## Call to Order

## Approval of Minutes

May 6, 2010

### New Business

<table>
<thead>
<tr>
<th>Page</th>
<th>Courseno</th>
<th>Course Title</th>
<th>Action</th>
<th>Revised by</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - 109</td>
<td>C306H</td>
<td>Baking and Pastry Certificate</td>
<td>First Reading</td>
<td>Revised Curriculum</td>
<td>J. Drosos</td>
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<tr>
<td>10 - 110</td>
<td>C206B</td>
<td>Business Management</td>
<td>First Reading</td>
<td>Revised Curriculum</td>
<td>W. Griffin</td>
</tr>
<tr>
<td>10 - 111</td>
<td>C306B</td>
<td>Business Management Certificate</td>
<td>First Reading</td>
<td>Revised Curriculum</td>
<td>W. Griffin</td>
</tr>
<tr>
<td>10 - 112</td>
<td>C406D</td>
<td>Entrepreneurship Certificate</td>
<td>First Reading</td>
<td>Revised Curriculum</td>
<td>W. Griffin</td>
</tr>
<tr>
<td>10 - 113</td>
<td>U224A07</td>
<td>Community Studies</td>
<td>First Reading</td>
<td>Revised Curriculum</td>
<td>W. Griffin</td>
</tr>
<tr>
<td>10 - 114</td>
<td>U224A23</td>
<td>Speech Communication</td>
<td>First Reading</td>
<td>Revised Curriculum</td>
<td>W. Griffin</td>
</tr>
<tr>
<td>10 - 115</td>
<td>U230A06</td>
<td>Accounting &amp; Business Administration</td>
<td>First Reading</td>
<td>Revised Curriculum</td>
<td>W. Griffin</td>
</tr>
<tr>
<td>10 - 116</td>
<td>MKT 125</td>
<td>Principles of Marketing</td>
<td>First Reading</td>
<td>Revised Course</td>
<td>W. Griffin</td>
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<tr>
<td>10 - 117</td>
<td>Orderly Withdrawal-C447F, Home Technology Integration</td>
<td>First Reading</td>
<td>Delete Curriculum</td>
<td>A. Baldin</td>
<td>28</td>
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<td>10 - 118</td>
<td>ELT 105</td>
<td>Home Technology Integrator</td>
<td>First Reading</td>
<td>Delete Course</td>
<td>A. Baldin</td>
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<tr>
<td>10 - 119</td>
<td>ELT 211</td>
<td>Video, Voice, Data Cable Installation</td>
<td>First Reading</td>
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<td>A. Baldin</td>
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<td>10 - 120</td>
<td>ELT 291</td>
<td>Certification Test Review</td>
<td>First Reading</td>
<td>Delete Course</td>
<td>A. Baldin</td>
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<tr>
<td>10 - 121</td>
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<td>Technical Mathematics II</td>
<td>First Reading</td>
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<tr>
<td>10 - 122</td>
<td>TEC 290</td>
<td>Cooperative Work Experience</td>
<td>First Reading</td>
<td>Delete Course</td>
<td>A. Baldin</td>
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<tr>
<td>10 - 123</td>
<td>TEC 291</td>
<td>Cooperative Work Experience</td>
<td>First Reading</td>
<td>Delete Course</td>
<td>A. Baldin</td>
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<td>10 - 124</td>
<td>COM 290</td>
<td>Cooperative Work Experience</td>
<td>First Reading</td>
<td>Delete Course</td>
<td>J. Jaback</td>
</tr>
</tbody>
</table>
Innovative Ideas: -----

Other:

A) ICCB Information – correct form completion
   C. Antonich
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   K. Anderson
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Distribution: Academic Deans, Associate Deans, Department Chairpersons/Coordinators, College Curriculum Committee, Agendees and the President

Printed: 8/26/2010
CALL TO ORDER/ROLL CALL

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


**Members absent:** (voting) M. Enich, L. Dodt, S. Collins

**Resource Members present:** (non-voting) N. De Mayo, V. Howard, D. Baness-King, M. Tobin and C. Allcorn

**Resource Members absent:** (non-voting) P. Jensen/J. Grigalunas and Sujith Zachariah

**Agendee(s):** D. Smith-Gaborit (for J. Drosos), C. Antonich, K. Anderson, W. Griffin, T. Porebski/M. Armas, A. Baldin, M Sudduth (for J. Jaback)

**Visitor(s):** None

APPROVAL OF COLLEGE CURRICULUM MINUTES

*The minutes for the May 6, 2010 meeting will be included in the October 7th packet for approval.*

K. Anderson welcomed new members, C. Harris and L. Carvajal, who have replaced retirees J. Wager and E. O’Connell. The College Curriculum Committee is the most diverse committee on campus to review curriculum and the members usually remain on the Committee until they either retire or leave the College.

OLD BUSINESS

The change to U224A15, Women’s and Gender Studies, that was recommended at the May 6, 2010 meeting was submitted and included in this packet.

NEW BUSINESS

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Course/Curr</th>
<th>Proposals</th>
<th>Readings</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-109</td>
<td>C306H Baking &amp; Pastry Certificate</td>
<td>rev curr</td>
<td>X</td>
<td>approved</td>
</tr>
</tbody>
</table>

D. Smith-Gaborit represented item number 10-109 for J. Drosos. HIA 127 was moved to semester two, as the prerequisite for this course was in the same semester.

*Motion to approve item number 10-109, passed unanimously by voice vote.*

<table>
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<tr>
<th>Item No.</th>
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</thead>
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<tr>
<td>10-110</td>
<td>C206B Business Management</td>
<td>rev curr</td>
<td>X</td>
<td>approved</td>
</tr>
<tr>
<td>10-111</td>
<td>C306B Business Management Cert</td>
<td>rev curr</td>
<td>X</td>
<td>approved</td>
</tr>
<tr>
<td>10-112</td>
<td>C406D Entrepreneurship Certificate</td>
<td>rev curr</td>
<td>X</td>
<td>approved</td>
</tr>
<tr>
<td>10-113</td>
<td>U224A07 Community Studies</td>
<td>rev curr</td>
<td>X</td>
<td>approved</td>
</tr>
<tr>
<td>10-114</td>
<td>U224A23 Speech Communication</td>
<td>rev curr</td>
<td>X</td>
<td>approved</td>
</tr>
<tr>
<td>10-115</td>
<td>U230A06 Accounting &amp; Business Adm</td>
<td>rev curr</td>
<td>X</td>
<td>approved</td>
</tr>
</tbody>
</table>
Studies for Chinese three be attached to.

T. Porebski and M. Armas represented item numbers 102, Elementary Chinese II has been recently developed and offered. There was great interest in this course, therefore CHN 102, Elementary Chinese II has been developed. All curricula have been submitted that this course will be attached to. The submission for item number 10-127 was withdrawn, as the program requires a three-course sequence in a foreign language and currently there is only a two-course sequence for Chinese. W. Griffin also expressed an interest to revise the Marketing courses in Global Studies. T. Porebski commended M. Armas on a ‘job well done’. C. Harris questioned how many

Motion to approve item numbers 10-110 through 10-116, passed unanimously by voice vote, with the changes suggested by the Committee.

Motion to table item numbers 10-117 through 10-120, passed unanimously by voice vote.

Motion to approve item numbers 10-124 through 10-125, passed unanimously by voice vote.

Motion to approve item numbers 10-124 through 10-125, passed unanimously by voice vote.
semesters of Chinese there are. T. Porebski replied there eventually will be four semesters. S. Maratto stated that this course will be sent out for articulation prior to approval, according to ICCB rules. K. Anderson stated that the course outline form will be revised to reflect the APA Standard for textbooks. M. Sudduth suggested listing CHN 101 and CHN 102 in the AAS Degree Requirements. A. Baldin reminded the Committee that the AAS Degree is undergoing a major revision and those courses would be added at that time. C. Antonich stated that the APA Standard was originally suggested by P. Hadjimitos. J. Paver added that it is nice to see this come to fruition after being discussed two and one-half years ago. Hopefully more foreign language courses will be developed. C. Harris questioned if students will have full knowledge of Chinese after only four semesters. M. Armas replied that more than four semesters would be required to master this language. J. Paver added that Chinese is a level-five language and the students could continue on at the four-year schools. J. B. Halpin stated that a family member had taken CHN 101 and enjoyed the course immensely and is looking forward to taking the second course. The students are very enthusiastic. K. Anderson stated that these items will be voted on with changes at the October 7th meeting, since a new course requires two readings.

INNOVATIVE IDEAS: ----- 

OTHER: 

A) ICCB Information – correct form completion – C. Antonich 
C. Antonich noted that S. Maratto included an email from T. Broughton from the ICCB regarding correct form completion, i.e. listing correctly ‘Curriculum or market served’. A technical review of curriculum may be developed. Rationales with justification need to be strong. Occupational (1.6 PCS ‘E’ courses) and transferable courses (1.1 PCS) have different skill sets. We need to tighten up as most community colleges and put our best foot forward. Articulation affects curriculum and is a reflection on us. **This summer we have looked how to enhance the CCC process and will bring ideas forward at the October meeting.** We may need workshops offered through the CTE as the curriculum process is daunting for faculty. K. Anderson stated that Curriculum Workshops were offered two years ago and were very well received as the workshop was interactive with faculty completing the forms at the Workshop. She volunteered her assistance. C. Antonich stated that there are a number of ways to accomplished this. The ICCB does return submissions if they are not submitted correctly. Later in this packet additional requirements for certificates, programs, online degrees and courses from the IBHE will be addressed. There are many changes and this is an apropos time for us to change our curriculum process.

B) ICCB Clarification – clinical/lab contact hours – K. Anderson 
K. Anderson stated that calibrating clinical and lab contact hours were discussed last year when writing or revising a course. The ICCB has two different methods. They did not distinguish the difference. K. Anderson read the ICCB rule. There was a question of the difference between a practicum and on-the-job practicum. It is up to the individual school to define. Health Careers uses 75-149 contact hours per lab hour formula and Technology uses 30-60 contact hours per lab for on-the-job paid or unpaid. K. Andersons stated it is her understanding if students are paid that a course was considered a coop. A. Baldin said that it not necessarily true. They do have paid internships that are not coops by using the correct numbering system within the departments that correspond with coop courses. K. Anderson stated that if the ICCB is not clear on this we need to adopt a ruling. All of Health Careers uses the first 75-149 contact hours per credit and Technology uses the second 30-65 per contact hour formula. C. Antonich added that the ICCB has no consistency, but they are getting better. S. Maratto requested clarification from the ICCB as we need to be consistent. C. Antonich stated that curriculum goes through a process. S. Maratto is not the contact person to address questions regarding lab hours, as those questions should be directed
to K. Anderson, chairperson of the CCC or the respective deans. C. Allcorn stated that he is confused with clinical and non-clinical definition. K. Anderson added that Dean Chann instructed the Health Careers area as to which lab formula to use. C. Antonich added that S. Maratto included ‘definitions’ from the ICCB’s Administrative Rules and Regulations. C. Antonich stated that they never called labs practicum, they were called clinicals. K. Anderson asked S. Maratto to refer those questions to her. For each credit hour there must be two contact hours or three for every credit. The ICCB will only reimburse for every two contact hours for each credit, which is the reason many programs were revised. If a course lists three hours for each credit, students are billed an additional 50% of one credit hour tuition rate added to the lab fee compensate for the unreimbursed hour(s). If there is a three-to-one ratio, the students are charged as the State will not reimburse.

C) CCC Handbook – Section C3 (revised), Course & Syllabus Guidelines – K. Anderson

K. Anderson stated that there previously was no CCC Handbook, only minutes for a reference and guide. The updated Handbook will become an action item at a future CCC meeting. A. Baldin asked if the CCC Handbook is available on line. S. Maratto replied that it is currently on line, and when updated that version will be posted. S. Maratto noted that there is a revision to the Course Outline on Page 72 of the packet that states, ‘…1 hours of outside study for each 2 hours of lab…’ and K. Anderson noted that the APA Standard and the Resources Utilized (A) on the course outline will be revised to reflect the correct APA listing. K. Anderson added that ‘Overall Learning Goals’ and ‘Assessment’ also were previously added. She asked the Committee to contact her with any additional changes. Also previously discussed was combining the Course Outline and Course Syllabus to one form. This change would require going to Board as the “Course Outline” and “Course Syllabus” are Board Policies. Items may be added to the Syllabus. K. Anderson inquired how to proceed with updating the Board Policies. C. Antonich replied that the ‘look’ first needs to be decided, then presented to Academic Senate and the Board for approval, as curriculum is presented to the Board as a rule. A. Latham stated that she would amend the Board Policies according to the current process. K. Anderson stated that they could be presented to the Board at the same time. Additional discussion will occur at the October meeting.

D) APA Standard for Listing Textbook(s) – C. Antonich

C. Antonich stated that the APA Standard to list textbooks on the Course Outline was previously discussed during this meeting. K. Anderson asked if anyone is in disagreement with using the APA Standard, as this style would be used for each course. C. Allcorn suggested we use the most style that has the most specific information. K. Anderson replied that many use the MLA style. J. Paver suggested selecting the APA Standard or change to MLA style. K. Anderson requested that the Committee think about which style would fit better, as she would like to get the course outline issue resolved ASAP.


C. Antonich encouraged the faculty and administration to become aware of the new Higher Learning Commission (HLC) requirement. The Institutional Advancement area needs to discuss the process to include the additional paperwork required. She suggested that the Committee look at the HLC Website. A. Baldin questioned if there is any idea how long approval would take with the additional requirement. She requested that guidelines be distributed so they are aware of the timeframe needed for items to be
submitted to accommodate the additional HLC approval. C. Antonich replied that they will produce a timeline. K. Anderson added that the timeline would be included in the revised CCC Handbook as a guide.

F) Combining Course Outline and Syllabus – C. Antonich
C. Antonich noted that this item was previously discussed at this meeting, under ‘Other, C.’

G) CCC Membership – K. Anderson
K. Anderson stated that two new members, C. Harris, x3345, and L. Carvajal, x3440, have replaced J. Wager and E. O’Connell who have both retired. An email from L. Dodt stated that she would be unable to attend this semester, due to class conflicts and would need a proxy, as well as two TCSA reps that are needed. C. Antonich discussed the two TCSA reps with the Dean of Students and he assured her they would have two reps from TCSA. K. Anderson noted that the TCSA meets the same time as CCC, which is a problem. Any member, not an officer would suffice as reps. C. Antonich will follow up for student reps. K. Anderson added that for Resource Membership, M. A. Tobin is the new rep for ‘Research, Assessment or Curriculum’. M. Flaherty suggested contacting the chairperson of Assessment Committee to be rep. A. Latham stated that there is a deans’ meeting next week and there may be some changes. S. Collins is also a member of the Assessment Committee. Some resource members do not have to come to every meeting depending on what is on the agenda, as attendance for technology would not be mandatory for resource members, whereas other areas should be represented at every meeting. M. A. Tobin asked why there are reps needed for ‘Research, Assessment and Curriculum’ and also for ‘Curriculum/Assessment’. K. Anderson replied that there were previously two different positions at the time the membership list was last updated. A. Latham stated that one and one-half years ago Research and Curriculum were separated into two different departments. K. Anderson asked the Committee to review the Resource Members for further discussion at the October meeting. J. Paver’s new extension is 3508 and M. A. Tobin’s is 3562.

H) IAI Membership/Vacancies – C. Antonich
K. Anderson stated that is a continuation of discussion that occurred at the May 6th meeting regarding IAI Panel vacancies. A. Latham stated that an adjunct faculty formerly in the Music Department and also a faculty member at Roosevelt University was a panel member and had asked to remain, but it would be beneficial to have a full-time faculty member as an IAI panel member. C. Antonich stated that the IAI panels, both GECC and Major, are alive and well and both have vacancies. It is important to get reps from Triton College. She asked for any volunteers to send their information to S. Maratto who will notify the IAI. A. Latham added that having representation on the panels would help the school. T. Porebski will contact E. Collins to sit on the Humanities Panel. S. Maratto stated all current vacancies on the list are bolded.

Adjournment:
K. Anderson adjourned the meeting at 3:56 p.m.

Submitted by:

K. Anderson, Chairperson

Susan Misasi Maratto
Recording Secretary