Call to Order

Approval of Minutes  December 4, 2008

Old Business None

New Business None

Innovative Ideas:

A) New Program Development – C. Antonich
B) IAI General Studies Certificate – N. DeMayo

Other:

A) CCC Membership Update – K. Anderson
C) Program Review/Program Viability – C. Antonich/P. Hadjimitsos
D) Revision of AA/AS/AAS Degrees – K. Anderson
E) College Catalog Page 45 (AA/AS Applicable Courses)
   P. Hadjimitsos – K. Anderson
F) IAI Major Panel Changes – K. Anderson
G) Organizational Changes – K. Anderson

Distribution: Academic Deans, Associate Deans, Department Chairpersons/Coordinators, College Curriculum Committee, Agendees and the President

Printed: 2/2/2009
CALL TO ORDER/ROLL CALL

K. Anderson called the meeting to order at 2:36 p.m.


Members absent: (voting)  E. O'Connell, E. Bell, E. Charneia, R. Connor, A. Latham and M. R. Moore

Resource Members present:  P. Hadjimitsos, N. De Mayo, V. Howard, D. Domin and C. Allcorn

Resource Members absent:  D. Baness-King, P. Jensen, Sujith Zachariah and Susan Collins

Agendee(s):  K. Anderson, N. DeMayo, C. Antonich, C. Antonich (for M.R. Moore) and P. Hadjimitsos

Visitor(s):  None

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes December 4, 2008, passed unanimously by voice vote.

TCSA representatives, M. Zukowska and H. Phillips introduced themselves to the Committee and provided their email addresses for electronic packet distribution. K. Anderson requested they contact members of the Committee with any questions they may have.

OLD BUSINESS

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<th>Proposals</th>
<th>Readings</th>
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<td>None</td>
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NEW BUSINESS

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The Committee voted on the change of title from V.P. of Academic Affairs/Student Services to V.P. of Academic Affairs. This position has been split to include a V.P. of Student Services. K. Anderson stated that this change does not affect quorums.

Motion to approve item number 09-1, passed unanimously by voice vote.

The title designating 'two additional administrators, appointed by the V.P. of Academic Affairs' also was revised at Academic Senate, as there no longer is a person that holds that title. J. Wager questioned why go through the process of approving a title change, as we will always need to revise each time the title is changed and why be specific with titles. C. Antonich replied that there no longer is a V.P. of Academic
Affairs and Student Services as the position has been split to two positions. A. Baldin added that the CCC is a sub-committee of Academic Senate has already made this revision and this Committee also should revise the document to be consistent. K. Anderson added that only the VP of Academic Affairs should be a voting member of the CCC. J. Wager added that would technically not have a quorum today and a discussion of the philosophical implications of this change followed. P. Hadjimitsos recommended removing ‘Office of Research, Assessment and Curriculum’ to the ‘Office of Research, Assessment or Curriculum’, since this department has been split.

A second motion was made to approve a revised item number 09-1, passed unanimously by voice vote.

INNOVATIVE IDEAS

A) New Program Development – C. Antonich

The process for new program development at faculty, chairperson/coordinator level was discussed. The ICCB’s ‘New Units of Instruction’ document was distributed to the Committee and stated that she would like all faculty to receive this information to be aware of what other schools are doing. The process has not changed, i.e. the faculty makes recommendations, when developing a new certificate/programs/course, with the chairperson/coordinator (if not them), the chairperson/coordinator meet with the dean of the area, who meets with the Associate V.P. of Academic Affairs, who meets with the V.P. of Academic Affairs. A feasibility study is done, Form 20 is submitted through the dean to the Curriculum Committee, which also goes to Academic Senate, Board of Trustees and ICCB for approval and then is rolled out into community. C. Antonich distributed information regarding the Emergency Technology in Illinois curriculum at secondary and post-secondary level. S. Misasi Maratto electronically distributes the ‘ICCB’s New Unites of Instruction’ to the College Curriculum Committee, chairpersons and coordinators, but not all faculty, as she does not have that list-serve. K. Anderson suggested forwarding to E. O’Connell to forward to all faculty through the Academic Senate list-serve. C. Antonich suggested aligning our degrees/certificates with the four-year institutions. K. Anderson stated that Curriculum, Articulation and Assessment is now reporting to C. Antonich, who has taken over duties that was formerly under P. Hadjimitsos. C. Antonich added that the Research Office will continue doing feasibility studies for program development and added that curriculum and articulation will go through herself in collaboration with the V.P. of Academic Affairs, who will attend the curriculum meetings when her schedule permits. There is a possibility for the development of a Center for Teaching Excellence (CTE), which her area would become part of, but nothing is definite yet.

N. DeMayo stated that Lincoln College offers a 29-credit hour Certificate in General Studies. K. Anderson and L. Dodt would like to see a copy of the curriculum outline. S. Misasi Maratto suggested looking at their websites. C. Antonich added that she would like to see what other community colleges are doing, i.e. in Biotechnology, Energy, etc. which has been determined as being a big part of economic developing in the future. We have bright creative persons and we should project out in the future when developing certificates/degrees, as there currently is none out there yet. L. Dodt added that we would be viewed as on the ‘cutting edge’ with students. K. Anderson asked the Committee to review the document that L. Dodt put together (through the Academic Task Force), keeping in mind space, equipment and budget when developing a program and requested that ‘New Program Development’ be added to the March 4th Agenda to expand on discussion regarding the process to develop a program.
B) IAI General Studies Certificate – N. DeMayo
N. DeMayo review catalogs from other states that offer a Certificate in General Studies that includes all IAI general education courses. Students are interested in such a certificate and would improve completion rates. John Tyler community college in Virginia and other states offer such a Certificate in General Studies. This certificate would transfer as it includes all IAI approved general education courses. L. Roberts asked if the State allows ‘cookies’ for completion. N. DeMayo added that the students would be allowed to get financial aid. S. Misasi Maratto said that she has contacted the ICCB to inquire the possibility of developing such a certificate.

OTHER: A) CCC Membership Update – K. Anderson
K. Anderson asked the Committee to make this item, ‘Other, A’, to become New Business item, 09-1, to be voted on at today’s meeting. (See New Business, 09-1)

C. Antonich represented for M. R. Moore and stated that Public Law 195, which states that a student must have either graduated from an Illinois high school, or show evidence of passing the Constitution exam, has been removed from the Catalog and will become effective Fall 2009.

C) Program Review/Program Viability- C. Antonich/P. Hadjimitsos
P. Hadjimitsos stated that any referral to ‘program review’ alludes to the State’s five-year review; therefore there would not be any issues of confusion with ‘program viability’ or ‘viability review’. New faculty when having program review think of the Orderly Withdrawal process and this distinguishes the meaning of the two words. C. Antonich added that the wording ‘Program Review’ would remain on documents for the ICCB. K. Anderson added that Committee reps need to inform their faculty to use the correct wording, as this helps take away the stigma.

D) Revision of AA/AS/AAS Degrees – K. Anderson
K. Anderson stated that members of AA/AS received a memo from E. O’Connell and she will also be sending to the AAS Review Team. She asked for suggestions regarding a format to use for the review process before it begins. L. Dodt questioned how do we go about it? K. Anderson replied that we need to gather as much feedback as possible. C. Pignataro suggested that the committees also meet face-to-face, along with email conversation, to be more meaningful. K. Anderson stated that the status of the committees would be reported at each curriculum meeting. The goal is to complete this task so that the revised degrees will be in print for the 2010-2011 Catalog. C. Pignataro added that it would be beneficial if the Catalog could be updated as items are approved to aide staff, Counselors and students. N. DeMayo added that the students follow the Catalog corresponding with the year they started. C. Pignataro updates her Catalog after every curriculum meeting and added that the available information is not accurate and is very confusing, especially with items passed at Curriculum in the spring, which would be included in the Addendum. A suggestion was made to inquire with Marketing to update the Website to include the Addendum items. P. Hadjimitsos stated that the Catalog is already outdated when it is posted to the Website. J. B. Halpin stated that the on-line Catalog should match the printed one. J. Wager suggested posting the Addendum on the
Trojans Website and he gave an example of a course being required one semester and not the next. V. Howard added that the students are still required to follow the Catalog they started with. This situation occurred with C. Allcorn that a program was revised from what was in the printed Catalog. C. Antonich concurred with what C. Pignataro is saying that we need to know latest information and asked if students refer to the Website to check their program requirements. M. Zukowskas (TCSA rep) replied that they can conduct a survey. C. Pignataro prefers a hard copy and L. Dodt prefers both a hard copy and one posted on-line. C. Antonich stated that we need to determine how to proceed, as it may be that we post the entire Catalog on-line and forget hard copy. C. Allcorn added that the problems with on-line as it is now as the information listed is old. A. Baldin suggested that we need to create a plan through this Committee, in which various Catalogs would be posted. L. Roberts requested adding to the student’s survey to ensure that students understand the terminology of the Catalog and the schedule, as they confuse the two. S. Misasi Maratto added that students can utilize the on-line Degree Audit to see what their status is. K. Anderson asked the TCSA reps to add to the survey how they obtain informed about the courses needed for completion, and bring back that information to the March 5th meeting. N. DeMayo added to add to the survey of students who use a Catalog and how are they being advised. K. Anderson stated that she would email all faculty for suggestions as to changing the degrees once the ad hoc committees have completed their work. L. Dodt asked that all chairpersons/coordinates have discussion with their area. K. Anderson stated that two emails would go out, one to all faculty and one to chairpersons/coordinates to ensure that the information gets out and suggestions are presented. N. DeMayo suggested conducting a College Hour. K. Anderson stated that a College Hour will be conducted in the Spring and another in the Fall. L. Dodt suggested doing a comparison at the College Hours of what other community colleges are doing. K. Anderson will ask the Research Office for their assistance. P. Hadjimitsos stated that most community colleges have moved to a 60 minimum credit degrees. L. Dodt suggested having open discussion and then request information as to what other schools doing. P. Hadjimitsos added that we are the only community college in the State with a 64 credit-hour minimum. In our A.A.S. degree we specify what general education courses the students are required to take and the ICCB does not; they only requires a minimum of fifteen hours. He added that we need to see if and how the Arts and Sciences degrees articulate to four-year institutions. C. Antonich stated that we need to have strong discussions to change the minimum credit hour requirements to sixty for the degrees.

E) College Catalog Page 45 (AA/AS Applicable Courses) – P. Hadjimitsos, K. Anderson
The review of the courses listed on Page 45 in the Catalog (AA/AS Applicable Courses) will be included in the A.A./A.S. Degree review. Discussion occurred regarding including V. Howard or N. DeMayo as part of the Review Team. J. Smith could electronically eliminate Page 45 and replace with an easy access to course articulation information. Page 45 will remain in the 2009-2010 Catalog. The courses listed on Page 45 do not represent all correct courses, as some courses that are listed are not offered and some are not listed that should be. M.R. Moore and J. Smith need to be notified. P. Hadjimitsos suggested that we should see how other community colleges are handling degree electives. We also need to advise our students of their responsibility to seek the requirements
of the four-year institutions of which they will be transferring to. There currently are Web-based tools available for anyone to see how our courses transfer, especially useful for students in applied sciences (A.A.S. Degrees). Students may have fewer choices, depending on the particular school requirements to where they are planning to attend. We need to be more flexible, not prescriptive with our general education requirements for the A.A.S. Degree. K. Anderson asked the student representatives if their courses would transfer and they replied they and the students do not know, but they have asked A. Pullara. C. Pignataro suggested including a link on our home page for easy access for students to access. M. Kukoska agreed with C. Pignataro that easy access is key. **L. Dodt suggested also asking as part of the survey.** Both TCSA representatives are transfer students. K. Anderson asked if one of the TCSA student representatives would like to attend the A.A.S. Review meetings and both replied they would. C. Allcorn suggested having printed binders that included four-year transfer guides as to the courses they would accept. C. Pignataro stated they would rely on the information that is listed on-line. Discussion occurred regarding where the link would be to access on the Website. M. Kulowska stated that students are confused about first- and second-year courses and that the University of Illinois at Chicago does not accept 100-level courses, as she was informed by an Admission counselor. K. Anderson stated that there are courses to be submitted to curriculum in the Spring that are listed as 100-level courses and have 200-level course content. C. Antonich added that if the courses are IAI approved, the Illinois State schools should accept them. P. Hadjimitsos concurred with C. Antonich. A course should not be evaluated by the number but by the course content. J. Wager has issues that students graduate only with courses that are listed as 100-level courses.

**F) IAI Major Panel Changes – K. Anderson**

The IAI Major Panels have changed, whereas not all previous Major Panels are currently active. Included in the packet is a letter sent to S. Misasi Maratto from the IAI, which lists the currently active Major Panels and also Triton’s representatives on those panels. K. Anderson asked the Committee to review for any change in representation. A. Baldin asked who to inform when representatives retire. C. Antonich replied that the ICCB sends a request to the V. P. of Academic Affairs who forwards to the deans.

**G) Organizational Changes – K. Anderson**

Organizational changes were discussed. More info to come later…

K. Anderson welcomed everyone back to an exciting spring semester.

**Adjournment:** K. Anderson adjourned the meeting at 3:49 p.m.

**Submitted by:**

\[\text{K. Anderson, Chairperson}\]

**Susan Misasi Maratto**

**Recording Secretary**