



AGENDA & NOTES

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

Support Documents Link: [CC Meeting Information 2024.01.31](#)

Recording link: <https://lccedu.webex.com/lccedu/ldr.php?RCID=1c38ad6cee619307a6be5a52ae89878f>

- **Committee Members Present via WebEx:** Mark Kelland, Rafeeq McGiveron, Ami Ewald, Courtney Geisel, Laurie Bishop, Matthew Boeve, Tracy Nothnagel, Heather Bunce, Eric Bennett
- **Resource Members Present via WebEx:** Jackie Womble, Ann Selleck, Kelly Ellis, Mary Ellen Laatsch, Karen Hicks
- **Guest(s):** Brian Skogheim
- **Scribe:** Penny Tucker

Date: January 31, 2024

Time: 2:30 – 4:30 pm

Room: WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the January 31, 2024 Agenda (Courtney G.)	2:30-2:35 2:33	<ul style="list-style-type: none"> • Add: CIMT Course Revision 1 cancelation per A&S • Additions: none • Objections: • Approved with amendments without objection 	Approved with amendments without objection
Approval of minutes from CC meeting on January 17, 2023 (All)	2:35-2:40 2:33	<ul style="list-style-type: none"> • Changes: non • 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"> • n/a 	2:40 2:33	<ul style="list-style-type: none"> • n/a 	n/a
CC + CASL Work Group Update Learning Outcomes (Rafeeq/Mark)	2:40-2:50 2:33-2:40	<ul style="list-style-type: none"> • Met on 1/25/24 • Started to look at grading criteria, now looking at alignments between learning outcomes and the assessments of those learning outcomes. 	Follow up after next meeting on 02/28/24.

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		<ul style="list-style-type: none"> • Take process slowly and right • Karen hopes to lead Assessment Coordinators through the process. • Accredited programs may already have completed, but major chunk at A&S. • Happen over_time. • Meet again on February 28th at 8:10 am. • Questions: The subgroup continues to meet and end at this end of this year? No, it will continue until completed and take to Academic Senate. 	
CC & Degree Works Update (Zachary Foster)	2:50 2:40	<ul style="list-style-type: none"> • Not in attendance 	n/a
5-Star Ticket / Curriculum Committee Webpage Update Minutes on webpage (Penny T)	2:50-2:55 2:40	<ul style="list-style-type: none"> • 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. 	Follow up at next meeting
Member Update (Courtney)	2:50-2:55 2:40-2:42	<ul style="list-style-type: none"> • CEWD: still needed. Ian Leighton is looking to return, waiting for approval from supervisor. • HHS member is needed. All HHS Senators are on other committees. Speaking with a Kinesiology adjunct member and gathering additional information. • TC: spoke with Shon'ta seeking another TC member. 	Update at next meeting.
Addition of NCMA 106 for Math Level 3 and 4 (Mary Ellen L.)	2:55-3:05 2:42-2:44	<ul style="list-style-type: none"> • Course revisions with MATH 105 and 106 have been canceled, the update (Laurie K confirmed with Math dept.), need to keep 105 and 106 in pre-reqs and placements, but add a path. Spoke to Provost for a blanket approval for all revisions, which was received. • Questions: none 	No further discussion necessary. Informational for committee.
Credential requirements of 2.0 in Certificates (Rafeeq)	3:05-3:15 2:44-2:46	<ul style="list-style-type: none"> • Taking required courses and receive grades under 2.0 but still have GPA 2.0 or above. Academic Senate approved, 	No further discussion

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		<p>along with Provost to required a 2.0 in all courses to obtain Certificate beginning in 24-25.</p> <ul style="list-style-type: none"> Information can be found on the Student Rules, Regulations, and Procedures webpage and in the College Catalog 2023-2024 	<p>necessary. Informational for committee.</p>
Items for Review			
<p>New Courses:</p> <ul style="list-style-type: none"> METS 161-Intro to FANUC Robotics METS 162-Intro to ABB Robotics 	<p>3:15-3:30 2:46-3:01</p>	<p>Jackie W: follow up regarding METS 160 earlier in academic year. CC had asked to return and creating 161 and 162 and keep 160. Brian Skogheim, Interim Program Director, in attendance.</p> <p>METS 161</p> <ul style="list-style-type: none"> Begin Fall 2024 Fall and Spring offering Replace METS 160 3 credits/4 BH 24/48 Removed +18 from PLO #2. Rafeeq: Are two courses equivalent to the one course (METS 160)? Brian S: Yes, in theory, the one course covered both robots. Now each course covers one robot type. Mark moves to approve, Matt B seconds Discussion: none Objections: none Approved without objection <p>METS 162:</p> <ul style="list-style-type: none"> New course Begin Fall 2024 Fall and Spring offering Replacing METS 160 3 credits/4.5 BH Mark moves to approve, Tracy seconds 	<p>Approved:</p> <ul style="list-style-type: none"> METS 161-Intro to FANUC Robotics METS 162-Intro to ABB Robotics

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		<ul style="list-style-type: none"> • Discussion: none • Objections: none • Approved without objection 	
Course Revisions: <ul style="list-style-type: none"> • n/a 	3:30 3:01	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
Expedited Revisions: <ul style="list-style-type: none"> • n/a 	3:30 3:01	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
New Programs of Study: <ul style="list-style-type: none"> • eDiscovery Electronic Discovery Proficiency Certificate (CC) • Public Service Career Community (GA) 	3:30-3:50 3:01-3:32	<p>Electronic Discovery Proficiency Certificate (CC)</p> <ul style="list-style-type: none"> • Begin Fall 2025 as it needs to be screened with FA • Mark will screen with HLC prior to FA • Similar to working paralegals, skills that were not in the program at the time. • Karen Hicks approved • Agreed to change from Electronic Discovery Proficiency Certificate to eDiscovery Proficiency Certificate to help with character count. • Mark moves to approve as amended, Rafeeq seconds • Discussion: none • Objections: none • Approved as amended without objection <p>Public Service Career Community (GA)</p> <ul style="list-style-type: none"> • Begin Fall 2024 • 60 credits/61 BH • Updated tuition yearly fee to \$3,568.50 • Completes this Certificate to help them with exploration of next step • Regarding PLO #3 • Karen H: Please specify the level of learning by replacing this phase with an action verb (the How students demonstrate this understanding so that you know it meets a level of proficiency) 	<p>Approved:</p> <ul style="list-style-type: none"> • eDiscovery Proficiency Certificate (CC) <p>Postponed for further updates:</p> <ul style="list-style-type: none"> • Public Service Career Community (GA)

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		<ul style="list-style-type: none"> • Committee agreed with “Identify”. • Karen Hicks approved • Pathway reviewed • Matt B discusses with concerns of Sciences listed. • Rafeeq, recommend having a “suggested”? • Matt B: yes • Tracy: suggests that this be postponed for further discussion with other program designers. • Tracy motions to postpone for further review/updates, Mark seconds • Discussion: Rafeeq, mentions to review other courses in other areas. • Objections: none • Approved to postpone for further review/updates 	
Program of Study Discontinuation: <ul style="list-style-type: none"> • n/a 	3:50 3:32	<ul style="list-style-type: none"> • n/a 	n/a
Program of Study Title Changes: <ul style="list-style-type: none"> • n/a 	3:50 3:32	<ul style="list-style-type: none"> • n/a 	n/a
General Ed-Applied / MTA Course Proposal <ul style="list-style-type: none"> • n/a 	3:50 3:32	<ul style="list-style-type: none"> • 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.) <ul style="list-style-type: none"> • MATH 117 	3:50 3:32-3:35	MATH 117 <ul style="list-style-type: none"> • Cancel • Will not be offered again; last section ran FA '23. • Course Title: Math for Business • Matt B advised Surg Tech has required, but is now removing. • Business does not use. • Only 2 MTA universities accept for transfer Mark moves to approve, Laurie B seconds	Approved: <ul style="list-style-type: none"> • MATH 117

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		Discussion: none Objection: none Approved without objection	
Agenda Items for Future Meeting: Next Meeting: February 14, 2024, 2:30pm Any questions or future meeting items, please email LCC-CC-CC_Chair@star.lcc.edu	3:50 3:35-3:36	Courtney will be out of town, so Rafeeq will facilitate the February 14 th meeting. Follow-Up: Expectation under HLC guidelines of monitoring content changes in courses/programs (Mark K.) – Postponed until 09/2024.	Rafeeq will facilitate the 2/14/24 meeting.

Meeting adjourned at 3:3 pm

WebEx Chat Information:

January 31, 2024 2:31 PM from Penny Tucker to everyone: recording has started
January 31, 2024 2:32 PM from Penny Tucker to everyone: https://lansingcc-my.sharepoint.com/:f:/g/personal/tuckerp3_star_lcc_edu/EiegPvK1H6BLlt3ZOzSxLggB8CGSfwKxobOdcQOA67bJiA?e=LcbIYo
January 31, 2024 3:23 PM from Laura Bishop to everyone: How about explain?
January 31, 2024 3:32 PM from Rafeeq McGiveron to everyone: And, Tracy, the Career Cmty section indeed does require ENGL 121 rather than 124/127, etc. . . . but the Sci is really an issue to think of with those other degrees.

Polling Results:

n/a