Call to Order

Approval of Minutes  April 5, 2007

Old Business

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<td>HUM 131</td>
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<td>Third Reading</td>
<td>T. Porebski</td>
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<tr>
<td>07 - 54</td>
<td>C318A</td>
<td>Certified Medical Assistant</td>
<td>Second Reading</td>
<td>C. Lekostaj</td>
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<td>07 - 55</td>
<td>CMA 100</td>
<td>Intro to Clinical Skills &amp; Diagnostic Procedures</td>
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<td>CMA 110</td>
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<td>Medical Assisting &amp; Externship</td>
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<td>CMA 250</td>
<td>Certification Review for Medical Assistants</td>
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<td>HUM 151</td>
<td>Great Books I</td>
<td>First Reading</td>
<td>C. Brophy</td>
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<td>07 - 65</td>
<td>HUM 152</td>
<td>Great Books II</td>
<td>First Reading</td>
<td>C. Brophy</td>
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<td>07 - 66</td>
<td>CCC Handbook-Role, Membership &amp; Responsibilities</td>
<td>First Reading</td>
<td>Other</td>
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Innovative Ideas:

A) ‘Chinese Civilization and Language’ – C. Fuller

B) ‘Course Deletions’ – J. Wager

C) ‘Integrating Assessment Into Curriculum’ – K. Anderson


Other:

A) ‘Prerequisites Effecting On-Line Registration’ – M. R. Moore

B) ‘AA & AS Degree Programs – 2 + 2 Agreements’ – P. Hadjimitsos

C) ‘ICCB Degree Requirements’ – P. Hadjimitsos

D) ‘1.2/1.6 Courses (co-listing)’ – P. Hadjimitsos
Distribution: Academic Deans, Associate Deans, Department Chairpersons/Coordinators, College Curriculum Committee, Agendees, Executive Assistant to the President and the President

Printed: 4/24/2007
CALL TO ORDER/ROLL CALL

K. Anderson called the meeting to order at 2:45 p.m.


Members absent: (voting) L. Manno, M. Hahn Wade, J. B. Halpin, E. Charneia and J. Jozaitis

Resource Members present: (non-voting) P. Hadjimitsos, C. Alcorn, N. De Mayo, V. Howard and M. Weatherspoon

Resource Members absent: (non-voting) Q. Martin and D. Baness-King


Visitor(s): J. Paver, A. Johns and D. McNamara

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes of April 5, 2007, passed unanimously by voice vote, with a correction on Page 5 to read, “The clinical hours for CMA 180 should read 5 on the course proposal.”

OLD BUSINESS

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<tr>
<th>Item No.</th>
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<th>Proposals</th>
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<tr>
<td>07-10 HUM 131</td>
<td>Apprec of Dance as Art Frm delete crs</td>
<td>X</td>
<td>withdrawn</td>
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Item number 07-10 was withdrawn by T. Porebski.

07-54 C318A Certified Medical Assistant new curr | X | approved |
07-55 CMA 100 Int to Clin Skills & Diag Proc new curr | X | approved |
07-56 CMA 110 Ther Comm for Allied Hlth new curr | X | approved |
07-57 CMA 130 Clinical Lab Procedures new curr | X | approved |
07-58 CMA 140 Intro to Human Disease new curr | X | approved |
07-59 CMA 180 Applied Clin Lab Proc new curr | X | approved |

OSHA for the Allied

07-60 CMA 190 Health Worker new curr | X | approved |
07-61 CMA 200 Medical Assist & Externship new curr | X | approved |
07-62 CMA 250 Cert Rev for Med Assist new curr | X | approved |

C. Lekostaj stated that all changes that were suggested at the last meeting have been submitted. Additional revisions will be submitted to S. Maratto. K. Anderson commended C. Lekostaj for her effort in developing this much needed program. The Medical Assistant program will be an ‘open enrollment’ program, not a ‘selective enrollment’ program.

Motion to approve item numbers 07-54 through 07-62, passed unanimously by voice vote.

K. Anderson noted that there is usually no ‘New Business’ at the last meeting for the Fall and Spring
semesters, but the following three 'new business' items were necessary due to updating the 'Role, Membership and Responsibilities' section in the CCC Handbook and revising HUM 151 and 152, per the recommendation of the IAI. HUM 151 and 152 will be submitted to the Gen-Ed Panel for the October review.

NEW BUSINESS

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<td>HUM 152</td>
<td>rev crs</td>
<td>X</td>
<td>approved</td>
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T. Porebski represented item numbers 07-64 and 07-65 for C. Brophy. Revisions were made as suggested by the IAI, which includes a change in titles. K. Anderson stated that it was critical for these courses to be added on today's agenda in order to make the IAI panel's submission deadline. The proposal also includes changing the IAI codes, so the courses will meet the 'non-western' requirement. J. Wager noted that an English Literature course is still active and is similar to these courses. T. Porebski stated that the IAI requires that the textbooks used for these courses need to have originally been written in another language and then translated to English. P. Hadjimitsos inquired if these classes would attract new students. T. Porebski replied that we would attract more students by just changing the title. I. Rodriguez agreed with T. Porebski. P. Hadjimitsos raised a concern that by offering too many options for the students, it would be a challenge to fill the classes and they may not run as they would be too spread out. T. Porebski stated that we will not know the outcome until we offer them. P. Hadjimitsos questioned if any thought was given to offer a 296-level course as a pilot. T. Porebski replied that the 296-level course does not meet the gen-ed requirement. J. Wager added that we need to attempt to attract quality faculty members by offering a variety of courses and by doing so would also be a great marketing tool. He would like to see fewer sections of a course and more variety of courses. M. R. Moore inquired if HUM 151 was going to be offered in the summer for the 'reverse transfer' student. T. Porebski will look into this.

Motion to approve item numbers 07-64 and 07-65, passed unanimously by voice vote.

CCC Handbook-

07-66 Role, Membership & Responsibilities other X approved

K. Anderson stated that since an adjunct faculty member has been added as a resource member to the Committee, the 'Role, Membership & Responsibilities' section has been updated. Previously, there was a reduction in the number of deans, therefore two administrators were added so as not to lose the number of voting members on the Committee. She asked if there would be any change to the voting members from the administration. She stated that M.R. Moore has been a real asset to the CCC. C. Antonich replied that there will be three career deans beginning July 1st and they should have voting privileges. A proxy is always allowed to represent a department. A revision to the ‘Procedures’, under C), will note that a proxy representing a department is allowed. P. Hadjimitsos added that we need to make an effort to get student representation. M. R. Moore suggested offering an incentive for the student representative. I. Rodriguez added that some incentives were put together and were supported by the Board of Trustees this year in some form of compensation. K. Anderson stated that the student's membership is noted as such on their transcript. C. Antonich inquired if the student representation only comes from the TCSA. L. Samra stated that she is offering an advanced speaking course that could be linked to the student representation. E. O'Connell added that the student representative could also be a representative from the scholar’s program. I. Rodriguez suggested working with the Dean of Students Services for other options. K. Anderson stated that the Dean of Student Services selected the student representative and they may not necessarily be a member of the TCSA. I. Rodriguez added that this could be further discussed at Academic Senate. E. O'Connell suggested contacting TCSA first. J. Wager raised a concern that the student’s commitment to this Committee is too much for the student. I. Rodriguez added
that having a student representative is for the best interest of the student body and the college and she agreed with L. Samra who thought it was a good idea to tie in with learning. 

Motion to approve item number 07-66, passed unanimously by voice vote with addition C) to the ‘Procedures’.

INNOVATIVE IDEAS

A) Chinese Civilization and Language
C. Fuller would like to combine Chinese History and Language into two courses, ‘History of China I’ and ‘History of China II’. These courses would also be submitted to the IAI to receive an S2 914 and S2 915 code respectively. He hopes to offer the course every other year, incorporating a trip to China. The China International Travel Service (CITS) would handle the arrangements. His wife is doing something similar at Roosevelt University. The trip would include either one week before or after spring break, and the students would be gone for a total of two weeks. These classes would be offered in the evening. The approximate cost of the trip is $2,500 above the tuition. J. Wager suggested delaying the start of the course so some of the credit would go towards the trip and be included in the three hours. J. Paver stated that offering a Chinese language course would tap into a huge market, which this course does not include. C. Fuller added that language courses may be added in the future and that additional faculty would be needed. He would like to offer the trip on a regular basis and it could be a web CT-enhanced course. J. Wager suggested working in teams, one on-line and one in China. L. Roberts stated that CJA just did something similar with a trip to Italy. T. Porebski raised a concern that there would not be enough interest for the trip. M. R. Moore asked if there were a maximum number of persons who could take the trip. C. Fuller replied that there is no limit, but the class allocation is around 30. J. Paver suggested making the trip the capstone of a series of courses, by linking different courses each semester to tie in. C. Fuller stated that it seems logistically difficult to keep students over several semesters and added that he is looking into developing a curriculum. C. Antonich suggested that a career component with HIA, Chinese cooking, could be added and to think about linking courses in future, which would really attract students.

B) Course Deletions
K. Anderson stated that J. Wager noted his concern that the College Curriculum Committee is responsible for giving guidance to the academic departments. The departments are ultimately responsible for their areas. Many schools offer four times the amount of courses then we do. He encouraged departments to research for documentation on what other schools are doing prior to deleting courses. He gave an example that M. Flaherty is qualified to teach a British Literature course that has been deleted. A variety of course offerings, not additional sections, would attract students and faculty. Courses could be offered in certain semesters and every other year. E. O’Connell understands the logic, but agrees with the reasons that the British Literature course was withdrawn. At what point does our catalog not represent what we offer. What’s the return on our money to market courses that won’t run. She agreed with the idea of offering more of a variety of courses and less sections. C. Alcorn suggested offering the topic first as a 296-level course and then develop a stand-alone course if there is a need. M. R. Moore added that the challenge was having someone to teach those courses and this needs to be addressed here with this Committee. K. Anderson questioned if this topic was discussed with the chairpersons and if not, this may be a good way to present the topic to them. J. Wager stated that we need to attract quality faculty. E. O’Connell suggested that M. Flaherty could bring forth a British Literature
course. J. Wager questioned what if he should leave. C. Antonich would not like to see
course development based on demographics and not student interest as the students
may not have any interest. M. Weatherspoon added that our scheduling needs to
become more sophisticated. Our high schools dynamic is different than Oakton, etc.
What do our high school students want? J. Wager stated that we’re thinking too small.
C. Antonich added that it would be interesting to see how many sections run at other
schools. E. O’Connell noted that it is our mission to prepare students for the first two
years of college and that we should be offering courses of interest to the students. K.
Anderson added that there are many IAI courses that we do not offer. E. O’Connell
emphasized that we need to gather information on what the students are interested in. J.
Paver suggested that we look at other schools to see what they have done prior to
adding/deleting courses. E. O’Connell added that is a job for the Research Office. P.
Hadjimitsos stated that, per L. Dodt, the Academic Development Task Force is working
with the high schools for continuity. K. Anderson stated that this topic relates to D) on the
agenda, Curriculum Academy. We will be integrating the duties of the Academic
Development Task Force (ADTF) into the CCC. We are continually looking at various
ways for improvement, which is what Innovative Ideas is all about.

C) Integrating Assessment Into Curriculum
K. Anderson stated that the Higher Learning Commission (HLC) has charged us to
follow-up and improve our assessment process. She suggested adding an assessment
section with options to our course outlines. The Assessment Committee is supportive of
this revision. E. O’Connell suggested adding Assessment under the ‘Evaluation’ section
and call it ‘Self-Assessment of Teacher Learning for Instructional Benefit’, which can be
used as a benchmark to determine if the objectives have been met. J. Paver stated that
‘formative assessment’ is teaching and learning enhancement between the student and
the instructor; while ‘summative assessment’ is grading and gathering information. E.
O’Connell suggested added descriptions of terms for clarification. P. Hadjimitsos added
listing examples would be helpful. K. Anderson will assist to formalize the assessment
data on the course outlines for each new and revised course that goes through the
curriculum process. E. O’Connell stated that in a few years most of the outlines would
be updated. L. Dodt added that they are working aggressively to incorporate assessment
as part of the process. C. Antonich added that assessment has a long history and that
we should be further along than we currently are in the process. K. Anderson stated that
we will see a change within three years as the assessment and curriculum committees
are focused on integration of assessment. C. Antonich raised a concern that the part-
time faculty may not be aware. E. O’Connell suggested allowing one year and then
reevaluate. K. Anderson will present a revised course outline to the Committee in
September.

D) Curriculum Academy
The idea of having a ‘Curriculum Academy’ has evolved from the ‘Academic
Development Task Force Committee’. L. Dodt stated that the idea to develop a summer
Curriculum Academy was derived from various places. Curriculum workshops will be
offered and the participants will be awarded PDUs for their participation. A stipend will
then be awarded when the items are presented to the Curriculum Committee. The
curriculum development may tie into an R & D grant. M. Weatherspoon met with the
Academic Development Task Force four months ago. The Curriculum Academy will be
housed in the Curriculum and Assessment office. Six modules will be presented in a
workshop style continuously each quarter in the PDC. The attendance for the workshops
will be made mandatory for new full-time faculty. A four-page handout was distributed,
which M. Weatherspoon reviewed and asked for input. K. Anderson questioned if the
Academy would start this summer. M. Weatherspoon replied that it was intended to begin in the spring, but hopefully this summer. L. Dodt stated that if there are no new programs at first, the workshops could focus on programs that are up for program review. It is not yet decided how many hours the workshops would be. E. O’Connell suggested designating a total number of hours and divide the workshops as you see fit. K. Anderson will discuss with M. Weatherspoon. J. Wager questioned how the academy would tie-in with the online course procedure. K. Anderson stated that we are offering a summer academy, which is when faculty are more available. E. O’Connell suggested a training course for persons who wish to design and teach an on-line course. Facilities, budget and marketing are not addressed on the Form 20; therefore a checklist was developed to assist in curriculum development and will become part of the revisions to the Handbook this summer. K. Anderson asked the Committee to review the chart and contact her with any suggestions. L. Dodt reviewed the chart and the schedule. M. Weatherspoon will coordinate the date to meet with everyone.

**OTHER:**

A) **Prerequisites Effecting On-Line Registration – M. R. Moore**

M. R. Moore stated that a few meetings and on-line discussions have occurred regarding prerequisites that effect on-line registration. The outcome was, 1) trancode would be added to the RALPH system allowing academic deans and chairpersons/coordinates to waive a prerequisite. Training will occur and the front-line staff will have read-only rights to see what is waived. Five or six faculty, utilizing fifteen courses (BUS, VIC, ECE, ENT and ARC) will be used as a pilot in August. A survey will pop up asking questions pertaining to the course that the student will need to respond to appropriately for the dean, chairperson or coordinator to waive the prerequisite. M. R. Moore noted the willingness of the faculties’ participation. The pilot will be assessed to determine whether expansion of this process is warranted. M. R. Moore commended E. Bell for his work and E. Bell commended M. R. Moore and P. Hadjimitsos for their contributions. Discussion occurred as to how to determine if a prerequisite should be waived. P. Hadjimitsos replied that the on-line process would mimic the in-person registration process. There are some details to be worked out. P. Hadjimitsos stated that each faculty member will devise ten questions for each course. M. R. Moore noted to not confuse the prerequisite waiver with program requirement waivers.

B) **AA & AS Degree Programs – 2 + 2 Agreements – P. Hadjimitsos**

P. Hadjimitsos stated that we must think beyond graduation for students when developing and revising our programs. We need to focus on making the student’s transferring as seamless as possible when designing the programs. K. Anderson added that in some cases, we are not meeting the four-year school’s criteria. Some seasoned faculties have not been to curriculum in a long time. P. Hadjimitsos stated that we do not have 2 + 2 agreements with the institutions that most of our students transfer to. C. Pignataro stated that counselors show the students the on-line degree audit (DEGAUD), which shows the students what the program requirements are.

C) **ICCB Degree Requirements – P. Hadjimitsos**

The specific requirements are listed for the career programs. According to the ICCB, a gen-ed requirement for career programs can be met by any IAI approved course. Triton’s requirements are more structured in our gen-ed requirements than the ICCB requires. Triton’s minimum requirement is sixty-four credit hours, whereas the ICCB’s requirement is sixty to seventy-two hours. E. O’Connell stated that the gen-ed requirements were
decided upon long ago and much conversation would be required if any changes are to occur. K. Anderson added that Health and Fitness is required for the AAS degree and was not required in the AA or AS degrees after the IAI came into existence. Further discussion on this topic is needed.

D) 1.2/1.6 Courses (co-listing) – P. Hadjimitsos
P. Hadjimitsos noted that a course with a 1.2 PCS designation is meant for the student to gain knowledge and a course with a 1.6 PCS designation is meant for the student to expand on that knowledge. We need to look into separating co-listing courses, per the ICCB. He and M. Weatherspoon will work on developing a list of those courses. There was a concern that this would create havoc with scheduling issues.

E) 296-Level Courses – P. Hadjimitsos
P. Hadjimitsos stated that the 296-level courses cannot be offered more than twice within a 3-year period, per the ICCB. If there is substantial interest in a topic, a full stand-alone course should be developed.

F) ICCB Concern Regarding the AFA Degree in Art – M. Weatherspoon
M. Weatherspoon stated that during the 2006 Recognition Visit, the ICCB noted that the Associate in Fine Arts Degree in Art lists three courses under the ‘suggested electives’, which are not IAI approved and need to be replaced. D. McNamara asked for clarification and requested a copy of the ICCB’s recommendation. E. Bell added that since no major panels are currently meeting, the courses should be more program specific.

Adjournment: K. Anderson adjourned the meeting at 5:10 p.m.

Submitted by: 

K. Anderson, Chairperson

Susan Misasi Maratto
Recording Secretary