



AGENDA & NOTES

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

(Meeting Recording: <https://lccedu.webex.com/lccedu/ldr.php?RCID=4a190b569976d7297c485979f67fe932>)

- **Committee Members Present via WebEx:** Ian Leighton, Rafeeq McGiveron, Jon Ten Brink, Tami McDiarmid, Dan Rafail, Jodi Wiley, Mark Kelland, Ami Ewald, Eric Bennett, Tracy Nothnagel, Courtney Geisel, Michael Pemberton
- **Resource Members Present via WebEx:** Laurie Kinne, Kelly Ellis, Jackie Womble
- **Guest:** Jessica Hester, Bradley Hicks, Sally Welch
- **Scribe:** Penny Tucker

Date: September 21, 2022

Time: 2:30 pm – 4:30 pm

Room: WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the September 21, 2022 Agenda	2:30-2:35 2:30-2:32	<ul style="list-style-type: none"> • ADD: Term Limits for members • Objections: none • Approved 	Approved with amendments
Approval of minutes from CC meeting on July 11, 2022 <i>(All)</i>	2:35-2:40 2:33-2:33	<ul style="list-style-type: none"> • Objections: None • Approved 	Approved
Approval of CC consent agenda <i>(All)</i> Course Expedited Revisions Approved by Director of Assessment and CC Reviewed: <ul style="list-style-type: none"> • HUMS 211 • HUMS 212 	2:40-2:50 2:33-2:36	<ul style="list-style-type: none"> • Mark moves to remove from Consent Agenda to be discussed further on their own • Objections: none • Approved 	Moved to individual review later in meeting
CC + CASL Work Group Update (Tami M.)	2:50-3:00 2:36-2:37	<ul style="list-style-type: none"> • No updates, working with Karen Hicks, Director of Assessment & CASL 	More info to follow
CC & Degree Works Update (Zachary Foster)	3:00-3:10 2:378	<ul style="list-style-type: none"> • Not present 	Discuss at next meeting

Agenda Item	Tentative Time	Discussion	Next Steps
5-Star Ticket / Curriculum Committee Webpage Update Membership List update: Worksheet updates (Penny T)	3:10-3:20 2:38-2:40 2:46-2:54	<ul style="list-style-type: none"> • Motion to table to move HUMS 211/212 discussion, Tami Seconds • Motion approved • Expedited: added Syllabus readability changes only • Laurie understood 16s were being addressed this semester • Jodi advised for her program 12/13s, do it now 	Follow-Up at next meeting for additional updates, if necessary
New Course Request- automatically be considered for MTA if meets criteria (Mark)	3:20-3:30 2:54-3:17	<ul style="list-style-type: none"> • Mark's constituents in A&S asked why this couldn't happen • Rafeeq was receptive • Suggesting adding a line to the new course proposal form about being included in MTA • Tami: If they do, would they need to complete the paperwork? • Rafeeq, hold judgement, nifty idea, could be alternate path instead of form • Transferability information need to be included • If committee is favorable, postpone until next item discussed • Laurie sends out course descriptions, pre-reqs, LOs and assessment methods and weights to colleges and get responses as to transferability. • Thoughts from group: • Mark moves to bring the next agenda item into this discussion • Objections: none • Approved 	New sub-committee approved to discuss and create proposal for establishing credit hours for courses along with updating New Course Proposal Worksheet and possible Revised Course Proposal Worksheet; also add transferability for MTA and/or Applied to New Course Proposal Worksheet.
Credit hours assigned to courses – per HLC (Mark)	3:30-3:45	<ul style="list-style-type: none"> • College working on 10-year accreditation • Question #1 is to present the college's policies and procedures for the assignment of credit hours for all types of courses. Currently, no process. • Current setting on new course form to ask what they are 	

Agenda Item	Tentative Time	Discussion	Next Steps
		<ul style="list-style-type: none"> • In New Course Proposal form asking program how they determined the requested credits for the course • Most responses, how it transfers, third-party accreditation dictates, and just the way we do it. • Need to be have a process in placed and tied to transferability • Mark moves that the chair appoints a team to incorporate these two issues, MTA transferability and assignment of credit hours into the New Course Proposal Form and if necessary, the Revised Course Proposal Form, and return to the committee to review/discuss. Rafeeq seconded • Discuss: Dan: take with it with no credit or none credit courses, just transferable courses. Maybe for transfer courses. • Sally: HLC federal compliance - the question we have to answer is how do we assign credit hours to courses. • Need a team to work on a process to selecting the credit hours assigned to a course. Tami is requesting at least 4 people who are willing work on this process together. • Mark Kelland, Rafeeq McGiveron • Tracy; prove to ADA the credit hours working in reverse. • Laurie, are all courses needed to be reviewed? • Mark no, just when they come up for review and new courses moving forward. • Objections: none • Approved to have a sub-committee created to discuss, review, and propose a process to establish credit hours for courses. • Mark, Rafeeq, Penny, Tracy – anyone else to join sub-committee 	

Agenda Item	Tentative Time	Discussion	Next Steps
ADDED: Term Limits for members (Tami)	3:17-3:26	<ul style="list-style-type: none"> • AS each of the sub-charter committees discuss term limits • Max of six years with three-year staggers • Another read on Oct 7th meeting • Add Mark as a resource member for his position as ALO • Term limit discussion: • Mark: limits not followed, not reached and very difficult to find members that do extensive work. Based on that, oppose term limits • Tracy: oppose term limits due to lack of numbers to be on committee • Ami: oppose, concern of knowledge and experience of what is being discussed • Courtney: So as of now, you just resign from the committee? • Rafeeq McGiveron to everyone: I did not favor term limits either. I am pleasantly surprised to hear so many others believing sam • Mark Kelland to everyone: • Courtney - sometimes teaching schedules change and conflict, or the committee has changed when it met once and that led to some people having conflicts. • Jon: members are asked to be part of the committees • Mark/Rafeeq, the AS president can remove members due to conflict, issues • Tami: schedules do change for faculty • Mark moves to update charter to remove term limits, Jon seconds • Objections: none • Approved without Objections 	APPROVED: <ul style="list-style-type: none"> • Remove term limits and stagger times • ADD to Resource: Accreditation Liaison Officer (ALO)
Items for Review			
Expedited Revised: <ul style="list-style-type: none"> • HUMS 211 	2:40-2:46	<ul style="list-style-type: none"> • Mark believes that “Examines” is accurate. 	APPROVED: <ul style="list-style-type: none"> • HUMS 211

Agenda Item	Tentative Time	Discussion	Next Steps
<ul style="list-style-type: none"> HUMS 212 		<ul style="list-style-type: none"> Laurie K sent an email with clarification: <p>Art History students are tested by examining works of art that are included on assignments. Students examine art by looking at details and close-ups in order to decipher subject matter, symbolism and how a work of art reflects the ideas, beliefs, and values of the place and time when the art was made. Students examine visual images to also learn about the materials and techniques used by artists.</p> <p>On Bloom's Taxonomy, 'examine' falls under the Analysis category which is level 4 for critical thinking. For Art History, analysis is performed by examining works of art. Students are evaluated on assignments based on their ability to examine details that lead to the correct assessment of a work of art.</p> <p>The course description for HUMS 211 states <i>This course surveys the history of painting, sculpture, and architecture of world civilizations from preliterate times to the 15th century. Emphasizes analysis and comparison of artistic concepts, styles and techniques; and investigates how the arts reflect ideas, issues, and values of society and the individual.</i></p> <ul style="list-style-type: none"> Rafeeq mentions that the work "influences Mark moves to approve as written, Ian seconds Objections: none 11 approved; 0 nay; 1 abstain 	<ul style="list-style-type: none"> HUMS 212
<p>New Courses:</p> <ul style="list-style-type: none"> n/a 	<p>3:45 3:26</p>	<ul style="list-style-type: none"> n/a 	n/a
<p>Course Revisions:</p> <ul style="list-style-type: none"> n/a 	<p>3:45 3:26</p>	<ul style="list-style-type: none"> n/a 	n/a
<p>New Programs/Pathways:</p> <ul style="list-style-type: none"> n/a 	<p>3:45 3:26</p>	<ul style="list-style-type: none"> n/a 	n/a
<p>Program of Study Discontinuation:</p> <ul style="list-style-type: none"> n/a 	<p>3:45 3:26</p>	<ul style="list-style-type: none"> n/a 	n/a

Agenda Item	Tentative Time	Discussion	Next Steps
<p>General Ed-Applied / MTA Course Proposal</p> <ul style="list-style-type: none"> • PHYS 200 (reinstatement) – Intro to Applied Physics • RELG 210 – Comparative Religions • RELG 230 – Introduction to Christianity • REGL 232 – Introduction to Islam 	<p>3:45-4:15 3:26-3:38</p>	<ul style="list-style-type: none"> • PHYS 200: WMU added <ul style="list-style-type: none"> ○ POLL: 12 approve, 0 Nay, 0 Abstain • RELG 210: <ul style="list-style-type: none"> ○ Motions moves approve, Rafeeq seconds ○ POLL: 12 approved, 0 nay, 0 abstain • RELG 230: <ul style="list-style-type: none"> ○ Moves to approve, Ian seconds ○ POLL: 12 approved, 0 nay, 0 abstain • RELG 232: <ul style="list-style-type: none"> ○ Jon move to approved, Mark seconds ○ POLL: 11 approve, 0 nay, 0 abstain 	<p>APPROVED:</p> <ul style="list-style-type: none"> • PHYS 200 • RELG 210 • RELG 230 • RELG 232
<p>CIMT Course Revisions:</p> <ul style="list-style-type: none"> • DENT 270 • CJUS 270; CJUS 271 • ARTH • HUMS 120 to ARTH 120 • HUMS 211 to ARTH 211 • HUMS 212 to ARTH 212 • HUMS 216 to ARTH 216 <p>(Any courses on CIMT Course Revision .pdf document that are highlighted in green are pending cc course reviews and are NOT listed here.)</p>	<p>4:15-4:25 3:39-3:48</p>	<ul style="list-style-type: none"> • DENT 270; Change Placement Scores: Reading Level 5 and Writing Level 6 and Math Level 4 (Current: Reading Level 5 and Writing Level 6 and Math Level 5. Correction. Students required to have Math Level 4 for entry to Dental Hygiene program. This change will make it consistent with the other courses in the program. • CJUS 270, CJUS 271: (MMPA) Change, Corequisite: PFWW 120, PFWW 100 is no longer required co-req. It is now PFWW 120. The change is effective for Fall 2022 • ARTH: New Course/Subject Code (Art History) • HUMS 120 to ARTH 120: Change, Outcomes and Eval Methods; Changing to ARTH (Art History) so courses can be identified more easily as Art History courses rather than Humanities courses • HUMS 211 to ARTH 211: Change, Outcomes and Eval Methods, Changing to ARTH (Art History) so courses can be identified more easily as Art History courses rather than Humanities courses • HUMS 212 to ARTH 212: Change, Outcomes and Eval Methods, Changing to ARTH (Art History) so courses can be 	<p>APPROVED:</p> <ul style="list-style-type: none"> • DENT 270 • CJUS 270 • CJUS 271 • ARTH (new subj/course code) • HUMS 120 to ARTH 120 • HUMS 211 to ARTH 211 • HUMS 212 to ARTH 212 • HUMS 216 to ARTH 216

Agenda Item	Tentative Time	Discussion	Next Steps
		<p>identified more easily as Art History courses rather than Humanities courses</p> <ul style="list-style-type: none"> HUMS 216 to ARTH 216: Change, Eval Methods, F,Sp,Su; Changing to ARTH (Art History) so courses can be identified more easily as Art History courses rather than Humanities courses <p>NOTE: HUMS 120, 216 Expedited Revised Course proposals were reviewed and approved; going to Academic Senate 09/23/22. HUMS 211 and 212 reviewed for questions.</p> <ul style="list-style-type: none"> Jon: will transferability be addressed: Forward final approve to Cheryl Garayta for advisement of new course code and changes of HUMS course above. Rafeeq: advised the CIMT reps review prior to submitting the changes. Mark moves to approve changes, Dan seconded POLL: 12 approve, 0 nay, 0 abstain 	
<p>Agenda Items for Future Meeting:</p> <p>Next Meeting: October 5, 2022, 2:30-4:30pm</p>	<p>4:25-4:30 3:48 – 3:49</p>	<ul style="list-style-type: none"> New team will be bringing forward items for new course proposal form. Tami will be putting together for your report to Senate for Rafeeq to present Objections to adjourn: none 	

Meeting adjourned 3:49pm

WebEx Chat Information:

- September 21, 2022 2:39 PM from Laurie Kinne to everyone: May I interrupt a moment, please?
- September 21, 2022 2:46 PM from Jessica Hester to everyone: Thanks, everyone.
- September 21, 2022 3:07 PM from Sally Welch to everyone: HLC federal compliance - the question we have to answer is how do we assign credit hours to courses.
- September 21, 2022 3:09 PM from Jodi Wiley to everyone: May I suggest that trades are represented on the committee so that the clock hour programs get some input?

September 21, 2022	3:10 PM	from Sally Welch to everyone:	No HLC doesn't give any guidance or rubric.
September 21, 2022	3:15 PM	from Sally Welch to everyone:	I would recommend that we use this for new courses that come to CC.
September 21, 2022	3:16 PM	from Rafeeq McGiveron to everyone:	Even I'm not that bad, Laurie!
September 21, 2022	3:16 PM	from Daniel Rafail to everyone:	That is a great suggestion Sally.
September 21, 2022	3:16 PM	from Sally Welch to everyone:	Thanks all for letting me attend. Enjoy the rest of the meeting.
September 21, 2022	3:22 PM	from Courtney Geisel to everyone:	So as of now, you just resign from the committee?
September 21, 2022	3:22 PM	from Rafeeq McGiveron to everyone:	I did not favor term limits either. I am pleasantly surprised to hear so many others believing same.
September 21, 2022	3:23 PM	from Daniel Rafail (privately):	Please add me to the group working on assigning course credits.
September 21, 2022	3:23 PM	from Tamara McDiarmid to everyone:	same
September 21, 2022	3:23 PM	from Mark Kelland to everyone:	Courtney - sometimes teaching schedules change and conflict, or the committee has changed when it met once and that led to some people having conflicts.
September 21, 2022	3:23 PM	from Courtney Geisel to everyone:	Ok thank you.
September 21, 2022	3:33 PM	from Jon Tenbrink to everyone:	I for one am shocked that they're "snobby..."

Polling Results:

Motions to approve HUMS 211 and HUMS 212 as written?

A.Yes 11/16 (69%)

B.Nay 0/16 (0%)

C.Abstain 1/16 (6%)

No Answer 4/16 (25%)

A B C

Tamara McDiarmid | X | | |
Rafeeq McGiveron | | | X |
Ian Leighton | X | | |
Jon Tenbrink | X | | |
Jodi Wiley | X | | |
Daniel Rafail | X | | |
Kelly Ellis | | | |
Ami Ewald | X | | |
Tracy Nothnagel | X | | |
Courtney Geisel | X | | |
Michael Pemberton | X | | |
Mark Kelland | X | | |
Laurie Kinne | | | |
Eric Bennett | X | | |
Jackie Womble | | | |
Jessica Hester | | | |

Motion to approve Gen Ed-MTA: PHYS 200?

A.Yes 12/16 (75%)

B.Nay 0/16 (0%)

C.Abstain 0/16 (0%)

No Answer 4/16 (25%)

A B C

Tamara McDiarmid | X | | |
Rafeeq McGiveron | X | | |
Ian Leighton | X | | |
Jon Tenbrink | X | | |
Jodi Wiley | X | | |
Daniel Rafail | X | | |
Kelly Ellis | | | |
Ami Ewald | X | | |
Tracy Nothnagel | X | | |
Courtney Geisel | X | | |
Michael Pemberton | X | | |
Bradley Hicks | | | |
Mark Kelland | X | | |
Laurie Kinne | | | |
Eric Bennett | X | | |
Jackie Womble | | | |

Motion to approve Gen Ed-MTA: RELG 210?

A.Yes 12/16 (75%)

B.Nay 0/16 (0%)

C.Abstain 0/16 (0%)

No Answer 4/16 (25%)

A B C

Tamara McDiarmid	X		
Rafeeq McGiveron	X		
Ian Leighton	X		
Jon Tenbrink	X		
Jodi Wiley	X		
Daniel Rafail	X		
Kelly Ellis			
Ami Ewald	X		
Tracy Nothnagel	X		
Courtney Geisel	X		
Michael Pemberton	X		
Bradley Hicks			
Mark Kelland	X		
Laurie Kinne			
Eric Bennett	X		
Jackie Womble			

Motion to Approve Gen Ed-MTA: RELG 230?

A.Yes 12/16 (75%)

B.Nay 0/16 (0%)

C.Abstain 0/16 (0%)

No Answer 4/16 (25%)

A B C

Tamara McDiarmid	X		
Rafeeq McGiveron	X		
Ian Leighton	X		
Jon Tenbrink	X		
Jodi Wiley	X		
Daniel Rafail	X		
Kelly Ellis			
Ami Ewald	X		
Tracy Nothnagel	X		
Courtney Geisel	X		
Michael Pemberton	X		
Bradley Hicks			
Mark Kelland	X		
Laurie Kinne			
Eric Bennett	X		
Jackie Womble			

Motion to approve Gen Ed-MTA: RELG 232?

- A.Yes 11/16 (69%)
- B.Nay 0/16 (0%)
- C.Abstain 0/16 (0%)

No Answer 5/16 (31%)

A B C

	A	B	C
Tamara McDiarmid	X		
Rafeeq McGiveron	X		
Ian Leighton	X		
Jon Tenbrink	X		
Jodi Wiley	X		
Daniel Rafail			
Kelly Ellis			
Ami Ewald	X		
Tracy Nothnagel	X		
Courtney Geisel	X		
Michael Pemberton	X		
Bradley Hicks			
Mark Kelland	X		
Laurie Kinne			
Eric Bennett	X		
Jackie Womble			

Motion to approve CIMT Course Revisions:

- DENT 270
- CJUS 270; CJUS 271
- ARTH
- HUMS 120 to ARTH 120
- HUMS 211 to ARTH 211
- HUMS 212 to ARTH 212
- HUMS 216 to ARTH 216

- A.Yes 12/16 (75%)
- B.Nay 0/16 (0%)
- C.Abstain 0/16 (0%)

No Answer 4/16 (25%)

A B C

	A	B	C
Tamara McDiarmid	X		
Rafeeq McGiveron	X		
Ian Leighton	X		
Jon Tenbrink	X		
Jodi Wiley	X		
Daniel Rafail	X		
Kelly Ellis			
Ami Ewald	X		
Tracy Nothnagel	X		
Courtney Geisel	X		
Michael Pemberton	X		
Bradley Hicks			
Mark Kelland	X		
Laurie Kinne			
Eric Bennett	X		
Jackie Womble			