September 6, 2007

Call to Order

Approval of Minutes May 3, 2007

Old Business
None

New Business

07 - 67 CCC Handbook Revisions-2007 First Reading Other K. Anderson 1
07 - 68 Course Outline Form Revised-2007 First Reading Other K. Anderson 131

Innovative Ideas:
-----

Other: A) Curriculum Academy – K. Anderson/M. Weatherspoon 135
B) Integration of the ADTF – K. Anderson
C) AA, AS, AAS and AFA (Art & Music) Degree Revisions – K. Anderson 136
D) Inactive Programs – K. Anderson
E) Course-Taker Courses – K. Anderson 137

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

Printed: 8/29/2007
CALL TO ORDER/ROLL CALL

P. Hadjimitsos notified the Committee of an upcoming CurricuNet Workshop that will be held on Wednesday, September 12, 2007 at Joliet Junior College. CurricuNet is a tool that the ICCB is recommending that should streamline the curriculum process. The President has given her approval to obtain substitute teachers for any faculty that may be interested in attending the workshop. P. Hadjimitsos requested persons that are interested to contact himself or M. Weatherspoon. P. Hadjimitsos will send a listing of colleges that are currently using CurricuNet to M. Hahn Wade, per her request. P. Hadjimitsos stated that it would be more beneficial to meet in person, rather than by Internet or phone, to get a hands-on demonstration to see the capabilities of this software and how it works. The ICCB may mandate the use of this software in the future. K. Anderson suggested that perhaps the company could provide a demonstration at Triton so more faculty could have a chance to preview the software.

K. Anderson called the meeting to order at 2:42 p.m.


Members absent: (voting) E. Johnson, T. Porebski and R. Connor

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

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

Agendee(s): M. Weatherspoon, K. Anderson

Visitor(s): J. Paver, A. Latham and P. Bhasin

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes of May 3, 2007, passed unanimously by voice vote.

OLD BUSINESS

None

NEW BUSINESS

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Course/Curr Proposals</th>
<th>Readings</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-67</td>
<td>CCC Handbook-Revisions</td>
<td>Other</td>
<td>X approved (minus Pages 33 through 50)</td>
</tr>
</tbody>
</table>

K. Anderson noted that the Table of Contents in the revised version of the Curriculum Handbook is not yet updated.

Section A-1 – CCC Membership

(Page 2)
A. Johns will represent the Vice President of Academic Affairs and Student Services on the Committee until one is hired and she recommended that C. Antonich and L. Roberts remain the representatives for the academic deans, as they have the most experience on the Committee. K. Anderson recommended that M. R. Moore remain as one of the two administrative representatives from Academic Affairs and Student Services. A. Johns stated she will recommend another administrative representative.

(Page 4)
A proxy was added to 1.F.

(Page 5)
Lab fees are listed only for ‘new’ courses. Revised course fee changes should be discussed with and submitted to the deans by the chairperson/coordinator, and the deans would submit to the V.P. of Academic Affairs and Student Services for Board approval. M. Hahn Wade suggested that the faculty be made aware of this change. C. Antonich added that former V. P. of Academic Affairs and Student Services submitted a fee change ‘across the board’ a few years ago and the institution was aware of that change in the spirit of shared governance. “after collaboration with the chairperson/coordinator” was added at the end of number III. 8.

(Page 7)
Added to A.2, submissions are considered incomplete if they contain errors. This is to help streamline the meetings. ‘for corrections’ was added to A. 3 to distinguish which deadline,. ‘Members may request a printed copy’ (of the packet) was added to B. 1. Electronic distribution of agenda and minutes will also be sent to the President.

(Page 9)
Innovative Ideas meeting was added as option. The Steps for Course and Curriculum Initiation and Change will be re-numbered on Page 9 to match corresponding information on pages 10 and 11.

(Page 12)
‘IAI Gen-Ed Panel’ was added to the note.

(Page 14 & 15)
The Steps for New, Revised or Deleted Courses was revised to reflect the current proposal forms.

(Page 16)
The new ‘Course Proposal Form’ was added.

(Page 19)
Clarification was added to explain when the Curriculum proposal form is required. (This topic was also discussed at the Curriculum Workshop.)

(Page 20)
The dean of an area that would be affected by a change would also need to submit their approval was added. Programs that have been on ‘inactive status’ for three or more years need to be reviewed and action needs to be taken to either revise and reactivate or delete.

(Page 23)
The new “curriculum proposal form” was added

(Page 25)
A ‘Curriculum and Course Checklist’ was added. An additional checklist will be available from the Academic Development Task Force (ADTF) in the future.

(Page 31)
#6 was added, which states it necessary to submit a Curriculum Proposal when adding a general education elective to the course listing in the degrees.

(Page 32)
Complete list of deans was added to ‘General Education’

(Page 33)
K. Anderson noted that discussion, review and any necessary revision of the degrees would be discussed later on this agenda. The AA/AS Degrees have not been revised since 1998 and the AAS in 1999. K. Anderson sent out letters to all faculty to elicit membership for a sub-committee. (Pages 33 through 50
are excluded from the revisions to the rest of the Handbook that will be voted on today. They will be voted on by the Committee after discussion, review and revisions have been made by the sub-committee.

(Pages 52 & 53)
Updated to follow ICCB guidelines for model transfer course development.

(Page 56 and 57)
Articulation Form 13 and the instructions replaced the older version. K. Anderson clarified that the ICCB refers to a course ‘syllabus’, which is our ‘course outline’. Our course syllabus, which includes week-by-week assignments, is provided to students each semester by the individual faculty member is based on the course outline. The ICCB would like notification if the course is delivered strictly ‘non-traditional’. E. Charneia questioned if a course begins as a traditional course and is now offered strictly on-line, is there a need to notify the ICCB. The Curriculum and Assessment Office will find out. K. Anderson stated that ‘boxes’ were added to the course outline to distinguish traditional and non-traditional course delivery. Once a course is articulated and the content has not changed, the course remains articulated no matter what delivery system is used.

(Pages 59, 60, 61)
K. Anderson distributed replacement pages at the meeting and these items will be discussed later on the agenda.

(Page 65)
‘ICCB’ was added to the title, ‘Definitions of Certificates’. C. Alcorn concurred with P. Hadjimitsos’ suggestion to list the ICCB website for reference. J. Wager suggested checking with the ICCB to see if we have permission to reprint parts of the Program or Administrative Manual in the CCC Handbook.

(Pages 68 through 76)
Websites will be added to the ‘ICCB Guidelines for Associate Degrees Designed for Transfer’. The ‘Residency Requirement’ of 15 hours encompasses traditional and on-line courses (Page 70). The lab fee designation was clarified (p. 71) and alphanumeric was added for the listing of prerequisites.

(Page 77)
The ‘IAI Non-Western Course’ listing has replaced the previous listing of IAI Gen-Ed and Non-Western courses. K. Anderson suggested looking at the list to see what courses we could add.

(Page 82, 83 & 84)
Contains curriculum ‘Course Master File Form 12’ and instructions.

(Pages 97 through 102)
Contains the ‘Form 20’ for new programs. The ICCB has added ‘Assessment of Student Learning’ on Page 102.

(Page 105)
K. Anderson noted that the ‘Temporary Approval Form’ is used to test new programs for viability prior to permanent approval.

(Page 111 through 115)
Contains the application for the AAT Degree.

(Page 116 through 121)
Contains the application for the ‘Reasonable and Moderate Degree Form’. Credit hour specifications are listed on Page 117.

(Page 129)
‘Internet’ was added to the section title.

(Page 130)
Internet Websites will be added.

Motion to approve item number 07-67, minus Pages 33 through 50, passed unanimously by voice vote with suggested revisions.

K. Anderson reviewed the draft of the course outline. K. Anderson stated that one of the changes that
were made to the course outline was the addition of an assessment section, which was mandated by the State and HLC. An ‘Annual Review Date’ has been added to distinguish from the ‘CCC Date’. #1 on the course outline was changed from ‘Course Objectives’ to ‘Overall Learning Goals’ to tie in with assessment. #II ‘Objective Instructional Strategies’ changed to ‘Instructional Strategies’. #IV ‘Delivery Method’ was added. ‘Power-Point and Problem-solving/case situations’ were added. ‘Instructional Delivery’ will be added to include ‘Traditional, On-line, Hybrid (60% face-to-face and 40% on-line) and Web-enhanced (work with CT used and meet face-to-face). #V was changed from ‘Evaluation’ to ‘Formative Evaluation’. #VI ‘Summative Evaluation’ was added. #VII ‘Assessment’ was added with methods listed. #IX was changed from ‘Attachment’ to ‘Learning Objectives’, with the description moved from #1. Discussion regarding creating section offerings to designate the method of delivery occurred. M. R. Moore stated that more courses are moving towards hybrid and we need to make the delivery mode available for registration. P. Hadjimitsos added that web-enhanced courses are not equivalent to hybrid courses. E. Charniea stated that the delivery mode should be listed for the students to see if course is traditional or non-traditional. P. Hadjimitsos added that the instructor determines the percentage of on-site (face-to-face) and off-site (web) instruction. The ICCB suggests a tool to gage student participation. J. Paver questioned how you would list instructional strategies for courses that an entire department teaches. ‘Other’ will remain listed to encompass any additional strategies utilized. E. O’Connell described the difference between Summative (grades, etc.) and Assessment (actions to see if material was learned). K. Anderson added that these changes resulted from recommendations of the Assessment Committee. She requested the deans, chairpersons and coordinators look at the changes and discuss with their faculty. P. Hadjimitsos suggested forming an ad-hoc committee to include J. Paver to assess terminology, etc. for the course outline. J. B. Halpin added listing the definitions for the terminology as an aid. K. Anderson noted that all the changes made to the course outline have included requirements now mandated by the ICCB. M. Hahn Wade suggested adding an Academic Standard representative along with an Assessment Committee member as resources to the CCC.

Item number 07-68 will be brought back to the next curriculum meeting on October 4, 2007.

INNOVATIVE IDEAS

OTHER:

A) Curriculum Academy – K. Anderson/M. Weatherspoon
K. Anderson noted that the Curriculum Academy was held this summer (2007) and was extremely well received. An assessment of the workshops was completed and the plan is to continue working with Title III and the Assessment Committee to offer additional workshops. Any input is welcome. M. Weatherspoon added that the Curriculum Academy over-achieved its expectations. There were 46 attendees over the four modules. Results of surveys taken at the Faculty Workshop were distributed and reviewed. He requested possible topics for two modules that are open for the fall workshops. The survey results also will be used to plan for Spring 2008 workshops. K. Anderson suggested surveying participants again at the end of the fall workshops to see how the results compare. P. Hadjimitsos questioned why the Form 20 was listed at the bottom of the survey results. M. Weatherspoon replied that 42% interest is not exactly accurate. The concentration is compared to the number of career faculty only, which utilizes the Form 20, and also there are career programs in the Arts & Science area.

B) Integration of the ADTF – K. Anderson
K. Anderson stated that the duties of the Academic Development Task Force (ADTF) will be integrated into the CCC. The CCC can be proactive and assist in the initiation and development of new curricula. The Research Department will provide information for the CCC members to review, as was provided to the ADTF. Decisions still need to be made on how the process can be enhanced and release-time awarded, as was not finalized by the ADTF.
C) AA, AS, AAS and AA (Art & Music) Degree Revisions – K. Anderson

K. Anderson stated that all the degrees need to be reviewed. Recently, there were articulation issues with the Associate in Fine Arts in Art and a ‘repetitive ensemble’ issue with the Associate in Fine Arts in Music degrees brought to the attention of the Fine Arts department by the Curriculum and Assessment office. The articulation issue with the AFA in Art has been resolved. K. Anderson said she was unsure if the issue with repeating the same ensemble for four semesters had been resolved, and inquired if it still warrants additional research and discussion. K. Anderson stated that articulation should be taken into consideration regarding this issue. A. Latham stated that she and members if the Fine Arts department felt it had been resolved. She requested that M. Weatherspoon send her the universities’ responses and the original question that was asked. She added that they plan to present changes for the Music program to the CCC in the near future. There will be an ad-hoc committee, to include CCC member(s), formed to review the Associate in Arts, Associate in Science and Associate in Applied Science Degrees. K. Anderson, C. Antonich and C. Pignataro volunteered to serve on the Associate in Applied Science Degree ad hoc committee; L. Roberts, M. Hahn Wade and E. O’Connell volunteered to serve on the Associate in Arts Degree/Associate in Science Degree ad hoc committee. The Fine Arts department faculty will review the AFA degree. C. Pignataro stated she would solicit representatives from counseling for the AA/AS and AFA degree ad hoc committees. K. Anderson noted that there are courses listed for the AA/AS degrees which are no longer offered and additional IAI courses that could be developed and added. She also stated that the ICCB requirements for the AAS degree differ from the Triton requirements.

D) Inactive Programs – K. Anderson

K. Anderson stated that programs that have been on ‘Inactive’ status for three or more years need to be acted upon. C. Antonich requested a memo be sent to each coordinator from the Curriculum and Assessment office stating this stipulation for action needs to occur this year, otherwise extensive additional work will be required.

E) Course-Taker Courses – K. Anderson

K. Anderson stated that courses, which are listed as ‘course-takers’ can only remain on that status for a certain, yet undetermined length of time. The ICCB allows flexibility, but the courses cannot continue to be listed as ‘course-takers’ for an indefinite period of time. They need to be either deleted or revised and re-attached to a program.

Adjournment: K. Anderson adjourned the meeting at 4:45 p.m.

Submitted by: K. Anderson, Chairperson

Susan Misasi Maratto
Recording Secretary