Call to Order
Approval of Minutes  October 30, 2013

## Old Business

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<th>Code</th>
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## New Business

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Other:  A) Spring 2014 CCC Dates & Deadlines – S. Campos  171
B) Curriculum Process and Other Colleges – S. Campos  173
C) Course Outline/Course Syllabus Combine – S. Campos (other colleges survey responses)  188

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

Printed:  11/25/2013
CALL TO ORDER/ROLL CALL

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


Resource Members absent: S. Zachariah and D. Baness-King

Agendee(s): C. Lynch (for M. Bielski), C. Lynch, C. Harris, R. Segovia, S. Campos and A. Blaylock

Visitor(s): C. Mazzuca-Pesce and I. Zurawska

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve revised minutes of October 3, 2013, passed unanimously by voice vote.

OLD BUSINESS

<table>
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<tr>
<th>Item</th>
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<th>Readings</th>
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<td>No.</td>
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None

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13-167 NUR 285  Prof Nursing Career Dev  rev crs  X  tabled

S. Campos noted that NUR 285 was tabled at the October 3, 2013 meeting and will be addressed in Spring 2014.

13-169 MAT 101  Quantitative Literacy rev crs  X  approved
13-170 MAT 102  Liberal Arts Mathematics rev crs  X  approved

C. Harris added MAT 080 to the prerequisites for MAT 101 and MAT 102 and adjusted scores to reflect the COMPASS scores, which are now utilized. Objectives were aligned with the topics. Motion to approve item numbers 13-169 and 13-170, passed unanimously by voice vote.

13-171 C249V  ENT/Mechatronics Deg  new curr  X  discussed
13-172 ENT 207  Robotics II  new crs  X  discussed

A. Blaylock reviewed the new curriculum in Engineering Technology/Mechatronics that is the
result of a grant. Currently there is a Mechatronics certificate and now the degree has been developed to meet goals. L. Wester questioned why MAT 103 is listed as a requirement. C. Harris added that course is rarely offered, as not many students register for it and added MAT 103 includes the same content as MAT 085 and is not college level material. She suggested replacing MAT 103 with MAT 122. The Diagnostic Medical Sonography students were the last students to utilize MAT 103. MAT 122 is technical Math and would transfer depending on where the students transfer and asked what the four-year schools are requiring. A. Blalock replied that the four-year schools require a college level Math, no specific course. C. Harris stated that MAT 103 is not a transferable course whereas, MAT 122 is. J.B. Halpin questioned if MAT 114, listed in the second semester is transferable. C. Harris replied that MAT 114 is not an IAI course, but it is transferable. L. Wester added that MAT 103 would allow students to take MAT 114 or MAT 170, which are IAI courses and did not understand why MAT 103 was listed as an option. C. Harris reiterated that MAT 103 is not necessary. L. Wester questioned why is HIS 151 or PSC 150 listed instead of listing a Social and Behavioral Science elective. S. Campos noted that PSC 150 previously was a State requirement, Senate Bill 195, which is no longer required. J. B. Halpin has spoken with the Physics department and MAT 114, Pre-Calculus is listed as a prerequisite for PHY 101, which may be revised. C. Harris stated that MAT 114 won’t get students into Calculus, MAT 110 and MAT 114 equal MAT 111, Pre-Calculus. N. DeMayo questioned what would happen if the student takes MAT 110 and MAT 114 and realizes they then need MAT 111. L. Wester replied that MAT 111 needs to be removed from footnote and program. S. Campos noted that the number of program electives was changed from 9 to 3. C. Harris questioned if the program was articulated with University of Calumet/Purdue and Northern Illinois University. A. Blaylock replied that it is. S. Campos commended the detail in A. Sharris’ Advisory Committee minutes.

A. Blaylock developed ENT 207, the only remaining required course, was developed to meet the TAA2 grant requirement. S. Campos stated that a rationale is needed for the course fee and added that new programs and courses require two readings and will be voted on at the December meeting.

Temp Approved Programs
13-173 to Perm Apprv/Discontin rev crs X approved
S. Campos stated that temporary approved programs must be submitted to the ICCB after three years to be either permanently approved or discontinued. Currently these programs do not come through the College Curriculum Committee for review prior to seeking permanent approval or discontinuation. Discussion has occurred at the October 3, 2013 CCC meeting as an ‘Other’ item and was determined that the temporary approved programs should come back to the CCC prior to seeking permanent approval or discontinuation. P. Jensen stated this was discussed at the Deans’ meeting and did not see a need to come back through the CCC. S. Hughes questioned if the process would be streamlined if they did not come back to the CCC. M.A. Tobin stated that the Curriculum and Assessment Office would notify the faculty that the three year deadline is approaching. There was a quick turn-around time this time and she realizes that this is an additional step in the process. S. Campos recapped the discussion from the October 3, 2013 CCC meeting and the consensus was to bring the temporary approved programs back to the CCC prior to submitting for permanent approval or discontinuation. L. Wester questioned how often we have temporary programs. S. Misasi Maratto replied that there were two HIA and one ENT program that were recently uploaded to the ICCB due to time constraints and that three CIS temporary approved programs need to be addressed. S. Campos questioned if this is a quick fix, why use a temporary approval for a program. M.A. Tobin replied that is used for innovative programs and programs that need to be approved quickly, e.g. grant-based. Most of the work to get a temporary approval is required for a permanent approval, e.g. rationale, research data, etc. Permanently approved programs, in the long run are less
burdensome, which requires a Form 20. L. Wester questioned if grants require programs to be permanently approved. M.A. Tobin replied that would be determined at the end of the three-year ‘trial’ period as temporary approved. L. Wester stated those programs should be reviewed again by the CCC. C. Harris questioned if the Sustainable Agriculture programs that were recently developed were permanent approvals. S. Campos replied that they were and questioned S. Misasi Maratto how many were on the temporary approved list. S. Misasi Maratto replied there were six that needed to be addressed and were due this past August. S. Hughes questioned if there are no changes to the program then why bring back to the CCC and what would they do. C. Harris cited an example that if someone else in the meantime wrote a similar degree, we should look if there is an overlap and see if there is a different in environment. S. Campos stated the CCC review would be a benefit to see if the program(s) could be enhanced or changed. R. Connor concurred with M.A. Tobin that if a feasibility study is required for permanent approval, the CCC should see and hear the rationale, as he does not believe it should be an administrative issue, but a curriculum issue. J.B. Halpin questioned if this should be the CCC’s responsibility to review temporary approved programs. S. Campos stated if there is data she does not see the confusion to bring back to the CCC. P. Jensen asked what difference it makes if the dean decides if the program should be permanently approved or discontinued. S. Campos stated the faculty would disagree, as it is their mission and asked why would there be a disconnect with the administration’s intent. P. Jensen stated that he has the Facilities Engineering Technology (FET) program that is temporarily approved and needs to gain permanent approval and if there are no changes, then why come back to the CCC. S. Campos replied that the FET program was a unique setting, as this program was developed with a union. She added the CCC would like to see how the program panned out, e.g. with a union scenario. M.A. Tobin added that even if there no longer is a need to offer a temporary approved program, which would be discontinued or seeking permanent approval, there is a three-year limit to apply for either. Reviewing the courses and programs would be necessary and if there were any revisions to be made they would need to come back to the CCC anyway. R. Segovia and J.B. Halpin are in favor of bringing temporary approved programs to the CCC for review prior to seeking final approval. C. Harris stated that ninety-nine percent of the time the programs would be sent for permanent approval and asked if the Committee would want to see it. S. Campos stated that a policy needs to be set and included in the Curriculum Handbook. L. Wester asked if the policy needs to reflect if there are no changes made to the courses or program. S. Campos stated that if there are no changes to be made the process would be expedited. M.A. Tobin stated that Curriculum and Assessment will closely monitor programs that are temporary approved. S. Misasi Maratto added that the ICCB formerly sent us notification that the three-year temporary approval status was nearing, but they no longer notify us and did not inform us of this new procedure, so we were unaware. S. Campos called for a motion to vote on the policy that covers programs from temporary approval to permanent approval or discontinuation must come back to the CCC for final approval.

Motion to approve item number 13-173, passed unanimously by voice vote.

OTHER: A) New Curriculum Development Plan – Deans

R. Segovia stated that a new curriculum development plan was discussed at the last Academic Senate meeting. We are embarking on new academic programs. Chairman Stephens has allocated five million dollars towards the development of new programs. Three areas are being considered for new program development: 1) Information Technology; 2) Renewable Energy and 3) Occupational Therapy. The plan is to develop an ad hoc committee comprised of deans and faculty. Programs will be developed and incorporate an interdisciplinary context to bring industries together with Business.
Enrollment, budget equipment and space will be considered over the next few years. Each division will have the opportunity to develop a program. We may end up with ten new Associate in Applied Science programs to include stackable certificates that would increase enrollment. S. Hughes stated that a research was conducted in Health and statistics show there is a need for Occupational Therapy Assistants. There are 317 programs in the United States and only two are in Illinois. There is a need for Occupational Therapy Assistants and the job market good. There is talk about an accredited program laid out with State. The question is who should write and manage the program. An accrediting body would make the process easier. This will be brought to the Committee when development begins. C. Harris asked if an Occupational Therapist is needed to run the program. S. Hughes replied the faculty, full time or adjunct, need to be at the master level who would act as coordinator. There are specific requirements. We are looking at offering a portion of the coursework online and partnerships with four-year schools, which is currently in the works, as we develop the program. R. Segovia added that there are partnerships available and we are laying out a strategic plan, along with an Advisory Committee.

R. Segovia added that a Renewable Energy program will be developed and offered on Triton’s campus. C. Mazzuca-Pesce stated that we can obtain input from the high school faculty, who would encourage their students to enroll in our program. P. Jensen added that it is beneficial to look at adding interdisciplinary faculty. W. Griffin questioned the hiring of new faculty and what will the allocated monies be spent on. R. Segovia replied the money would be spent on everything previously mentioned. P. Jensen added monies would be spent on infrastructure, labs, technology, personnel, marketing, etc.

R. Segovia added also space and equipment, e.g. CIS computer software. W. Griffin asked if institutional dollars would go into research. P. Jensen replied yes, but that money would come from a different area. S. Hughes noted that money is allocated for program development. W. Griffin questioned how other programs might obtain a portion of the slated monies to develop needed programs in other areas and for people to do the legwork so that we are institutionally effective. He added that that data research plays an integral part when writing curriculum. S. Tiwari questioned if feasibility studies are needed for each program and asked if they would be contacted within a few weeks.

B) Program/Course Effective Dates – S. Campos

S. Campos read the ICCB deadlines for program approval, which is March 31st for fall implementation and October 31st for spring implementation. J.B. Halpin asked if programs that have not gone through our Board by March 31st have to wait until the following semester. S. Misasi Maratto replied that we can forward programs to the ICCB at any time, but they won’t guarantee approval for a specific semester, especially if clarification is needed. S. Martella suggested moving the CCC meeting to the first Tuesday of the month to align with the Academic Senate, who meet on the second Tuesday and Board of Trustees, who meet on the third Tuesday. S. Hughes questioned when items are usually ready for ICCB. S. Misasi Maratto replied that it depends on the Academic Senate deadlines and Board of Trustees’ deadlines, which are three week prior to the actual meeting. M.A. Tobin added there are no guarantees and that is
why we are providing the guidelines to use our best efforts. J.B. Halpin added we won’t ever make their deadlines. S. Campos stated that we can change our process, but we do not need to expedite our process or give up quality. We can review items online and come to the CCC meeting, which would expedite the meeting. S. Hughes suggested having one reading in the last meeting in fall and the second reading the first meeting in spring. S. Misasi Maratto stated those items would not make the printed catalog and the database is set in calendar years, not fiscal years. Additional manual work would be needed, e.g. agenda, summaries, etc. M.A. Zicher stated that the Higher Learning Commission (HLC) asked if the CCC meets in the summer. S. Campos asked one of the HLC visitors how their college operates without a Curriculum Committee and she responded that it was not necessary, as the departments review and update courses, express their goals and take ownership, which then goes to the chairperson to the vice president and is complete. R. Segovia added that faculty is important and should not be left out of review.

S. Campos stated that the AAS sub-committee has not yet convened.

Adjournment: S. Campos adjourned the meeting at 3:50 p.m.

Submitted by: S. Campos, Chairperson

Susan Misasi Maratto: Recording Secretary