

**CALL TO ORDER/ROLL CALL**

J. Murphy called the virtual meeting to order on Thursday, March 7, 2024 at 2:35 p.m.

**Members present:** (virtual voting) J. Murphy, P. Harmon, J. Bartley, P. Hadjimitsos, D. Jones, J. Lobianco-Bartalis, G. Jablonski, M. Flaherty, W. Griffin, L. Finch, J. Cody, R. Connor and T. Wright and W. Justiz

**Members absent:** (voting) S. Campos, A. Miller and A. Sharris

**Resource Members present:** S. Misasi Maratto, J. Yoon and A. Terrazas  
(non-voting)

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

**Agendee(s):** J. Murphy, C. Clem, S. Kauffman, J. Taha (for S. Turner), W. Justiz, and N. Gray

**Visitor(s):** B. Sola-Perkins, T. Dean, J. Kohtz, P. Jensen, H. Amwoza and M. Crenshaw

**APPROVAL OF COLLEGE CURRICULUM MINUTES**

*M. Flaherty made a motion, seconded by W. Griffin, to approve the minutes of February 1, 2024, passed unanimously with a virtual vote, by a show of hands.*

**OLD BUSINESS**

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

**NEW BUSINESS**

Item	Course/Curr	Proposals	Readings			Action Taken
No.	No.		1	2	3	
24-4	HRT 100 Introduction to Horticulture	rev crs	X			approved
24-8	HRT 135 Soils and Fertilizers	rev crs	X			approved

J. Murphy stated the course revision to HRT 100 includes changing the PCS number from 1.2 to a 1.1. Both courses will be sent to the IAI for review and approval. C. Clem stated that all teaching aspects would be able to teach the courses. There are currently two articulation agreements. S. Kauffman added that we are seeking IAI approval for smoother transferability. These are important courses in many fields. D. Smith asked what is the difference between a 1.1 and a 1.2 PCS. S. Misasi Maratto responded that a 1.1 is designated for all transferable courses and 1.2 are designated for career courses, but career courses also transfer. J. Murphy stated that an instruction must have a minimum of a Master's Degree to teach a 1.1 course, but not required for a 1.2 course. W. Griffin stated that questions must be asked prior to taking a vote on a course, not after.

***M. Flaherty made a motion, seconded by W. Griffin, to approve item numbers 24-4 and 24-8, passed unanimously with a virtual vote, by a show of hands.***

24-9	BIS 240 Human Anatomy & Physiology I	rev crs	X			approved
24-10	BIS 241 Human Anatomy & Physiology II	rev crs	X			approved

J. Murphy stated that the topics were revised. J. Taha stated for these two courses, they are splitting into two full courses, one semester each. Students will use one textbook and the courses will be submitted to the IAI for review and approval. These are cadaver-based courses with great opportunity. S. Misasi Maratto asked if he is seeking IAI Code: BIO 920C. J. Murphy responded that the IAI code for both courses are BIO 920C and she questioned the effective date of 8/18/24 for BIS 241. D. Smith questioned that for some programs, i.e. Health, BIS 240 and BIS 241 can be taken as options with each other and would that be affected. J. Taha stated that he does not think there would any impact. He will work on BIS 136 and BIS 137 revisions next. **J. Murphy requested obtaining a list from S. Misasi Maratto of programs that BIS 240 and BIS 241 are currently in.** T. Wright asked how to transition students who are currently taking BIS 240. J. Taha responded that starting in Fall only first offering BIS 240 then in Spring offer BIS 241. T. Wright asked about current students taking BIS 240 and would need to finish. J. Taha replied they would have an option to complete BIS 241 in Spring. The students will be notified of this change. J. Murphy asked if the effective date for BIS 241 should be Spring 2025. J. Taha responded that we can no longer use the old BIS 241 if approved now? W. Justiz suggested staggering BIS 240 and BIS 241 effective dates. BIS 240 can be effective for Fall and BIS 241 effective for Spring 2025. T. Wright suggested also reaching out to the Scheduling Office. Students currently taking BIS 240 need to take BIS 241 before changes become effective. J. Murphy reiterated that a list of programs these two courses are attached to is needed. T. Wright added that most all pre-professional programs are affected. J. Taha stated there are no prerequisite changes. His intent is to revise BIS 240 and BIS 241 now and then revise BIS 136 and BIS 137. BIS 136 and BIS 137 may be combined. W. Justiz asked if there was any input from the programs that use these courses? P. Harmon stated she is aware of the changes and has conferred with Dr. Finch who has consented to this change. They agree to not keep two separate courses. She recommended to making BIS 241 effective in Spring 2025, which would give current BIS 240 students the chance to take the current BIS 241 in Fall. From now through Fall we can reach out to students who took BIS 240 and notify them, but some students may need longer than only Fall. J. Murphy asked if BIS 241 is offered in the Summer. J. Taha responded yes, Summer and Fall. P. Harmon added that should be ample time to complete BIS 241. J. Taha asked if both courses are approved for Fall can they still offer the old course? J. Murphy responded that the current BIS 240 can be offered in Summer and Fall and the revised BIS 241 can be offered in Spring. D. Smith concerned about BIS 136 and BIS 137, as it will be important as how they are offered and added that a larger discussion may be needed. P. Harmon stated that both set of courses are at different levels and she does not foresee any issues with the revision. P. Harmon and J. Taha has had conversations regarding BIS 136 and BIS 137 and there is a need to update those courses. CLOs will also reflect the changes made and believes these changes to be a great idea. D. Smith asked when updating BIS 136 and BIS 137 would the students have the option to either take BIS 136 and BIS 137 or BIS 240 and BIS 241. P. Harmon replied Yes. J. Taha is not currently working on BIS 136 and BIS 137, but intends to in the near future. Several departments have already been contacted. Some programs recommend that students take BIS 240 and BIS 241, not BIS 136 and BIS 137, whatever is best for the students. M. Flaherty added that we need to assure that any student who took BIS 240 and BIS 241, they are most likely to transfer. We must contact all students who are taking BIS 240. J. Murphy suggested requesting data from the Research Office of students are currently taking or have taken BIS 240 within the last year. M. Flaherty suggested within the last two years. P. Harmon stated that two years leaves a gap between courses. J. Taha agreed with P. Harmon that two years is too long to go back to track students who have taken BIS 240. M. Flaherty suggested we notify the students who has taken BIS 240 within the last year, as transfer schools require BIS 240 and BIS 241. T. Wright added that within the last two years would work for the pre-professional health students. Many need BIS 150 and BIS 151. May be more than one year, that would save us trouble of students coming back and saying were not aware. J. Murphy stated that if the notification does not apply to them, there

would be no problem. P. Harmon stated that they have allowed a one-year timeframe for substitutions when programs change and made sure they touched base with everyone. J. Murphy stated that the Curriculum Committee will be notified of what will be sent out to the students who took BIS 240 within the last two years. She will work with J. Taha on language prior to sending out to the students. D. Smith suggested when researching the students who are currently taking or have taken BIS 240, to eliminate students who have already taken BIS 241. J. Murphy added those students who successfully passed BIS 241. M. Flaherty added that is easy for Research the correct parameters of how far to go back and successfully passed BIS 240. J. Taha stated that BIS 241 if students took BIS 240 and want to take the new BIS 241, would not be a problem for the student, as there are no new topics. Most Physics will be implemented with hands-on cadavers/models. He agrees to allow students to take the new BIS 241, as the course will now have more richer material. J. Murphy suggested voting that BIS 240, but did not successfully complete BIS 241. BIS 240 will become effective Fall 2024 and BIS 241 will become effective Spring 2025. Notices will be sent out to students who took successfully took BIS 240. S. Turner and J. Taha and the Curriculum Committee will review the message prior to sending to the students. J. Murphy thanked everyone for working collaboratively. J. Taha thanked everyone.

**M. Flaherty made a motion, seconded by W. Griffin, to approve item numbers 24-9 and 24-10, passed unanimously with a virtual vote, by a show of hands.**

24-11	C243B	Fire Science AAS	rev curr	X	approved
24-12	C343A	Fire Science Certificate	rev curr	X	approved
24-13	C444E	Company Fire Officer Certificate	rev curr	X	approved
24-14	FIR 204	Company Fire Officer I	rev crs	X	approved
24-15	FIR 205	Company Fire Officer II	delete crs	X	approved
24-16	FIR 206	Advanced Fire Officer	rev crs	X	approved
		Occupational Safety and			
24-17	FIR 251	Health for Emergency Services	rev crs	X	approved

J. Murphy summarized there is one course deletion, FIR 205, with the content moved into FIR 204 that was increased the credits from 3 to 8. FIR 206, revised course that only the topical outline, textbook and Assessment Strategies were updated. FIR 251 was 2 credits revised to 3 credits, 2.5 lecture and 1 lab that totals 52.5 contact hours. The programs impacted by the course changes have been submitted. J. Murphy added that if the course credits have changed, the course scheduling also needs to be adjusted.

**M. Flaherty made a motion, seconded by W. Griffin, to approve item numbers 24-11 through 24-17, passed unanimously with a virtual vote, by a show of hands.**

24-18	C417E	Certified Nurse Assistant	rev curr	X	approved
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J. Murphy stated that this item was in Watermark but not listed on the Agenda. P. Harmon tried to make previous revisions to align more with college-level reading, but the real IDPH Nurse Assistant lists only an 8<sup>th</sup> grade completion requirement. Other schools were reviewed for their requirement for IDPH to see what is in alignment for the reading requirement, which is why the Program Prerequisite wording was changed. M. Flaherty does not have a problem with this change, as the student would not go directly into a degree program. J. Murphy added the NAS Certificate consists of only one course, and can this course can be taken by High School students. P Harmon replied yes, High School students are currently taking this course and many students then transition into the Nursing program, which requires RHT 101, etc. J. Murphy questioned if the High School student receives the certification. P. Harmon replied they do and added that many students, including transfer students, register who are interested in pursuing the medical field. J. Taha asked if the High School students can take this course in the Summer? P. Harmon replied the course is offered in Fall and Spring and

the students come on campus as part of their Junior or Senior year, similar to the dual enrollment students. J. Taha asked if this is part of the dual enrollment program. P. Harmon replied that is an option, as this program is offered on campus and at the local High Schools. J. Taha asked the timeframe for how long is it offered and how many hours a day? P. Harmon replied the program is offered for one semester, a few hours each day, four days a week, with clinical internship on Saturdays. All required hours are covered. There are options when scheduling that cover all the same number of hours.

***M. Flaherty made a motion, seconded by W. Griffin, to approve item number 24-18, passed unanimously with a virtual vote, by a show of hands.***

**OTHER:**

**A) General Education Outcomes Alignment – J. Murphy**

J. Murphy stated this is an information item to ensure that faculty are checking the correct boxes, to ensure they are aligning with the course. We are defining the outcomes properly and asked that this information be shared with the faculty. The definitions of the GECC categories was shared on the screen and can also be accessed in the BlackBoard Shell chat room. J. Yoon stated that links in the chatroom are linked to SharePoint, which lay out rubrics and criteria definitions. Additional information is available at the SharePoint site to guide you when checking boxes on the course outline for this year's assessment, i.e. if checking Global Learning, it is expected that would be assessed according to this criterion. J. Murphy added that the document goes into detail and she demonstrated how to access. J. Yoon added you can also access the links at the SharePoint site, including each rubric. J. Murphy asked if this is in the Chat Room. J. Yoon replied yes, and explained the information included. J. Murphy asked if there are any questions. M. Flaherty suggested the next step needed is for people to put more thought when doing curriculum. It helps to understand to make a more accurate assessment than in the last few years. J. Murphy suggested the deans and chairperson share this information with their departments. If faculty intend to revise the GECC Outcomes, a Course Form can be submitted. J. Yoon added that the gen-ed outcome does not have to be the entire course, even if it covers part of the course, with at least one assessment. J. Murphy stated we are currently assessing the Global Learning Outcome. One outcome per year is assessed, with every five years to complete all outcomes. J. Murphy asked if the reporting is every five years. J. Yoon replied, yes, the official general education assessment report submitted is every five years, but the yearly assessment per outcome is completed annually. J. Murphy stated this does not change way course is taught. Information can be accessed in the BlackBoard Curriculum page.

**Adjournment:** M. Flaherty made a motion, seconded by W. Griffin to adjourn the meeting at 3:32 p.m., passed unanimously with a virtual vote, by a show of hands.

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

**Recording Secretary:** Susan Misasi Maratto