

CALL TO ORDER/ROLL CALL

J. Murphy called the meeting to order at 2:45 p.m.

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

Members absent: (voting) D. Baker, K. Li, L. Adeofe and W. Griffin

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

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

Agendee(s): J. Murphy, L. Kosrow, L. Maas, S. Campos, D. Smith-Gaborit and M.A. Olson

Visitor(s): -----

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes of May 3, 2018 passed unanimously, by voice vote, with correction to Page 2, item number 18-40 should state ‘...into BIS 242’.

OLD BUSINESS

None

NEW BUSINESS

Item No.	Course/Curr No.	Proposals	Readings			Action Taken
			1	2	3	
18-127	C217I	Ophthalmic Technician rev curr	X			approved
18-128	OPH 113	Spectacle Skills rev crs	X			approved
18-129	OPH 130	Ocular Pharmacology rev crs	X			approved
18-130	OPH 210	Ophthalmic Procedure II rev crs	X			approved
18-131	OPH 251	Ophthalmic Procedure III rev crs	X			approved

J. Murphy recapped the changes made to the Ophthalmic Technician program: C217I was revised from 63 to 62 total credit hours due to the reduction of credits for OPH 130 from 3 to 2; the course descriptions were revised for OPH 113, OPH 210 and OPH 251.

Motion to approve item numbers 18-127 through 18-131, passed unanimously by voice vote.

18-132	EYE 100	Fund of Optometric Tech delete crs	X			approved
18-133	EYE 110	Optometric Assist Proc delete crs	X			approved

Item numbers 18-132 and 18-133 were deleted, as they were attached to the Eye Care Assistant program, which was withdrawn.

Motion to approve item numbers 18-132 and 18-133, passed unanimously by voice vote.

18-134	C306H	Baking and Pastry Cert	rev curr	X	approved
18-135	C420A	Culinary Training Cert	rev curr	X	approved

J. Murphy recapped revisions made that include removing program electives from C306H and added HIA 227. Program electives were reduced from 3 to 1 and HIA 260 was added to C420A.
Motion to approve item numbers 18-134 and 18-135, passed unanimously by voice vote.

18-136	U213E	AAT/Early Childhood Ed	delete curr	X	tabled
18-137	U213M	AAT/Secondary Math	delete curr	X	tabled
18-138	U213P	AAT/Special Education	delete curr	X	tabled
18-139	U213S	AAT/Secondary Science	delete curr	X	tabled

J. Murphy stated that item numbers 18-136 through 18-139 are tabled to the October 4, 2018 CCC meeting, due to no representation.

18-140	Course Outline Revision	X	approved
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(see discussion under Other, C).

Motion to approve item number 18-140, passed unanimously by voice vote.

18-141	Curriculum Proposal Revision	X	approved
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(see discussion under Other, C).

Motion to approve item number 18-141, passed unanimously by voice vote.

OTHER:

A.) Inactive Programs – J. Murphy

J. Murphy stated that a list of inactive programs were included in this packet and action is needed to either reactivate or withdraw programs that have been on inactive status for three or more years, especially those dating back to 2010. She asked that the deans speak with their chairpersons and coordinators as to which course of action to take. Examples were given of the four inactive AAT programs that are on today's agenda and are now being withdrawn.

B.) Essential Employability Skills – J. Murphy

J. Murphy noted that the goal of Strategic Planning is to increase the ability for our students to have skills. There is a committee working on the Essential Employability Skills/Framework and Self-Assessment, which information was distributed at a workshop last year. J. Murphy showed the list of skills on Smart Board, which are, 'Teamwork, Personal Ethics, Work Ethics and Communication'. HLC reported that our students are lacking in some of these skills. Faculty were asked to think about these employability skills and build in to their lesson plans to incorporate these skills while teaching. S. Campos asked if they need to be documented on the curriculum pages. J. Murphy replied, not at this time, but we need to close the skills gap and teach the students what is expected when they go out into the workforce, because the community informed us that they are not effective in the workforce. W. Justiz suggested building those skills in with our general education outcomes, by using reports. J. Murphy stated that we need to collaborate as to where the skills would best fit. There is no framework to follow and they are open to ideas, which would then be communicated to the faculty. We need to keep in mind that assessment is stressful and pressing on us now, but it is needed. M. Flaherty added that our outcomes are often incorporated even if they do not show on curriculum documents, they may be included on current syllabi or

the skills can be shown through Learning Outcomes. W. Justiz stated that the general education outcomes are currently listed on the course outline and could fine tune them. S. Campos suggested adding employable skills to the general education outcomes. J. Murphy noted that they will offer training sessions in the future. She gave examples of how to incorporate critical thinking. A. Turner stated we would need to know how to build in the skills into the Learning Outcomes and Assessment mechanism in order to close the gap. J. Murphy suggested explain the importance to the students. A. Turner suggested assessing the skills as part of critical thinking. H. Bohleke added that now is the time to incorporate into our learning objectives. J. Murphy added we can bring the skills into the current topics that are currently being taught. She added that nine general education outcomes are too many to assess and they would like to reduce the number down to five and present this at Academic Senate. **J. Murphy has electronic version of the skills and will resend electronically.** M. Flaherty stated that sometimes we teach things that do not carry over into other courses and we need to do a better job of showing these skills to the students. D. Juraga added that many of the faculty are probably doing now, but we need to emphasize the importance to the students.

C) Curriculum Proposal and Course Outline Revision – J. Murphy

J. Murphy noted that the CCC will be working with the Assessment Committee to prepare for the HLC visit so that program and course outcomes are available and the students are aware of what they are and how they tie in with Curriculum to assess the programs and courses. The terminology for **Goals, Objectives and Outcomes** are being confused and a document was distributed that L. Kosrow obtained from DePaul University's Assessment Office, which describes what a **'Goal' is: 'A broad definition of student competence'; an Objective is: 'A course objective is what the faculty member will cover in a course.'; and an Outcome is: 'A detailed description of what the student must be able to do at the conclusion of the course.'** J. Murphy stated that we need to ensure that all programs and courses have Outcomes and Objectives. Some curricula currently do not have Outcomes. We need to use the same verbiage for curricula and courses and ensure that there are specific Outcomes for programs that tie in with general education outcomes. The faculty will receive a stipend for their work. J. Murphy requested that this information be share with their departments.

Two examples of a Course Outline and a Course Proposal were included in today's packet.

Course Outline

S. Campos stated that under #1 on the Course Outline, where Overall Learning Objectives is listed, the next line needs to also read the same. **L. Kosrow stated that both verbiage will be revised to read, 'Topical Learning Outcomes'**. S. Campos asked if Learning Objectives would no longer be on the form. J. Murphy replied that #1, 'Learning Objectives' describes what the faculty teach and 'Learning Goals' describe what the students learn. S. Campos added that Overall Learning Goals defines what the students will gain from the course. W. Justiz noted that the College Board Policy uses the term, Course Objectives and will not match this verbiage. J. Cody stated that Goals are more broad-based, and Objectives define what steps are taken to reach the Goals. H. Bohleke concurred

with J. Cody and added that we need to enlist a common vocabulary. S. Campos stated that the Goal should be the culmination of Learning Outcomes and Objectives. J. Murphy added that all three terms will be listed on the Course Outline. L. Kosrow noted that we will be documenting 'Learning Outcomes' and the Board Policy states 'Learning Objectives', which do not match. S. Campos suggested revising the Board Policy. M. Flaherty added that the Board would have no objection with this revision. A. Turner concurred with revising the Board Policy for clarification. **S. Campos suggested also changing the verbiage under #III, #IV and #V, 'Objectives' to 'Outcomes', with #I listing 'Overall Learning Goal(s)'**.

Curriculum Proposal

J. Murphy stated that the curriculum description on the Curriculum Proposal did not list Program Objectives or Program Learning Outcomes, which have been added. W. Justiz stated that he has never seen outcomes on any of the programs and asked what is the revision process and timeline to complete. L. Kosrow noted that there will be a stipend and any full-time or part-time faculty can complete the work. J. Murphy noted that some information may be available in TK 20 and on the ICCB Forms 20 & 21. The HLC is requesting this information. W. Justiz inquired how much work would be coming to the CCC. J. Murphy replied there would be some and added that all programs must add Learning Outcomes to each curriculum. S. Campos inquired if we can expedite the process by not coming through the CCC. L. Kosrow stated that there will be hands-on sessions to support the faculty with this process. H. Bohleke suggested that the Assessment Committee review and engage in dialogue in the TRC. J. Murphy noted the items would still require a vote. L. Kosrow stated that the Assessment Committee can forward their recommendation to the deans when the items go to the CCC. **J. Murphy stated that some programs have Goals listed, but need some cleanup and this needs to be in place by the END of Fall semester to complete the Assessment in Spring 2019.** W. Justiz suggested having someone keep track of the work. J. Murphy stated that the chairpersons and coordinators would keep track. J. Murphy noted those faculty who attend the training sessions will receive a stipend. A workshop was held on September 9th and another is scheduled for October 10th. **S. Misasi Maratto stated she would change the graphic on Course Outline to ensure the correct form is being used.** W. Justiz inquired who would submit the Board Policy change to the Board and suggested making a recommendation to Vice President Baker. M. Flaherty stated the Board Policy revision will be presented to the Academic Senate first. S. Campos suggested that the CCC vote on the two revised forms now. (*see item numbers 18-140 and 18-141*) L. Wester inquired that we are only using the terms 'Goals and Objectives' on the Curriculum Proposal. S. Campos replied that Objectives are measurable and Goals are not. L. Kosrow added we do not need all three (minus GoalsOutcomes) listed on the Curriculum Proposal. H. Bohleke stated that some Goals are already listed in some of the program descriptions. J. Murphy added that Learning Outcomes can be assessed, therefore curriculum Goalsoutcomes were omitted. S. Campos suggested cleaning up the Master Syllabi on the Website. M. Flaherty noted he would give a one week notice to the Academic Senate Senators. J. Murphy stated that revisions are needed for programs that would be coming to Curriculum in the future, not for older

submissions. S. Campos asked if those forms already submitted to the CCC will be accepted. J. Murphy replied they would. S. Campos asked who would be reviewing the Overall Learning Goals. B. Zak stated they are required in the Nursing area and are included in their syllabi. S. Misasi Maratto stated as an FYI that the updated Curriculum Proposal and Course Outline would need to be submitted to SmartCatalog for inclusion in the Curriculum Management module.

Adjournment: J. Murphy adjourned the meeting at 3:46 p.m.

Submitted by: J. Murphy, Chairperson

Susan Misasi Maratto: Recording Secretary