

**CALL TO ORDER/ROLL CALL**

J. Murphy called the meeting to order at 2:34 p.m.

**Members present:** (voting) J. Murphy, C. Antonich (for D. Baker), S. Campos, K. Li, H. Bohleke, C. Nicholson, G. Jablonski, M. Flaherty, W. Griffin, L. Koslow, L. Wester and W. Justiz

**Members absent:** (voting) A. Turner, B. Zak and J. Cody

**Resource Members present:** S. Misasi Maratto  
(non-voting)

**Resource Members absent:** ----  
(non-voting)

**Agendee(s):** E. Collins (for B. Decker), J. Ellison, J. Murphy and F. Alvino

**Visitor(s):** R. Segovia

**APPROVAL OF COLLEGE CURRICULUM MINUTES**

*Motion to approve the minutes of February 1, 2017, passed unanimously by voice vote.*

**OLD BUSINESS**

Item No.	Course/Curr No.	Proposals	Readings			Action Taken
			1	2	3	
18-1	PSC 184 Global Politics	rev crs		X		approved

*Motion to approve item number 18-1, passed unanimously by voice vote.*

Introduction

18-2	PSY 201 to Social Psychology	rev crs		X		approved
------	------------------------------	---------	--	---	--	----------

*Motion to approve item number 18-2, passed unanimously by voice vote.*

**NEW BUSINESS**

Item No.	Course/Curr No.	Proposals	Readings			Action Taken
			1	2	3	
18-24	CIS 121 to Programming	rev crs		X		approved

J. Murphy noted program prerequisites that are listed in the program description must include the course prefix, number, title, credits and prerequisite(s) to that course. Changes made to CIS 121 include the course description, Learning Goals and Learning Objectives. She added that F. Alvino will submit a deletion for CIS 195 and the programs that it is attached to, because of duplication of content with CIS 121. C. Bohleke stated that the submission deadline to S. Misasi Maratto is March 8<sup>th</sup>.

*Motion to approve item number 18-24, passed unanimously by voice vote.*

**OTHER: A.) Prerequisites Listed in Program Descriptions – J. Murphy**

J. Murphy noted that program prerequisites listed in the program description must include the course prefix, number, title and credit hours and any prerequisites to that course, per the ICCB. S. Campos questioned what specifically is needed to list the course prerequisite. S. Misasi Maratto responded that the prerequisite would be listed the same as the program prerequisite, with a notation that it is that course's prerequisite. L. Wester gave an example of the Radiology program prerequisite and how it would be listed. S. Campos suggested having a format to refer to, as the list could get long. J. Murphy stated that one reason the ICCB is requiring the additional information is to see how long it takes the students to complete all requirements for the program. The revision to the program prerequisites can be made when the program is presented to curriculum in the future, as there is no need to bring to curriculum now. L. Wester noted that the prerequisite for CHM 140 is either a high school graduate or CHM 110 and asked if this requirement only pertains to the Health Career programs. J. Murphy replied this is required for all programs. L. Wester also questioned if 'Bachelor's Degree is required' should be listed as a program prerequisite for Advanced Certificates. J. Murphy replied that would not be necessary. M. Flaherty added that only required courses and their prerequisites are need to determine how many hours it would take the student to graduate. C. Antonich concurred with M. Flaherty. K. Li also concurred with M. Flaherty and added that this might be driven by the college affordability of total credits for completion. K. Li wished to highlight that any IAI gen-ed course should not have a prerequisite unless they are in a sequence, i.e. CHM 102 lists CHM 101 as a prerequisite and RHT 102 has RHT 101 as the prerequisite, but some IAI courses have prerequisites and should not. M. Flaherty stated that ENG 231 cannot have a prerequisite, but may state 'must be at RHT 101 level'. J. Murphy stated that K. Li makes a good point to remember that IAI gen-eds cannot have prerequisites. Discussion occurred regarding Math prerequisites. H. Bohleke stated that the ICCB may be looking at hidden prerequisites. C. Antonich asked what communication has the ICCB given. K. Li replied that the ICCB is polling cut-off scores for ACT and SAT from all community colleges to come up with a baseline. A statewide cutoff may be coming. J. Murphy asked what would the cutoff scores dictate to our students and how will that correlate with our placement tests. If students have passing scores on the ACT or SAT they won't have to take ACCUPLACER, but many of our students test below. H. Bohleke stated that starting with Math College Readiness in High School, the goal is to have the student college-ready when leaving high school. M. Flaherty stated that the ACT score designates if the students are college ready and added that the State may be looking at who is not college ready and why.

**B.) Utilizing the Correct Curriculum Forms – J. Murphy**

J. Murphy reminded everyone to use the latest Course Proposal, Curriculum Proposal and Course Outline form with the double apples to expedite

processing and alleviate S. Misasi Maratto from copying and pasting to new forms.

C.) **Withdrawal of the Associate in Arts Teaching Degrees (A.A.T.) – J. Murphy**

J. Murphy stated that K. Li tried to expedite the withdrawal of the four A.A.T. degrees, which are currently on inactive status. J. Murphy has been in communication with K. Li to ensure that new students do not enroll in programs after they have been inactivated. The dean will determine the effective date for withdrawal to ensure the students that are in the program have the opportunity to complete the program. Currently, according to the Faculty Contract, a Search Committee needs to be formed to recommend/not recommend the withdrawal of the program, which is then brought to the College Curriculum Committee. The issue with the A.A.T. degrees is that new students are entering the program after it has been inactivated. K. Li stated that he inherited the AAT inactivation and this is the first program he is withdrawing. The State developed this degree and now has decided to pull it, as there is no benefit. There needs to be an institutional policy to sunset a program, with a reasonable timeline to allow the students to finish. There is no reason to earn this A.A.T. Degree, as students can accomplish the same transferability receiving an A.A. Degree. There needs to be a teach-out plan for completion. The database was refreshed, effective February 1, 2018 and showed that no students were enrolled in the A.A.T. programs. Then eleven students were enrolled in 2017 and he asked how did they enroll? S. Campos asked if there are students actively pursuing this degree. K. Li replied that some students earned 16 credits and some have earned 5 credits. Three different letters were sent out to the students and information was sent to Enrollment Services. L. Wester stated that the students were being moved from the A.A.T to the A.A. Degree. There may be something different going on within the back system of Colleague. C. Antonich noted that the courses will still run even though the program is inactivated. S. Misasi Maratto questioned how the students are choosing the A.A.T. programs, as they were removed from the catalog when they became inactive. L. Wester replied that they may be showing up in Recruiter. W. Justiz stated that this did not happen prior to Colleague. L. Wester thought it may stem from the application. H. Bohleke stated that there is no policy for procedure to end a program. S. Campos stated that the contract needs to be updated. C. Antonich stated there is a process in place for withdrawal of curricula. K. Li stated he would obtain a list of students to send a letter, including a rationale as to why the program is ending. S. Misasi Maratto suggested adding that same rationale to the Curriculum Proposal for withdrawal of the A.A.T. programs. S. Campos added that is the same process she is working on to withdraw the Eye Care program by first obtaining the Study Committee recommendations, which can be accomplished by email. J. Murphy added that the Study Committee recommendation would be brought back to CCC for approval to withdraw. L. Wester noted that in the backend of the system some linkage might not be correct where it's confusing the A.A.T. with the A.A. Degree. K. Li stated that if this is not addressed the same scenario will keep occurring. S. Misasi Maratto stated that students are allowed to register if they are already in the inactive program, and she has

requested if this can be programmed in Colleague to prohibit students from entering if they were not currently in the program, as this is how RALPH was programmed. IT and A. Turner should be notified of this issue. S. Campos added that the process needs to be revised, as it is antiquated. C. Antonich added that is what is stated in the faculty contract and is no longer effective. H. Bohleke stated that we should have a policy in place when closing a program to protect us if a student comes back and wishes to complete and the program was withdrawn. W. Griffin added that we need to lock up more loose ends.

**Adjournment:** J. Murphy adjourned the meeting at 3:10 p.m.

**Submitted by:** J. Murphy, Chairperson

**Susan Misasi Maratto:** Recording Secretary