

AGENDA & NOTES

Name of Committee or Team: Curriculum Committee

WebEx meeting recording (unedited): https://lccedu.webex.com/lccedu/ldr.php?RCID=f0b803e3778f84f0a3f3d5f773df9ba5

• Committee Members Present via WebEx: Tami McDiarmid, Ami Ewald, Dan Rafail, Ian Leighton, Jodi Wiley, Mark Kelland, Tracy Nothnagel, Mieko Phillips, Heather Bunce

• Resource Members Present via WebEx: Jackie Womble, Kelly Ellis, Laurie Kinne, Stephanie Trapp

• **Guest:** n/a

• Scribe: Penny Tucker

Date: November 16, 2022 Time: 2:30 pm – 4:30 pm Room: WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the November 16, 2022 Agenda	2:30-2:35 2:35	 Added email note from Rafeeq M re: METS 160 Added NURS 241/242 Credit Change Inquiry Objections: none Approved without objections 	Approved with Amendments
Approval of minutes from CC meeting on November 2, 2022 (All)	2:35-2:40 2:35-2:36	Comments/Concerns: noneApproved without objections	Approved without objections
Approval of CC consent agenda (All) Course Expedited Revisions Approved by Director of Assessment and CC Reviewed: • BIOL 127 – Cell Biology Advisement purposes: CC reviewed-no objections; sent to AS: • ARTS 164 – Digital Illustration (f/k/a Vector Drawing)	2:40 2:45 2:36-2:37	 BIOL 127 – need CC approval All other expedited course revisions on consent agenda received no objections and were forwarded to the Academic Senate for review on November 11th, 2022. (Blue font) Comments/Concerns: none Approved without objections 	Approved without objections: BIOL 127 – Cell Biology

Agenda Item	Tentative Time	Discussion	Next Steps
 ASTR 201 – Introductory Astronomy BIOL 203 – Microbiology BIOL 204 – Microbiology Laboratory DENT 146 – Head, Neck & Oral Anatomy HSKN 090 – ERESA Sports Med Foundations PFKN 106 – Group Fitness Instructor Prep PFKN 260 – Growth and Motor Behavior 			
CC + CASL Work Group Update Learning Outcomes (Tami M.)	2:45-2:55 2:37	No update	Update at next meeting
CC & Degree Works Update (Zachary Foster)	2:55-3:00 2:38	 No update/Zachary Foster no in attending Tami advised to make sure Zack is aware of the new course proposals Penny advised Zach is included on new course proposals emails when sent to Dir of Assessment and TRT 	Review at next meeting
5-Star Ticket / Curriculum Committee Webpage Update (Penny T)	3:00-3:10 2:38	 Update to <u>Resources/Information document</u>, <u>Guidebook</u>, and <u>LMS video</u> Continue to review until Wednesday, November 23rd. 	Please review documents and submit any edits by 11/23. Will provide updated documents for review and approval on 12/7 mtg.

Agenda Item	Tentative Time	Discussion	Next Steps
FOLLOW-UP: Extent of curriculum title and pathway changes would constitute a new curriculum code (Mary Ellen Laatsch)	3:10-3:20 2:39-2:55	 Review of last meeting discussion with Mary Ellen Preliminary: HLC screening process, or the process would need a new application submitted. AA thought the CC should discuss and provide suggestions and recommendations Banner not term driven. Once changed, it changes history and moving forward. Changing curriculum code, impact? Student able to declare two degrees/certificates with two different titles. Tami stated that giving two certificates for the same it seems deceitful FA eligible or ineligible, the code will change Program of study changes credits, changes from CC to CA, new code created. Not done for revisions Mark does not feel this would occur often so the change won't be affected by many. Tami advises that students believes to be notified of the change as the employers look at the type of courses taken, no so much the title of degree/certificate Jackie advised in the Cybersecurity matter, students have been disqualified for job opportunities due to the automation of many companies being automated. Curriculum title changes do not go through CC for approval. Dan believes the systems (Banner) is limiting the ability to make the changes to award students correctly. Pathways are five years and difficult to view down the path Mary Ellen advised not all pathways are five years. Tami, asked Mary Ellen if this was a possible change to the pathways being reviewed by CC Mary Ellen, no but when large changes, sending on to Mark for HLC screening 	cc is recommending the students declaring the program of study that they be advised of the change and how it could affect them.

Agenda Item	Tentative Time	Discussion	Next Steps
		 Do you want CC to see the title changes? Mark, unsure if CC saw the change, not sure it would have been any different decision or add to what the programs deem appropriate. Mary stated that she will take back to AA that recommends students being notified of the change and how it would affect them in the future 	
Course credit change for nursing (Penny/Kelly E)	2:55-2:59	Moving one credit to another. One credit worth that they don't need, but need another 16 lecture house to cover the course. Kelly advised it can be done on the CIMT course revision document. Mark clarifies it is a credit switch, not a change? Kelly advised yes and the credit hours and billing hours would be	This form of change can occur on the CIMT Course Revision document as the credit and billing
		adjusted accordingly, but program would be unchanged. It is accreditation driven. Nothing has to be done by CC; all on the CIMT course revision	hours are being adjusted accordingly and due to being
		document and reasoning and within their accreditation standards, all will be handled. From Betsy Burger, 11/14/22: I spoke with Sally last Friday in regard to a request nursing has for two of their courses. A few things have come to the attention of the nursing program in the last few weeks and there is a need to take 1 credit from 242, leaving 242 as a 2 credit course, and adding 1 credit to 241, making 241 a 6 credit course. There is no change in course content or learning outcomes, it will just better align the time needed in those two courses.	accreditation driven.
		I know all request to the curriculum committee for Fall 2023 were due in October, but our hope is that this could still be submitted with the goal of making this change Fall 2023, due to the need to make this change asap.	

Agenda Item	Tentative Time			
		From Kelly E, 11/17/22: If the change is merely shifting credits and contact hours, and course content is not changing, I can still submit the changes. This just requires that I document the change on the course revision document and provide a rationale explaining the changes. The program will need to submit a course revision proposal if they are making changes to course description, student learning outcomes, or the evaluation criteria.		
		Let me know what is decided about the credit/contact/billing hour changes. Also, don't forget that if contact hours are changing that it may affect the course fees for the two courses.		
		Per Betsy B, 11/17/22: I will let Teri address the area highlighted below. I do not believe there are any changes to the course description, student learning outcomes, or the evaluation criteria. NURS 241 just needs more time added to their lecture and NURS 242 has the time to give up.		
Items for Review				
 New Courses: ACCG 215 – Financial Data Analytics ARTS 202 – Design for Innovation CHDV 132 – Leadership Early Childhood Ed 	3:20-3:35 2:59-3:35	 ACCG 215: Mary Ellen has not heard from CDS regarding CIP code Laurie K advised all taken care of Laurie: questions Management pathways and pre-req for this course See TRT Report for response from Randy P. Mark moves to approve; Tracy seconded POLL: 8 approved, 0 no, 0 abstain ARTS 202 Mark moves to approve, lan seconds 	APPROVED with correction of CIP code: • ACCG 215 – Financial Data Analytics APPROVED: • ARTS 202 – Design for Innovation	

Agenda Item	Tentative Time	Discussion	Next Steps
Course Revisions: 2 nd read:	3:35-3:55 3:35-3:45	 CHDV 132 Mark moves to approve, Tracy seconds Comments concerned: none POLL: 8 approved, 0 no COMM 280: Clarified and updated LOs regarding "different" countries 	CHDV 132 – Leadership Early Childhood Ed APPROVED:
COMM 280 – Intercultural Communication 1st Read: ACCG 160 – Payroll Systems and Taxes ACCG 260 – Accounting Systems HUSE 100 – Introduction to Human Services LEGL 215 – Business Law METM 195 – Quality- Metrology-Inspection METS 160 – Introduction		 Tracy moves to approve, Mark seconds Further Discussion: none POLL 8 approve, 0 no Approved ACCG 160: Changes to outcomes were done to make them better and to consolidate the 17 outcomes into 4 concise outcomes; they have not been updated in quite some time. Heather moves to approve, Tracy seconds Further Discussion: none POLL: 8 yes, 0 no Approved 	COMM 280 – Intercultural Communication ACCG 160 – Payroll Systems and Taxes ACCG 260 – Accounting Systems LEGL 215 – Business Law
to Robotics		 ACCG 260: Update outcomes to align to AICPA's new model; refine eval weights. Tracy moves to approve, Heather seconds Further discussion: none POLL: 9 yes, 0 no Approved HUSE 100: Mark not happy with the response for handling of the outcome or credit content, but can live with it. 	POSTPONED: METM 195 – Quality- Metrology- Inspection METS 160 – Introduction to Robotics

Agenda Item	Agenda Item Tentative Discussion Time		Next Steps	
		 Jodi: learning outcomes P, remove "traits" Mark moves to approve, Jodi seconds Further Discussion: none POLL: 7 approve, 0 no Immediately following meeting, Kelly Ellis emailed advising that Janet Marion would like to edit LO P. Updated proposal sent to CC for review and for objections to be received by 10:00 AM 11/18/22. If none, it will be approved without objection and forwarded to the Academic Senate. LEGL 215: Course is being revised to tighten up and reduce the number of Student Learning Outcomes. Jodie, R/W missing and the grade level is missing Tracy advised R/W was off before Tracy's time, they are being added LOs are being tightened up. Mark moves to approve, lan seconds Further discussion: none POLL: 8 yes, 0 no METM 195: Karen met with the faculty regarding METM 195. Jackie is currently waiting for the new Outcomes from them. No new proposal yet with updated LOs received before mtg. Mark moves to postpone review, Tracy seconds Further Discussion: none Postponed without objection 	HUSE 100: Approved, but edits following meeting were provided. Matter is under review with CC for objections by 11/18/22 by 10AM.	
		METS 160:		

Agenda Item	Tentative Time	Discussion	Next Steps
		 Note from Jackie W. from 11/11/22: After speaking with the Dean and Provost we are keeping the Revised Course Proposal for METS 160. They feel that with the only change to the course is the addition of the word FANUC to the course title so there is no need to create two new courses. The Outcomes, credit/billing hours and grading mode are all the same.	
Expedited Revisions:	3:35	n/a	n/a
• n/a	3:45		,
New Programs/Pathways:	3:35	n/a	n/a
• n/a	3:45		,

Agenda Item	Tentative	Discussion	Next Steps
Program of Study	Time 3:35	n/a	n/a
Discontinuation:	3:45	11/ 8	ii/a
• n/a	3.43		
General Ed-Applied /	3:35	n/a	n/a
MTA Course Proposal	3:45	11, 4	ii, u
• n/a	3.13		
CIMT Course Revisions:	3:35 4:20	MATH 201: Change Outcome, Only change on the entire	APPROVED:
 MATH 201 	3:45-3:50	syllabus: Outcome N - Work collaboratively in small groups	• PFKN 201
 MATH 202 		on mathematical investigations to explore and investigate	• LEGL 110
 PFKN 201 		mathematical concepts.	• LEGL 125
• LEGL 110		For Math for Elementary Teachers I"	• LEGL 211
• LEGL 125		 Mark: LO changes on CIMT doc? No 	• LEGL 212
• LEGL 211		 Has Dir of Assessment reviewed? No 	• LEGL 216
• LEGL 212		 Should be on the expedited as its less than 20% 	• LEGL 217
• LEGL 216		 Mark moves that learn outcomes changes not be changed via 	• LEGL 218
• LEGL 217		the CIMT document, Tracy seconds	• LEGL 219
• LEGL 218		Discussion: none	• LEGL 222
• LEGL 219		 Motion is approved without objection 	• LEGL 223
• LEGL 222		 Mary Ellen: submit the form for this minor of a change? Is it 	• LEGL 229
• LEGL 223		worth the time to submit the form?	
• LEGL 229		 Mark feels it is more than editorial 	Needs to be
(Any courses on CIMT Course		 Mary asks why he feels its editorial. 	submitted via
Revision .pdf document that are		 Mark advised adding two blooms and needs to be reviewed 	Expedited Revised
highlighted in green are pending		by the Dir of Assessment	Course Proposal:
cc course reviews and are NOT		 Tracy advised she looks from the outside and is this how the 	• MATH 201
listed here.)		process is completed.	• MATH 202
		 Jodi advised she does not feel this should require additional 	
		paperwork.	
		 Tami advised that there is no process for this sort of change, 	
		but always done through Expedited revised or revised.	
		 Laurie advised that is has occurred in THEA 	
		Objections: none	

Agenda Item Tentative Time		Discussion	Next Steps
	Time	 Motions passed without objections MATH 202: Change Outcome, Only change on the entire syllabus: Outcome N - Work collaboratively in small groups on mathematical investigations to explore and investigate mathematical concepts.	

Agenda Item	Tentative Time	Discussion	Next Steps
		 LEGL 216: Change F, Sp. the changes were made to align with our pathway and also for section management. LEGL 217: Change Sp, F. the changes were made to align with our pathway and also for section management. LEGL 218: Change F, As needed. the changes were made to align with our pathway and also for section management. LEGL 219: Change F, Sp. the changes were made to align with our pathway and also for section management. LEGL 222: Change As needed, F. the changes were made to align with our pathway and also for section management. LEGL 223: Change As needed, Sp. the changes were made to align with our pathway and also for section management. LEGL 229: Change Sp, As needed. The changes were made to align with our pathway and also for section management. Prior to Tracy, changes were made but not all. Pathways were changes. Semester changes have been running two academic years and the changes will match what the student's studies. Alignment or ABA accreditation? Questioned, but not forcing to change. Suggested to review. Mark asked about the "As Needed", removing are now required, adding "as needed" are becoming elected. Questions for Tracy for LEGL courses: none Motions to approve physical fitness and legal courses, Heather seconds Further discussion: none POLL: 9 approved, 0 no APPROVED except MATH 201 & 202 	
Agenda Items for Future Meeting: Next Meeting: December 7, 2022, 2:30-4:30pm	4:20 4:30 3:50-3:53	 METM 195 and METS 160 Anything for future, send to Tami or Penny 	Update next agenda with METM 195 and METS 160

Meeting adjourned 3:53

WebEx Chat Information:

ovember 16, 2022 change of title?	2:45 PM	from Penny Tucker to everyone:	Should student's declared in the program be made aware of the
November 16, 2022 look at their coursework	2:47 PM	from Jodi Wiley to everyone: agreed	- they would be disqualified eletronically before anyone would
November 16, 2022	2:49 PM	from Penny Tucker to everyone:	I'm going to start recording for note purposes.
November 16, 2022	3:08 PM	from Mieko Philips to everyone:	Sorry to be late, but I am here now.
November 16, 2022 even more back and forth	3:40 PM n than I'm alread	from Laurie Kinne to everyone: ly doing.	I would like the CC to check with Karen, rather than me doing
November 16, 2022	3:54 PM	from Mieko Philips to everyone:	Thank you.

Polling Results:

Motion to approve new course ACCG 215?	Motion to Approve new course ARTS 202?
A.Yes 8/13 (62%)	A.Yes 8/13 (62%)
B.No 0/13 (0%)	B.No 0/13 (0%)
C.Abstain 0/13 (0%)	C.Abstain 0/13 (0%)
No Answer 5/13 (38%)	No Answer 5/13 (38%)
A B C	A B C
 Tamara McDiarmid X	 Tamara McDiarmid X
lan Leighton X	lan Leighton X
Mark Kelland X	Mark Kelland X
Daniel Rafail X	Daniel Rafail X
Tracy Nothnagel X	Tracy Nothnagel X
Laurie Kinne	Laurie Kinne
Ami Ewald X	Ami Ewald X
Jackie Womble	Jackie Womble
Kelly Ellis	Kelly Ellis
Mary Laatsch	Mary Laatsch
Stephanie Trapp	Stephanie Trapp
Jodi Wiley X	Jodi Wiley X
Heather Bunce X	Heather Bunce X

Motion to Approve new course CHDV 132?	Motion to approve revised course COMM 280?
A.yes 8/13 (62%)	A.Yes 8/14 (57%)
B.No 0/13 (0%)	B.No 0/14 (0%)
C.Abstain 0/13 (0%)	C.Abstain 0/14 (0%)
No Answer 5/13 (38%)	No Answer 6/14 (43%)
A B C	A B C
 Tamara McDiarmid X	 Tamara McDiarmid X
lan Leighton X	lan Leighton X
Mark Kelland X	Mark Kelland X
Daniel Rafail X	Daniel Rafail X
Tracy Nothnagel X	Tracy Nothnagel X
Laurie Kinne	Laurie Kinne
Ami Ewald X	Ami Ewald X
Jackie Womble	Jackie Womble
Kelly Ellis	Kelly Ellis
Mary Laatsch	Mary Laatsch
Stephanie Trapp	Stephanie Trapp
Jodi Wiley X	Jodi Wiley X
Heather Bunce X	Heather Bunce X
	Mieko Philips

notion to approve revised course ACCG 160?	iviotion to approve revised course ACCG 260?
A.Yes 8/14 (57%)	A.Yes 9/14 (64%)
B.No 0/14 (0%)	B.No 0/14 (0%)
C.Abstain 0/14 (0%)	C.Abstain 0/14 (0%)
Answer 6/14 (43%)	No Answer 5/14 (36%)
АВС	A B C
lan Leighton	Ian Leighton X
Mark Kelland X	Mark Kelland X
Daniel Rafail X	Daniel Rafail X
Tracy Nothnagel X	Tracy Nothnagel X
Laurie Kinne	Laurie Kinne
Ami Ewald X	Ami Ewald X
Jackie Womble	Jackie Womble
Kelly Ellis	Kelly Ellis
Mary Laatsch	Mary Laatsch
Stephanie Trapp	Stephanie Trapp
Jodi Wiley X	Jodi Wiley X
Heather Bunce X	Heather Bunce X
Mieko Philips X	Mieko Philips X

Motion to approve revised course HUSE 100? 7/14 (50%) A.Yes 0/14 (0%) B.No C.Abstain 0/14 (0%) No Answer 7/14 (50%) A B C Tamara McDiarmid | X | | | Ian Leighton | X | | | Mark Kelland Daniel Rafail | | | | Tracy Nothnagel | X | | | Laurie Kinne Ami Ewald |X||Jackie Womble Kelly Ellis Mary Laatsch Stephanie Trapp | | | Jodi Wiley | X | | Heather Bunce | X | | |

Mieko Philips | X | | |

Good Morning,

Immediately following the CC meeting yesterday, Kelly Ellis contacted me with the following information regarding HUSE 100:

 Could you pull the CC approval of HUSE 100 back and not forward it to Academic Senate yet? I checked with Janet Marion to make sure that the removal of the word "traits" from outcome P. captured what she intended. She would like to change the outcome in question to, P. List five traits of an addictive personality.

I have updated the attached proposal. Please review and if there are any objections, please REPLY by 10:00 AM Friday, November 18th. Otherwise, this change will be approved without objection and forwarded to the Academic Senate for further review.

Best, Penny Notified: <lcc-cc@star.lcc.edu> Thu 11/17/2022 8:41 AM

11/28/22, Penny Tucker: No objections were received by Curriculum Committee Members, 12:11 PM

Motion to approve revised course LEGL 215?	Motion to approve CIMT Course Revisions:
A.Yes 8/14 (57%)	 PFKN 201
B.No 0/14 (0%)	• LEGL 110
C.Abstain 0/14 (0%)	• LEGL 125
No Answer 6/14 (43%)	• LEGL 211
	• LEGL 212
АВС	• LEGL 216
	• LEGL 217
Tamara McDiarmid X	• LEGL 218
lan Leighton	• LEGL 219
Mark Kelland X	• LEGL 222
Daniel Rafail X	• LEGL 223
Tracy Nothnagel X	• LEGL 229
Laurie Kinne	
Ami Ewald X	A.Yes 9/13 (69%)
Jackie Womble	B.No 0/13 (0%)
Kelly Ellis	C.Abstain 0/13 (0%)
Mary Laatsch	No Answer 4/13 (31%)
Stephanie Trapp	
Jodi Wiley X	A B C
Heather Bunce X	
Mieko Philips X	Tamara McDiarmid X
	lan Leighton X
	Mark Kelland X
	Daniel Rafail X
	Tracy Nothnagel X
	Ami Ewald X
	Jackie Womble
	Kelly Ellis
	Mary Laatsch
	Stephanie Trapp
	Jodi Wiley X
	Heather Bunce X
	Mieko Philips X