

CALL TO ORDER/ROLL CALL

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

Members present: (voting) J. Murphy, K. Li, H. Bohleke, A. Turner, C. Nicholson, G. Jablonski, M. Flaherty, B. Zak, W. Griffin, J. Cody, D. Juraga, L. Wester and W. Justiz

Members absent: (voting) D. Baker, S. Campos and L. Adeofe

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

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

Agendee(s): J. Murphy, M. Sletten, A. Miller, P. Knol, H. Bohleke, D. Smith-Gaborit and V. McCullum

Visitor(s): R. Segovia and P. Harmon, B. Decker and D. Salinas-Lazarski

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes of February 7, 2019 passed unanimously, by voice vote.

OLD BUSINESS

<u>Item No.</u>	<u>Course/Curr No.</u>	<u>Proposals</u>	<u>Readings</u>			<u>Action Taken</u>
			<u>1</u>	<u>2</u>	<u>3</u>	
None						

NEW BUSINESS

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

19-04 **Social**
CIS 110 Networking & Web 2.0 rev crs X **approved**

19-05 **Introduction to**
CIS 220 Network Security rev crs X **approved**

M. Sletten stated that CIS 110 and CIS 220 were revised to the new curriculum format.
Motion to approve item numbers 19-04 and 19-05, passed unanimously by voice vote.

19-06 **Child,**
ECE 146 Family & Community rev crs X **approved**

Motion to approve item number 19-06, passed unanimously by voice vote.

19-07 **SSC 190 Contemporary Society** rev crs X **approved**

SSC 190 was updated to the new curriculum format.
Motion to approve item number 19-07, passed unanimously by voice vote.

		Sustainable			
19-08	C201F	Landscape Practices	inactive curr	X	approved
19-09	C401A	Landscape Design Cert.	inactive curr	X	approved
		Sustainable			
19-10	C401D	Landscape Practices	inactive curr	X	approved
		Sustainable			
19-11	C401E	Food Production	inactive curr	X	approved
19-12	C401F	Sustainable Agroecology	inactive curr	X	approved

H. Bohleke stated that the above programs have been inactivated due to low enrollment and the intent is to concentrate on the main Horticulture Degree to be more successful. L. Wester questioned that H. Bohleke eluded that some students are still enrolled in the above programs. H. Bohleke replied that the students will be contacted and a teach-out schedule, six months to one year for those students in the certificates and one to two years for those students in the degrees, will be followed. J. Murphy stated that there are several other certificates to become inactive and suggested that those students also be contacted to either complete those programs or move to another program. An online Study Committee will be formed, consisting of the dean of the area, coordinator/chairperson, a representative from the Business Office, and three Curriculum Committee members. J. Murphy will bring the recommendation back to the CCC for vote to withdraw the programs. W. Griffin inquired if the HRT programs now being inactivated, were part of a grant for a consortium. H. Bohleke replied that they were and some are still ongoing. Some of the grant money was spent on online advertising and then enrollment plummeted.

Motion to approve item numbers 19-8 through 19-12, passed unanimously by voice vote.

19-13	C406M	Cake Decoration Certificate	inactive curr	X	approved
19-14	C406N	Bread Baking Certificate	inactive curr	X	approved

D. Smith-Gaborit stated that there are only one student in each program to be moved to another HIA degree program. J. Murphy asked if the students would complete the program or change programs. D. Smith-Gaborit replied that she would obtain the names of the students and contact them. J. Murphy stated there is no rush to withdraw the programs, but ensure the students change programs or complete the one they are in.

Motion to approve item numbers 19-13 and 19-14, passed unanimously by voice vote.

19-15	HIA 115	Food Sanitation & Safety	rev crs	X	approved
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D. Smith-Gaborit stated that HIA 115 was updated to the new curriculum format and intends to add to the online course offerings.

Motion to approve item number 19-15, passed unanimously by voice vote.

19-16	U224A07	Community Studies	inactive curr	X	approved
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K. Li stated that the internal program, Community Studies emphasis of the A.A. Degree has been inactivated. J. Murphy added because of many years of low enrollment.

Motion to approve item number 19-16, passed unanimously by voice vote.

OTHER:

A.) Curriculum Effective Dates & Scheduling of Classes – J. Murphy

J. Murphy showed the CCC Dates & Deadlines on the Smart Board and noted the timeline for approval of the Curriculum Committee, Academic Senate, Board of Trustees and ICCB, and in some cases, IBHE that may take one week to one or two

months. There are implications for students, for example, if the title changes and is effective for summer, the title will not be changed in the system until ICCB approval is received and if a section is built prior to the course title change, those students would have to be dropped and added. Faculty should request those sections of courses that are pending approval to be put on hold with Scheduling until they are approved to ensure the students will be registered with the correct course information. Planning ahead to allow ample time for approvals prior to scheduling sections. L. Wester stated that the Count Of Seats are run very early and the title, if changed would not show on the students' transcript. M. Flaherty added that the IAI timeline is longer. The rule of thumb should be effective one year from the semester an item goes to Curriculum. J. Murphy stated that would alleviate having to add/drop students. S. Misasi Maratto stated that revising the lecture and lab would affect the student's schedule. P. Harmon stated that HIA (Hospitality), CIS (Computer Science) and SSC (Social Science) course changes are up for PEER review and if the course rigor changes, the objectives would change. K. Li stated that the ICCB does not require that information. S. Misasi Maratto stated that any field on the right side of the Course Proposal/Curriculum Proposal form is filled out, those changes are what is sent to the ICCB. The course description and prerequisite changes do not. M. Flaherty added that the IAI more closely reviews our syllabi. H. Bohleke added that the IAI can sometimes change their requirements in a semester what they want. K. Li noted that if a course is called by the IAI and requires additional information does not mean that we lose our designation, as there is a grace period for the course to be revised and resubmitted. J. Murphy noted that if a course is intended to be offered online, revisions would need to be made through CCC first. K. Li added with the course proposal approval from ICCB. We won't know until ICCB reviews, so we need to come up with criteria for (credit/lecture/lab/title) and a schedule for PEER review. P. Harmon added that PEER review proposal includes the curriculum outline and we need to look at the objectives and match them. This is a challenge if the course outline is old. H. Bohleke gave an example for HRT 125 that was approved for online offering and IAI course and we now have to go back to beginning, as the IAI added a lab component. We need to rethink how to offer courses online. K. Li stated that the IAI panel has lessened some of those questions for lab courses. J. Murphy added this is something to think about. If an online course changes the chairperson and/or coordinator needs to audit. M. Flaherty added that any changes made to a course, all faculty who teach that course should be made aware. B. Zak asked if the credit hour changes and will not run until Spring, and was approved last spring, now she wants to revise for fall. J. Murphy suggested she put the section(s) on hold with Scheduling and it's a benefit that the Health Careers register their own students. K. Li noted that the IAI only meets twice a year, in Fall and Spring. J. Murphy reiterated when making revising programs and/or courses to plan ahead.

J. Murphy stated that all credit courses will be put on the new form and will be coming to the CCC in Fall 2019. There are two student workers who are copying and pasting to the Course Proposal and they are currently 1/3 of the way done. She demonstrated where these items will be uploaded in BlackBoard. J Murphy will alert chair/cords when they have completed the project. The deadline is August 1st to 1) look to make sure the copy and paste is correct, and 2) complete the Gen-Ed Outcomes. When the submissions are complete, faculty need to submit to their

dean for CCC submission. W. Justiz asked if this would align with assessment. J. Murphy replied yes and added if the course outlines were very old, the faculty will need to revise the complete outline. W. Griffin stated that his office would like to copy and paste their own ACC and BUS courses. S. Misasi Maratto stated that she believes the ACC courses were done, but will check. M. Flaherty stated that he would like to know which ones are revised. J. Murphy stated that all courses will go through CCC in the Fall and she reminded everyone to include all changes made to the course in the rationale, including additional changes if made. M. Flaherty inquired how much additional work is needed, as we need to know if doing more than copying. K. Li added that may require a closer pair of eyes. M. Flaherty stated that the faculty may have more work to do. L. Wester asked if there is a list of course outlines that are missing. J. Murphy replied that she has a list. L. Wester suggested starting with those courses. **J. Murphy stated that she and S. Misasi Maratto will discuss obtaining a list of the last time a course has gone through the curriculum process.**

B) GECC Credential (new ICCB program) – J. Murphy

J. Murphy stated that discussion is needed regarding acting on the new GECC Credential or not. The students would receive this credential after completing a general education group consisting of: 9 Communication credits, 9 Social & Behavioral Studies credits, 9 Humanities /Fine Arts credits, 3 Mathematics credits, 7-9 Science credits, including one Diversity course. W. Justiz asked if this would be another program that no one completes. L. Wester asked if the student would still be required to file for graduation. J. Murphy suggested working with the students to notify them of the Credential completion. R. Segovia added that the check and balances have not yet been worked out. H. Bohleke added that letting students know is a much safer way to go. L. Wester asked how Degree Audit would be handled. A. Turner added discussion is needed as to how to put on the website on students' transcripts. H. Bohleke stated that some colleges send out a letter to the student after they have completed the credential to encourage them to complete their degree. A. Turner stated the Credential could be treated like a stackable Credential. W. Justiz stated that the non-career students are not really concerned about getting their associate degree here. L. Wester stated that students are currently transferring out after they complete their general education without graduating. J. Murphy added that having the Credential would be a benefit for our completion rates. M. Flaherty noted that the Arts and Sciences is a big area. L. Wester stated that the four-year schools want the full degree prior to the student transferring. By expanding with the GECC Credential may not be big impact and would help the students transfer. K. Li suggested having further conversation to obtain the whole picture. The State would send us an example of how to list in the catalog. We need to be more aggressive and gather more information. The GECC for A.A. and the A.S. Degrees are not the same. M. Flaherty added that he agrees by having the GECC Credential would improve the completion rates. K. Li stated that the ICCB is offering this Credential to award credit that is deserved. L. Wester noted that Parkland College is the only school that has added this Credential so far. J. Murphy asked if there are two pathways. L. Wester replied, no, not the way the ICCB has it laid out. K. Li stated that the students who transfer to four-year school would have a junior status. L. Wester added for example the STEM major would take more MAT and Science. K. Li asked then if the student pursues an A.S.

Degree are we punishing them by having to take additional Math. L. Wester added that if students graduate with an A.S. Degree they usually transfer into a B.S. Degree program, and may be short Humanities/Fine Arts and would have to take it at the transfer institution. K. Li will bring back additional information from List-Serve responses. A. Turner will also gather more information from the Registrar's List-Serve. J. Murphy asked if anyone has additional information to contact her.

C) A.A.S. Degree General Education (progress) – J. Murphy

J. Murphy stated that the Study Committee met in February and discussed the general education requirement in the A.A.S. Degree, on whether to keep the 15-hour requirement specified by discipline or have the individual departments decide. L. Wester noted that the ICCB requires 15 semester credit hours with no specified discipline. She has looked at the community colleges in our area and we are not as strict with our requirement, as many schools require Diversity, which we do not. The majority would like to either keep the current requirement or be more stringent. RHT 101 with SPE 101; OR RHT 101 with RHT 102; and the MAT or Science current requirement, as we need to have well-rounded general education. Currently required is Communication 6 credits, Humanities/Fine Arts 6 credits, and MAT/SCI 3 credits. RHT 101 and SPE 101 remain or become more stringent in career category. K. Li does not wish to become more stringent. Currently we require RHT 101 or RHT 102 or SPE 101 and to be more stringent would be RHT 101 and RHT 102. M. Flaherty stated that currently the students have a choice. L. Wester added that some programs state specific requirements. M. Flaherty added that RHT 102 hits four out of the five general education outcomes and he is fine either way, with leaving this as an option, but would understand if everyone wants to change requirement. J. Cody noted that the departments currently have the option to choose their general education courses. M. Flaherty stated that if a department sees that SPE 101 is a better fit than RHT 102 for their, then they should decide. J. Cody asked if we accept Speech from other schools. L. Wester replied that we must follow IAI rules. M. Flaherty is for leaving the decision up to the department. J. Cody concurred with M. Flaherty to leave the requirements as is.

J. Murphy stated that moving forward the AAS Degree gen-ed requirement will remain as is.

Adjournment: J. Murphy adjourned the meeting at 3:36 p.m.

Submitted by: J. Murphy, Chairperson

Susan Misasi Maratto: Recording Secretary