

CALL TO ORDER/ROLL CALL

S. Campos called the meeting to order at 2:39 p.m.

Members present: (voting) J. Murphy, C. Antonich (for D. Baker), S. Campos, K. Li, H. Bohleke, A. Turner, C. Nicholson, G. Jablonski, M. Flaherty, B. Zak, W. Griffin, L. Koslow and L. Wester

Members absent: (voting) J. Cody and W. Justiz

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

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

Agendee(s): J. Cho, D. McNamara, G. Guzman and G. Guzman (for B. Cliffl), A. Sharris, T. Junge, M. Flaherty, L. Samra, H. Bohleke (for D. Anderson and T. Wagner) and J. Murphy

Visitor(s): G. Glowacki

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes of September 7, 2017, passed unanimously by voice vote.

J. Murphy reminded the Committee to be especially cognizant of the rationales on the Course and Curriculum Proposal forms, as this eliminates questions of what is being revised and why with the Technical Review Committee (TRC). We need to provide more specific rationales regarding what was changed and why, along with supporting evidence.

OLD BUSINESS

Item No.	Course/Curr No.	Proposals	Readings			Action Taken
			1	2	3	
16-274	MUS 179 Applied Music-Instrumental	rev crs	X			pulled
16-275	MUS 180 Applied Music-Piano	rev crs	X			pulled
16-276	MUS 181 Applied Music-Voice	rev crs	X			pulled

J. Murphy noted that item numbers 16-274 through 16-276 were tabled in Spring of 2017, until a decision is made to either revise or pull them from the agenda today. D. McNamara stated that they are working on revising these courses and requested to pull them from the agenda.

Motion to pull item numbers 16-274 through 16-276, passed unanimously by voice vote.

NEW BUSINESS

Item No.	Course/Curr No.	Proposals	Readings			Action Taken
			1	2	3	
17-70	ART 141 Painting I	rev crs	X			approved

17-71 ART 142 Painting II rev crs X **approved**
Motion to approve item numbers 17-70 and 17-71, passed unanimously by voice vote.

Classic American Authors

17-72 ENG 113 Before the Civil War rev crs X **approved**

American Authors

17-73 ENG 114 After the Civil War rev crs X **approved**

M. Flaherty noted that these are the last two English courses to be updated, with the exception of RHT 102 that did not require a revision to the prerequisite for the new proficiency verbiage. J. Murphy thanked M. Flaherty for revising all of the courses in his area.

Motion to approve item numbers 17-72 and 17-73, passed unanimously by voice vote.

Principles of

17-74 SPE 101 Effective Speaking rev crs X **approved**

Interpersonal

17-75 SPE 111 Communication rev crs X **approved**

Intercultural

17-76 SPE 112 Communication rev crs X **approved**

17-77 SPE 113 Small Group Discussion rev crs X **approved**

17-78 SPE 121 Adv Public Speaking rev crs X **approved**

17-79 SPE 130 Introduction to Theatre rev crs X **approved**

17-80 SPE 135 Stagecraft rev crs X **approved**

Introduction

17-81 SPE 141 Performance Studies rev crs X **approved**

17-82 SPE 161 Acting I rev crs X **approved**

17-83 SPE 162 Acting II rev crs X **approved**

Gender

17-84 SPE 294 and Communication rev crs X **approved**

Special Topics

17-85 SPE 296 in Speech and Theatre rev crs X **approved**

J. Murphy stated that L. Samra has revised all of the Speech courses and they are now up to date.

Motion to approve item numbers 17-74 through 17-85, passed unanimously by voice vote.

Engineering Tech/

17-86 C448Y Welding Certificate new curr X **approved**

17-87 ENT 106 Welding I new crs X **approved**

17-88 ENT 107 Welding II new crs X **approved**

J. Murphy noted that C448Y is a new Welding Certificate, along with two new Welding courses, which are attached to the certificate.

Motion to approve item numbers 17-86 through 17-88, passed unanimously by voice vote.

17-89 CIS 121 Intro to Programming rev crs X **tabled**

Programming

17-90 CIS 195 for Engineers rev crs X **tabled**

J. Murphy noted that D. Anderson is not in attendance due to a death in the family. H. Bohleke stated that there is an overlap in course content between CIS 121 and CIS 195 and he recommends deleting CIS 195, as CIS 121 is an IAI course. These two courses are usually co-listed with the same students getting credit for both classes. Students were getting credit for their respective course, with the faculty splitting the LHE. C. Antonich recommended that these two items be tabled for now. L.

Wester suggested conferring with Counseling, as both of these courses transfer differently. J. Murphy noted that there is not an IAI code for CIS 195 and made a motion to table both items. H. Bohleke stated that CIS 195 is not an IAI course, but does transfer to some schools. J. Murphy inquired if any program includes both courses and H. Bohleke replied there is none. J. Murphy noted that the IAI requested additional information for CIS 121, which needs to be resubmitted, as they have been holding this evaluation for two years. H. Bohleke will have discussion with D. Anderson.
Motion to table item numbers 17-89 and 17-90, passed unanimously by voice vote.

Learning Framework for

17-91	COL 102	College Success	rev crs	X	approved
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Motion to approve item number 17-91, passed unanimously by voice vote.

Biotechnology

17-92	C226B	Lab Technician	rev curr	X	approved
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17-93	BOT 220	Cell and Tissue Culture	rev crs	X	approved
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G. Guzman stated that PHL 113, Environmental Ethics replaced the Ethics course for the Biotechnology Lab Technician program. A lab has been added to BOT 220, per recommendation of the Advisory Committee. Students would be able to petition to substitute PHL 103, Ethics for PHL 113, Environmental Ethics if they wish.

Motion to approve item numbers 17-92 through 17-93, passed unanimously by voice vote.

Horticulture/ Floral

17-94	C401B	Design Certificate	inactive curr	X	approved
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H. Bohleke noted that C401B is a 'hold-over', as it began in the 1970's when Triton housed a Flower Shop. There is currently one student who has completed the coursework. The program needs to be withdrawn, as the courses are utilized in other Computer Information System (CIS) programs, and there no longer is a Floral Shop on campus. S. Misasi Maratto questioned if the student had petitioned to graduate because once the program is withdrawn, she would not be able to receive the certificate. H. Bohleke stated that she has not petitioned to date and he would work on that. C. Antonich added that the courses remain active and in the catalog even though the program is inactivated.

Motion to approve item number 17-94, passed unanimously by voice vote.

Sterile

17-95	C417G	Processing Technician	new curr	X	approved
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17-96	SPT 100	Sterile Processing Basics	new crs	X	approved
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17-97	SPT 110	Intro to Medical Devices	new crs	X	approved
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Principles of Sterile

17-98	SPT 120	Processing Practice	new crs	X	approved
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Perioperative

17-99	SPT 130	Services Lab	new crs	X	approved
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Sterile Processing

17-100	SPT 140	Technician Seminar	new crs	X	approved
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17-101	SPT 150	Experiential Learning	new crs	X	approved
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17-102	SRT 122	Surgical Procedures Lab	delete crs	X	approved
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17-103	SRT 132	Applied Surgical Proc I	delete crs	X	approved
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17-104	SRT 140	Applied Surgical Proc III	delete crs	X	approved
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17-105	SRT 160	Surgical Seminar	delete crs	X	approved
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17-106	SRT 162	Applied Surgical Proc II	delete crs	X	approved
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J. Murphy thanked T. Junge for submitting a new curriculum. A. Turner questioned if the new Sterile Processing Technician program will be a selective admission program. T. Junge replied that it would be consistent with all of the Allied Health programs. S. Campos noted that as a selective admission program they have a 'heads-up' on students interested and the program would also require additional marketing. The new program is slated to become effective in Fall 2018.

Motion to approve item numbers 17-95 through 17-106, passed unanimously by voice vote.

17-107 BIS 222 Prin of Microbiology rev crs X approved

J. Murphy noted the revision to the **prerequisite was made for clarification from the version that is included in the packet to read '...RHT 101 and one of the following...'** M. Flaherty questioned if a student came with RHT 101 completed would he sign the petition. G. Guzman replied that he would and he would also consult a counselor. M. Flaherty asked then why list specific BIS courses if he will be reviewing on a case by case basis. G. Guzman replied that he is contemplating exploring further. L. Wester questioned if students need to take BIS 150 first. M. Flaherty stated that he was asking because if a prerequisite is preferred, would not work, but if the prerequisite is reviewed per student would be fine. G. Guzman added that most students take BIS 150 by this time.

Motion to approve item number 17-107, passed unanimously by voice vote with revision to the prerequisite.

OTHER: A.) Associate in Art Degree – Reduce to 60 Credits – J. Murphy

J. Murphy stated that currently the graduation requirement for the Associate in Arts (AA) Degree is at 64 credits. We would like to reduce the number to 60 credits, as the Associate in Science (AS) and the Associate in Applied Science (AAS) Degree are now. M. Flaherty stated that the gen-eds should remain the same, but some electives could be removed and once students complete the required 60 credits, they could take additional electives. The ICCB required that the AS Degree be reduced to 60 credits and the AA Degree is probably next to be lowered. L. Wester noted that information is available in Blackboard regarding the AA and AS Sub-committees from three years ago and schools that accept 60 credits and schools that accept 64 credits are listed. M. Flaherty and L. Wester co-chaired those committees. The idea was brought to the Arts and Science chairs who thought it more beneficial to we leave the degrees at 64 so that students could take additional courses at a lower cost, but since then the ICCB has reduced the AS Degree from 64 to 60 credits we should revisit the requirements of other degrees. K. Li added that the ICCB did not require schools to drop down to 60 credits, which is an internal requirement, but sent out a generic state-wide memo *encouraging* all schools to keep the degrees at 60. The ICCB did change the requirements for the AS Degree by adding one Science and one Math course and eliminating one Humanities and one Social & Behavioral Science course. Students would not be considered sophomores if we did not comply, and they are juniors when they transfer to the four-year schools, which we are paralleling with. By reducing the credits student completion would be enhanced. H. Bohleke stated that the ICCB will not approve programs that are greater than 60 credits without a strong rationale. C. Antonich concurred with H. Bohleke that a strong rationale is needed. K. Li previously chaired the Arts and Sciences committee regarding the AS Degree revision, and would like to avoid doing double work to bring the other degrees down to 60 credits. L. Wester stated that the Associate in General Studies (AGS) Degree should also be reviewed to be consistent with the other degree credit reductions. K. Li stated that the Associate in Fine Arts in Art and the Associate of Fine Arts in Music should also be reviewed. L. Wester added that the total credits for the AFA in Arts is 62 and AFA in

Music is 64. M. Flaherty added that these would be graduation minimums, but they can take additional electives here, which is more economical. A. Sharris shared that regarding the Phi Theta Kappa students usually remain here to take additional hours and added that the students do not have to leave once they graduate. We need to get the message out that if students accumulate additional hours it is a benefit to them. L. Wester stated that the 3 + 1 would benefit students in A. Sharris' area (ENT). L. Samra questioned what would be removed if the programs were reduced to 60. M. Flaherty replied that needs further review. Previously we were concerned about enrollment, whereas now we are more concerned with completion. H. Bohleke added that the ICCB is not approving programs that have greater than 60 credits. C. Antonich added they will approve program that have above 60 or more credits with a good rationale. J. Murphy stated that is why when writing the rationales it is important to state 'why' the changes were made. A. Sharris gave an example of why a program may go beyond 60 credits, which may be due to a course credit being increased. K. Li stated that the general education credits remain the same, only the electives would change, and there are exceptions for programs that would go above 60 credits. J. Murphy inquired how to proceed with this recommendation. S. Campos replied that a recommendation was made by the CCC and brought up before Academic Senate for a vote when the AAS Degree was revised. M. Flaherty asked if we have enough time for discussion and input before bringing to the October Academic Senate meeting for a vote. He suggested having more discussion and gather input to bring to the November Academic Senate meeting. J. Murphy stated that we can put the word out for feedback, as there is not enough representation at the CCC meeting. **The AFAs in Music and Art, and AGS Degrees will be added to the November agenda, in addition to the AA Degree for more discussion and input regarding the reduction of the credits.** K. Li added that discussion had occurred with the Vice President of Academic Affairs regarding the AFA Degrees. S. Campos suggested bringing this up at Senate to initiate dialogue. **A. Turner suggested conducting a poll of other schools to see what the required number of hours are for their degrees. J. Murphy stated that we need to see what the ICCB required number of credits are for the AFA degrees. J. Murphy asked L. Wester to update the document from the former AA/AS Committee meetings. K. Li will work with the Arts and Sciences departments for their input.**

B.) Effective Dates of Programs and Courses – S. Misasi Maratto

S. Misasi Maratto stated that some of the effective dates, which are included in this packet reflect Spring 2018 and in speaking with the Scheduling Office she became aware that the sections for Spring 2018 have already been built with the old information, which requires the effective date be changed to Summer 2018. If the effective dates remain Spring 2018 and sections have already been built with the old information, those students who enroll in these sections would need to be dropped, the section be withdrawn, a new section would need to be created and those students would have to be re-added. Furthermore, in some cases, if the credit/lecture/lab is revised, that section may not fit their schedules. S. Campos asked if this also pertains to new courses. S. Misasi Maratto suggested that the effective date for submissions be at least two semesters out, which would give ample time for internal review and approvals and ICCB approval if needed. A. Sharris asked if this would also pertain to courses if only the title is changing. S. Misasi Maratto replied that it would, as the title

is captured on the students' permanent record. C. Antonich added that S. Misasi Maratto is suggesting leaving ample time for completion of all internal and external approvals prior to Scheduling building the sections for the next registration. M. Flaherty added that sufficient time is needed, especially if a course is up for review by the IAI panels. A. Sharris stated that she will be submitting a course for a title change at the November meeting, and inquired if the effective date should be Summer 2018, even though Scheduling is already asking for the Summer 2018 sections. She asked if a title change could be effective for Fall 2018 and still offer the course in Summer 2018 under the old title. H. Bohleke replied that she could. J. Murphy reiterated for clarification that the effective date for submissions should be two semesters out from the semester in which the course and/or program is submitted to Curriculum. M. Flaherty stated that if a course is an IAI course, and is completely revised, that it may take more than two semesters. K. Li stated that we can differentiate between a simple change and substantive changes or new programs that would require approval by the ICCB and IBHE. M. Flaherty stated that the effective dates can differ if the course is an IAI course or programs that need to go to the IBHE. K. Li added that the IAI have their own rules and if they reject the course for some reason, it may be a simple revision or it may need to go back to Curriculum to be revised, and the distinction would be if the change does not impact the IAI review. J. Murphy stated that there is less chance of the ICCB not approving a non-IAI course. S. Campos stated that the IAI only meets twice a year and J. Murphy added those meetings occur in October and March. M. Flaherty stated that therefore, a course would need to be submitted to Curriculum far enough in advance to complete the approval process in order to meet the IAI submission deadlines. K. Li added that if we do not comply with the IAI's request when courses are called for review, we could lose the IAI designation. C. Antonich added that the IAI rarely removes a designation, but we would not want to put our institution at risk. S. Misasi Maratto stated that most times when the IAI requests additional information, the information can be added to the syllabus, which does not require going through Curriculum. K. Li stated that the IAI also requests lab components in addition to the course outline and course syllabus for courses that include a lab, i.e. Chemistry. **J. Murphy suggested listing the effective date one year out from the semester the items are submitted, unless it is a minor change, and noted in the rationale. L. Samra stated that there previously was an IAI Major Panel for Speech, which was eliminated and has now been resurrected, so the Speech courses that fit the IAI's descriptors and were approved at today's meeting, would need to be submitted.** M. Flaherty stated that the effective date should depend on what the changes are that have been made to the course. S. Misasi Maratto stated that the only changes that do not require ICCB approval are the course description and an updating the textbook(s). **J. Murphy stated that for now the effective date will be one year out from the semester it is submitted to Curriculum.** A. Turner suggested conducting a quick poll to see what other schools are requiring and requested that the current list be updated. J. Murphy stated that further discussion will occur at Agenda Planning and we may possibly come up with a guide for effective dates.

Adjournment: J. Murphy adjourned the meeting at 3:40 p.m.

Submitted by: J. Murphy, Chairperson

Susan Misasi Maratto: Recording Secretary