AGENDA & NOTES

Name of Committee or Team: **Curriculum Committee**
Support Documents Link: CC Meeting Information 2024.01.17
Recording link: https://lccedu.webex.com/lccedu/ldr.php?RCID=bb6349634489acd22d5dabc14b9d9b36 (unedited)

- **Committee Members Present via WebEx**: Rafeeq McGiveron, Courtney Geisel, Ami Ewald, Daniel Rafail, Heather Bunce, Laurie Bishop, Mark Kelland, Tracy Nothnagel
- **Resource Members Present via WebEx:** Jackie Womble, Ann Selleck, Josie Sebastian, Karen Hicks, Kelly Ellis, Marko Dilber, Mary Ellen Laatsch
- **Guest(s):** Ike Lea, Kent Wieland, Dawn Cousino, Jeffrey Hamlin, Rebecca Lawson, Susan Antcliff
- **Scribe**: Penny Tucker

Date: January 17, 2024	Time: 2:30 – 4:30 pm	Room: WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the January 17, 2024 Agenda (Courtney G.)	~~2:30-2:35~~ 2:35-2:37	- Add: Program of Study Title Changes - Additional changes/updates: none - Objections: none - Approved with amendments without objection	Approved with amendments without objection
Approval of minutes from CC meeting on December 6, 2023 *(All)*	~~2:35-2:40~~ 2:37	- 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:*** - n/a	~~2:40~~ 2:37	- n/a	n/a
CC + CASL Work Group Update Learning Outcomes (Courtney)	~~2:40-2:45~~ 2:37-2:38	Next meeting 1/25/24 – follow up at next meeting	Follow up at next meeting

Agenda Item	Tentative Time	Discussion	Next Steps
CC & Degree Works Update (Zachary Foster)	~~2:45~~ 2:38	• Not in attendance; follow up at next meeting	Follow up at next meeting
5-Star Ticket / Curriculum Committee Webpage Update Minutes on webpage (Penny T)	~~2:45-2:50~~ 2:38-2:40	• [Guidebook](#), and [LMS video](#) - Updates Pending • No updates yet on LMS Video • Guidebook almost completed • Meeting minutes and Report to Senate are updated on the CC webpage. • Tickets submitted (completed)[canceled] in Fall 2024: 　o New Courses: 12 (0) 　o Revised Courses: 57 (41) [2] 　o Expedited Revised Courses: 146 (124) [1] 　o New Program of Study: 1 (0) 　o Program of Study Discontinuation: 7 (4) [0] 　o Gen Ed-Applied: 0 　o Gen Ed-MTA: 4 (4)	More updates at next meeting
Member Update (Courtney)	~~2:50-2:55~~ 2:40-2:49	• Welcome Karen Hicks, Director of Assessment: requested to join ~~as a regular member~~ routine meetings. • CEWD: still needed • James Allen has retired so a new HHS member is needed. • Courtney inquired if HHS member must be faculty due to the CC's charter requirement for faculty involvement. • Courtney and Penny will follow up prior to her reaching out to HHS Dean.	Courtney will contact HHS and CEWD regarding members.
Items for Review			
New Courses: 　• PHOT 200-Content on the GO	~~2:55-3:05~~ 2:49-3:12	• Faculty in meeting • Start of Fall 2024 • Not replacing any courses • Questions presented on proposal worksheet during TRT review were answered by faculty present. • Adjustment to course description requested, faculty approved adjustment.	Approved: • PHOT 200-Content on the GO

Agenda Item	Tentative Time	Discussion	Next Steps
		• Adjustment to language of materials, tools, apparel, etc. suggested, faculty agreed. • Corrected Evaluation Methods to remove area of "Papers" • Adjusted language written under "Late Tests and Assignments" with agreement by faculty • Mark moves to approve course as amended, Heather seconds • Discussion: none • Objections: none • Approved as amended without objection	
Course Revisions: • CITA 110-Intro to Microsoft Office • CITA 115-Microsoft PowerPoint • CITA 119-Microsoft Word • CITA 126-Microsoft Excel • CITA 140-Microsoft Outlook • CITA 219-Advanced Microsoft Word • CITA 226-Microsoft Excel	~~3:05-3:30~~ 3:12-3:28	CITA 110: • Rebecca Lawson is present for faculty per Jackie W. • Updated course does not transfer • Update to Learning outcomes • All questions during TRT review were answered and appear on the proposal worksheet • Mark moves to approve, Laurie B seconds • Discussion: none • Objections: none • Approved without objection CITA 115: • Reasoning for all of the revisions reviewed today. Objectives to be more aligned to overall • Heather moves to approve, Laurie B seconds • Discussion: none • Objections: none • Approved without objection CITA 119: • LO updates • Laurie B moves to approve, Heather seconds • Discussion: none	Approved: • CITA 110-Intro to Microsoft Office • CITA 115-Microsoft PowerPoint • CITA 119-Microsoft Word • CITA 126-Microsoft Excel • CITA 140-Microsoft Outlook • CITA 219-Advanced Microsoft Word • CITA 226-Microsoft Excel

Agenda Item	Tentative Time	Discussion	Next Steps
		• Objection: none • Approved without objection CITA 126: • LO updates only • Heather moves to approve, Dan seconds • Discussion: none • Objections: none • Approved without objection CITA 140 • LO updates • Laurie B moves to approve, Dan seconded • Discussion: none • Objections: none • Approved without objection CITA 219: • LO updates • Director Assessment agrees with changes to LO F • Mark moves to approve, Laurie B seconds • Discussion: none • Objections: none • Approved without objection CITA 226: • LO updates • All questions were addressed by faculty during the TRT review on the proposal worksheet • Mark moves to approve, Heather seconds • Discussion: none • Objections: none • Approved without objection	
Expedited Revisions: • n/a	~~3:30~~ 3:28	• n/a	n/a

Agenda Item	Tentative Time	Discussion	Next Steps
New Programs/Pathways: • Digital media and Design AAS	~~3:30-3:45~~ 3:28-3:55 4:05-4:17	• Effective Fall 2024 • 62 credits/70 billing hours • Discussion regarding a new ARTS course is required, but no course proposed. Mark expressed concern that this appears on the proposal, no course proposal viewed, feels that the program pathway is inefficient. • Mary Ellen advised the proposed course is a future change. • Kent W. suggested removal of the language from the proposal to alleviate the issue. • CIP code selected; confirmed it is an "occupational" program eligible for Perkins funding. 09.0702 • Laurie B motions to approve, Heather seconds • Discussion: none • Objections: Mark yes, requests a vote • Heather asked why Mark objects. Mark advised I do not consider it good form to have said that, of course, is necessary to say that, even if it's not necessary, it's going to be added. Um, it was unclear. Given that it was stated it was necessary but that it might be a choice is the program going to go from sixty two to sixty five credits um I just consider this all bad form and I am not in favor of approving this program. Due to insufficient number of voting members, unable to vote. • Laurie B motions to lay this on the table, Mark seconds • Item tabled until quorum is met. • Quorum is now met, matter returned to • Voting: 5 yes, 1 no • Approved	Approved: • Digital media and Design AAS
Program of Study Discontinuation:	~~3:45-4:00~~ 4:17-4:27	Digital Media: Audio Recording Production, CA (1448) • Teachout begins Fall 2024 • Two courses will be canceled	Approved: • Digital Media: Audio Recording

Agenda Item	Tentative Time	Discussion	Next Steps
• Digital Media: Audio Recording Production, CA (1448) • Digital Media: Audio, CC (1457)		• Questions on the proposal worksheet were answered and updated • Clarified teachout ending Summer 2025 • Make sure Degree Works is updated accordingly with DMAC 121 and 122 updates for MUSC 171 and 172 • Mark moves to approve, Laurie B seconds • Discussion: none • Objection: none • Approved without objection Digital Media: Audio, CC (1457) • Questions on proposal worksheet answered by faculty • Teach out begins Fall 2024 • Teach out ends Summer 2025 • Mark moves to approve, Laurie B seconds • Discussion: none • Objections: none • Approved without objection	Production, CA (1448) • Digital Media: Audio, CC (1457)
Program of Study Title Changes: • UAS Remote Pilot and Maintenance CC (1825)	3:55-4:05	• UAS Remote Pilot and Maintenance CC (1825) wants to change to Drone Pilot and Maintenance CC effective Fall 2024. • Banner restricts information regarding title change to Program of Study. Issues in past of students receiving a credential with a different title. College is discussing ways to complete this task. Bringing to CC to discuss before changes are made. • Mark advised that the title change is not a substantive change. • Mark moves to add this as a standing item on the agenda, Rafeeq seconds • Discussion: none • Objections: none	Approved: • Adding Program of Study Title Change as a standing item on future agendas • UAS Remote Pilot and Maintenance CC (1825) to Drone Pilot and Maintenance CC (1825)

Agenda Item	Tentative Time	Discussion	Next Steps
		• Approved to be added as a standing item on agenda. • Mark moves to approve title change, Rafeeq seconds • Discussion: none • Objections: none • Approved title change without objection	
General Ed-Applied / MTA Course Proposal • n/a	~~4:00~~ 4:27	• n/a	n/a
CIMT Course Revisions: (Any courses on CIMT Course Revision .pdf document that are highlighted in blue are pending cc course reviews and are NOT listed here.) • ~~AVAU 100~~ • ~~AVAU 150~~ • ~~AVAU 200~~ • ~~GSCI 150~~ • ~~GSCI 250~~ • ARTS 232 • ARTS 234 • ARTS 235 • METM 195	~~4:00-4:15~~ 4:27-4:32	AVAU 100-150-200 and GSCI 150-250 were previously approved in December 2023 meeting. Removed from this agenda. ~~AVAU 150~~ • ~~Change: Title to~~ ~~Drone Maintenance~~ ~~(was Unmanned Aircraft Sys. Maint.)~~ • ~~The program feels that most people don't know what UAS (Unmanned Aerial Systems)is but do recognize what a drone is and the "Unmanned" in the title can appear gender-specific~~ ~~AVAU 200~~ • ~~Change: Title to~~ ~~Advanced Drone Flight - Capstone~~ ~~(was Advanced UAD Flight - Capstone)~~ • ~~The program feels that most people don't know what UAS (Unmanned Aerial Systems)is but do recognize what a drone is and the "Unmanned" in the title can appear gender-specific~~ ~~GSCI 150~~ • ~~Change: Title to~~ ~~Drone Flight for Industry~~ ~~(was UAS Flight for Indutry).~~ • ~~The program feels that most people don't know what UAS (Unmanned Aerial Systems)is but do recognize what a drone is and the "Unmanned" in the title can appear gender-specific~~ ~~GSCI 250~~	Approved: • ARTS 232 • ARTS 234 • ARTS 235 • METM 195

Agenda Item	Tentative Time	Discussion	Next Steps
		• ~~Change: Title to Drone Map Analysis (was UAS Map Analysis).~~ • ~~The program feels that most people don't know what UAS (Unmanned Aerial Systems)is but do recognize what a drone is and the "Unmanned" in the title can appear gender-specific~~ ARTS 232 • Change: Title to Comp Graphics/2D Animation; (was Comp Graphics/2-D Animation). • These three title changes are being done for consistency with the titles for ARTS 102 {2D Design (was Design & Communication)} and ARTS 103 {3D Design (was Spatial Dynamics I)} ARTS 234: • Change: Title to Comp Graphics/3D Animation I (was Comp Graphics/3-D Animation I). • These three title changes are being done for consistency with the titles for ARTS 102 {2D Design (was Design & Communication)} and ARTS 103 {3D Design (was Spatial Dynamics I)} ARTS 235 • Change: Title to Comp Graphics/3D Animation II; (was Comp Graphics/3-D Animation II). • These three title changes are being done for consistency with the titles for ARTS 102 {2D Design (was Design & Communication)} and ARTS 103 {3D Design (was Spatial Dynamics I)} METM 195 • Change: Prerequisite Courses: Minimum 2.0 in ~~[METD 130 and~~ (METM 108 or METM 110)~~]~~ • Placement Scores: Reading level 4 and Writing Level 4 and Math Level 4	

Agenda Item	Tentative Time	Discussion	Next Steps
		• The program no longer feels that material covered in METD 130 is necessary to be successful in METD 195 and to also make the pathway more flexible for the students in terms of scheduling. Mark moves to approve CIMT Course Revisions, Laurie B seconds Discussion: none Objections: none Approved without objection	
Agenda Items for Future Meeting: **Next Meeting:** January 31, 2024, 2:30pm Any questions or future meeting items, please email LCC-CC-CC_Chair@star.lcc.edu	~~4:15-4:30~~ 4:32-4:33	• Credential requirements of 2.0 in Certificates. Follow-Up: Expectation under HLC guidelines of monitoring content changes in courses/programs (Mark K.) – Postponed until 09/2024.	For next meeting: Credential requirements of 2.0 in Certificates.

Meeting adjourned at 4:33 pm.

WebEx Chat Information:
`n/a`

Polling Results:
n/a