



AGENDA & NOTES

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

WebEx meeting recording: <https://lccedu.webex.com/lccedu/ldr.php?RCID=1988abfa21298d872c804cf85438c8ee>

- **Committee Members Present via WebEx:** Rafeeq McGiveron, Tamara McDiarmid, Ami Ewald, Courtney Geisel, Daniel Rafail, Eric Bennett, Heather Bunce, Ian Leighton, Jodi Wiley, Mark Kelland, Michael Pemberton, Mieko Philips, Tracy Nothnagel
- **Resource Members Present via WebEx:** Karen Hicks, Kelly Ellis, Laurie Kinne
- **Guest:** Anne Heutsche, Kevin Brown, Maissam Khalil
- **Scribe:** Penny Tucker

Date: October 5, 2022

Time: 2:30 pm – 4:30 pm

Room: WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the October 5, 2022 Agenda	2:30-2:35 2:30-2:33	<ul style="list-style-type: none"> • Add meetings and timing of meetings • Objections: none • Approved with amendments 	Approved with Amendments
Approval of minutes from CC meeting on September 21, 2022 (All)	2:35-2:40 2:33	<ul style="list-style-type: none"> • Objections: none • Approved 	Approved
Approval of CC consent agenda (All) Course Expedited Revisions Approved by Director of Assessment and CC Reviewed: <ul style="list-style-type: none"> • n/a 	2:40-2:50 2:33	<ul style="list-style-type: none"> • n/a 	n/a
CC + CASL Work Group Update Learning Outcomes (Karen Hicks-Guest) (Tami M.)	2:50-3:10 2:33-2:34	<ul style="list-style-type: none"> • Working with Karen Hicks to make group work. 	More to follow-up in next meeting
CC & Degree Works Update (Zachary Foster)	3:10-3:20 2:34	<ul style="list-style-type: none"> • Zach not present 	Move to next meeting

Agenda Item	Tentative Time	Discussion	Next Steps
5-Star Ticket / Curriculum Committee Webpage Update (Penny T)	3:20-3:25 2:35	Webpage up-to-date with accurate forms and reports	More to follow-up at next meeting
Sub-Committee Report Update <ul style="list-style-type: none"> • New Course Proposal update with MTA info (Mark) 	3:25-3:30 2:35-2:39	<ul style="list-style-type: none"> • Review New Course Proposal form update with information regarding MTA or Gen Ed-Applied • Questions: none • No official motion necessary; Presentation is the Motion. • Objections: none • Approved without objection • Credit Hours Assignment process • Mark will be drafting a form for information, review with Tracy Nothnagel, and then present to the CC 	
Items for Review			
New Courses: <ul style="list-style-type: none"> • n/a 	3:30 2:39	<ul style="list-style-type: none"> • n/a 	n/a
Course Revisions: <ul style="list-style-type: none"> • CIP 280 – Advanced C#.NET Programming • CJUS 131 – Introduction to Corrections • CJUS 250 – Correctional Institutions • CJUS 251 – Correctional Clients 	3:30-3:45 2:39-3:08 3:30-3:40	<ul style="list-style-type: none"> • CJUS 131-update done in a while <ul style="list-style-type: none"> ○ Few questions about LOs ○ Asterisks represent Dept. of Corrections required objective by accrediting body. ○ Update Class Participation from 0-40% to 5-40% ○ Update Quizzes from 0-25% to 5-35% ○ Mark moves to approve, Tracy second ○ POLL: 11 approved, 0 nay, 0 abstain ○ Approved • CJUS 250 <ul style="list-style-type: none"> ○ General grammatical changes ○ Tracy moves to approve, Ian seconds ○ POLL: 12 approved, 0 nah, 0 abstain ○ Approved 	APPROVED: <ul style="list-style-type: none"> • CIP 280 – Advanced C#.NET Programming • CJUS 131 – Introduction to Corrections • CJUS 250 – Correctional Institutions • CJUS 251 – Correctional Clients

Agenda Item	Tentative Time	Discussion	Next Steps
		<ul style="list-style-type: none"> • CJUS 251 <ul style="list-style-type: none"> ○ Edit grammar suggestions from TRT Report ○ LO #2, change it to them, update to “, and associate behaviors.” ○ Also, I wonder if unique needs would be a better term to use than special needs especially when you are referring to groups that don’t inherently have intellectual, physical or behavioral problems. <ul style="list-style-type: none"> ▪ RESPONSE: I don't have a problem changing the wording from "dealing with" to "engaging with". However, the populations in the field of corrections is known as special needs, specifically because many do come into the correctional system with physical, intellectual and behavioral problems. That is what designates them as inmates with special needs. I hope this clarifies it for you. ▪ I myself don't have a problem with “<i>dealing with</i>,” but of course “<i>engaging with</i>” is fine if you like it. ○ Update exams/tests from 0-25% to 5-25% ○ Update assignments 0-50% to 20-50% ○ Update quizzes from 0-25 to 5-25% ○ Tracy moves to approve, Mark seconds ○ POLL 12 APPROVED, 0 NAH, 1 ABSTAIN ○ Approved • Mark moves to table CITP 280 until faculty arrives • Objections: none • Approved to table • Mark moves to return to CIT 280, Tracy seconded • CITP 280 <ul style="list-style-type: none"> ○ Add to LO A, “scope and” ○ Remove “the” in LO A 	

Agenda Item	Tentative Time	Discussion	Next Steps
		<ul style="list-style-type: none"> ○ Laurie K: Rafeeq, correct me if I'm wrong, but, Banner will not enforce the "within 2 years." That has to be manually checked by faculty, correct? ○ Rafeeq: Not enforce a test score, but Banner can read the 2-year regarding a course grade ○ Per Kelly Ellis, We have a few courses with a 1 year or 2 year limit. ○ Laurie K why would we run student history? ○ Rafeeq: for exit levels ○ Requesting Jackie to tweak the 2-year enforcement as it look at Banner year, not the date ○ Mark moves to approve, Dan seconds ○ POLL: 12 approved, 0 nay, 0 abstain ○ Approved 	
New Programs/Pathways: <ul style="list-style-type: none"> • n/a 	3:45 3:08	<ul style="list-style-type: none"> • n/a 	n/a
Program of Study Discontinuation: <ul style="list-style-type: none"> • n/a 	3:45 3:08	<ul style="list-style-type: none"> • n/a 	n/a
General Ed-Applied / MTA Course Proposal <ul style="list-style-type: none"> • HIST 215 – World History to 1500 • HIST 216 – World History since 1500 	3:45-4:15 3:08-3:13	<ul style="list-style-type: none"> • HIST 215 <ul style="list-style-type: none"> ○ Already transfer to the web, but additional 4 more ○ Mark motions to approve, Tracy seconds ○ POLL 12 approved, 0 nah, obtains ○ Approved • HIST 216 <ul style="list-style-type: none"> ○ Jodi motions to approve, Mark seconds ○ POLL: 12 approved, 0 nah, 0 abstain ○ Approved 	APPROVED: <ul style="list-style-type: none"> • HIST 215 – World History to 1500 • HIST 216 – World History since 1500
CIMT Course Revisions: <ul style="list-style-type: none"> • EDUC 226 • COMM 200 • DANC 261 	4:15-4:25 3:13-3:17	<ul style="list-style-type: none"> • EDUC 226: F, Sp; Will be offering EDUC 226 Fall only • COMM 200: F; No change; no semester is indicated on the OCS. Already added to OCS so it will be accurate for SP '23. 	APPROVED: <ul style="list-style-type: none"> • EDUC 226 • COMM 200 • DANC 261

Agenda Item	Tentative Time	Discussion	Next Steps
<ul style="list-style-type: none"> • MATH 295 • ARTS 105 • DANC105 • DANC 207 • DMAC 244 • THEA 224 • ACCG 250 • RELG 241 • COMM 200 • COMM 240 • COMM 260 • COMM 270 • Comm 280 <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>		<ul style="list-style-type: none"> • DANC 261: Sp; No change; no semester is indicated on the OCS. Already added to OCS so it will be accurate for SP '23. • MATH 295: Cancel, Independent Study - hasn't been offered in 10+ years • ARTS 105: Cancel, Adobe Photoshop for Non-Majors: has not run in 3 years • DANC 105: Cancel, Beginning Jazz-Summer: has not run in over 3 years • DANC 207: Cancel, Intermediate Ballet-Summer: has not run in 3 years • DMAC 244L: Cancel, Media/Cinema Producer: has not run in 3 years • THEA 224: Cancel, Special Subjects in Theater: has not run in 3 years and special topics courses are frowned upon • ACCG 250: Cancel, Advanced Accounting: has not run in 7 years • RELG 241: Cancel, Old Testament Literature: has not run in over 3 years • COMM 200: Change, Prerequisite Courses: Minimum 2.0 in (COMM 110 or COMM 120 or COMM 130 or ENGL 121), Placement Scores: Reading Level 5 and Writing Level 6 Recommended: ENGL 121. Adding ENGL 121 as an option to the pre-req course list • COMM 240: Change, Prerequisite Courses: Minimum 2.0 in (COMM 110 or COMM 120 or COMM 130 or ENGL 121), Placement Scores: Reading Level 5 and Writing Level 6 Recommended: ENGL 121; F,Sp Adding ENGL 121 as an option to the pre-req course list • COMM 260: Change, Prerequisite Courses: Minimum 2.0 in (COMM 110 or COMM 120 or COMM 130 or ENGL 121), Placement Scores: Reading Level 5 and Writing Level 6 	<ul style="list-style-type: none"> • MATH 295 • ARTS 105 • DANC105 • DANC 207 • DMAC 244 • THEA 224 • ACCG 250 • RELG 241 • COMM 200 • COMM 240 • COMM 260 • COMM 270 • Comm 280

Agenda Item	Tentative Time	Discussion	Next Steps
		<p>Recommended: ENGL 121 Adding ENGL 121 as an option to the pre-req course list</p> <ul style="list-style-type: none"> • COMM 270: Change, Prerequisite Courses: Minimum 2.0 in (COMM 110 or COMM 120 or COMM 130 or ENGL 121), Placement Scores: Reading Level 5 and Writing Level 6 <p>Recommended: ENGL 121 Adding ENGL 121 as an option to the pre-req course list</p> <ul style="list-style-type: none"> • Comm 280: Change, Prerequisite Courses: Minimum 2.0 in (COMM 110 or COMM 120 or COMM 130 or ENGL 121), Placement Scores: Reading Level 5 and Writing Level 6 <p>Recommended: ENGL 121 Adding ENGL 121 as an option to the pre-req course list</p> <ul style="list-style-type: none"> • Tracy moves to approve, Jodi second • POLL: 11 approved, 0 nah, 0 abstain • approved 	
Learning Outcomes Discussion (Karen Hicks)	3:17-3:30	<ul style="list-style-type: none"> • Statement quality (clear, assessable, concise, would a student understand this?) • Alignment to assessment methods • OUTCOMES MUST BE COMMON – All course faculty must teach to this same set of CLOs • Methods DO NOT have to be common, but similar cognition demands • Problematic verbs and phrases “will be able to” “demonstrate an understanding of” “develop knowledge of” • Talk among each other prior to going to faculty for less confusion 	Any questions, please contact Karen Hicks or invite to future CC meetings
ADDED: Time of CC meetings and times due to Academic Senate (Tami)	3:40-3:48	<ul style="list-style-type: none"> • Not getting CC Report to Academic Senate Secretary for the meeting. • If schedule continues, will need to submit and not be reviewed at the Academic Senate meeting following 2 weeks. 	<ul style="list-style-type: none"> • 22-23 academic year meetings will remain the same

Agenda Item	Tentative Time	Discussion	Next Steps
		<ul style="list-style-type: none"> • Mark: past events have been absolutely fine with pending until Academic Senate meetings 3 weeks after CC meeting • Tracy advises that second semester the meetings are opposite weeks for the remainder of the year • Penny suggests: 1. Move meetings to earlier in the week; 2. Go bi-weekly rather than 1st and 3rd of each month. Consistently opposite weeks of Senate. • CC meetings will remain the same for the 22-23 academic year and will re-evaluate for 23-24 academic year. 	<ul style="list-style-type: none"> • 23-24 academic year, schedule will be evaluated to coordinate with Academic Senate meetings • Meetings the same week as Academic Senate, the Report will not be reviewed until the following meeting
<p>Agenda Items for Future Meeting:</p> <p>Next Meeting: October 19, 2022, 2:30-4:30pm</p>	<p>4:25-4:30 3:48-3:49</p>	<ul style="list-style-type: none"> • METM 195 – Quality-Metrology-Inspection: Postponed to review at Oct 19th meeting after Dir. Of Assessment meets with Program to work on CLOs. • ANTH 276-Gen Ed-MTA proposal pending due to course reactivation/revisions forth coming • MUSC 144 – Gen Ed-MTA proposal; pending review by Program Director and Dean 	<p>Pending review at future CC meetings</p>

Meeting adjourned at 3:49 pm

WebEx Chat Information:

October 5, 2022 2:34 PM from Karen Hicks to everyone: she is!

October 5, 2022 3:07 PM from Anne Heutsche to everyone: Hello All-

October 5, 2022 3:08 PM from Anne Heutsche to everyone: Kevin Brown and I are here for the History program.

October 5, 2022 3:08 PM from Rafeeq McGiveron to everyone: Hi, Anne!

October 5, 2022 3:08 PM from Mark Kelland to everyone: Hello.

October 5, 2022 3:11 PM from Anne Heutsche to everyone: Thank you. Have a good day.

October 5, 2022 3:11 PM from Kevin Brown to everyone: Thank you.

October 5, 2022 3:18 PM from Karen Hicks to everyone:

- Cognition level (Bloom’s verb) within and across
- Statement quality (clear, assessable, concise, would a student understand this?)
- Alignment to assessment methods
- OUTCOMES MUST BE COMMON – All course faculty must teach to this same set of CLOs
- Methods DO NOT have to be common, but similar cognition demands
- Problematic verbs and phrases “will be able to” “demonstrate an understanding of” “develop knowledge of”

October 5, 2022 3:23 PM from Penny Tucker to everyone: Cheryl Garayta has advised that all course revised courses proposed today are all good for transferability matters.

October 5, 2022 3:26 PM from Penny Tucker to everyone: Our CIT faculty has arrived!!!

October 5, 2022 3:26 PM from Mark Kelland to everyone: Thanks Penny.

October 5, 2022 3:27 PM from Jodi Wiley to everyone: Thanks, Karen!!

October 5, 2022 3:34 PM from Laurie Kinne to everyone: Rafeeq, correct me if I'm wrong, but, Banner will not enforce the "within 2 years." That has to be manually checked by faculty, correct?

October 5, 2022 3:36 PM from Kelly Ellis to everyone: We have a few courses with a 1 year or 2 year limit.

October 5, 2022 3:43 PM from Penny Tucker to everyone: If we go bi-weekly rather than 1st and 3rd Wednesday for each month

October 5, 2022 3:43 PM from Jodi Wiley to everyone: Does meeting a day earlier in the week help? ie Tuesdays??

October 5, 2022 3:43 PM from Penny Tucker to everyone: Eliza sends info to Senate late Tuesdays

October 5, 2022 3:44 PM from Rafeeq McGiveron to everyone: Seems like shifting to "every other" [non-pay] rather than 1st and 3rd would work (?).

October 5, 2022 3:44 PM from Ian Leighton to everyone: Jodi, it would not work for me this semester, as I have a class every Tuesday from 1:30-3.

October 5, 2022 3:46 PM from Ami Ewald to everyone: We met on Tuesdays for many years prior to Covid

October 5, 2022 3:49 PM from Penny Tucker to everyone: Also prior to our previous Chair of CC

October 5, 2022 3:49 PM from Mark Kelland to everyone: And we had on CC Chair having us meet every two weeks, so opposite weeks could work.

October 5, 2022 3:50 PM from Mark Kelland to everyone: "one CC Chair"

Polling Results:

Move to approve course revision CITP 280?

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

No Answer 4/16 (25%)

A B C

 Rafeeq McGiveron | X | | |
 Tamara McDiarmid | X | | |
 Heather Bunce | X | | |
 Tracy Nothnagel | | | |
 Eric Bennett | X | | |
 Kelly Ellis | | | |
 Jodi Wiley | X | | |
 Mark Kelland | X | | |
 Mieko Philips | X | | |
 Laurie Kinne | | | |
 Ian Leighton | X | | |
 Ami Ewald | X | | |
 Michael Pemberton | X | | |
 Daniel Rafail | X | | |
 Maissam Khalil | | | |
 Courtney Geisel | X | | |

Move to approve course revision CJUS 131?

A.Yes 11/17 (65%)
 B.Nah 0/17 (0%)
 C.Abstain 0/17 (0%)

No Answer 6/17 (35%)

A B C

 Rafeeq McGiveron | X | | |
 Tamara McDiarmid | X | | |
 Heather Bunce | X | | |
 Tracy Nothnagel | X | | |
 Eric Bennett | X | | |
 Anne Heutsche | | | |
 Kelly Ellis | | | |
 Jodi Wiley | X | | |
 Mark Kelland | X | | |
 Mieko Philips | X | | |
 Laurie Kinne | | | |
 Ian Leighton | X | | |
 Ami Ewald | X | | |
 Michael Pemberton | X | | |
 Karen Hicks | | | |
 Kevin Brown | | | |
 Courtney Geisel | | | |

Move to approved course revision CJUS 250?

A.Yes 12/17 (71%)

B.Nah 0/17 (0%)

C.Abstain 0/17 (0%)

No Answer 5/17 (29%)

A B C

 Rafeeq McGiveron | X | | |
 Tamara McDiarmid | X | | |
 Heather Bunce | X | | |
 Tracy Nothnagel | X | | |
 Eric Bennett | X | | |
 Anne Heutsche | | | |
 Kelly Ellis | | | |
 Jodi Wiley | X | | |
 Mark Kelland | X | | |
 Mieko Philips | X | | |
 Laurie Kinne | | | |
 Ian Leighton | X | | |
 Ami Ewald | X | | |
 Michael Pemberton | X | | |
 Karen Hicks | | | |
 Kevin Brown | | | |
 Courtney Geisel | X | | |

Move to approve course revision CJUS 251?

A.Yes 12/18 (67%)

B.Nah 0/18 (0%)

C.Abstain 1/18 (6%)

No Answer 5/18 (28%)

A B C

 Rafeeq McGiveron | X | | |
 Tamara McDiarmid | X | | |
 Heather Bunce | X | | |
 Tracy Nothnagel | X | | |
 Eric Bennett | | | X |
 Anne Heutsche | | | |
 Kelly Ellis | | | |
 Jodi Wiley | X | | |
 Mark Kelland | X | | |
 Mieko Philips | X | | |
 Laurie Kinne | | | |
 Ian Leighton | X | | |
 Ami Ewald | X | | |
 Michael Pemberton | X | | |
 Karen Hicks | | | |
 Kevin Brown | | | |
 Daniel Rafail | X | | |
 Courtney Geisel | X | | |

Move to approve General Ed-MTA for HIST 215?

A.Yes 12/18 (67%)

B.Nah 0/18 (0%)

C.Abstain 0/18 (0%)

No Answer 6/18 (33%)

A B C

Rafeeq McGiveron	X		
Tamara McDiarmid	X		
Heather Bunce	X		
Tracy Nothnagel			
Eric Bennett	X		
Anne Heutsche			
Kelly Ellis			
Jodi Wiley	X		
Mark Kelland	X		
Mieko Philips	X		
Laurie Kinne			
Ian Leighton	X		
Ami Ewald	X		
Michael Pemberton	X		
Karen Hicks			
Kevin Brown			
Daniel Rafail	X		
Courtney Geisel	X		

Move to approve Gen Ed-MTA for HIST 216?

A.Yes 12/18 (67%)

B.Nah 0/18 (0%)

C.Abstain 0/18 (0%)

No Answer 6/18 (33%)

A B C

Rafeeq McGiveron	X		
Tamara McDiarmid	X		
Heather Bunce	X		
Tracy Nothnagel			
Eric Bennett	X		
Anne Heutsche			
Kelly Ellis			
Jodi Wiley	X		
Mark Kelland	X		
Mieko Philips	X		
Laurie Kinne			
Ian Leighton	X		
Ami Ewald	X		
Michael Pemberton	X		
Karen Hicks			
Kevin Brown			
Daniel Rafail	X		
Courtney Geisel	X		

Move to approve CIMT Course Revisions:

- EDUC 226
- COMM 200
- DANC 261
- MATH 295
- ARTS 105
- DANC105
- DANC 207
- DMAC 244
- THEA 224
- ACCG 250
- RELG 241
- COMM 200
- COMM 240
- COMM 260
- COMM 270
- Comm 280

A.Yes 11/16 (69%)

B.Nah 0/16 (0%)

C.Abstain 0/16 (0%)

No Answer 5/16 (31%)

A	B	C
Rafeeq McGiveron	X	
Tamara McDiarmid	X	
Heather Bunce	X	
Tracy Nothnagel		
Eric Bennett		
Kelly Ellis		
Jodi Wiley	X	
Mark Kelland	X	
Mieko Philips	X	
Laurie Kinne		
Ian Leighton	X	
Ami Ewald	X	
Michael Pemberton	X	
Karen Hicks		
Daniel Rafail	X	
Courtney Geisel	X	