Call to Order
Approval of Minutes  September 5, 2013

New Business

<table>
<thead>
<tr>
<th>Page #</th>
<th>Code</th>
<th>Title</th>
<th>Reading</th>
<th>Revised</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>NUR 095</td>
<td>Strategies for NCLEX Success</td>
<td>First</td>
<td>Course</td>
<td>M. Bielski</td>
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<tr>
<td>13</td>
<td>NUR 105</td>
<td>Introduction to Nursing Academics</td>
<td>First</td>
<td>Course</td>
<td>M. Bielski</td>
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<tr>
<td>19</td>
<td>NUR 285</td>
<td>Professional Nursing Career Development</td>
<td>First</td>
<td>Course</td>
<td>C. Lynch</td>
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<tr>
<td>27</td>
<td>NUR 290</td>
<td>Leadership in the Mngmnt of Patient Care</td>
<td>First</td>
<td>Course</td>
<td>C. Lynch</td>
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Other:
1. A) AA/AS/AAT Degree Review – C. Antonich 35
2. B) Temporary Program Approval to Permanent or Discontinue Program (require CCC Approval?) – C. Antonich 37

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

Printed:  9/27/2013
CALL TO ORDER/ROLL CALL

S. Campos called the meeting to order at 2:40 p.m.

**Members present:** (voting) S. Campos, C. Nicholson, C. Antonich (for D. Olson), B. Decker, C. Harris, M. Flaherty, B. Griffin, J.B. Halpin, S. Martella, R. Connor, L. Wester, D. Davenport, R. Segovia and S. Hughes

**Members absent:** (voting) L. Carvajal, C. Lynch, R. Jaimes and A. Turner

**Resource Members present:** S. Tiwari, N. De Mayo, B. Justiz (for Adjunct representation), P. Jensen, M.A Tobin, M. Ange-Zicher and S. Zachariah

**Resource Members absent:** V. Howard and D. Baness- King

**Agendee(s):** E. Brindise, P. Jaswilko, S. Campos, M.A. Tobin and G. Guzman

**Visitor(s):** S. Gallagher and K. Taylor

APPROVAL OF COLLEGE CURRICULUM MINUTES

*Motion to approve the minutes of May 2, 2013, passed unanimously by voice vote.*

OLD BUSINESS

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Course/Curr</th>
<th>Proposals</th>
<th>Readings</th>
<th>Action Taken</th>
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None

S. Campos welcomed two new members to the College Curriculum Committee, S. Tiwari, representing Research and Institutional Effectiveness; and L. Wester, representing Counseling.

NEW BUSINESS

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</thead>
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<tr>
<td>13-160 U224A</td>
<td>Assoc in Arts Degree rev curr</td>
<td>X</td>
<td>approved</td>
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<tr>
<td>13-161 U230A</td>
<td>Assoc in Science Degree rev curr</td>
<td>X</td>
<td>approved</td>
<td></td>
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E. Brindise submitted revisions for the Associate in Arts and Associate in Science Degrees to remove BIS 104, which was deleted in Spring 2013 and also attached to these degrees. The effective date will be changed to reflect Fall 2013 and the 2013-14 Catalog addendum will be revised, as the effective date for the withdrawal of BIS 104 is Fall 2013.

*Motion to approve item numbers 13-160 and 13-161, passed unanimously by voice vote, with revisions.*
P. Jaswilko stated that the title was revised for AHL 107 for better clarification of course content. There was no change was made to the course content, only put on the new outline form. The Associate in Applied Science Degree requirements and the Radiologic Technology program were revised to reflect the title change to AHL 107.

Motion to approve item numbers 13-162 through 13-164, passed unanimously by voice vote.

OTHER:

A) Course-Taker Courses – S. Campos

S. Campos noted that there were several goals set forth this semester. Course-taker courses are those that are not attached to any program therefore, they should be attached or withdrawn, per ICCB rules. We need to clean up the books. Anyone interested in a course or courses should take advantage, as it is less cumbersome to re-write/revise than to develop a new course.

B) Inactive Programs – S. Campos

S. Campos noted that a degree/certificate cannot remain inactive longer than three years. She requested that degrees/certificates listed with an inactive effective date of 2010 should be reviewed and either reactivated or withdrawn if no longer viable. If programs are to be withdrawn, they would need to come to the October CCC meeting to begin the Orderly Withdrawal process and sub-committees would need to be formed.

C) Credit Hour Calculation – S. Campos/G. Guzman

G. Guzman stated that a credit hour calculator was made available at the Higher Learning Commission (HLC) conference for instructors to adhere to the credit hour definition, which would eliminate the need for individual calculation. The hours the course meets would be entered and we can see if it meets the credit hour requirement. The calculator can be made available as an EXCEL file, which is locked so there is no way to mess it up. Another calculator for seat-time is being worked on, where you would input the credits and meeting times (weeks) of a class and the calculator would list how much seat time is needed. This is an important tool for scheduling. S. Campos noted that the calculator is not attached to our current course paperwork and we would utilize this tool on our own. G. Guzman stated we can use this tool to verify that our course seat time is scheduled correctly. G. Guzman received information from S. Misasi Maratto to assist R. Wright with scheduling, which prompted him to develop this tool. S. Campos noticed a challenge in scheduling Allied Health courses when looking at the example in today’s packet from Harding University, as the tool would not work because the words do not follow the descriptions used here at the college. The seat time calculator can be added to the Curriculum Website. C. Harris noted that seat time calculation is fifteen weeks for a full semester, which the final exam is not included and asked if there is and should be a uniform policy for break times. C. Antonich replied
there is a 10-minute break allowed after the first hour and one-half of class time. M. Flaherty added that three times fifty minutes is more than 150 minutes, as breaks are added in. J.B. Halpin asked if a dinner break is included. C. Antonich replied there is not, as the seat time would not be met. A suggestion was made for C. Harris to develop an example of actual seat time, including breaks. M.R. Moore would review the example. R. Segovia stated that faculty interpret differently and seat time gets tricky for some course offerings, e.g. late start classes. Arts and Sciences utilize C. Harris’ calculations, which are precise and uniform. C. Harris stated that she could develop an example and would need to know the break time calculations. S. Campos asked if the ERP system has a built in calculation capability. P. Jensen replied that it currently does not; whatever is entered is what remains at this point. R. Segovia stated that Scheduling used to have utilized charts that they referred to. C. Antonich reiterated that a break is allowed after one and one-half hours of class. D. Davenport added that after one and one-half hours of class, the students’ attention span is not there and they would need a break. S. Hughes stated that in Allied Health, all of the hours are different. She uses a basic calculation of 50 minutes for each class beginning after the first hour and that no break is provided for the last hour. C. Antonich added that classes are figured in 50 minute increments and is standard. J.B. Halpin asked if faculty taught for three-hours, teaching one and one-half hours, take a 10-minute break and teach another hour, then take another 10-minute break. M.R. Moore replied there would be another break after the second hour. S. Campos asked if C. Harris would develop an example. M.A. Tobin stated that we would need to adhere to the Board Policy. M. Flaherty added that there also is an ICCB prescribed seat-time policy. R. Segovia suggested looking at the ICCB website. M.A. added that seat-time is not specifically stated in the Faculty Handbook or Board Policy. P. Jensen suggested reviewing the ICCB rules, as we need to adhere to them. C. Harris will develop a guide for seat time. S. Campos added she would also do some research with ICCB and added that C. Harris’ example would tie in with G. Guzman’s calculator.

D) **AA/AS/AAS Degree Review – S. Campos**

S. Campos stated that the AA/AS and AAS Degree review has been previously discussed numerous times, as shown by the CCC minutes included in today’s packet and we now need to take action. S. Campos asked for volunteers to join two sub-committees; 1) AA/AS Degree and 2) AAS Degree. The degrees need to be reviewed to see if we are in alignment with the ICCB’s requirements.

The following persons volunteered for the AAS Degree Sub-Committee:  S. Campos (chairperson), L. Wester, J.B. Halpin, S. Hughes, K. Taylor and L. Dodt

The following persons volunteered for the AA/AS Degree Sub-Committee:  M. Flaherty (co-chairperson), C. Harris (co-chairperson), R. Connor, J.B. Halpin, K. Taylor and R. Segovia

S. Campos will recruit other faculty members. There is a shell in Blackboard to
hold ‘virtual’ meetings. Recommendations need to be submitted for the October 31st CCC meeting.

M. Flaherty stated that he was on the last AA/AS Degree review with E. O’Connell as chairperson. S. Misasi Maratto has notes from the last meetings and can send to M. Flaherty.

E) Technical Review Committee (TRC) Survey Results – M.A. Tobin

M.A. Tobin stated that only twenty responses were received out of sixty participants. Overall, it appears that everyone is happy with the Technical Review Committee (TRC) and the benefits gained from the Committee and that the TRC should continue. The TRC is a peer review of course/curriculum submissions and there is always room for improvement. M.A. Tobin will work with the TRC members for consistency, thanked everyone for participating and reminded all of the CCC members that they have access to Blackboard. The intent of the TRC is to eliminate delays at the CCC meeting so that submissions are in the best shape possible by the time it comes to the CCC. M.A. Tobin requested any comments or suggestions be sent to her via email. M. Flaherty stated he found the TRC very helpful and incorporated the suggestion and/or concerns prior to the CCC meeting. The CCC should have less face-to-face time, e.g. shorter meetings and submissions should be sent back if they are not ready and we need to strive to make that happen. We should not make quick decisions and attempt to keep the CCC meeting to no longer than two hours, along with the Academic Senate meetings. These meetings should include more philosophical questions that would be addressed here. S. Campos noted that the cupcakes at today’s meeting are representing the phrase, ‘Buck Up Cupcakes’, as we are no longer extending deadlines, because it is not fair to anyone who takes the time to meet the deadlines. S. Misasi Maratto does accommodate all requests, but that is asking too much of her time. S. Gallagher added that she went through a lot of curriculum last spring and met with M.A. Tobin and S. Misasi Maratto prior to submitting for the TRC review and found that also was helpful. S. Campos stated that contractually, faculty are required to sit on a Committee and the TRC is a good committee to join. S. Campos explained the purpose of the TRC, as requested by D. Davenport. The TRC members look at the submissions with different ‘eyes’. Courses and programs go through hoops before being presented at the CCC meeting, as it is not this Committee’s function to look at punctuation, spelling, etc. The TRC functions totally online. D. Davenport is the Triton College Student Association (TCSA) representative.

F) Master Syllabus Needed (IAI) – S. Campos/M.A. Tobin

M.A. Tobin stated that she and S. Misasi Maratto have uploaded examples in the Blackboard shell, which include the Illinois Articulation Initiative (IAI) requirements. She asked the Committee to log in and submit their comments for a Master Course Syllabus. A date needs to be set to accomplish this task of combining the course syllabus and outline. D. Davenport asked if the content of the Master Course Syllabus is what the sub-committee should be reviewing. M.A. Tobin replied that the Master Course Syllabus must be compliant with ICCB requirements.
S. Campos noted that L. Dodt has stepped down as a CCC member, but will be a member of the AAS Degree sub-committee.

G. Guzman, S. Gallagher, K. Taylor and C. Nicholson volunteered to be on the Master Course Syllabus sub-committee.

C. Antonich asked if there is cross-representation for AA/AS and AAS, as there are general education courses included in the career programs.

M.R. Moore invited the CCC to the Higher Learning Commission (HLC) campus celebration for the college’s accomplishments on Tuesday, September 17th, from 2 p.m. to 4 p.m., in B-204/210.

Adjournment: S. Campos adjourned the meeting at 3:23 p.m.

Submitted by: S. Campos, Chairperson

Susan Misasi Maratto: Recording Secretary