



## AGENDA & NOTES

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

Support Documents Link: [CC Meeting Information 2023.11.22](#)

Recording link: <https://lccedu.webex.com/lccedu/ldr.php?RCID=f2232b9f35d625bab9c8d7d698dac78a>

- **Committee Members Present via WebEx:** Laurie Bishop, Tamara McDiarmid, Courtney Geisel, Heather Bunce, Eric Bennett, Mark Kelland, Ami Ewald, Tracy Nothnagel, Rafeeq McGiveron
- **Resource Members Present via WebEx:** Kelly Ellis, Mary Ellen Laatsch, Jackie Womble, Laurie Kinne, Josie Sebastian, Nicole Olszowy
- **Guest(s):** Jon Ten Brink, Jon Gewirtz, Brian Bishop
- **Scribe:** Penny Tucker Transcribed from Recording; Times not available

Date: November 22, 2023

Time: 2:30 – 4:30 pm

Room: WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the November 22, 2023 Agenda (Courtney G.)	2:30-2:35 2:32	<ul style="list-style-type: none"> <li>• Any changes?</li> <li>• Discussion: Laurie K: ARTS 266 (listed twice, course revisions and CIMT Course Revisions)</li> <li>• Mark: should be under new courses</li> <li>• Approve as amended</li> </ul>	Approved as amended
Approval of minutes from CC meeting on November 8, 2023 (All)	2:35-2:40	<p>Amendments made:</p> <ul style="list-style-type: none"> <li>• Discussion of Charter, Scope, and Responsibilities of the Curriculum Committee:               <ul style="list-style-type: none"> <li>○ Mark K clarified <b>it</b> was a question, not required about</li> </ul> </li> <li>• CHEM 272:               <ul style="list-style-type: none"> <li>○ Heather moves to approve <b>das</b> amended, Matt B seconds</li> </ul> </li> <li>• BIOL 121:               <ul style="list-style-type: none"> <li>○ Mark moves to approve as amended, <b>heather</b> seconds</li> </ul> </li> <li>• CHDV 129:</li> </ul>	Approved with amendments

Agenda Item	Tentative Time	Discussion	Next Steps
		<ul style="list-style-type: none"> <li>○ Matt B moves to approve as amended, <b>Mark</b> seconds</li> <li>● Any other changes? None</li> <li>● Discussion: none</li> <li>● Approved as amended</li> </ul>	
Approval of CC consent agenda (All) <b>Course Expedited Revisions Approved by Director of Assessment and CC Reviewed:</b> <ul style="list-style-type: none"> <li>● n/a</li> </ul>	2:40	<ul style="list-style-type: none"> <li>● n/a</li> </ul>	n/a
CC + CASL Work Group Update Learning Outcomes (Courtney G.)	2:40-2:45	<ul style="list-style-type: none"> <li>● Meeting scheduled for December 1<sup>st</sup> at 11:10 am</li> </ul>	Further information to follow
CC & Degree Works Update (Zachary Foster)	2:45-2:50	<ul style="list-style-type: none"> <li>● Zachary not in attendance</li> </ul>	Follow up at next meeting
5-Star Ticket / Curriculum Committee Webpage Update Minutes on webpage (Penny T)	2:50	<ul style="list-style-type: none"> <li>● <a href="#">Guidebook</a>, and <a href="#">LMS video</a> - Updates Pending</li> <li>● No updates yet on LMS Video</li> <li>● Guidebook almost completed</li> <li>● Meeting minutes and Report to Senate are updated on the CC webpage.</li> </ul>	Further information on updates
CEWD Member Update (Courtney)	2:50	<ul style="list-style-type: none"> <li>● No new information at this time.</li> </ul>	Further information on updates
<b>Items for Review</b>			
<b>New Courses:</b> <ul style="list-style-type: none"> <li>● ARTS 266-Figure Drawing II</li> <li>● CHDV 135-Inclusion for Every Learner</li> </ul>	2:50-3:05	ARTS 266 <ul style="list-style-type: none"> <li>● Josie requested to go to next course as she invited Brian Bishop and he is not in attendance yet.</li> <li>● Mark moves to lay on the table ARTS 266 until the appropriate guest arrives</li> <li>● Approved to lay on the table</li> <li>● Brian arrived</li> </ul>	Approved: <ul style="list-style-type: none"> <li>● ARTS 266-Figure Drawing II</li> <li>● CHDV 135-Inclusion for Every Learner</li> </ul>

Agenda Item	Tentative Time	Discussion	Next Steps
		<ul style="list-style-type: none"> <li>• Mark moves to take from the table ARTS 266, Tami seconds</li> <li>• Comments/Discussion:</li> <li>• Mark, credits – other: credits to check anticipated transfer and other</li> <li>• Not to hold this course up, but for future new courses</li> <li>• Brian B: develop student’s portfolio for transfer purposes</li> <li>• Rafeeq, MTA clarification, it does not take studio classes</li> <li>• Rafeeq, <b>MCCA (Michigan Community College Association)</b>, multi-institution pathway</li> <li>• Mark, do anticipate transfer, but not where transfer at. He is okay with that.</li> <li>• Mark request to add this matter as a future conversation as a committee to discuss.</li> <li>• Rafeeq, recommended grade for ARTS 153, Laurie K- It’s about 50/50 that a recommended course has a minimum grade attached to it. Karen Hicks agreed when he spoke with her.</li> <li>• Laurie K: You can take the course without taking the recommended course, which really isn’t much different than taking the recommended course and getting a zero</li> <li>• Rafeeq:</li> <li>• Laurie K, don’t understand if they take it and don’t pass it I think there was also mention that the grade in the recommended course cannot be enforced and most likely won’t be tracked.</li> <li>• Mark, if that didn’t matter, then why recommend it.</li> <li>• Mark, Brian-you are faculty, I assume you are recommending this course be taken so the student would do better in ARTS 266.</li> <li>• Brian, yes. Was unaware that adding a course as a recommended and not having a grade requirement. He is fine with adding that a 2.0 required.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Rafeeq, the college never had a discussion about a grade requirement, or the committee.</li> <li>• Brian recommends that the committee discuss and make a policy about this matter for future reviews. Add item to future agenda for discussion.</li> <li>• Mary Ellen: Brian, are you sure you don't want it required then? We can't enforce recommended at all.</li> <li>• Brian, don't see a need for it to be required grade or course itself. ARTS 153 is more of a technical drawing, architectural, type of drafting. 2.5 ARTS 232 should be able to enter ARTS 266 with confidence, but more drawing experience will help the student.</li> <li>• Mark moves to approve course as amended, Tami seconds</li> <li>• Discussion: none</li> <li>• Approved without objection</li> </ul> <p>CHDV 135:</p> <ul style="list-style-type: none"> <li>• Comments/Discussion: Mark, appears to be in order</li> <li>• Mark moves to approve CHDV 135, Tami seconds</li> <li>• Discussion? None</li> <li>• Approved without objection</li> </ul>	
<p><b>Course Revisions:</b></p> <ul style="list-style-type: none"> <li>• <del>ARTS 266-Figure Drawing II</del></li> <li>• BIOL 145-Intro Anatomy and Physiology</li> <li>• DMAC 121-Digital Audio Recording II</li> <li>• DMAC 122-Audio Recording I</li> <li>• MUSC 197-Music Tech I: Home Studio</li> <li>• MUSC 298-Music Tech II: Advanced Studio</li> </ul>	3:05-3:35	<p>BIOL 145:</p> <ul style="list-style-type: none"> <li>• Reason: The faculty did a review of the course to better align the outcomes with transfer courses and the associated pathways.</li> <li>• Course description revision</li> <li>• Learning outcome revisions</li> <li>• Evaluation Methods revisions</li> <li>• Mark moves to approve, Tami seconds</li> <li>• Discussion: none</li> <li>• Approved without objection</li> </ul> <p>DMAC 121:</p>	<p>Approved:</p> <ul style="list-style-type: none"> <li>• BIOL 145-Intro Anatomy and Physiology</li> <li>• DMAC 121-Digital Audio Recording II</li> <li>• DMAC 122-Audio Recording I</li> </ul>

Agenda Item	Tentative Time	Discussion	Next Steps
<ul style="list-style-type: none"> <li>• SURG 109-Basic Surgical Procedures</li> <li>• SURG 110-Advanced Surgical Procedures</li> </ul>		<ul style="list-style-type: none"> <li>• Reason: This course is being revised due to curriculum changes (Music Tech CC and DMAC pathways) and program revisions with DMAC.</li> <li>• Course Code change to MUSC 171</li> <li>• Course title change to Sound Design &amp; Production (previous name Digital Audio Production II)</li> <li>• Credit change</li> <li>• Course description change</li> <li>• Requisites changes (pre-reqs and placement scores)</li> <li>• Learning outcome changes</li> <li>• Evaluation method changes</li> <li>• Material changes</li> <li>• Tracy moves to approve, Laurie B seconds</li> <li>• Discussion: none</li> <li>• Approved without objection</li> </ul> <p>DMAC 122:</p> <ul style="list-style-type: none"> <li>• Reason: This course is being revised due to curriculum changes (Music Tech CC and DMAC pathways) and program revisions with DMAC.</li> <li>• Course code change to MUSC 172</li> <li>• Course title change to Studio Recording (previously Audio Recording I)</li> <li>• Credit change</li> <li>• Course description change</li> <li>• Requisites changes (pre-reqs and placement scores)</li> <li>• Learning outcome changes</li> <li>• Evaluation method changes</li> <li>• Materials updated</li> <li>• Tracy moves to approve, Mark seconds</li> <li>• Discussion: none</li> <li>• Approved without objection</li> </ul>	<ul style="list-style-type: none"> <li>• MUSC 197-Music Tech I: Home Studio</li> <li>• SURG 109-Basic Surgical Procedures</li> <li>• SURG 110-Advanced Surgical Procedures</li> </ul> <p>Approved with Amendments:</p> <ul style="list-style-type: none"> <li>• MUSC 298-Music Tech II: Advanced Studio</li> </ul>

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		<p>MUSC 197:</p> <ul style="list-style-type: none"> <li>• Reason: This course is being revised due to curriculum changes to the Music Technology certificate.</li> <li>• Course title change to Electronic Music Production (previously titled Music Tech I: Home Studio Prod)</li> <li>• Course description update</li> <li>• Learning outcome updates</li> <li>• Mark moves to approve, Tracy seconds</li> <li>• Discussion: none</li> <li>• Approved without objection</li> </ul> <p>MUSC 298:</p> <ul style="list-style-type: none"> <li>• Reason: This course is being revised due to curriculum changes to the Music Technology certificate.</li> <li>• Course title change to Composition and Sound Design (previously Music Tech II: Advanced Studio)</li> <li>• Course description update</li> <li>• Evaluation method updates</li> <li>• Heather B moves to approve, Laurie B seconds</li> <li>• Discussion: No further discussion on learning outcome was received, Jon T can you address?</li> <li>• Jon, was it outcome B?</li> <li>• Mark/Rafeeq: yes</li> <li>• Laurie/Rafeeq, add including to outcome B</li> <li>• Rafeeq, second one is outcome E, including here would work also.</li> <li>• Jon G, yes, that makes sense.</li> <li>• Heather further moves to approve with updated amendments, Laurie B seconds</li> <li>• Further Discussion: none</li> <li>• Approved with amendments without objection</li> </ul> <p>SURG 109:</p>	

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		<ul style="list-style-type: none"> <li>• Reason: Accreditation changes, In addition to making revisions due to accreditation changes from the 6th Core Curriculum to the 7th Core Curriculum, course credits are being changed to more evenly distribute the contact hours/topics covered between SURG 109 – Basic Surgical Procedures and SURG 110 – Advanced Surgical Procedures. Two credits are being moved from SURG 110 to SURG 109 so that both courses are 4 credits and 64 lecture hours. Currently, SURG 109 is 2 credits/32 lecture hours and SURG 110 is 6 credits/96 lecture hours.</li> <li>• Credit/billing hours/Lecture hours update</li> <li>• Course description update</li> <li>• Learning outcome updates</li> <li>• Mark advised his question was answered</li> <li>• Mark moves to approve, Tracy seconds</li> <li>• Discussion: none</li> <li>• Approved without objection</li> </ul> <p>SURG 110:</p> <ul style="list-style-type: none"> <li>• Reason: Accreditation changes, In addition to making revisions due to accreditation changes from the 6th Core Curriculum to the 7th Core Curriculum, course credits are being changed to more evenly distribute the contact hours/topics covered between SURG 109 – Basic Surgical Procedures and SURG 110 – Advanced Surgical Procedures. Two credits are being moved from SURG 110 to SURG 109 so that both courses are 4 credits and 64 lecture hours. Currently, SURG 109 is 2 credits/32 lecture hours and SURG 110 is 6 credits/96 lecture hours.</li> <li>• Credit hours/billing hours/lecture hours updated</li> <li>• Course description update</li> <li>• Learning outcome updates</li> </ul>	

Agenda Item	Tentative Time	Discussion	Next Steps
		<ul style="list-style-type: none"> <li>• Mark had a comment on course description, it was answered</li> <li>• Rafeeq had comment on LO's and was answered</li> <li>• Mark moves to approve, Tracy seconds</li> <li>• Discussion: none</li> <li>• Approved without objection</li> </ul>	
<p><b>Expedited Revisions:</b></p> <ul style="list-style-type: none"> <li>• IDMS 280-Clinical Experience I</li> </ul>	3:35-3:45	<p>IDMS 280:</p> <ul style="list-style-type: none"> <li>• Evaluation method changes</li> <li>• Outstanding question about dramatic ranges, answer provided</li> <li>• Mark advised this is one of the matters to address among the CASL-CC subgroup.</li> <li>• Mark moves to approve, Laurie B seconds</li> <li>• Discussion: Rafeeq, initially thought was odd, but after further review, understood better.</li> <li>• Approved without objection</li> </ul>	<p>Approved:</p> <ul style="list-style-type: none"> <li>• IDMS 280-Clinical Experience I</li> </ul>
<p><b>New Programs/Pathways:</b></p> <ul style="list-style-type: none"> <li>• Robotics Technology (CA) - Update</li> </ul>	3:45	<ul style="list-style-type: none"> <li>• Program is still working on. Pending for December 2023.</li> <li>• Mark objected and expressed concern that this should not be continued on agenda.</li> <li>• Jackie advised Penny continues to extend.</li> <li>• Mark withdraws objection as this maybe a back-end matter.</li> </ul>	Will revisit in December meeting.
<p><b>Program of Study Discontinuation:</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>	3:45	<ul style="list-style-type: none"> <li>• Mark advised about the discussion at last Academic Senate meeting about CC's review of POS Discontinuation.</li> <li>• Past-president Jeff Janowick reminded Senators to review the information that comes through on the CC Reports to the Senate.</li> </ul>	n/a
<p><b>General Ed-Applied / MTA Course Proposal</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>	3:45	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	n/a



Agenda Item	Tentative Time	Discussion	Next Steps
<p><b>CIMT Course Revisions:</b> (Any courses on CIMT Course Revision .pdf document that are highlighted in blue are pending cc course reviews and are NOT listed here.)</p> <ul style="list-style-type: none"> <li>• DMAC 121</li> <li>• DMAC 122</li> <li>• SURG 106</li> <li>• SURG 150</li> </ul>	3:45-4:00	<p>DMAC 121</p> <ul style="list-style-type: none"> <li>• Cancel: current title-Digital Audio Production II. Being replaced by MUSC 171</li> </ul> <p>DMAC 122</p> <ul style="list-style-type: none"> <li>• Cancel: current title-Audio Recording I. Being replaced by MUSC 172</li> </ul> <p>SURG 106</p> <ul style="list-style-type: none"> <li>• Cancel. Course not needed. Created in Summer 2008, has never been offered.</li> <li>• Directive/Independent study</li> </ul> <p>SURG 150</p> <ul style="list-style-type: none"> <li>• Cancel. Course not needed. Created in Summer 2008, has never been offered.</li> <li>• Special topics</li> </ul> <ul style="list-style-type: none"> <li>• Tracy moves to approve CIMT Course Revisions, Rafeeq seconds</li> <li>• Discussion: none</li> <li>• Approved without objection</li> </ul>	<p>Approved:</p> <ul style="list-style-type: none"> <li>• DMAC 121</li> <li>• DMAC 122</li> <li>• SURG 106</li> <li>• SURG 150</li> </ul>
<p><b>Agenda Items for Future Meeting:</b></p> <p><b>Next Meeting:</b> December 6, 2023, 2:30pm</p> <p>Any questions or future meeting items, please email <a href="mailto:LCC-CC-Chair@star.lcc.edu">LCC-CC-Chair@star.lcc.edu</a></p>	4:00-4:30	<p>FYI: Academic Senate meeting on December 1, 2023 has been canceled; next meeting is January 12, 2024. All pending items to review at Academic Senate will be in January.</p> <p>Mark: Discussion about new course and credit determination Rafeeq: grade range on evaluation methods</p> <p>Follow-Up: Expectation under HLC guidelines of monitoring content changes in courses/programs (Mark K.) – Postponed until 09/2024.</p>	<p>Add to next agenda:</p> <ul style="list-style-type: none"> <li>• Credit determination</li> <li>• Grade range for evaluation methods</li> </ul>

Meeting adjourned at 3:22 pm

### WebEx Chat Information:

Tamara McDiarmid

14:33

Rafeeq slow down on scrolling the agenda

Mary Laatsch

14:51

Brian, are you sure you don't want it required then?

Mary Laatsch

14:51

We can't enforce recommended at all.

Tamara McDiarmid

15:03

Is the title supposed to be Studio? It seemed misspelled to me

### Polling Results:

n/a