

**CALL TO ORDER/ROLL CALL**

J. Murphy called the virtual meeting to order on Thursday, March 6, 2025 at 2:31 p.m.

**Members present:** (virtual voting) J. Murphy, S. Campos, T. Moran, J. Bartley, P. Hadjimitsos, D. Jones, J. Lobianco-Bartalis, G. Jablonski, A. Miller, M. Flaherty, A. Sharris (for A. Blaylock), W. Griffin, L. Finch, J. Cody, R. Connor, T. Wright and W. Justiz

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

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

**Resource Members absent:** A. Terrazas  
(non-voting)

**Agendee(s):** S. Turner, J. Fritz, D. Mitchell, F. Figg, A. Miller (for H. Stuckemeyer), P. Hadjimitsos (for S. Schmitz), B. Dunn, P. Hadjimitsos (for D. Grigoletti), S. Campos and N. Zumpano

**Visitor(s):** J. Kohtz, D. McNamara, M. Crenshaw, B. Sola-Perkins, J. Dugo, M. Loucks, K. Rullo, T. Perkins, S. Lawrence and Alex

**APPROVAL OF COLLEGE CURRICULUM MINUTES**

M. Flaherty made a motion, seconded by W. Griffin, to approve the minutes of February 6, 2025, passed unanimously with a virtual vote, by a show of hands.

J. Murphy reminded the Committee that only Committee members are allowed to vote to approve items.

J. Murphy introduced C. Garcia, the new Director of Curriculum and Assessment and A. Sahtout, Coordinator of Degree Audit.

**OLD BUSINESS**

<b><u>Item</u></b>	<b><u>Course/Curr</u></b>	<b><u>Proposals</u></b>	<b><u>Readings</u></b>	<b><u>Action Taken</u></b>
<b><u>No.</u></b>	<b><u>No.</u></b>		<b><u>1</u></b> <b><u>2</u></b> <b><u>3</u></b>	

	Math and			
24-74	PHS 240 Statistics for Sciences	new crs	X	approved

S. Turner stated that at the February 6<sup>th</sup> CCC meeting, the title for the course sounded like it was more geared towards Math than Science and was suggested that the title be revised. PHS 240 includes a lot of Math, but is geared towards Science, therefore the title is now 'Math and Statistics for Sciences'.

**M. Flaherty made a motion, seconded by W. Griffin to approve item number 24-74, passed unanimously, with a virtual vote, by a show of hands.**

24-102	C218A Nursing (Spring & Fall starts)	rev curr	X	approved
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J. Murphy stated that the Nursing Degree includes Catalog pages for students entering the program

in Spring and Fall. With these revisions, the total program credits are changing from 60 to 62 credits. J. Fritz thanked everyone for their input with the reorganization of courses to the Nursing program. The courses were reorganized about one year ago with the State Board Exams. There are three different types of medical surgical nursing. Beginning classes are NUR 111 and NUR 113, middle classes are NUR 116 and NUR 117, then it stopped for a full eight months of not having any medical surgical class. Many Nursing students lost what was learned and had to relearn the content. Second reason for this revision is to work with the administration to offer courses year round. She noted the revisions were made for the betterment of student success. J. Murphy stated that all documents included in this packet are also in BlackBoard to review. M. Flaherty noted for the Fall start, there is one semester that has less than twelve credits, so the students would not be eligible for Financial Aid, and recommended to move a course from Summer to Spring, i.e. RHT 102, which would bring the semester total to twelve. J. Murphy stated that Summer semester has eleven credits, which is a lot for Summer. S. Campos stated that the Nursing students have all courses completed except Nursing by the time they enter into the program. Nursing courses are rigorous to get through and they complete their gen-eds before they enter into degree. She acknowledged what Michael is saying, but Financial Aid is not her expertise. W. Justiz asked why are there eleven credits for Summer and is there a Math for summer. **J. Murphy suggested moving RHT 102 from Semester Three (Summer) to Semester Two (Spring), and move PSY 100 from Semester Three (Summer) to Semester Four (Fall). J. Fritz concurred with J. Murphy's suggestion.** T. Wright raised a concern that eighteen credits for Semester One (Spring) is too heavy of a load and not viable and there is a limit for the number of credits that can be taken in Summer, and suggested contacting D. Jones. J. Murphy stated that if the proposed changes are approved, the Summer would only be five credits. J. Fritz added that NUR 106, NUR 107 and NUR 109 are taken together in the first seven weeks and NUR 108, which has a lab, is offered the second seven weeks. S. Campos spoke with Financial Aid and as long as the program is federally approved, which Nursing is, students would still qualify for Financial Aid, as they would be covered, as appropriated to the amount of credits they earn.

S. Campos noted the updated Semester Totals for the Fall Start Map:

- Fall (18 credits)
- Spring (14 credits)
- Summer (5 credits)
- Fall (12 credits)
- Spring (13 credits)
- Total (62 credits)

J. Fritz stated that PSY 100 needs to be taken prior to taking NUR 207 and NUR 208 in Semester Five. J. Murphy stated that PSY 100 would be moved to Semester Four, which is before Semester Five where NUR 207 and NUR 208 are listed. J. Fritz concurred with J. Murphy's suggestion.

W. Griffin stated that the motion needs to be amended to include these revisions.

T. Moran suggested for future planning the possibility to indicate 1<sup>st</sup> seven and 2<sup>nd</sup> seven, etc. J. Murphy stated we can add to the course offering. A. Sharris added that change can be made in Watermark, as she noted in her program. A. Sharris also suggested we list gen-eds and then major courses, electives, etc.. J. Fritz agreed that we should separate the course offerings for better clarity. S. Misasi Maratto stated she would be able to add First Seven Weeks/Second Seven Weeks to the Catalog page.

**The first motion made by M. Flaherty and seconded by W. Griffin to approve item number 24-**

102, is no longer valid, due to the second motion made to amended the Fall Start Map.

M. Flaherty amended the motion to approve item number 24-102, to include the revised Fall Start Map layout: move *RHT 102 from Summer (Semester Three) to Spring (Semester Two)*, *total Semester Credits: 14*, move *PSY 100 Summer (Semester Three) to Fall (Semester Four)*, *Total Semester credits: 12*, *Summer (Semester Three) Total Credits: 5*; the *Spring Start Map will be voted on as submitted*; seconded by W. Griffin, passed unanimously by voice vote, by a show of hands.

### **NEW BUSINESS**

<b>Item No.</b>	<b>Course/Curr No.</b>		<b>Proposals</b>	<b>Readings</b>			<b>Action Taken</b>
				<b>1</b>	<b>2</b>	<b>3</b>	
25-5	C319B	Introduction to Cosmetology Certificate	new curr	X			approved
25-6	COS 101	Fundamentals of Cosmetology	new crs	X			approved
25-7	COS 102	Basic Hairstyling	new crs	X			approved
25-8	COS 103	Thermal Hair Styling	new crs	X			approved
25-9	COS 104	Salon Safety and Sanitation	new crs	X			approved
25-10	COS 111	Salon Operations	new crs	X			approved
25-11	COS 112	Hair Styling II	new crs	X			approved
25-12	COS 113	Thermal Hair Styling II	new crs	X			approved
25-13	COS 114	Esthetics and Nail Technology	new crs	X			approved
25-14	COS 201	Basic Haircutting	new crs	X			approved
25-15	COS 202	Hair Styling III	new crs	X			approved
25-16	COS 204	Chemical Services I	new crs	X			approved
25-17	COS 205	Esthetics and Nail Technology II	new crs	X			approved
25-18	COS 213	Salon Management	new crs	X			approved
25-19	COS 214	Chemical Services II	new crs	X			approved
25-20	COS 225	Advanced Cosmetology	new crs	X			approved
25-21	COS 245	Cosmetology Clinic	new crs	X			approved
25-22	COS 250	Cosmetology Licensing Preparation	new crs	X			approved

J. Murphy stated the total program credits for the Cosmetology program is 50 credit hours. D. Mitchell stated that this new certificate is four semesters. This program was offered at Triton College quite a few years ago. The community has asked for this program and it is a great opportunity for High School students who can start taking classes in their Junior year and complete in their Senior year. They would be ready for the workforce when they graduate. J. Murphy noted the semester totals do not add correctly. S. Misasi Maratto replied that she has sent a request to Watermark to turn the auto calculation off, as it does work correctly. **S. Misasi Maratto noted a revision needed to COS 114 that should be 3 credits, 2 lecture, 2 lab.**

M. Flaherty made a motion, seconded by W. Griffin to approve item numbers 25-5 and 25-22, is no longer valid due to the revision to COS 114.

**M. Flaherty made a second motion to include the revision to COS 114, seconded by W. Griffin to approve item numbers 24-5 through 25-22, passed unanimously by voice vote.**

25-23	COT 111	Plumbing Fixtures, Valves & Faucets	rev crs	X	approved
25-24	COT 210	Plumbing: Fixture Installation	rev crs	X	approved
25-25	COT 211	Plumbing: Fixture Repair	rev crs	X	approved

F. Figg stated that the prerequisites and course fees were updated due to the increase in building materials. The current instructor would like the courses taken in a specific order. The submission for COT 111 was updated to remove MAT 131 in the prerequisite, which would eliminate signing many General Petitions. J. Murphy asked if the prerequisite for COT 111 of MAT 131 was in the CCC Packet or wrong on the PowerPoint. S. Misasi Maratto responded that it was listed in Watermark, which preempted a revised motion to be taken.

**M. Flaherty made a motion, seconded by W. Griffin to approve item numbers 25-23 through 25-25, is no longer valid due to the revision to COT 111.**

**M. Flaherty made a second motion, to include the removal of MAT 131 prerequisite from COT 111, seconded by W. Griffin to approve item numbers 25-23 through 25-25, passed unanimously with a virtual vote, by a show of hands.**

25-26	C520A	EC/Adm and Manage Adv Cert Gate Opportunity	rev curr	X	approved
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A. Miller represented item number 25-26 for H. Amwoza and stated that the title was changed to remove Gateway Opportunity Level, per their accrediting body. The new title is 'Early Childhood Administration and Management Advanced Certificate.'

**M. Flaherty made a motion, seconded by W. Griffin to approve item number 25-26, passed unanimously with a virtual vote, by a show of hands.**

25-27	HRT 295	Landscape CAD and Graphics	rev crs	X	approved
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P. Hadjimitsos represented item number 25-27 for D. Grigoletti and stated that the course was updated by realigning the course content and revising the title to 'Landscape Design II'.

**M. Flaherty made a motion, seconded by W. Griffin to approve item number 25-27, passed unanimously with a virtual vote, by a show of hands.**

25-28	MAT 224	Linear Algebra	rev crs	X	approved
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B. Dunn stated that MAT 224 is infrequently offered and is an IAI course. The IAI changed their recommendations to revise the prerequisite to only MAT 131, which eliminated MAT 133. IAI said the students do not need MAT 133. The course description was also updated to match the IAI's descriptor. Course Learning Outcomes also were updated

**M. Flaherty made a motion, seconded by W. Griffin to approve item number 25-28, passed unanimously with a virtual vote, by a show of hands.**

25-29	C407J	Web Design and Technologies	inactive curr	X	approved
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J. Murphy reminded the Committee that the submitter should attend the meeting to represent their item(s) or can appoint a proxy.

P. Hadjimitsos represented item number 25-29 for D. Grigoletti and stated that C407J is being

inactivated due to low enrollment. The students in the program can either complete the coursework or switch to another CIS certificate if they choose. J. Murphy added that other CIS certificates were inactivated in a previous meeting. The students who are currently enrolled will have the opportunity to complete the program, as this program will be sunsetted. No new students are allowed to enroll once the program is inactivated. This program will be brought back to Curriculum for withdrawal after the students have completed the certificate or have been moved to another active certificate or degree.

**M. Flaherty made a motion, seconded by W. Griffin to approve item number 25-29, passed unanimously with a virtual vote, by a show of hands.**

C. Garcia introduced herself to the Committee, as the new Director of Curriculum and Assessment. She has seven years' experience at Northwestern College doing assessment as Dean of Academic Affairs, prior at Colorado Technical University working with assessment over the Psychology program. She requested to contact her if the need arises for help with Watermark or Assessment. Everyone welcomed her.

J. Murphy stated the submission deadlines for the remaining two meetings this spring:

- March 10, 2025 for the April 3, 2025 meeting
- April 7, 2025 for the May 1, 2025 meeting

**OTHER:**

**A) TIME SCHEDULE FOR CLASS SEAT TIME/BREAK TIME – S. Campos**

S. Campos raised a concern that everyone is not counting schedule time the same way. We use Carnegie hours, which is every 50 minutes equals 1 hour. When courses are submitted to the ICCB, as every 60 minutes per hour, it is understood that when scheduled, the seat time is every 50 minutes. Students cannot sit through two or three-hours, as they need a break. We need to account for the breaktime on the schedule. She taught courses that were longer than an hour, and we need to account for the time. The ICCB does not designate breaktimes. She asked for discussion to occur within this Committee on how to accomplish for uniformity across the campus. HLC does check from time to time. She is not dictating, but would like input from this Committee. M. Flaherty stated that he has 10-minute breaks built into his schedule. The students usually prefer to work through without a break. M. Flaherty added that if a course is offered 1 day per week, you would add 10 minutes to the schedule, 240 minutes would be 250 minutes. Night classes do run longer, i.e. 150 minutes. Extra time is built in for breaks. J. Murphy added that faculty need to ensure that Scheduling is aware and the contact hours match the syllabus for the correct time. A. Sharris stated that students do not care if they have a break and would rather work through their projects especially in the lab. J. Murphy noted that everyone needs to examine their Schedule to ensure the course seat time on the course outline matches the schedule. S. Campos wished our scheduling system would check, but it does not. She encouraged all to build in 10-minute breaks. A. Sharris stated that the younger students need to take more breaks. When a time is set they want to go when they want to go. S. Campos understands, but if you add 10 minutes you would be covered. It would raise eyes with offering a 4-hour course with no break. J. Murphy asked if finals are included. S. Campos stated that for a 15-week program, finals are NOT included in the actual seat time, per the ICCB Rules. Final exams are additional time and offered in the 16<sup>th</sup> week. J. Murphy stated with an 8-week course offering, we now need to make sure that the seat time is correct. **This topic will again be discussed at the April 3<sup>rd</sup> meeting. The deans need to contact**

their faculty/chairpersons for their input and they can bring those responses to the April 3<sup>rd</sup> meeting.

**B) HYBRID AND ONLINE COURSE DEVELOPMENT – N. Zumpano**

N. Zumpano stated that there is a link in the chat. J. Murphy stated there is an Online and Hybrid Course Development Proposal Form in the BlackBoard Curriculum shell, We have Distance Learning Share Point page that is four pages, and includes two pages that speak to Training Requirements. To develop an online course you have to be online trained. To be online trained you would need to go through Blackboard training and online pedagogy course or do the equivalent with ION program. Look at the proposal and faculty who are interested, need to have a conversation with their chairperson and Dean. When a course proposal is submitted you would have to complete the form. Next you need to go through Training in the CTE to complete questions. You will need to submit evidence of training. Next page includes additional questions. Next page you sign off as developer. Last page is a series of signatures, Instructional Designer signs off and then goes to N. Zumpano to your Dean then to S. Campos. Make sure your syllabus is aligned with your course proposal. Look at the Share Point page and click on Course Development process. All signatures need to be in by June to get Board approval. She is available for any questions. J. Murphy stated the link is also in the BlackBoard shell. W. Justiz speaking for adjuncts asked if there is some verification tool. N. Zumpano replied there is a database with information and to contact her. You would need either a QM or ION certification to teach online. or N. Zumpano added that C. Hanson is an instructional designer and is located in her office across from the Business Office, in F-210. J. Murphy asked who reviews the work. N. Zumpano replied the chairperson, instructional designer, the dean, herself, then the VP, then the Board. J. Murphy asked who has the final say. N. Zumpano replied that the Peer Review Committee does the scoring and once signed off, is considered ready. J. Murphy asked how long from start to completion. N. Zumpano replied that it is a lengthy process. A new course proposed by June can start outlines before course is approved. Start developing courses in August and need to be done by October. J. Murphy is that the only time development occurs is in August. N. Zumpano replied there are Fall and Spring course development windows and there is a schedule. W. Justiz asked if there is developmental compensation. S. Campos replied, if this is an approved course to be developed, currently there is a \$2,000 compensation when the first template is created. In piloting stage, phase three there is no compensation. Teaching course to a small amount of students, but you have release time, same amount as the credits, whether it's hybrid or fully online. W. Justiz asked if this pertains to the adjuncts. S. Campos responded the dollar amount will be adjusted for the difference.

**Adjournment:** M. Flaherty made a motion, seconded by W. Griffin to adjourn the meeting at 3:53 p.m., passed unanimously with a virtual vote, by a show of hands.

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

**Recording Secretary:** Susan Misasi Maratto