



AGENDA & MINUTES

Name of Committee or Team: Curriculum Committee

Support Documents Link: [CC Meeting Information 2024.09.11](#)

Recording link:

- **Committee Members Present via WebEx:** Adam Richardson, Ami Ewald, Courtney Geisel, Dan Rafail, Eric Bennett, Heather Bunce, Ian Leighton, Laurie Bishop, Lori Conn, Mark Kelland, Matthew Boeve, Michael Pemberton, Rafeeq McGiveron, Tamara McDiarmid, Tracy Nothnagel
- **Resource Members Present via WebEx:** Ann Selleck, Jackie Womble, Jaime Grant, Josie Sebastian, Karen Hicks, Kelly Ellis, Laurie Kinne, Mary Ellen Laatsch, Shannon Dunivon
- **Guest(s):** Elizabeth Robison, Kali Majumdar, Melinda Hernandez, Timothy Baker
- **Scribe:** Penny Tucker

Date: September 11, 2024

Time: 2:10-4:10 pm

Room: WebEx

| Agenda Item | Tentative Time | Discussion | Next Steps |
|--|-----------------------------------|---|--------------------------|
| Welcome New Member (Courtney) | 2:10-2:15 2:11-2:24 | Lori Conn, Nursing, HHS & Shannon Dunivon, Senior FA Director | Welcome |
| Approval of the September 11, 2024 Agenda (Courtney) | 2:15-2:20 2:24-2:25 | <ul style="list-style-type: none"> • Adjusted rationale to ENGL 245 under CIMT Course Revisions per Laurie K's advisement from the ENGL dept. • Additions/changes: none • Objections: none • Approved with amendments without objection | Approved with Amendments |
| Approval of minutes from CC meeting on July 15, 2024 (All) | 2:20-2:25 2:25 | <ul style="list-style-type: none"> • Additions/changes: none • Objections: none • Approved without objection | Approved |
| Approval of CC consent agenda (All) Course Expedited Revisions Approved by Director of Assessment and CC Reviewed: | 2:25 2:25 | n/a | n/a |
| <ul style="list-style-type: none"> • n/a | | | |

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| CC + CASL Work Group Update Learning Outcomes (Mark K.) | 2:25-2:35 2:25-2:29 | <ul style="list-style-type: none"> • Committee met during the summer. • Reviewed one of Mark Kelland’s course to walk through updated process • Following meeting, Mark would review and update information • Karen H will schedule next meeting to discuss and review updates. | Pending updates from next meeting with CC + CASL work group |
| CC & Degree Works Update (Zachary Foster) | 2:35 2:29 | Zach not in attendance. Follow up at next meeting. | Follow up to next meeting. |
| 5-Star Ticket / Curriculum Committee Webpage Update Minutes on webpage 24/25 CC Worksheets Annual Review (Penny) (Penny T) | 2:35-2:40 2:29-2:31 | <ul style="list-style-type: none"> • Worksheets updated on CC webpage and forwarded to the CIMT Reps and Academic Coordinators. • Provost Cabinet made minor edit to the New Program of Study worksheet, updates made and forwarded to same individuals. | Follow up to next meeting. |
| Changes in Curriculum Guides (Karen Hicks) | 2:40-2:55 2:31-2:37 | <ul style="list-style-type: none"> • Can we add CDS into the workflow? • When there is a change in the curriculum guide • Could a list or note be sent to CDS • We track curriculum guide data and will use this to maintain an up-to-date list of what courses are required and optional for each award | Mary Ellen Laatsch will work with Karen Hicks and CDS to discuss ways to capture changes from pathways. |
| Items for Review | | | |
| New Courses: • n/a | 2:55 2:37 | n/a | n/a |
| Course Revisions: • n/a | 2:55 2:37 | n/a | n/a |
| Expedited Revisions: • FIRE 100-Principles Emergency Services • FIRE 101-Basice Fire Level I • FIRE 102-Basic Fire Level II • FIRE 104-Fire Behavior & Combustion | 2:55-3:15 2:37-3:07 | FIRE 100: <ul style="list-style-type: none"> • Course description updated • Clarification of SLO of illustrate to describe • Mark moves to approve, Matt B seconds • Discussion: none • Objection: none • Approved | Approved: <ul style="list-style-type: none"> • FIRE 100-Principles Emergency Services • FIRE 101-Basice Fire Level I |

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| <ul style="list-style-type: none"> • FIRE 112-Occup. Safety Health for Fire Svc. • FIRE 270-Fire Service Career Development | | <p>FIRE 101:</p> <ul style="list-style-type: none"> • Clarify the evaluation methods • Make up opportunity available for attendance for practicals and classroom. • Add (see handbook) after the Attendance at Practical and classroom information • Mark moves to approve, Heather B seconds • Discussion: none • Objections: none • Approved <p>FIRE 102:</p> <ul style="list-style-type: none"> • Adjust course description • Adjustment to SLOs • Adjustment to Evaluation • Add (see handbook) after the Attendance at Practical and classroom information • Tracy N moves to approve, Mark seconds • Discussion: none • Objection: none • Approved <p>FIRE 104:</p> <ul style="list-style-type: none"> • Grammatical fix to course description • Question to SLO #3, then answered, so withdrawn • Mark moves to approve, Tracy seconds • Discussion: none • Objections: none • Approved <p>FIRE 112:</p> <ul style="list-style-type: none"> • Update to course description • Updates to SLO • Mark moves to approve, Matt B seconds • Discussion: none • Objections: none | <ul style="list-style-type: none"> • FIRE 102-Basic Fire Level II • FIRE 104-Fire Behavior & Combustion • FIRE 112-Occup. Safety Health for Fire Svc. • FIRE 270-Fire Service Career Development |

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| | | <ul style="list-style-type: none"> • Approved FIRE 270: <ul style="list-style-type: none"> • Adjustment to course description • Discuss updates to SLOs • Evaluation methods updated • Mark moves to approve, Ian L seconds • Discussion: none • Objections: none • Approved | |
| New Programs of Study <ul style="list-style-type: none"> • n/a | 3:15 3:07 | n/a | n/a |
| Program of Study Discontinuation: <ul style="list-style-type: none"> • Basic Emergency Medical Technician, CC (1817) • Fire Academy, CC (0709) • Mid-Michigan Police Academy, CC (1701) | 3:15-3:30 3:08-3:16 | Basic Emergency Medical Technician, CC (1817) <ul style="list-style-type: none"> • Changes to curriculum code due to FA by DOE • Credits don't line up per Mark K, Kelly E. reviewing, changes were due to course within the Paramedic program had changed number of credits. • Provost Provisional approval was granted on 07/25/24 • Mark moves to approve, Heather seconds • Discussion: none • Objections: none • Approved Fire Academy, CC (0709) <ul style="list-style-type: none"> • Changes to curriculum code due to FA by DOE • Mark moves to approve, Tracy seconds • Discussion: none • Objections: none • Approved Mid-Michigan Police Academy, CC (1701) <ul style="list-style-type: none"> • Changes to curriculum code due to FA by DOE • Mark moves to approve, Tracy seconds • Discussion: none • Objections: none • Approved | Approved: <ul style="list-style-type: none"> • Basic Emergency Medical Technician, CC (1817) • Fire Academy, CC (0709) • Mid-Michigan Police Academy, CC (1701) |

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| Expedited Program of Study Title Changes: <ul style="list-style-type: none"> n/a | 3:35-3:40 3:16 | n/a | n/a |
| General Ed-Applied / MTA Course Proposal: <ul style="list-style-type: none"> ANTH 272-Food and Sustainability | 3:40-3:50 3:16-3:22 | <ul style="list-style-type: none"> Billing hours: 3 Will email syllabus – received during meeting Mark moves to approve as Social Science, Matt B seconds Discussion: none Objections: none Approved | Approved: <ul style="list-style-type: none"> ANTH 272-Food and Sustainability |
| 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"> DMAC 222 FREN 121 FREN 122 FREN 201 FREN 202 GRMN 201 GRMN 202 LEGL 228 ENGL 245 METS 110 METS 250 CJUS 242 FIRE 122 FIRE 215 FIRE 245 FIRE 255 FIRE 260 FIRE 265 | 3:50-3:55 3:22-3:34 | DMAC 222: <ul style="list-style-type: none"> Cancel This was already approved by the CC last AY but the effective semester is changing to Fall 2025 so it is added to this spreadsheet for recordkeeping only. FREN 121: <ul style="list-style-type: none"> Cancel The French CC was discontinued Fall '20 and the department no longer has anyone to teach the courses. FREN 122: <ul style="list-style-type: none"> Cancel The French CC was discontinued Fall '20 and the department no longer has anyone to teach the courses. FREN 201: <ul style="list-style-type: none"> Cancel The French CC was discontinued Fall '20 and the department no longer has anyone to teach the courses. FREN 202: <ul style="list-style-type: none"> Cancel The French CC was discontinued Fall '20 and the department no longer has anyone to teach the courses. GRMN 201: <ul style="list-style-type: none"> Cancel The German CC was discontinued Fall '20. | Approved: <ul style="list-style-type: none"> DMAC 222 FREN 121 FREN 122 FREN 201 FREN 202 GRMN 201 GRMN 202 LEGL 228 ENGL 245 METS 110 METS 250 CJUS 242 FIRE 122 FIRE 215 FIRE 245 FIRE 255 FIRE 260 FIRE 265 FIRE 280 LEGL 221 LEGL 224 LEGL 227 LEGL 295 |

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| <ul style="list-style-type: none"> • FIRE 280 • LEGL 221 • LEGL 224 • LEGL 227 • LEGL 295 • ELTE 187 • ELTE 188 • HVAC 210 • HVAC 260 • HVAC 280 • LING 230 • LEGL 207 | | <p>GRMN 202:</p> <ul style="list-style-type: none"> • Cancel • The German CC was discontinued Fall '20. <p>LEGL 228:</p> <ul style="list-style-type: none"> • Change • F, Sp • The program is changing the semester offered due to realignment within the pathway. <p>ENGL 245:</p> <ul style="list-style-type: none"> • Cancel • Last ran FA '17; course does not transfer to our most popular transfer schools • Last ran FA '17; course transfers as gen ed, but tends not to transfer course for course <p>METS 110:</p> <ul style="list-style-type: none"> • Change • Minimum 2.0 in (METS 102 or DCTM 102 or ELTE 102 or HVAC 102 or TECH 102 or WELD 102) or concurrently and minimum 2.0 in METM 108 • The program feels the students need the information in METM 108 before taking METS 110. <p>METS 250;</p> <ul style="list-style-type: none"> • Change • Minimum 2.0 in (METS 102 or DCTM 102 or ELTE 102 or HVAC 102 or TECH 102 or WELD 102) or concurrently and minimum 2.0 in METS 145 • The program feels the students need the information in METS 145 before taking METS 250. <p>CJUS 242:</p> <ul style="list-style-type: none"> • Cancel • Course not scheduled since Spring 2019 <p>FIRE 122:</p> <ul style="list-style-type: none"> • Cancel | <ul style="list-style-type: none"> • ELTE 187 • ELTE 188 • HVAC 210 • HVAC 260 • HVAC 280 • LING 230 • LEGL 207 |

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| | | <ul style="list-style-type: none"> • Course has not been scheduled since creation <p>FIRE 215:</p> <ul style="list-style-type: none"> • Cancel • Course not scheduled since Fall 2011 <p>FIRE 245:</p> <ul style="list-style-type: none"> • Cancel • Course not scheduled since Fall 2020 <p>FIRE 255</p> <ul style="list-style-type: none"> • Cancel • Course has been not scheduled since creation <p>FIRE 260:</p> <ul style="list-style-type: none"> • Cancel • Course has been not scheduled since creation <p>FIRE 265:</p> <ul style="list-style-type: none"> • Cancel • Course not scheduled since Fall 2016 <p>FIRE 280:</p> <ul style="list-style-type: none"> • Cancel • Course not scheduled since Spring 2019 <p>LEGL 221:</p> <ul style="list-style-type: none"> • Cancel • Course not scheduled since Fall 2014 <p>LEGL 224:</p> <ul style="list-style-type: none"> • Cancel • Course not scheduled since Fall 2018 <p>LEGL 227:</p> <ul style="list-style-type: none"> • Cancel • Course not scheduled since Summer 2018 <p>LEGL 295:</p> <ul style="list-style-type: none"> • Cancel • Course not scheduled since Fall 2014 <p>ELTE 187:</p> <ul style="list-style-type: none"> • Cancel | |

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| | | <ul style="list-style-type: none"> • Course not scheduled since Summer 2017 <p>ELTE 188:</p> <ul style="list-style-type: none"> • Cancel • Course not scheduled since summer 2016 <p>HVAC 210:</p> <ul style="list-style-type: none"> • Cancel • Course has not been scheduled since creation <p>HVAC 260:</p> <ul style="list-style-type: none"> • Cancel • Course has not been scheduled since creation <p>HVAC 280:</p> <ul style="list-style-type: none"> • Cancel • Course not scheduled since Fall 2017 <p>LING 230:</p> <ul style="list-style-type: none"> • Cancel • The instructor who taught the course retired and there are no plans to hire a new faculty to teach the course. <p>LEGL 207:</p> <ul style="list-style-type: none"> • Change • F, Sp • The program is changing the semester offered due to realignment within the pathway. <p>Mark moves to approve changes to CIMT course revisions, Laurie B seconds Discussion: none Objections: none Approved</p> | |
| Agenda Items for Future Meeting: Next Meeting: | 3:55-4:00 3:34-3:37 | n/a | n/a |

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| September 25, 2024 – 2:10-4:10 pm Any questions or future meeting items, please email LCC-CC-CC_Chair@star.lcc.edu | | | |

Meeting adjourned at 3:37pm

WebEx Chat Information:

Polling Results: