

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. Jensen, J. Lobianco-Bartalis, G. Jablonski, A. Miller, M. Flaherty, W. Griffin, L. Finch, T. Wright, J. Cody, R. Connor and W. Justiz

Members absent: (voting) D. Jones and A. Blaylock

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

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

Agendee(s): F. Figg, H. Stuckemeyer, J. LoBianco-Bartalis, S. Turner, T. Junge, S. Campos and J. Murphy

Visitor(s): J. Kohtz, B. Sola-Perkins, J. Dugo, D. Krzykowska, and F. Ghauri

APPROVAL OF COLLEGE CURRICULUM MINUTES

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

OLD BUSINESS

None

NEW BUSINESS

Item No.	Course/Curr No.	Proposals	Readings 1 2 3	Action Taken
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25-30	COT 248 Planning & Scheduling	rev crs	X	approved
25-31	COT 258 Construction Cost Estimating	rev crs	X	approved

F. Figg stated that students need Print Reading prior to taking COT 248, therefore, COT 107 was added as a prerequisite. COT 258 lecture was revised from three to two credits and Lab from zero to two, to allow more time for the students to work in the lab, as it is a very complicated process. The course fees were eliminated for both courses, as the students use Microsoft Project in class.

M. Flaherty made a motion, seconded by W. Griffin to approve item numbers 25-30 and 25-31, passed unanimously with a virtual vote, by a show of hands.

25-32	EDU 207 Introduction to Education	new crs	X	approved
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A. Miller represented item number 25-32 for H. Stuckemeyer. A. Miller stated that the title was revised to 'Introduction to Educational Methodologies' to bring into alignment with Introduction to Education courses at the four-year institutions. Will be launching new Dual Enrollment

EDU courses in the fall. Some EDU courses may be submitted to the IAI in the Fall.

M. Flaherty made a motion, seconded by W. Griffin to approve item numbers 25-33 through 25-35, passed unanimously with a virtual vote, by a show of hands.

25-33	VIC 162	Digital Photography	rev crs	X	approved
25-34	VIC 163	Digital Studio Photography	rev crs	X	approved
25-35	VIC 286	Advanced Digital Video	rev crs	X	approved

J. LoBianco-Bartalis stated VIC 286 did not have a capstone class and revised to a capstone course. VIC 162 and VIC 163 were revised to enhance the course descriptions and make more appealing. Course Learning Outcomes (CLOs) and General-education Outcomes (GEOs) were also updated.

M. Flaherty made a motion, seconded by W. Griffin to approve item numbers 25-33 through 25-35, passed unanimously with a virtual vote, by a show of hands.

25-36	EGR 195	Programming for Engineering	rev crs	X	approved
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F. Ghauri represented item number 25-36 for S. Turner and stated that EGR 195 is now included in the new Associate in Engineering Science Degree. The University of Illinois University at Champaign/Urbana suggested the revision to the prerequisite, PHY 106, which will also be offered as a prerequisite or a corequisite.

M. Flaherty made a motion, seconded by W. Griffin to approve item number 25-36, passed unanimously with a virtual vote, by a show of hands.

25-37	SRT 100	Surgical Technology Basics	rev crs	X	approved
25-38	SRT 110	Basic Surgical Skills Theory	rev crs	X	approved
25-39	SRT 111	Basic Surgical Skills Lab	rev crs	X	approved
25-40	SRT 120	Basic Surgical Procedures	rev crs	X	approved
25-41	SRT 121	Advanced Surgical Skills Lab	rev crs	X	approved
25-42	SRT 130	Specialty Surgical Procedures	rev crs	X	approved
25-43	SRT 131	Surgical Simulation Lab	rev crs	X	approved
25-44	SRT 205	Clinical Experience I	rev crs	X	approved
25-45	SRT 215	Clinical Experience II	rev crs	X	approved

T. Junge thanked everyone for their assistance to expedite these revisions. We received a letter of non-compliance and needed to make these revisions to meet the core curriculum, as the deadline was August of 2024. Topics were added to update and bring in line with core curriculum for accreditation that is required.

M. Flaherty made a motion, seconded by W. Griffin to approve item numbers 25-37 and 25-45, passed unanimously with a virtual vote, by a show of hands.

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

J. Murphy stated that she has worked on a schedule for several weeks and showed and recapped the time tables for scheduling classes. There is a simple formula in this packet. The deans will pass this information on to the chairpersons. S. Campos stated when we start adding in break time/ no break time we see issues. We need to see how to ensure we are scheduling seat time and break time correctly. One recommendation is that if a class is ninety minutes, there should be a ten minute break. If a class is longer, should we be ok with the break being ten minutes or longer? This formula will be added in the CCC Handbook, as nothing is written down on campus regarding break times. M. Flaherty stated that for years he

advocated for fifteen minute breaks. The night classes would need to be reviewed, as they run longer. F. Ghauri stated that he teaches a Physics course, that is seven LAGs, for 180 minutes (3 hours, with a 20 minute break). He asks the students if they prefer two shorter breaks or one longer one and the students replied one longer break. J. Murphy has a class that runs for a total of 2,250 minutes. When scheduling you include the breaks when scheduling, i.e. 2,270 minutes. S. Campos stated that you also have to add how many weeks the course meets and add on time accordingly because we need to be consistent. J. Murphy asked the Committee their thoughts for a ten, fifteen or twenty minute break. W. Justiz stated he is not aware of what the Full-Time Faculty Contract includes, but the Adjunct Contract states for every fifty minutes, there is a ten minute break, as long as the correct contact hours match the approved seat time. J. Murphy is not aware if any verbiage is listed in the Full-time Contract. M. Flaherty replied that there is no language in the Full-time Contract. S. Campos concurred with M. Flaherty and wants to create a policy for Full-time faculty. J. Murphy needs additional time to review, as she was not aware of the stipulation in the Adjunct Faculty Contract. S. Campos searched the Adjunct Faculty Contract for 'Minutes' and nothing shows regarding break time. W. Justiz suggested looking at Article One or Two. M. Flaherty asked if the breaks have to be at the fifty-minute mark. W. Justiz stated the information is found on Page 6 # 11 in the Adjunct Faculty Contract. S. Campos looked and noted that the contract does not list anything for break times. W. Justiz said they if the give option to the students, but once they hit fifty minutes, the students get antsy, and we are not helping them to learn, no matter what the number will be without a break. J. Murphy is aiming for a ninety-minute class, a break can be taken after forty-five minutes, but need to ensure the correct seat time is met and be consistent. M. Flaherty asked if we will have a policy where the break must be taken. Some faculty skip breaks. We need to consider a policy, to avoid getting in trouble with the Higher Learning Commission (HLC). S. Campos replied that everyone does have to take a break and should think what is best for students. May not be taken at the same time, depending on how you run your class. J. Murphy concurred with S. Campos to state specific class/break time minutes to abide when scheduling. In her Lifeguarding class, class time is mandated for certification. M. Flaherty added that his faculty are not meeting less seat time, just going straight through. If the class starts at seven to nine thirty, the seat time is covered. There is a mixture for taking breaks. Usually students prefer to go straight thru. S. Campos noted that by making this an institutional policy, would remove the issue, including for the Adjuncts. J. Murphy said we will revise and discuss again at the May 1st meeting, and asked if we are going to submit as a Board Policy. S. Campos replied we are not adding to the Board Policy at this time, as it is currently not included in any faculty contract and in the CCC Handbook, which is the reason we need to create a Board Policy and design a fifty-minute rule. J. Murphy welcomes other ideas and proposed mandating a ten-minute break, which we will revisit and analyze at the May meeting. Emails will be sent to all Committee members within a week or two, prior to the next Agenda Planning meeting. If anyone finds something different, please bring it to her attention. J. Cody stated if the policy lists we must have a minimum amount of seat time, and allow a ten-minute break for every hour. Sometimes the break is missed, but the students will remind him. He allows his students to come and go as they please, which is the nature of any AHL training. He is confident that

his students get the correct class and break time. Not only higher education have policies, so does Veterans' Administration, as an example and he is not sure if this was ever discussed before, and asked why was this now brought to the forefront. S. Campos responded that if you have a three to four hour class, and the Schedule shows only the three to four hours, this would call attention to the HLC who would question why such a long time to be in class without a break. S. Campos gave an example that M. Flaherty allows a fifteen-minute break, which differs from a ten-minute break, that might be a red flag. If our software had capabilities to compute the break times, which it does not, we would not have to do this manually. Scheduling only enters what is listed on the reports submitted to them. J. Cody added that for every fifty-minute class, there is a ten-minute break. S. Campos stated we need to list correct times to coincide with classes that are one and one-half, etc., as students need a break. There are several reasons this topic has now come to the forefront for discussion. S. Misasi Maratto and she have had conversation and have researched, but found nothing on the books. L. Finch concurred with J. Cody that for every fifty minutes there is a ten-minute break and asked if this pertains for all courses, with lab, lecture and clinicals, as they all meet different times. J. Murphy responded that clinicals are more challenging than any regular lab and lecture and noted that S. Campos has more experience with clinical labs. S. Campos stated that in clinical the student learns to become a professional, and cannot say 'time for break', as it is not realistic in certain fields. She was always generous with students when taking breaks. M. Flaherty withdrew his fifteen-minute suggestion, as the majority of the Committee agree with the ten-minute break, and he could also adjust his schedule time. J. Murphy asked if it is possible to say "There is a *minimum* of ten minute break", and asked if a faculty could change to fifteen minute break as an option. S. Campos would have to play with the numbers, but is concerned i.e. a class that ends at 10:05, would the student be then prohibited to taking another class. M. Flaherty concurred with S. Campos as it is frustrating with Scholars taking Science classes, as most classes are at night. S. Campos will work with the numbers. J. Murphy will revisit this topic at the May meeting and asked the Committee to email her with additional ideas.

B) 296-level Course Offerings – J. Murphy

J. Murphy stated that a course can run as a special-topics course to test if the course would be successful. *The course can only run twice within a three-year period, per the ICCB.* If the course is viable, a new course must be developed. Faculty should have discussion with their deans. The topic would be listed on the Schedule. S. Campos added special topic courses are offered face-to-face only, not online. J. Murphy offered several 296 courses and said they are scheduled quickly. She suggested contacting the dean so we have documentation.

Adjournment: M. Flaherty made a motion, seconded by W. Griffin to adjourn the meeting at 3:18 p.m., passed unanimously with a virtual vote, by a show of hands.

Submitted by: J. Murphy, Chairperson

Recording Secretary: Susan Misasi Maratto