

**CALL TO ORDER/ROLL CALL**

J. Murphy called the meeting to order at 2:39 p.m.

**Members present:** (voting) J. Murphy, C. Antonich (for D. Baker), S. Campos, A. Turner, C. Nicholson, G. Jablonski, M. Flaherty, W. Griffin, J. Cody, R. Connor, L. Wester and W. Justiz

**Members absent:** (voting) K. Li, H. Bohleke and B. Zak

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

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

**Agendee(s):** J. Murphy and C. Antonich

**Visitor(s):** -----

**APPROVAL OF COLLEGE CURRICULUM MINUTES**

*Motion to approve the minutes of May 4, 2017 passed unanimously, by voice vote.*

**OLD BUSINESS**

None

**NEW BUSINESS**

None

J. Murphy noted:

- that new members are needed for the College Curriculum Committee;
- the updated course outline template is available in the portal and are required for only new submissions;
- the new CCC Handbook is available in the portal and she suggested that the Committee look through its contents; and
- the Higher Learning Commission (HLC) will be doing an onsite visit to Triton College in the Spring of 2018, and we want to ensure that our curricula is in order.

**OTHER:** **A.) Inactive Programs – J. Murphy**

J. Murphy stated that a list of inactive programs is included in this packet and that action needs to occur for programs that have been on inactive status for three or more years. She asked the deans to speak with their chairpersons and coordinators on which course of action to take. Inactive programs can either be withdrawn or reactivated. C. Antonich added that inactive programs can be reactivated, but after three years they would most likely need significant changes and would require developing a new program. The inactive programs are brought to the CCC at the

beginning of each academic year so that we are aware of taking action by the faculty and deans who are responsible for making that determination. A. Turner requested to be kept in the loop, as there may be students in the pipeline who would need to be informed if a program is ending. C. Antonich suggested taking into consideration that courses cannot be withdrawn if there are students still enrolled in a program, as they must be given ample time to complete the coursework.

**B.) Courses Not Attached to a Program – J. Murphy**

J. Murphy noted that discussion needs to occur regarding courses that are not attached to any program, to whether or not attaching them to a program or withdrawing them. C. Antonich noted that the list of these courses are included in today's packet. Students may not have a dedicated major and should declare one eventually. Conversation needs to occur between the faculty and the deans. S. Campos stated that when looking to withdraw a course, keep in mind that another area may be interested in redesigning and attaching it to one of their programs, which is a faster process.

**C) Active Credit Courses Not Offered Since 2013 – J. Murphy**

J. Murphy noted that also included in this packet is a list of active courses that have not been offered since 2013. She added if the areas intend to offer these courses, they should remain active, and if not, they should be withdrawn. **M. Flaherty stated that only RHT 085 and RHT 086 should be listed and RHT 095 and RHT 096 should be removed from the list.** C. Antonich added that there may be additional courses that were not offered prior to 2013. M. Flaherty added that transfer credit for ENG 296 is given for English courses that do not exist. J. Cody stated that is a good strategy to use it for transfer students. K. Li added that other community colleges use 296 courses for research (e.g. to see if a topic warrants developing a new course). C. Antonich stated that this list was brought to the Committee for discussion that needs to occur between the dean and the faculty. M. Flaherty added that the English Department wants gen-ed courses designated. L. Wester stated that they have information regarding gen-ed courses on the transfer guides. K. Li stated that there has been a lack of full-time instructors, e.g. no full-time Geography faculty, in a long time, even though one was requested for Fall 2019. C. Antonich stated that conversation needs to occur within the department between the faculty and the dean.

**D) General Items Needed For Every IAI Submission – C. Antonich**

C. Antonich received an email from the Illinois Articulation Institute (IAI), included in today's packet, and shared with the Committee regarding information that should be included on the syllabus when requesting review, or when a course is called for review by the IAI. S. Misasi Maratto receives a notice and forwards to the appropriate department. Sometimes the syllabus is up to date, and sometimes they are not and if they are not, the IAI panels will not review. She asked the members to bring this information back to their departments and review their syllabi to ensure that the required elements are included, otherwise, the approval will be delayed. M. Flaherty added that this is a reasonable list and that he and S. Misasi Maratto are very familiar questions regarding missing information from the IAI. K. Li asked if the current Course Syllabus Board Policy

covers this required information. C. Antonich replied that it does not. She added that prior discussion had occurred regarding merging the course outline with the course syllabus so that when a course gets called up by the IAI all of the required information is already included. We may need to have this conversation again. M. Flaherty stated that he would rather write a syllabus than a course outline. A Master Syllabus can be used for faculty who may tweak it to fit their area. As long as we don't have to change all our course outlines right now. When a course is up for revision with the CCC, the syllabus and the course outline can then be combined. G. Jablonski stated that he developed a master syllabus for the Math Department, as half of his courses are IAI courses and that most syllabi become more like course outlines, with both documents incorporated, which is what the IAI is requesting. C. Antonich added that if everyone follows the guide (on the website) they should be ok. S. Misasi Maratto added that the four-year schools are now also requesting a syllabus when courses are sent out for articulation with the ICCB's Form 13s. J. Murphy stated that the syllabi are long answers to questions that her students may have. The task up front is a little labor-intensive, but makes it easier in the long-run.

**E) Restructuring of College Curriculum Committee – J. Murphy**

J. Murphy suggested that the Committee look to restructuring the CCC membership and by-laws. There currently are seventeen voting members, which include 12 faculty and 5 administrators. Out of the 12 faculty, there are 10 positions filled that include 4 from career (currently have only 3) and 4 from Arts & Sciences (currently have only 3), 1 Counselor and 1 Librarian, 1 Adjunct faculty and 1 chairperson. Arts & Sciences lost two members through the previous restructuring, B. Decker and L. Carvajal. J. Murphy made a recommendation to talk to B. Decker or V. McCullum to join the CCC. S. Campos added that obtaining a member in the career area is very hard. J. Murphy stated that currently the 5 administrator representatives are filled and only ten faculty. We are short one from Arts & Sciences and one from the Career area. We would like to keep it at four or reduce the number to three. Would it make a difference to have only ten faculty vs twelve? M. Flaherty recommended not reducing the number of representatives from Arts & sciences area. C. Bohleke and M. Flaherty had previous discussion and if there are four representatives from Careers would be great. Due to the reduction of faculty in the Career area it's going to be difficult to gain members from that area. An effort will be made to keep the Career representation at four. M. Flaherty assumes we will not be having a massive hire, but changing the representation does effect voting and quorum. He added if no one is available, he suggested bringing the Career representation down to 3. J. Murphy asked what the protocol is if we wish to change the membership. S. Campos replied that it would go before Academic Senate. J. Murphy stated that the Committee is not voting on the CCC membership today and asked them to think about the suggestions made. S. Campos added that the one Career seat was vacant all last year. C. Nicholson stated that the numbers reflect there are more faculty than administrators. L. Wester stated that the number of Committee members was recently reduced. S. Campos suggested attempts to obtain people from the Career are and was a no-go. Representation is needed from all areas. C.

Antonich suggested finding out if everyone is on a committee before reducing the numbers. S. Campos cautioned if forcing someone to join this Committee, as this Committee requires a lot of work. M. Flaherty added that if a member is on a committee and doesn't show up, it is better to have an open seat, because it will affect the quorum and he concurred with S. Campos' statement. M. Flaherty suggested putting out another request to the Career area or reduce the number to three members. He added that they reduced the number of senators in Academic Senate by one from the Business area, as it was over represented. We do not wish to eliminate a seat if someone is interested in joining. S. Campos reminded the Committee that a proxy can be sent in the members place if they can't make a meeting. A. Turner suggested sending a call out for anyone who may be interested. S. Campos added that B Decker was on the CCC and offered to step down when the numbers was reduced. M. Flaherty questioned if Social & Behavioral Science need a separate members. C. Antonich stated that there are many resource persons. M. Flaherty stated that the member does not have to be a chairperson or coordinator, as any faculty can join, and suggested reaching out to B. Decker and V. McCullum. J. Murphy stated that she would keep the Committee informed of the updates.

S. Campos stated that J. Murphy is doing great as the new chairperson of the CCC.

**Adjournment:** J. Murphy adjourned the meeting at 3:12 p.m.

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

**Susan Misasi Maratto:** Recording Secretary