



AGENDA & NOTES

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

Support Documents Link: [CC Meeting Information-2023.09.27](#)

Recording link: <https://lccedu.webex.com/lccedu/ldr.php?RCID=bece4ab6474bf500fccf2a6707542391> (unedited closed captions)

- **Committee Members Present via WebEx:** Rafeeq McGiveron, Courtney Geisel, Eric Bennett, Laurie Bishop, Mark Kelland, Matthew Boeve, Ami Ewald, Tracy Nothnagel, Mike Pemberton, James Allen
- **Resource Members Present via WebEx:** Ann Selleck, Jackie Womble, Kelly Ellis, Laurie Kinne, Nicole Olszowy, Mary Ellen Laatsch, Page Smith
- **Guest:** n/a
- **Scribe:** Penny Tucker

Date: September 27, 2023

Time: 2:30 – 4:30 pm

Room: WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Welcome New Member! (Courtney)	2:30-2:40 2:32-2:38	<ul style="list-style-type: none"> • A&S – Laurie Bishop • Introduction of other members to Laurie 	Welcome Laurie!
Approval of the September 27, 2023 Agenda	2:40-2:45 2:38-2:39	<ul style="list-style-type: none"> • Changes/Additions: none • Approved without objection 	Approved without objection
Approval of minutes from CC meeting on September 13, 2023 (All)	2:35-2:40 2:39-2:40	<ul style="list-style-type: none"> • Changes/updates: none • Approved without objection 	Approved without objection
Approval of CC consent agenda (All) Course Expedited Revisions Approved by Director of Assessment and CC Reviewed: <ul style="list-style-type: none"> • LEGL 211-Tort Law • LEGL 270-Paralegal Certification Prep 	2:45 2:40-2:47	<ul style="list-style-type: none"> • LEGL 211-Tort Law-expedited-revised-course-proposal-092523.docx • LEGL 270-Paralegal Certification Prep-expedited-revised-course-proposal-092523.docx • PHYS 221-Introductory Physics I-expedited-revised-092223.docx • Attendance will still be required for LEGL courses as required by accreditors ABA. Wording will remain as participation • Comments on documents remain professional and goals of the committee be placed on the documents. 	Approved without objection: <ul style="list-style-type: none"> • LEGL 211-Tort Law • LEGL 270-Paralegal Certification Prep

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<ul style="list-style-type: none"> PHYS 221-Introductory Physics I 		<ul style="list-style-type: none"> Mark states this process through SharePoint has not been finalized, still in trial period. Objections: none Approved without objection 	<ul style="list-style-type: none"> PHYS 221-Introductory Physics I
CC + CASL Work Group Update Learning Outcomes (Courtney G.)	2:45-2:50 2:47-2:52	<ul style="list-style-type: none"> Courtney reached out to Heidi and Tim an email to CASL, nothing scheduled at this time. Pending scheduling a meeting. Mark feels that this matter has resolved itself overtime and feels that there is no longer a need for this process. Tim will remain chair for one year and Heidi will then take over CASL Rafeeq can't remember what the Learning outcome portion represents. Courtney will review and come back to the committee at next meeting. 	Chair will review prior meeting minutes regarding this matter and return at next meeting with topic decision.
CC & Degree Works Update (Zachary Foster)	2:50-2:55 2:52	<ul style="list-style-type: none"> Not in attendance. Moved to next meeting if needed. 	Follow-up at next meeting.
5-Star Ticket / Curriculum Committee Webpage Update Minutes on webpage (Penny T)	2:55-3:00 2:52-2:54	<ul style="list-style-type: none"> Guidebook, and LMS video - Updates Pending No updates yet on LMS Video Guidebook almost completed Minutes added to CC webpage – per ALO, minutes have been/will be added. 	Follow-up at next meeting
Member Update (Courtney)	3:00-3:05 2:54	<ul style="list-style-type: none"> No update on CEWD member Added new A&S member, Laurie Bishop, replaced retired faculty-Mieko Philips 	Follow-up with CEWD regarding new member.
Follow-Up: Expectation under HLC guidelines of monitoring content changes in courses/programs (Mark K.)	3:05-3:10 2:54-2:56	<ul style="list-style-type: none"> Update: HLC requirements for changes in Programs. Put on back burner until next year as the changes will begin after the next comprehensive review until next September 2024. 	Post-Poned until September 2024.

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Discussion of Notes in Eval/Method changing percentages (Rafeeq)	3:10-3:20 2:56-2:59	Edits to Eval-Meth in Notes Discussion 2023.09.26.docx <ul style="list-style-type: none"> If a note in an evaluation is a nudge or fits with evaluation weights, no problem. However, if a note should change the evaluation method, then the CC does need to be address. Discussed with Provost, these do need to be reviewed by CC as long as the numbers add up. Not sure about an accredited program. 	Matter resolved. If an eval/methods' notes change the percentages, they need to be addressed to Curriculum Committee.
Items for Review			
New Courses: • n/a	3:20 2:59	n/a	n/a
Course Revisions: • n/a	3:20 2:59	n/a	n/a
Expedited Revisions: • n/a	3:20 2:59	n/a	n/a
New Programs/Pathways: • Robotics Technology (CA) - Update	3:20 2:59	<ul style="list-style-type: none"> Per Jackie, It is still on hold as the director has just returned from leave and has not had a chance to review it. 	On hold until 10/1/23
Program of Study Discontinuation: • Human Services-Aging Studies (1806)	3:20-3:30 2:59-3:04	<p>Per Rafeeq: FYI, the letters need a couple tweaks:</p> <ul style="list-style-type: none"> Teachout letter, "Should you choose" par. – Comma needed after "pathway" Letter to completers of the CC courses, 1st par., 2nd sent. – Comma needed after "major" <p>Per Mary Ellen: I've reviewed the proposal and my only comment is regarding the following:</p>	<p>Approved:</p> <ul style="list-style-type: none"> Human Services-Aging Studies (1806)

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		<ul style="list-style-type: none"> If unable to reach any of the students due to out-of-date contact information, the following letter, along with a copy of the Fall 2022 pathway, will be sent to each student. Shouldn't all students receive written notice? Mark: number of students, on the report found. Thank you. Kelly: one of the students was an ERESA student. Mark moves to approve discontinue, Matt seconded Objections: none Approved without objection 	
General Ed-Applied / MTA Course Proposal <ul style="list-style-type: none"> n/a 	3:30 3:04	n/a	n/a
CIMT Course Revisions: <ul style="list-style-type: none"> MATH 119 STAT 170 CITF 108 CITN 245 ACCG 102 ACCG 266 ARTS 136 ARTS 207 BUSN 160 COMM 295 DANC 101 DANC 104 DANC 201 DANC 202 DANC 203 DANC 204 DANC 261 MGMT 203 	3:30-4:00 3:04-3:24	MATH 119 <ul style="list-style-type: none"> Change: Prerequisite Courses: Minimum 2.0 in (MATH 105 or MATH 106 or MATH 107 or NCMA 106) or (MATH 097 concurrently) or Math Level indicated below. Placement Scores: (Reading Level 5 and Writing Level 4) or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) and Math Level 5. Added NCMA 106 as a prerequisite course for MATH 119 in SCADETL and SMAAREA for Spring 2024. NCMA 106 replaced, and is an exact duplicate, of MATH 106. STAT 170 <ul style="list-style-type: none"> Change: "Prerequisite Course: Minimum 2.0 in (MATH 105 or MATH 106 or MATH 107 or NCMA 106) or (MATH 097 concurrently) or Math Level indicated below. Placement Scores: (Reading Level 5 and Writing Level 4) or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) and Math Level 5" Added NCMA 106 as a prerequisite course for STAT 170 in SCADETL and SMAAREA for Spring 2024. NCMA 106 replaced, and is an exact duplicate, of MATH 106. 	Approved without objection: <ul style="list-style-type: none"> MATH 119 STAT 170 CITF 108 CITN 245 ACCG 102 ACCG 266 ARTS 136 ARTS 207 BUSN 160 COMM 295 DANC 101 DANC 104 DANC 201 DANC 202 DANC 203 DANC 204 DANC 261

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<ul style="list-style-type: none"> • MGMT 235 • MGMT 338 • MGMT 346 • MKTG 231 • MUSC 119 • MUSC 121 • MUSC 155 • MUSC 156 • MUSC 188 • MUSC 246 • MUSC 247 • MUSC 270 • MUSC 292 • PHOT 118 • PHOT 120 • PHOT232 • RELG 212 • SIGN 295 <p>(Any courses on CIMT Course Revision .pdf document that are highlighted in blue are pending cc course reviews and are NOT listed here.)</p>		<p>CITF 108</p> <ul style="list-style-type: none"> • Cancel. Course has not been run in 3 semesters due to low enrollment • Mark concerned about 3 semesters, thought it was 3 years? • Jackie: Lead support has never built the class. Director asked to cancel. Believe it is a windows class, which is obsolete. • Jackie will confirm with program director for 3 years. • Mark requests that the reason for canceling be edited on CIMT form. • Eric: feels that students would benefit from a very basic computers course and a wonderful computer program to teach it. Anything that we may help students. • Ami: agrees with Eric and has a drop-in help session on Thursdays on 1st and 3rd Thursday every month 12-2pm at TLC. Help to make a PowerPoint, struggling with typing, learning express tutorial in Library. • Penny: make sure to advise ASCs, Learning Commons, and Advising. <p>CITN 245</p> <ul style="list-style-type: none"> • Cancel. This course was the 4th course in the Cisco Networking Academy CCNA Routing and Switching curriculum. Cisco revamped the curriculum removing this course so our course is no longer needed/relevant. <p>ACCG 102</p> <ul style="list-style-type: none"> • Cancel. Special Topics course. Last section ran Sp '20; course no longer offered/needed. <p>ACCG 266</p> <ul style="list-style-type: none"> • Cancel. Independent Study; last ran Su '12 <p>ARTS 136</p> <ul style="list-style-type: none"> • Cancel. Reactivated F '20; since then, only one section was offered and cancelled. Course no longer needed. 	<ul style="list-style-type: none"> • MGMT 203 • MGMT 235 • MGMT 338 • MGMT 346 • MKTG 231 • MUSC 119 • MUSC 121 • MUSC 155 • MUSC 156 • MUSC 188 • MUSC 246 • MUSC 247 • MUSC 270 • MUSC 292 • PHOT 118 • PHOT 120 • PHOT232 • RELG 212 • SIGN 295

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		<p>ARTS 207</p> <ul style="list-style-type: none"> Cancel. Last ran F '19. <p>BUSN 160</p> <ul style="list-style-type: none"> Cancel. became BUSN 260 in Fall '20 <p>COMM 295</p> <ul style="list-style-type: none"> Cancel. Independent Study; developed FA '19 and has never been offered. <p>DANC 101</p> <ul style="list-style-type: none"> Cancel. Beginning Ballet; hasn't run since F '19 <p>DANC 104</p> <ul style="list-style-type: none"> Cancel. Beginning Tap; hasn't run since F '17 <p>DANC 201</p> <ul style="list-style-type: none"> Cancel. Intermediate Ballet; hasn't run since SP '20 <p>DANC 202</p> <ul style="list-style-type: none"> Cancel. Intermediate Modern; hasn't run since SP '19 <p>DANC 203</p> <ul style="list-style-type: none"> Cancel. Intermediate Jazz; hasn't run since SP '20 <p>DANC 204</p> <ul style="list-style-type: none"> Cancel. Intermediate Tap; last ran SP '14 <p>DANC 261</p> <ul style="list-style-type: none"> Cancel. Dance Repertory; was DANCE 161 until FA '20. Hasn't run since becoming 261. <p>MGMT 203</p> <ul style="list-style-type: none"> Cancel. Last offered Sp '19 <p>MGMT 235</p> <ul style="list-style-type: none"> Cancel. Independent Study; last ran Fa '19 <p>MGMT 338</p> <ul style="list-style-type: none"> Cancel. Current Topics in Management; last ran F '17 <p>MGMT 346</p> <ul style="list-style-type: none"> Cancel. Last ran Fa '13 <p>MKTG 231</p> <ul style="list-style-type: none"> Cancel. Independent Study; last ran Su '12 	

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		<p>MUSC 119</p> <ul style="list-style-type: none"> • Cancel. Last ran Sp '18 <p>MUSC 121</p> <ul style="list-style-type: none"> • Cancel. Last ran Sp '16 <p>MUSC 155</p> <ul style="list-style-type: none"> • Cancel. Last ran F '17 <p>MUSC 156</p> <ul style="list-style-type: none"> • Cancel. Last ran F '16 <p>MUSC 188</p> <ul style="list-style-type: none"> • Cancel. Last ran F '15 <p>MUSC 246</p> <ul style="list-style-type: none"> • Cancel. Last ran F '16 <p>MUSC 247</p> <ul style="list-style-type: none"> • Cancel. Last ran Sp '17 <p>MUSC 270</p> <ul style="list-style-type: none"> • Cancel. Last ran Sp '16 <p>MUSC 292</p> <ul style="list-style-type: none"> • Cancel. Last ran F '17 <p>PHOT 118</p> <ul style="list-style-type: none"> • Cancel. Last ran Sp '20 <p>PHOT 120</p> <ul style="list-style-type: none"> • Cancel. Created F '20; never ran <p>PHOT 232</p> <ul style="list-style-type: none"> • Cancel. Internship; last ran SP '20 <p>RELG 212</p> <ul style="list-style-type: none"> • Cancel. Last ran under-enrolled SP '20; hasn't been offered since. Replaced by new RELG courses a couple years ago. <p>SIGN 295</p> <ul style="list-style-type: none"> • Cancel. Independent Study; last ran SU '19; course no longer utilized. 	

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		<ul style="list-style-type: none"> • Mark moves to approved CIMT course revisions, Mike P seconds • Objections: none • Approved without objections 	
Agenda Items for Future Meeting: Next Meeting: October 11, 2023, 2:30pm	4:00-4:15 3:24-3:28	<ul style="list-style-type: none"> • none Any questions or future meeting items, please email LCC-CC-CC_Chair@star.lcc.edu	Nothing provided.

Meeting adjourned at 3:28

WebEx Chat Information:

n/a

Polling Results:

n/a