## AGENDA & NOTES

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| **Name of Committee or Team: Curriculum Committee** | |
| Support Documents Link: CC Meeting Information-2023.09.13 | |
| Recording link: https://lccedu.webex.com/lccedu/ldr.php?RCID=51c2be78ae86da8f3f9ccecbd3fea84e | |

- **Committee Members Present via WebEx**: Matthew Boeve, Heather Bunce, James Allen, Rafeeq McGiveron, Tamara McDiarmid, Eric Bennett, Courtney Geisel, Ami Ewald, Michael Pemberton, Danielle Rafail
- **Resource Members Present via WebEx:** Laurie Kinne, Jackie Womble, Ann Selleck, Kelly Ellis, Nicole Olszowy, Mary Ellen Laatsch,
- **Guest:** n/a
- **Scribe**: Penny Tucker

| Date: September 13, 2023 | Time: 2:30 – 4:30 pm | Room: WebEx |
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| Agenda Item | Tentative Time | Discussion | Next Steps |
|---|---|---|---|
| Approval of the September 13, 2023 Agenda | 2:30-2:35 | <ul><li>Updates/Changes: none</li><li>Objections: None</li><li>Approved without objection</li></ul> | Approved without objection |
| Approval of minutes from CC meeting on July 10, 2023  *(All)* | 2:35-2:40 | <ul><li>Updates/Changes: none</li><li>Objections: None</li><li>Approved without objections</li></ul> | Approved without objection |
| Approval of CC consent agenda *(All)* ***Course Expedited Revisions Approved by Director of Assessment and CC Reviewed:*** <ul><li>n/a</li></ul> | 2:40 | n/a | n/a |
| CC + CASL Work Group Update Learning Outcomes (Tami M. / Courtney G.) | 2:40-2:45 | Tami McDiarmid: With new academic year, try and get a hold of the CASL chairs, Tim Deines and Holly Jordan (chair-elect) and see if a meeting can be scheduled to review goals. Need to address. | Get in touch with CASL chairs and schedule a meeting |

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| CC & Degree Works Update (Zachary Foster) | 2:45-2:50 | Zach not in attendance | Move to next meeting |
| 5-Star Ticket / Curriculum Committee Webpage Update<br><br>SOP updates<br><br>5-Star Worksheet Updates (Penny T) | 2:50-2:55 | • [Guidebook](#), and [LMS video](#) - Updates Pending<br>• No updates yet on LMS Video<br>• Guidebook almost completed<br>• SOPs are updated and on the CC webpage<br>• 5-Star worksheets are updated and on the CC webpage<br>• CC webpage forms tab layout has been updated. | Further updates at next meeting |
| Member Update: CEWD needed (Courtney) | 2:55-3:00 | • Per Nancy Dietrich, still working on at this time. | Update at next meeting |
| Follow-Up: Expectation under HLC guidelines of monitoring content changes in courses/programs (Mark K.) | 3:00-3:10 | • Not able to attend<br>• Move to next meeting | Move to next meeting |
| Process for comments on SharePoint for TRT Review or Expedited Revised Course Proposals (Penny) | 3:10-3:15 | • [SharePoint-How to work in document from Desktop App v2.pdf](#)<br>• [SharePoint - How to add Comments to Reports.pdf](#)<br>• Just for information purposes only. One document does say Program Review, but it is the same process as how to process into the system. | Informational purposes only. No further tasks needed. |
| Deadline for Courses and Programs of Study 2204-25 (Mary Ellen) | 3:15-3:20 | • [Deadlines for Courses and Programs of Study 2024-25.docx](#)<br>• Mary Ellen in another meeting until 3:30pm, table until end of meeting.<br>• Created each year for annual timeline. Final goal to have pathways posted prior to registration for Fall.<br>• Don't anticipate any issues, but wanted to bring the deadlines to your attention.<br>• Any questions? None | No further actions needed. For information purposes only. |
| **Items for Review** | | | |

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| **New Courses:**<br>• n/a | 3:20 | n/a | n/a |
| **Course Revisions:**<br>• n/a | 3:20 | n/a | n/a |
| **Expedited Revisions:**<br>• BIOL 260 - Botany | 3:20-3:25 | BIOL 260-Botany-_FA23_expedited-revised-090723.docx<br>Questions pending for Course Coordinator's return from vacation:<br>Under Projects:<br>• Remove "from" and end sentence with parenthetical after "species".<br>• So, if a student submits their project ~20 days past "midway through the semester" they would receive a 0% on the project? Hypothetical. If I want to pass the course, I'm required to submit the project. However, if I submit the project ~20 days late, I receive a 0%. But, at least I have the opportunity to complete the course? This policy seems strange. I would remove the 5% penalty per day.<br>• I'm not opposed to a missed/tripwire-fail assignment, but I doubt that "complete" is the right term.  Someone without this project can get only 1.5? 0.0? Incomplete?  I think this must be clarified.<br>• Nicole asked for some clarification on the questions above so she can take it back to the faculty.<br>• What is pass?<br>• What the requirement to "complete" the course.<br>• So what on the syllabus does this pertain?<br>• None of the percentages or list of eval methods are changing, just the notes.<br>• James, Notes does not need to go through CC for approval.<br>• Nicole, that is correct, she just learned that.<br>• But this note affects the student's grade per Mike P<br>• Courtney, if it is late, half off as a general policy. Interesting.<br>• Tami, do you have it listed like this? | n/a |

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| | | <ul><li>Courtney-no</li><li>How it is written, every day it is late 5% will be deducted each day. If turned into but get a 0 on the project, will this cause the student to fail the course?</li><li>James: some syllabus has a blank statement that says if you do not turn in your assignment, you can get no higher than a 1.5. Is this something more clear?</li><li>James asked if Nicole would like the language used in the Nursing program. Nicole-yes, thank you.</li><li>Eric does not see an issue unless its one particular assignment is absolutely necessary.</li><li>Nicole: are there other programs that use that language?</li><li>Courtney: Fitness/Kinesiology has taken the language away.</li><li>In Corrections academy, if flunk one exam, you are done in the academy, you would need to come back as must pass each module.</li><li>Dan: it says 5% per week, you could put a; maximum off of 75% or 50%. It doesn't dwindle down to zero.</li><li>Nicole, that is what James suggested and likes that idea.</li><li>Will be reviewed by the Course Coordinator at A&S.</li></ul> | |
| ***New Programs/Pathways:***<br>• Robotics Technology (CA) - Update | 3:25 | • Per Jackie, It is still on hold as the director has just returned from leave and hasn't had a chance to review it. | On hold until 10/1/23 |
| ***Program of Study Discontinuation:***<br>• n/a | 3:25 | n/a | n/a |
| **General Ed-Applied /<br>MTA Course Proposal**<br>• n/a | 3:25 | n/a | n/a |

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| **CIMT Course Revisions:**<br>• HSDM 091<br>• METM 112<br>• METM 150<br>• CITS 225<br>• CITO 120<br>• CITO 140<br><br>(Any courses on CIMT Course Revision .pdf document that are <mark>highlighted in blue</mark> are pending cc course reviews and are NOT listed here.) | 3:25-3:40 | HSDM 091<br>• Change: new credit-8. Due to staffing we needed to combine our ERESA courses HSDM 091 and 092.<br>• Two 4 credit classes being combined? Yes<br>• Rafeeq, we don't need a new course code, just dropping 092 and combining to 091.<br>• Laurie: HSWD taught through ERESA. What are being taught are three ARTS 120, 171, and something else. Then must make acceptions at the end of the year to the ARTS courses on the transcript.<br><br>METM 112<br>• Change: Prerequiste Course: Minimum 2.0 in METM 108 within 2 years. The addition of "within 2 years" is because the faculty are finding students are not prepared for the more advanced course and they are not retaining the knowledge learned in the prerequiste.<br><br>METM 150<br>• Change: Prerequiste Course: Minimum 2.0 in (METM 110 or METM 112 within 2 years). The addition of "within 2 years" is because the faculty are finding students are not prepared for the more advanced course and they are not retaining the knowledge learned in the prerequiste.<br><br>CITS 225<br>• Change: Prerequiste Course: Minimum 2.0 in CITS 125 or CITF 120. The faculty believe this will be more inclusive for students moving between pathways.<br><br>CITO 120<br>• Change: Prerequiste Course: Minimum 2.0 In (CITP 110 and [CITS 125 or CITF 120]). The faculty believe this will be more inclusive for students moving between pathways.<br><br>CITO 140 | Approved:<br>• HSDM 091<br>• METM 112<br>• METM 150<br>• CITS 225<br>• CITO 120<br>• CITO 140 |

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| | | <ul><li>Change: Prerequiste Course: Minimum 2.0 In (CITP 110 and [CITS 125 or CITF 120]). The faculty believe this will be more inclusive for students moving between pathways.</li><li>Approved CIMT Course Revisions without objection</li></ul> | |
| **Agenda Items for Future Meeting:**<br><br>**Next Meeting:**<br>September 27, 2023, 2:30pm | 3:40-3:50 | n/a<br><br>Any questions or future meeting items, please email LCC-CC-CC_Chair@star.lcc.edu | <ul><li>n/a</li></ul> |

Meeting adjourned at

<span style="color:#2E74B5">WebEx Chat Information</span>:

| September 13, 2023 | 2:32 PM | from Penny Tucker to everyone: | the link is on the top of the  agenda to access documents |
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| September 13, 2023 communicate | 2:32 PM | from Penny Tucker to everyone: | I am, they are working with my dad so I don't want to |
| September 13, 2023 | 2:33 PM | from Penny Tucker to everyone: | yup |
| September 13, 2023 | 2:36 PM | from Penny Tucker to everyone: | just there for purposes of record |
| September 13, 2023 | 2:36 PM | from Penny Tucker to everyone: | none |
| September 13, 2023 | 2:36 PM | from Penny Tucker to everyone: | none |
| September 13, 2023 | 2:36 PM | from Penny Tucker to everyone: | standing agenda item just in case |
| September 13, 2023 | 2:39 PM | from Penny Tucker to everyone: | just provide feedback for possible updates |
| September 13, 2023 | 2:39 PM | from Penny Tucker to everyone: | yes |
| September 13, 2023 | 2:39 PM | from Penny Tucker to everyone: | wifi is wonki |

September 13, 2023      2:42 PM      from Penny Tucker to everyone:      If anyone has an issue  with teaching schedule, please advise your program director

September 13, 2023      2:42 PM      from Penny Tucker to everyone:      I started adding what type of changes taking place for tracking purposes. will followup with Mark for process purposes

September 13, 2023      2:43 PM      from Penny Tucker to everyone:      Those notes are to just help reminding everyone the process to access a sharepoint document into full word formating and how to add comments

September 13, 2023      2:43 PM      from Penny Tucker to everyone:      she was in another meeting, until 3:30. Please table until end of meeting

September 13, 2023      2:44 PM      from Penny Tucker to everyone:      either or

September 13, 2023      2:45 PM      from Penny Tucker to everyone:      the questions are at the bottom;

September 13, 2023      2:47 PM      from Penny Tucker to everyone:      The information on the agenda are the same as the info on the comments in proposal

September 13, 2023      2:49 PM      from Matthew Boeve to everyone:
      https://lcc.campusconcourse.com/view_syllabus?course_id=82151

September 13, 2023      2:50 PM      from Penny Tucker to everyone:      Just curious, who is the course coordinator in A&S?

September 13, 2023      2:51 PM      from Nicole Olszowy to everyone:      Stephanie Hart

September 13, 2023      2:56 PM      from Penny Tucker to everyone:      Thanks Nicole

September 13, 2023      2:56 PM      from Penny Tucker to everyone:      sorry everybody, my dad had open heart surgery yesterday and I am at hospital helping him as my step-mom had to go to PT. He is doing well, just sore and all of his body is starting to kick in!

September 13, 2023      2:57 PM      from Tamara McDiarmid to everyone:      No worries.  Glad your dad is recovering well.

September 13, 2023      2:57 PM      from Rafeeq McGiveron to everyone:      Great!

September 13, 2023      2:57 PM      from Courtney Geisel to everyone:      Hope he has a smooth recovery Penny

September 13, 2023      2:58 PM      from Penny Tucker to everyone:      scroll down as there is another question

September 13, 2023        3:13 PM        from Penny Tucker to everyone:        approved

September 13, 2023        3:13 PM        from Penny Tucker to everyone:        mary ellen is not here so carry over to next meeting

September 13, 2023        3:13 PM        from Penny Tucker to everyone:        sorry,

September 13, 2023        3:17 PM        from Mary Laatsch to everyone:        No problem!  I logged on just a minute before.  :)

September 13, 2023        3:17 PM        from Rafeeq McGiveron to everyone: Thanks, Courtney!

## Polling Results: