve 8/18 (44%)

- B.Nay 0/18 (0%)
- C.Abstain 0/18 (0%)

No Answer 10/18 (56%)

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А	D	C

Ian Leighton X Mark Kelland X
Zachary Foster
Heather Bunce X
Laurie Kinne
Jodi Wiley X
Michael Pemberton X
Mieko Philips
Mary Laatsch
Ami Ewald
Nancy Dietrich
Eric Bennett
Daniel Rafail X
Tamara McDiarmid X
Kelly Ellis
Betsy Raleigh
Rafeeq McGiveron
Tracy Nothnagel X
1. Motion to approve revised course proposal INSU 110?
A.Approve 8/16 (50%)
B.Nay 0/16 (0%)
C.Abstain 0/16 (0%)
No Answer 8/16 (50%)

ABC

Ian Leighton |X| | Mark Kelland | X | | Zachary Foster | | Heather Bunce | X | | Laurie Kinne Michael Pemberton | X | | | Mieko Philips Mary Laatsch Ami Ewald | X | | Nancy Dietrich | | |

Eric Bennett|||Daniel Rafail|X||Tamara McDiarmid|X||Kelly Ellis||||Betsy Raleigh||||Tracy Nothnagel|X||

1.Motion to approve revised course proposal COMM 110? A.Approve 8/16 (50%) B.Nay 0/16 (0%) C.Abstain 0/16 (0%) No Answer 8/16 (50%)

A B C

lan Leighton | X | | Mark Kelland | X | | Zachary Foster Heather Bunce | X | | Laurie Kinne Michael Pemberton | X | **Mieko Philips** Mary Laatsch Ami Ewald | X | | Nancy Dietrich Eric Bennett | X | Daniel Rafail | X | | Tamara McDiarmid | X | | | Kelly Ellis Betsy Raleigh Tracy Nothnagel | | |

1. Motion to approve revised course proposal PHOT 114?

A.Approve 8/16 (50%) B.Nay 0/16 (0%) C.Abstain 0/16 (0%) No Answer 8/16 (50%)

A B C

lan Leighton	X
Mark Kelland	X
Zachary Foster	
Heather Bunce	X
Laurie Kinne	
Michael Pembe	rton X
Mieko Philips	
Mary Laatsch	
Ami Ewald	X
Nancy Dietrich	
Eric Bennett	
Daniel Rafail	X
Tamara McDiar	mid X
Kelly Ellis	
Betsy Raleigh	
Tracy Nothnage	X