



AGENDA & NOTES

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

Support Documents Link: [CC Meeting Information 2024.04.24](#)

Recording link: <https://lccedu.webex.com/lccedu/ldr.php?RCID=91f7b6fdf0d5758430cc584bbcd69a9> (unedited)

- **Committee Members Present via WebEx:** Rafeeq McGiveron, Courtney Geisel, Ian Leighton, Mark Kelland, Tami McDiarmid, Laurie Bishop, Matt Boeve, Adam Richardson, Tracy Nothnagel, Dan Rafail
- **Resource Members Present via WebEx:** Jackie Womble, Karen Hicks, Mary Ellen Laatsch, Kelly Ellis,
- **Guest(s):** Rick Caprario
- **Scribe:** Penny Tucker

Date: April 24, 2024

Time: 2:30 – 4:30 pm

Room: WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the April 24, 2024 Agenda (Courtney)	2:30 2:35 2:33	<ul style="list-style-type: none"> • Additions: none • Objections: none • Approved without objection 	Approved without objection
Approval of minutes from CC meeting on April 10, 2024 (All)	2:35 2:40 2:33-2:34	<ul style="list-style-type: none"> • Corrected CIMT Course Revisions for reference of ENGL 090 to 099 • Changes: none • Objections: none • Approved with amendments without objection 	Approved with amendments 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 2:34	<ul style="list-style-type: none"> • n/a 	n/a
CC + CASL Work Group Update Learning Outcomes (Mark K.)	2:40 2:34	<ul style="list-style-type: none"> • No update, next meeting April 30, 2024 	Follow up at next meeting

Agenda Item	Tentative Time	Discussion	Next Steps
CC & Degree Works Update (Zachary Foster)	2:40 2:34	<ul style="list-style-type: none"> Zach not in attendance; move to next meeting 	Follow up at next meeting
5-Star Ticket / Curriculum Committee Webpage Update Minutes on webpage (Penny T)	2:40-2:45 2:34-2:35	<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)	2:45-2:55 2:35-2:38	<ul style="list-style-type: none"> Opening with HHS still pending A&S-Business Rick Caprario interested in CC so attending as a guest 	Update with HHS member info
Update Program of Study Award Type process (Mary Ellen L.)	2:55-3:10 2:38-2:47	<ul style="list-style-type: none"> Mary Ellen L., Mark K, and Penny T met and discussed process Process will begin following receipt of 5-star ticket, forwards to ALO and Director of Academic Operations for review. Following this, process will move as other Expedited tickets go through the process. To begin in Fall 2024 Mark Moves to approve, Tami M seconds Discussion: none Objections: none Approved without objection 	Approved: Expedited Program of Study Change in Award Type process and worksheet
24-25 Proposed Meeting Schedule (Courtney)	3:10-3:15 2:47-2:58	<ul style="list-style-type: none"> Further reviewed proposed meeting schedule for 24-25 academic year Laurie B suggested to change meeting time to 2:10-4:10 to help coincide with time change for later classes Dan R mentioned that this late in year to be changing as he creates his next semester schedule earlier in the year. Mark suggests Dan could join at 2:30 and if quorum not met, matters could be tabled until arrival Mark moves to change meeting time, Laurie B seconds 	Approved: 24-25 academic year meeting times will be 2:10-4:10 pm. Penny will forward meeting invites.

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		<ul style="list-style-type: none"> • Discussion: Rafeeq suggests 4:00 instead of 4:10 end time to accommodate next class time. • Time suggested to remain at 4:10 dismissal, but those who need to leave early, can do so • Objections: none • Approved without objection to move meeting time to 2:10-4:10pm for 24-25 academic year 	
Review Time for Expedited Revised Course Proposals (Penny)	3:15-3:30 2:58-3:06	<ul style="list-style-type: none"> • Previous meeting a statement about 1 business day is not sufficient for faculty to review and comment on comments/questions in an expedited revised course proposal • Penny T proposes extending time from 1 business day to either 2 or 3 business days • Mark states as faculty, 48 hours is allotted to faculty to respond to student inquiries, this should be the same. • Laurie moves to change the expedited reviews from 1 business day to 2 business days, Mark seconds • Discussion: none • Objections: none • Approved without objection 	Approved: For expedited-type of tickets, the review time for CC and faculty will now be 2 business days, effective Fall 2024
5-Star Ticket process through SharePoint Discussion (Penny)	3:30-3:45 3:06-3:12	<ul style="list-style-type: none"> • Fall 2023, implemented a test of processing 5-star tickets through the SharePoint rather than via emails. Request comments/thoughts on the process: • Reduced volume of emails/responses • Helpful to see other member's comments • Very convenient, useful, and collaborative • CIMT rep view: better informed • Will continue with SharePoint and sharing links through 5-star ticket for next academic year • Will ask again at the annual worksheet review with all CIMT Reps and Academic Coordinators are available. 	Approved: Continue process of reviewing all 5-star ticket requests through links via SharePoint.

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Items for Review			
New Courses: <ul style="list-style-type: none"> • n/a 	3:45 3:12	<ul style="list-style-type: none"> • n/a 	n/a
Course Revisions: <ul style="list-style-type: none"> • n/a 	3:45 3:12	<ul style="list-style-type: none"> • n/a 	n/a
Expedited Revisions: <ul style="list-style-type: none"> • n/a 	3:45 3:12	<ul style="list-style-type: none"> • n/a 	n/a
New Programs of Study: <ul style="list-style-type: none"> • n/a 	3:45 3:12	<ul style="list-style-type: none"> • n/a 	n/a
Program of Study Discontinuation: <ul style="list-style-type: none"> • n/a 	3:45 3:12	<ul style="list-style-type: none"> • n/a 	n/a
Program of Study Title Changes: <ul style="list-style-type: none"> • n/a 	3:45 3:12	<ul style="list-style-type: none"> • n/a 	n/a
General Ed-Applied / MTA Course Proposal <ul style="list-style-type: none"> • n/a 	3:45 3:12	<ul style="list-style-type: none"> • n/a 	n/a

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<p>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.)</p> <ul style="list-style-type: none"> • IDMS 281 • IDMS 282 • LEGL 270 	<p>3:45-4:00 3:12-3:15</p>	<p>IDMS 281</p> <ul style="list-style-type: none"> • Change: • New Credit: 8 (was 7) • New Bill Hrs: 8 (was 7) • New L/L/O: 0/0/512 (was 0/0/448) • Effective Fall 2024: Clinical hours are being corrected to reflect the actual hours that students are the clinical site. • No accreditation change; more of summer schedule fitting in the number of hours. <p>IDMS 282</p> <ul style="list-style-type: none"> • Change • New Credits: 7.5 (was 8) • New Bill Hrs: 7.5 (was 8) • New L/L/O: 0/0/504 (was 0/0/512) • Effective Fall 2024: Reducing clinical hours because there are too many hours to fit into summer semester dates. • No accreditation change; more of summer schedule fitting in the number of hours. • <p>LEGL 270</p> <ul style="list-style-type: none"> • Change • Minimum 2.0 in (LEGL 210 LEGL 212) and [LEGL 216 and LEGL 217 and LEGL 225 and LEGL 228) or concurrently] • LEGL 212 replaced LEGL 210 and this prerequisite was not changed. LEGL 216 is no longer needed as a prerequisite for this course. • Same course-course number changed recently <p>Mark moves to approve CIMT Course Revisions, Rafeeq seconds Discussion: none Objections: none Approved without objection</p>	<p>Approved:</p> <ul style="list-style-type: none"> • IDMS 281 • IDMS 282 • LEGL 270

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<p>Agenda Items for Future Meeting: Next Meeting: July 15, 2024 – 9:10-11:00 am</p> <p>Any questions or future meeting items, please email LCC-CC-CC_Chair@star.lcc.edu</p>	<p>4:00-4:30 3:15-3:26</p>	<p>Modify charter language regarding chair-elect election and/or appointed and when to begin position.</p> <p>Follow-Up: Expectation under HLC guidelines of monitoring content changes in courses/programs (Mark K.) – Postponed until 09/2024.</p>	<p>Update Charter language regarding Chair elect: appointed and election</p>

Meeting adjourned at 3:26 pm

WebEx Chat Information:

Adam Richardson

14:39

If I'd know ahead of time, I could have pushed through a bunch more changes for review ;)

Adam Richardson

14:41

I would give you a good grade for your flowchart, Penny :)

Adam Richardson

14:44

Great info, Mark :)

Adam Richardson

14:46

<https://www.lcc.edu/academics/transfer/um-flint.html>

Rafeeq McGiveron

14:47

And that UM-Flint dealie, by the way, is about transfer-transfer, not LCC teaching the necessary 300- and 400-level courses in a Bachelor's.

Tracy Nothnagel

15:08

Me too Rafeeq

Laura Bishop

15:08

Yay for user-friendly process! :)

Adam Richardson

15:09

[on a quick phone call]

Karen Hicks

15:17

In CASL we did end of 2nd year, so we knew who was in place starting year 3

Tracy Nothnagel

15:18

Yes, that is correct Penny

Laura Bishop

15:26

Courtney -- you've been great!

Rafeeq McGiveron

15:26

It's been a great job, Courtney!

Polling Results:

n/a