



AGENDA & NOTES

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

Recording link: <https://lccedu.webex.com/lccedu/ldr.php?RCID=ad1a576843510f21960f8f9e84b06b88> (unedited)

- **Committee Members Present via WebEx:** Tamara McDiarmid, Rafeeq McGiveron, Ami Ewald, Courtney Geisel, Eric Bennett, Heather Bunce, Ian Leighton, James Allen, Mark Kelland, Mieko Philips, Mike Pemberton, Tracy Nothnagel
- **Resource Members Present via WebEx:** Jackie Womble, Kelly Ellis, Mary Ellen Laatsch, Stephanie Trapp
- **Guest:** n/a
- **Scribe:** Penny Tucker

Date: March 1, 2023

Time: 2:30 pm – 4:30 pm

Room: WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the March 1, 2023 Agenda	2:30-2:35 2:31-2:34	<ul style="list-style-type: none"> • Add discussion about communication with advisors and CC • Objections: none • Approved without objections 	Approved with amendments without objection
Approval of minutes from CC meeting on February 15 <i>(All)</i>	2:35-2:40 2:34-2:35	Corrections: One little spelling. You need to capitalize Heather Bunce in the Social Sciences (GA). Her first name is not capitalized. Objections/Discussions: None Approved without objections	Approved with corrections without objection
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"> • n/a 	2:40-2:45 2:35	n/a	n/a
CC + CASL Work Group Update Learning Outcomes (Tami M.)	2:45-2:50 2:35-2:36	<ul style="list-style-type: none"> • Tami communicating with Tim D and Karen H to meet week of March 13th. Hopefully update at next meeting. 	Further information at next meeting

Agenda Item	Tentative Time	Discussion	Next Steps
CC & Degree Works Update (Zachary Foster)	2:50-2:55 2:36	<ul style="list-style-type: none"> n/a 	n/a
5-Star Ticket / Curriculum Committee Webpage Update (Penny T)	2:55-3:00 2:36-2:37	<ul style="list-style-type: none"> Guidebook, and LMS video - Updates Pending Added ALO as Resource on webpage 	Further updates at next meeting
Update Program of Study Discontinuation information on worksheet/HLC perspective (Mark K.)	3:00-3:15 2:37	Meeting yesterday with CIMT reps, Mary Ellen L about SOP for Teachout Plan. Pay attention to details being filled out on form. Completed, no further agenda items necessary.	SOP draft is being reviewed by APAC so this matter is complete.
Follow-Up questions for CC members (Rafeeq/Mary Ellen L.)	3:15-3:30 2:37-2:51	Tami explains the conversations between CC admin and CIMT Reps. Penny explains the proposed SharePoint process to CC members. Working with the Dir of Assessment to clarify language and clarity of minor and major changes regarding Expedited and Revised. Mark: question about SharePoint, how to undo an edit. Penny explained, will send the how to open in desktop app thru SharePoint. Any questions, please contact Tami, Rafeeq, Mary Ellen, or Penny	Follow up conversations will follow. Testing of course revisions will take place Spring 2023 through 5-star and SharePoint review process.
Elect Chair Chair Elect (Tami M)	3:30-3:45 2:37-3:09	Introduced at Academic Senate on Friday, 2/24/23 – Chair Elect For CASL and CC committees, being very HLC compliant, due to change over, having a Chair Elect and/or Vice-Chair Elect be in training for one year prior to holding position. James: Should be a faculty member as a requirement. Mark: Echo’s James comment. Tami, need a mini workgroup to adjust charter and points of discussion by Mark and James. Traci, if a Chair Elect and one a one-year senate seat, then one year senate seat is done, what will happen. Clarification needed. Being a senate member as a requirement may be an issue.	Individuals interested in participating in mini workgroup for review and updates to Charter and process, contact Tami by this Friday, 3/3.

Agenda Item	Tentative Time	Discussion	Next Steps
		<p>If interested, contact Tami, Rafeeq, or Penny by this Friday, March 3rd. Would like completed by our meeting on March 29th. Penny on support. If nobody responds, Tami will reach out.</p>	Further discussion at next meeting
Communication among Advisors and CC regarding Technical Issues (Penny)	3:09-3:31	<p>Penny spoke with Chelsea Brandon regarding if a process could be implemented regarding communication from Advisors regarding Technical errors that are found (e.g. sequencing issues, course title misspellings, typo/grammatical changes needed). Penny suggested an email distribution list of individuals who can discuss and make said changes, or a WebEx Chat group so Advisors could put their findings. Or a shared space (google doc) to add information to.</p> <p>Any additional ideas/suggestions can be sent to Penny.</p> <p>Further discussion about courses that are being canceled or changed if they are asked on worksheets for 5-star tickets. Advisors don't always find out information until after the fact or when researching for a student. New course proposal worksheet asks about course being canceled or changed from other pathways. Kelly E advised that there is an Argos report by putting in course code it will show all current pathways the course appears. Zach has to update for the report to be accurate and up to date.</p>	<p>If any other ideas or suggestions, please contact Penny Tucker.</p> <p>This matter will be followed up at next meeting.</p>
Items for Review			
New Courses: <ul style="list-style-type: none"> • n/a 	3:45 3:31	<ul style="list-style-type: none"> • n/a 	n/a
Course Revisions: <ul style="list-style-type: none"> • n/a 	3:45 3:31	<ul style="list-style-type: none"> • n/a 	n/a
Expedited Revisions: <ul style="list-style-type: none"> • n/a 	3:45 3:31	<ul style="list-style-type: none"> • n/a 	n/a

Agenda Item	Tentative Time	Discussion	Next Steps
<p>New Programs/Pathways:</p> <ul style="list-style-type: none"> Robotics Technology (CA) (tentative) 	<p>3:45-4:00 3:31-3:33</p>	<ul style="list-style-type: none"> Jackie met with program director today and they found many errors, requesting to put on HOLD for now until further advisement. Mark moves to postpone until further notice is received from Program and/or TC CIMT Rep., Tracy seconds Discussion/objections: none Approved to postpone until further notice is received from Program and/or TC CIMT rep. 	<p>POSTONED UNTIL FURTHER NOTICE:</p> <ul style="list-style-type: none"> Robotics Technology (CA)
<p>Program of Study Discontinuation:</p> <ul style="list-style-type: none"> IoT Specialist (1713) 	<p>4:00-4:15 3:33-3:36</p>	<ul style="list-style-type: none"> Mark advised that the teachout plan does not provide a specific number of students Jackie W advised 3 students from Fall 2021. Teachout until Summer 2026. Two programs overlap to help them carry over if necessary Mark moves to approve discontinuation, Tracy seconded Discussion/objections: none Approved without objection 	<p>APPROVED WITHOUT OBJECTION:</p> <ul style="list-style-type: none"> IoT Specialist (1713)
<p>General Ed-Applied / MTA Course Proposal</p> <ul style="list-style-type: none"> n/a 	<p>4:15 3:33</p>	<ul style="list-style-type: none"> n/a 	<p>n/a</p>
<p>CIMT Course Revisions:</p> <ul style="list-style-type: none"> N/A <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 3:33</p>	<ul style="list-style-type: none"> n/a 	<p>n/a</p>
<p>Agenda Items for Future Meeting:</p> <p>Next Meeting: March 15, 2023, 2:30-4:30pm</p>	<p>4:15-4:30 3:36-3:38</p>	<ul style="list-style-type: none"> HUMS 223 and HUMS 224 MTA course reviews Chair-elect conversations Brainstorm with CC regarding CIMT and CC processes. 	<p>Add to next meeting agenda</p>

Meeting adjourned at 3:38

WebEx Chat Information:

- March 1, 2023 2:32 PM from Penny Tucker to everyone: recording to help with notes
- March 1, 2023 2:53 PM from Mark Kelland to everyone: And CC and CASL are very HLC important.
- March 1, 2023 2:56 PM from Tracy Nothnagel to everyone: Wow, I have been here longer than I remember...I started with Larissa. :-)
- March 1, 2023 2:57 PM from Mark Kelland to everyone: I've been here since it was the CIC, lol.
- March 1, 2023 3:01 PM from Penny Tucker to everyone: Follow-Up questions for CC members: there will be further discussion for inquiry of items with the CC at next meeting.
- March 1, 2023 3:03 PM from Ian Leighton to everyone: Excellent point, Tracy.
- March 1, 2023 3:21 PM from Mary Laatsch to everyone: The course revisions document is part of that communication regarding pathway changes.
- March 1, 2023 3:22 PM from Rafeeq McGiveron to everyone: Odd that Chem/Biol/etc. are outta the loop, since they're in the same Dept . . .
- March 1, 2023 3:22 PM from Tamara McDiarmid to everyone: My internet is wacky again. Have to have my camera off to try not to lose all of you
- March 1, 2023 3:24 PM from James Allen to everyone: Did I open a can of worms?
- March 1, 2023 3:25 PM from Mark Kelland to everyone: If it's a can of worms, we need it opened!
- March 1, 2023 3:25 PM from Rafeeq McGiveron to everyone: I just reallllllly doubt that people outside of the specific depts need to see Outcome stuff. That's verrrry finicky.
- March 1, 2023 3:26 PM from Rafeeq McGiveron to everyone: But prereqs, cr changes, etc., yes--could be important.
- March 1, 2023 3:28 PM from Eric Bennett to everyone: I'm going to have to leave. If I can come back, I will.

March 1, 2023 3:29 PM from Tamara McDiarmid to everyone: ok thanks

March 1, 2023 3:38 PM from Mieko Philips to everyone: Thank you. Have a great spring break!

Polling Results:

No polls used at this meeting.