



AGENDA & NOTES

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

Recording link: <https://lccedu.webex.com/lccedu/ldr.php?RCID=bdd919e4691e251b02792fb63b9dfc6b>

- **Committee Members Present via WebEx:** Rafeeq McGiveron, Tamara McDiarmid, Eric Bennett, Ian Leighton, James Allen, Mark Kelland, Matthew Boeve, Courtney Geisel, Ami Ewald, Mieko Philips, Tracy Nothnagel,
- **Resource Members Present via WebEx:** Jackie Womble, Kelly Ellis, Mary Ellen Laatsch, Nicole Olszowy, Ann Selleck
- **Guest:** n/a
- **Scribe:** Penny Tucker

Date: April 19, 2023

Time: 2:30 pm – 4:30 pm

Room: WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the April 19, 2023 Agenda	2:30-2:35 2:31	<ul style="list-style-type: none"> • Adds/changes: Rafeeq, Gen Ed update • Tami, charter elect, additional changes due to academic senate changes • Objections: none • Approved with amendments without objections 	Approved with Amendments without objection
Approval of minutes from CC meeting on April 5, 2023 <i>(All)</i>	2:35-2:40 2:31-2:32	Amendment: <ul style="list-style-type: none"> • Per Rafeeq: <i>For the 3:09-3:30, 3rd bullet, this is for 2.0 minimum in all courses in the “Education Career Community Courses” block—which also affects ACAD 100—in addition to CHDV 101 also needing a 2.5 as you say.</i> • Additions/changes: none • Objections: none • Approved with amendments without objection 	Approved with amendments without objection
Welcome to additional Academic Advisor, Matthew Boeve (Tami M)	2:40-2:45 2:32-2:34	Matt will join us when either Eric Bennett is unable or the two will tag team the meetings and reviews for TRT group.	Welcome!
Approval of CC consent agenda <i>(All)</i>	2:45 2:34	n/a	n/a

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<p>Course Expedited Revisions Approved by Director of Assessment and CC Reviewed:</p> <ul style="list-style-type: none"> • n/a 			
<p>CC + CASL Work Group Update Learning Outcomes (Tami M.)</p>	<p>2:45-2:55 2:34</p>	<p>Still pending, end of semester. Will contact CASL to further conversations.</p>	<p>Further updates at next meeting</p>
<p>CC & Degree Works Update (Zachary Foster)</p>	<p>2:55-3:00 2:34</p>	<p>n/a</p>	<p>n/a</p>
<p>5-Star Ticket / Curriculum Committee Webpage Update (Penny T)</p>	<p>3:00-3:05 2:34-2:36</p>	<ul style="list-style-type: none"> • Guidebook, and LMS video - Updates Pending • Webpage updated with new member, meeting reports, and Gen Ed-Applied Degree and MTA Course Recommendation forms for the 23/24 processing 	<p>Further updates at next meeting</p>
<p>Chair Elect Language Update (Tami M.)</p>	<p>3:05-3:30 2:36-2:43</p>	<ul style="list-style-type: none"> • The Chair elect information was approved at the Academic Senate meeting on 4/23. • Chair and Vice-Chair will be appointed by the ASEC among members of committee. • Chair will be an Academic Senator • Work on changes to the Charter may not prior to the May 5th meeting, but by first of next year • Jon Ten Brink lost his run for Academic Senate so no longer able to be AS President • Tami's name has been added for election of AS President. • Need to prepare for a possible new Chair for CC, must be an Academic Senator • May 5th is the elections, Summer meeting discuss • If interested and an Academic Senator, please reach out to Tami to discuss. • Is there a reassign time for Chair? Yes to do work of the Chair of CC. 	<ul style="list-style-type: none"> • Update current Charter with Chair Elect Language • Further discuss at next meeting potential Chair nominations

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CC Meeting Dates for 23/24 and Summer Meeting Date: Follow-up (Tami M.)	3:30-3:45 2:43-2:48	Further discussion: <ul style="list-style-type: none"> • Courtney G: 1st and 3rd not good due to many conflicts with AS meeting weeks • Mark: Advised when Kari R was chair, meeting schedule was every other week and was beneficial for extra meetings in Fall and possible cancel in Spring. • Mieko: agrees with Mark for additional meetings in Fall • Tami is proposing the every other week schedule and our summer meeting being held on 07/10/23 in the morning with understanding AS having their meeting on 7/14/23. • Objections: none • Approved without objection 	<ul style="list-style-type: none"> • Meeting schedule for 23/24 academic year will be every other week • Summer meeting tentatively scheduled for Monday, July 10th at 9:00 am • Penny to send meeting invites for summer meeting and 23/24 meeting dates
Items for Review			
New Courses: • n/a	3:45 2:48	n/a	n/a
Course Revisions: • n/a	3:45 2:48	n/a	n/a
Expedited Revisions: • n/a	3:45 2:48	n/a	n/a
New Programs/Pathways: • Robotics Technology (CA) – PENDING UPDATE	3:45-4:00 2:48-2:49	Robotics Technology (CA) <ul style="list-style-type: none"> • Following last meeting, received email from Jackie Womble requesting a hold be placed on this new program of study request pending additional review by program. 	Pending further information from Program; revisit at next meeting

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		<ul style="list-style-type: none"> Per Jackie W, 4/5/23: We are still on hold with the robotics pathway. Brian has to check one last item then we can move forward with it. I'm hoping by the next meeting we will be good to go. Jackie advised Program Director has been out sick and will suggest to put on hold until next year. 	
Program of Study Discontinuation: <ul style="list-style-type: none"> n/a 	4:00 2:49	n/a	n/a
General Ed-Applied / MTA Course Proposal <ul style="list-style-type: none"> n/a 	4:00 2:50-2:51	<ul style="list-style-type: none"> Rafeeq, September 29th is the deadline for applications to be guaranteed included for Fall 2024 implementation. Communication going to be in Operations and The Star emails beginning next week. Rafeeq will bring to SAALT and Academic Senate Gen Ed webpage is updated and provides courses that have been removed for reference. 	n/a
CIMT Course Revisions: <ul style="list-style-type: none"> CHSE 123 CHSE 124 CHSE 125 CHSE 127 CHSE 131 <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>	4:00-4:15 2:51-2:59	<p>CHSE 123</p> <ul style="list-style-type: none"> Change: Co-requisite Course: CHSE 131 (three-semester cohort); None (four-semester cohort). Adding co-requisite course information. Currently not included on course and should be. <p>CHSE 124</p> <ul style="list-style-type: none"> Change: Co-requisite Course: CHSE 125 and CHSE 127 (three-semester cohort); CHSE 131 (four-semester cohort). Adding co-requisite course information. Currently not included on course and should be. <p>CHSE 125</p> <ul style="list-style-type: none"> Change: Co-requisite Course: CHSE 124 and CHSE 127 (three-semester cohort); CHSE 127 (four-semester cohort). Adding co-requisite course information. Currently not included on course and should be. 	<p>Approved without objection:</p> <ul style="list-style-type: none"> CHSE 123 CHSE 124 CHSE 125 CHSE 127 CHSE 131

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		<p>CHSE 127</p> <ul style="list-style-type: none"> • Change: Co-requisite Course: CHSE 124 and CHSE 125 (three-semester cohort); CHSE 125 (four-semester cohort). Adding co-requisite course information. Currently not included on course and should be. <p>CHSE 131</p> <ul style="list-style-type: none"> • Change: Co-requisite Course: CHSE 123 (three-semester cohort); CHSE 124 (four-semester cohort). Adding co-requisite course information. Currently not included on course and should be. <p>Questions/Comments:</p> <ul style="list-style-type: none"> • Rafeeq, for Kelly: 3-semester cohort vs 4-semester cohort: handled department over-ride or programmed in Banner. • Kelly: depends on semester because of different cohorts/sequencing of courses, unable to program in Banner. • Program having orientation with new students and advise of the 3 semester cohort start in Fall, 4 semester cohort start in Summer. • Rafeeq: sometimes unable to put on Banner, then this language is just advisory. • Kelly, yes, just advisory. If just advisory, the Program will check in with the student in the cohort courses. • James: What classes are these? • Kelly: Medical Insurance Billing and Coding • Matt: CHSE 131 can do by itself; with the cohorts is not going to allow that anymore: • Kelly: believe a student would be able to do that. Any suggestion as to how to present this? • Matt: maybe take it out for 131, but won't work for other. • Kelly: could put a course note in about contacting to take course and obtain approval. • Mark moves to approve CIMT Course Changes, Ian seconded 	

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		<ul style="list-style-type: none"> • Objections: None • Approved without objections 	
<p>Agenda Items for Future Meeting:</p> <p>Next Meeting: May 3, 2023, 2:30-4:30pm</p>	<p>4:15-4:30 2:59-3:04</p>	<ul style="list-style-type: none"> • Ian: orientation. What is the online students getting for orientation? Is there a formal orientation for students? • Yes, but mandatory for only new to college students. But beginning in Fall 2023, it will be mandatory for all students, except for Dual Enrolled students. • Mark: once an online course orientation was provided few years ago, but was ineffective. • Mary Ellen: eLearning offers training for students • Ian: something interactive that students have to pay attention, read posts • Mark, talk to our colleagues, make a comment to academic senate. • Ian: is this who puts a green light • Tami: can open a conversation and begin discussions • Revisit Chair Elect discussion of possible new chair • Discuss process proposed through SharePoint 	<p>Add to next meeting agenda:</p> <ul style="list-style-type: none"> • Chair Elect and Charter updates • Processes: email vs SharePoint review

Meeting adjourned at 3:04 pm

WebEx Chat Information:

April 19, 2023 2:40 PM from Penny Tucker to everyone: https://lansingcc-my.sharepoint.com/:f:/g/personal/tuckerp3_star_lcc_edu/EpgcwKBTyG1OjOFxjN1JbbsBX0ZtZci4u73FdnNVQ1UGPQ?e=AE9u0r

April 19, 2023 2:54 PM from Tracy Nothnagel to everyone: I have to jump off for a few minutes to meet with a student but I will back.

April 19, 2023 2:55 PM from Tamara McDiarmid to everyone: We will probably be done, so no worries

April 19, 2023 2:58 PM from Ian Leighton to everyone: I have a weird question that is not necessarily related to the CC, but figure some of you might know. May I have a few minutes toward the end of our meeting, please?

Polling Results:

No polling used during this meeting.