

CALL TO ORDER/ROLL CALL

J. Murphy called the meeting to order at 2:38 p.m.

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

Members absent: (voting) L. Adeofe and W. Griffin

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

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

Agendee(s): J. Machonga, S. McClellan, K. Li, H. Bohleke and S. Campos (represented programs for the addition of Learning Outcomes), S. Campos (for T. Junge), J. Murphy, W. Justiz, P. Jensen

Visitor(s): J. Koslow-Martin and L. Kosrow

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes of November 1, 2018 passed unanimously, by voice vote.

J. Murphy congratulated P. Jensen on his new position as the Associate Vice President of Academic Innovation and Workforce Education.

OLD BUSINESS

<u>Item No.</u>	<u>Course/Curr No.</u>	<u>Proposals</u>	<u>Readings</u>			<u>Action Taken</u>
			<u>1</u>	<u>2</u>	<u>3</u>	

18-173 MCM 120 Mass Communication rev crs X approved

J. Murphy noted that the prerequisite was removed, as determined at the November 1st meeting. M. Flaherty asked if written papers are required in the course. S. McClellan replied there are written documents that help students understand the fundamentals. M. Flaherty questioned if the students were not grammatically challenged. S. McClellan stated the students would be able to engage in the class.

Motion to approve item number 18-173, passed unanimously by voice vote.

18-177 C317C Surgical Technology Cert delete curr X approved

18-188 C444B Emergency Medical Responder delete curr X approved

18-189 C444C Public Safety Dispatcher delete curr X approved

J. Murphy stated that the above programs are being withdrawn, with recommendations by the Study Committee. The Emergency Medical Responder and Public Safety Dispatcher programs never ran. The Surgical Technology Certificate was withdrawn, as an Associate in Applied Science Degree is now required, which was recently developed, therefore, the certificate was no longer needed.

Motion to approve item numbers 18-177, 18-188 and 18-189, passed unanimously by voice vote.

NEW BUSINESS

Item No.	Course/Curr No.	Proposals	Readings			Action Taken
			1	2	3	
18-190	DIS 111	Intro to Public Safety delete crs	X			approved
18-191	DIS 121	Law Enforce Dispatching delete crs	X			approved
18-192	DIS 131	Fire/EMS Dispatching delete crs	X			approved
		Emergency				
18-193	DIS 132	Medical Dispatcher delete crs	X			approved
		Emergency				
18-194	EMS 121	Medical Responder delete crs	X			approved

J. Murphy stated that the above courses were deleted, as the programs they were attached to were withdrawn.

Motion to approve item numbers 18-190 through 18-194, passed unanimously by voice vote.

18-195	C280A	Facilities Engineer Tech rev curr	X			approved
		Facilities				
18-196	C380A	Engineering Tech Cert rev curr	X			approved
		Critical System				
18-197	C381A	Maintenance Certificate rev curr	X			approved
		Healthcare Facilities				
18-198	C382A	Maintenance Certificate rev curr	X			approved
18-199	C383A	Mobile Maintenance Cert rev curr	X			approved
		Hospitality Facilities				
18-200	C384A	Maintenance Certificate rev curr	X			approved

J. Murphy stated that the Learning Outcomes were added to the above FET programs.

Motion to approve item numbers 18-195 through 18-200, passed unanimously by voice vote.

18-201	C318A	Certified Medical Assistant rev curr	X			approved
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J. Murphy stated that the Learning Outcomes were added to the above CMA program.

Motion to approve item number 18-201, passed unanimously by voice vote.

		Diagnostic				
18-202	C217E	Medical Sonography rev curr	X			approved
		Diagnostic Medical				
18-203	C317E	Sonography Cert rev curr	X			approved

J. Murphy stated that the Learning Objectives and Learning Outcomes were added to the above DMS programs.

Motion to approve item numbers 18-202 and 18-203, passed unanimously by voice vote.

		Vascular Technology				
18-204	C517G	in Sonography Cert rev curr	X			approved

J. Murphy stated that the Learning Objectives and Learning Outcomes were added to the above DMS program.

Motion to approve item number 18-204, passed unanimously by voice vote.

18-205	C244A	Emergency Management	rev curr	X	approved
		Emergency			
18-206	C344A	Management Certificate	rev curr	X	approved
		Emergency			
18-207	C444A	Medical Technician	rev curr	X	approved
18-208	C243B	Fire Science	rev curr	X	approved
18-209	C343B	Fire Science Certificate	rev curr	X	approved
		Basic			
18-210	C444D	Operation Firefighter	rev curr	X	approved
18-211	C444E	Company Fire Officer	rev curr	X	approved
18-212	C444F	Advanced Fire Officer	rev curr	X	approved

J. Murphy stated that the Learning Objectives and Learning Outcomes were added to C244A, C344A and C444D; and Learning Outcomes were added to C444A, C243B, C343B, C444E and C444F.
Motion to approve item numbers 18-205 through 18-212, passed unanimously by voice vote.

18-213	C217B	Nuclear Medicine Tech	rev curr	X	approved
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J. Murphy stated that the Learning Objectives and Learning Outcomes were added to the above NUM program.
Motion to approve item number 18-213, passed unanimously by voice vote.

18-214	C218A	Nursing, A.S. Degree	rev curr	X	approved
18-215	C417E	Nurse Assistant Cert	rev curr	X	approved

J. Murphy stated that the Learning Outcomes were added to the above NUR and NAS programs.
Motion to approve item numbers 18-214 and 18-215, passed unanimously by voice vote.

18-216	NAS 100	Basic Nurse Assistant	rev crs	X	approved
		Nurse Assistant Care			
		of Patients			

18-217	NAS 101	With Alzheimer's	rev crs	X	approved
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J. Murphy stated that the course description and repeatability from 0 to 1 time were changed for NAS 100; the prerequisite and repeatability were changed from 0 to 1 for NAS 101.
Motion to approve item numbers 18-216 and 18-217, passed unanimously by voice vote.

18-218	C217I	Ophthalmic Technician	rev curr	X	approved
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J. Murphy stated that the Learning Objectives and Learning Outcomes were added, with HTH 281 removed from the above OPH program.
Motion to approve item number 18-218, passed unanimously by voice vote.

18-219	C216C	Surgical Technology	rev curr	X	approved
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J. Murphy stated that the Learning Objectives and Learning Outcomes were added to the above SRT program.
Motion to approve item number 18-219, passed unanimously by voice vote.

18-220	C4176G	Sterile Process Tech	rev curr	X	approved
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J. Murphy stated that the Learning Objectives, Learning Outcomes and AHL 101 were added; BIS 222 was removed from the above SPT program, as the content is covered elsewhere in the program. S. Campos added that AHL 101 will now be an option with AHL 120.
Motion to approve item number 18-220, passed unanimously by voice vote.

18-221	C248A	Architecture Degree	rev curr	X	approved
18-222	C448T	Architecture Certificate	rev curr	X	approved
		Architecture			
18-223	C448X	Design Certificate	rev curr	X	approved
		Building Information			
18-224	C448M	Modeling Certificate	rev curr	X	approved

J. Murphy stated that the Learning Outcomes were added to the above ARC and BIM programs.
Motion to approve item numbers 18-221 through 18-224, passed unanimously by voice vote.

18-225	C247D	Automotive Technology	rev curr	X	approved
18-226	C347C	Automotive Tech Cert	rev curr	X	approved
		Automotive Brake			
18-227	C447B	Suspension Certificate	rev curr	X	approved
		Automotive Engine			
18-228	C447C	Performance Certificate	rev curr	X	approved
		Automotive Engine			
18-229	C447D	Repair Certificate	rev curr	X	approved
		Automotive Transmission			
18-230	C447E	Repair Certificate	rev curr	X	approved
		Automotive Service			
18-231	C247E	Department Management	rev curr	X	approved
		Diesel Preventative			
18-232	AUT 137	Maintenance	new crs	X	approved
18-233	C247C	General Motors/AC Delco	rev curr	X	approved
18-234	C247J	Honda/Acura PACT	rev curr	X	approved
18-235	C347J	Honda/Acura PACT Cert	rev curr	X	approved

J. Murphy stated the Learning Outcomes were added to the above AUT programs. A new course, AUT 137, Diesel Preventative Maintenance, was added to C247E as a recommended elective. L. Wester asked if AUT 137 would be used as an optional course and J. Machonga replied that it would.
Motion to approve item numbers 18-221 through 18-235, passed unanimously by voice vote.

18-236	U230A06	Accounting and Business	rev curr	X	approved
18-237	C206A	Accounting/Finance	rev curr	X	approved
18-238	C306A	Accounting Assist Cert	rev curr	X	approved
18-239	C416A	Bookkeeping Certificate	rev curr	X	approved
18-240	C206B	Business Management	rev curr	X	approved
		Business			
18-241	C306B	Management Certificate	rev curr	X	approved
18-242	C306K	Financial Services Cert	rev curr	X	approved
18-243	C406D	Entrepreneurship Cert	rev curr	X	approved
		Certified Public Accountant			
18-244	C501A	Pathway Advanced Cert	rev curr	X	approved
18-245	C206J	Human Resources	rev curr	X	approved
18-246	C306F	Human Resources Cert	rev curr	X	approved

J. Murphy stated that the Learning Outcomes were added to the above ACC and BUS programs.
Motion to approve item numbers 18-236 through 18-246, passed unanimously by voice vote.

Computer Science

18-247	U230A11	Information Systems	rev curr	X	approved
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	Computer				
18-248	U230A12 Science Technical	rev curr	X	approved	
	Computer				
18-249	C207A Information Systems	rev curr	X	approved	
	Cybersecurity and				
18-250	C207S Information Assurance	rev curr	X	approved	
	A+ Microsoft Technician				
18-251	C407N Accounting Assistant	rev curr	X	approved	
	Office Application Cert-				
18-252	C407O Prep for Microsoft	rev curr	X	approved	
	Cybersecurity and				
18-253	C407S Information Assurance	rev curr	X	approved	
	Mobile, Web and Data Science				
18-254	C407T App Development	rev curr	X	approved	
	Cloud				
18-255	C407U Computing Systems	rev curr	X	approved	
18-256	C407V Database System	rev curr	X	approved	
	Geographic				
18-257	C407X Information Systems	rev curr	X	approved	
	Computer Network and				
18-258	C207F Telecomm Systems	rev curr	X	approved	
18-259	C407M Network Management	rev curr	X	approved	
18-260	C407J Web Technologies	rev curr	X	approved	
18-261	C407Y Systems Administration	rev curr	X	approved	
	Windows Programming				
18-262	C515C Advanced Cert	rev curr	X	approved	

J. Murphy stated that the Learning Outcomes were added to the above CIS programs.
Motion to approve item numbers 18-247 through 18-262, passed unanimously by voice vote.

	Criminal				
18-263	U224A43 Justice Administration	rev curr	X	approved	
	Criminal				
18-264	C243A Justice Administration	rev curr	X	approved	
	Criminal Justice				
18-265	C443B Adm Law Enforcement	rev curr	X	approved	

J. Murphy stated that the Learning Outcomes were added to the above CJA programs.
Motion to approve item numbers 18-263 through 18-265, passed unanimously by voice vote.

18-266	C446G Carpentry Certificate	rev curr	X	approved	
18-267	C235A Construction Technology	rev curr	X	approved	
18-268	C446H Plumbing Certificate	rev curr	X	approved	

J. Murphy stated that the Learning Outcomes were added to the above COT programs.
Motion to approve item numbers 18-266 through 18-268, passed unanimously by voice vote.

18-269	C248V ENT/Mechanical Design	rev curr	X	approved	
18-270	C249V ENT/Mechatronics	rev curr	X	approved	
18-271	C348B ENT/Design Certificate	rev curr	X	approved	
18-272	C446I ENT/Electrical Certificate	rev curr	X	approved	
18-273	C448S ENT/Fabrication Cert	rev curr	X	approved	

18-274	C448V	ENT/Mechatronics Cert	rev curr	X	approved
18-275	C448Y	ENT/Welding Certificate	rev curr	X	approved
18-276	C548E	ENT/CAD Advanced Cert	rev curr	X	approved

J. Murphy stated that the Learning Outcomes were added to the above ENT programs.
Motion to approve item numbers 18-269 through 18-276, passed unanimously by voice vote.

18-277	C206M	Baking and Pastry	rev curr	X	approved
18-278	C306H	Baking and Pastry Cert	rev curr	X	approved
18-279	C206L	HIA/Culinary Arts	rev curr	X	approved
18-280	C306J	Beverage Management	rev curr	X	approved
18-281	C420A	Culinary Training	rev curr	X	approved

		Hotel/			
18-282	C206H	Motel Management	rev curr	X	approved
18-283	C406F	Hotel/Motel Certificate	rev curr	X	approved
18-284	C206F	Restaurant Management	rev curr	X	approved

		Restaurant			
18-285	C306C	Management Certificate	rev curr	X	approved

J. Murphy stated that the Learning Outcomes were added to the above HIA programs.
Motion to approve item numbers 18-277 through 18-285, passed unanimously by voice vote.

18-286	C201A	Horticulture	rev curr	X	approved
18-287	C401C	HRT/Ground Maintenance	rev curr	X	approved

		Sustainable			
18-288	C201E	Agriculture Technology	rev curr	X	approved

J. Murphy stated that the Learning Outcomes were added to the above HRT programs.
Motion to approve item numbers 18-286 through 18-288, passed unanimously by voice vote.

18-289	U230A31	Anthropology	rev curr	X	approved
18-290	U224A38	Philosophy and Logic	rev curr	X	approved
18-291	U224A42	Psychology	rev curr	X	approved
18-292	U224A44	Sociology	rev curr	X	approved

J. Murphy stated that the Learning Outcomes were added to the above programs.
Motion to approve item numbers 18-289 through 18-292, passed unanimously by voice vote.

18-293	U224A13	Education	rev curr	X	approved
		Early Childhood Credential			

18-294	C220A	Trans Pathway Level IV	rev curr	X	approved
		ECE/Credential Continuing			

18-295	C320A	Pathway Cert Level III	rev curr	X	approved
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18-296	C320C	Teacher Aide Certificate	rev curr	X	approved
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18-297	C420B	Infant/Toddler Care Cert	rev curr	X	approved
		Early Childhood Career			

18-298	C420C	Pathway Level II Cert	rev curr	X	approved
		Early Childhood Adm and			

18-299	C520A	Management Adv Cert	rev curr	X	approved
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J. Murphy stated the Learning Outcomes were added to the above EDU and ECE programs.
Motion to approve item numbers 18-293 through 18-299, passed unanimously by voice vote.

18-300	U230A27	Mathematics	rev curr	X	approved
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J. Murphy stated that the Learning Outcomes were added to the above MAT program.
Motion to approve item numbers 18-300, passed unanimously by voice vote.

18-301 U230A26 Biological Sciences	rev curr	X	approved
Biotechnology			
18-302 C226B Laboratory Technician	rev curr	X	approved
18-303 U230A28 Chemistry	rev curr	X	approved
18-304 U230A29 Environmental Science	rev curr	X	approved
18-305 U230A33 Geology	rev curr	X	approved
18-306 U230A34 Physics	rev curr	X	approved

J. Murphy stated that the Learning Outcomes were added to the above SCI programs.
Motion to approve item numbers 18-301 through 18-306, passed unanimously by voice vote.

Women's and			
18-307 U224A15 Gender Studies	rev curr	X	approved
18-308 U224A16 Foreign Languages	rev curr	X	approved
18-309 U224A46 History	rev curr	X	approved
18-310 U230A08 Economics	rev curr	X	approved

J. Murphy stated that the Learning Outcomes were added to the above SSC programs.
Motion to approve item numbers 18-307 through 18-310, passed unanimously by voice vote.

18-311 C248C Graphic Design	rev curr	X	approved
18-312 C348C Graphic Design Cert	rev curr	X	approved
18-313 C249C Digital Photography	rev curr	X	approved
18-314 C348O Digital Photography Cert	rev curr	X	approved

J. Murphy stated that the Learning Outcomes were added to the above VIC programs.
Motion to approve item numbers 18-311 through 18-314, passed unanimously by voice vote.

Mass Communication-			
18-315 U224A09 Multimedia	rev curr	X	approved
18-316 U224A50 Art (AFA)	rev curr	X	approved
18-317 U224A51 Music (AFA)	rev curr	X	approved
18-318 U224A52 Music Technology	rev curr	X	approved
18-319 U224A22 Speech Theatre	rev curr	X	approved
18-320 U224A23 Speech Communications	rev curr	X	approved

J. Murphy stated that the Learning Outcomes were added to the above VPA programs.
Motion to approve item numbers 18-315 through 18-320, passed unanimously by voice vote.

J. Murphy stated that some programs were not on the list to add the Learning Outcomes and some programs on that list were not announced that they may be withdrawn. English & Rhetoric, Radiology Technology and Health Sport and Exercise Science were submitted at the November 1st meeting to add the Learning Outcomes. In Spring 2019 those programs that were not submitted with the Learning Outcomes will come forward for withdrawal, submitted by the dean to the CCC, including Study Committee recommendations. The Study Committee will be comprised of the coordinator/chairperson, Dean of respective area, a Business representative and three members of the CCC, who will then review and vote on. J. Murphy suggested looking at the list for those programs. (e.g. Community Studies, Social and Political Science) L. Kosrow stated that some paperwork did not reach them and she suggested looking at the list that she emailed. J. Murphy stated that no action would be taken today to develop a Study Committee, as this is just in the

discussion stage.

J. Murphy noted that some sub-sets in the Pre-Profession emphasis will be moving into their own emphases and will be discussed prior to the February meeting. L. Kosrow added that we need to find where to house these emphases and persons who will write the Learning Outcomes. We can put in with the department and/or coordinator, as no one owns the Pre-Profession emphasis (for assessment purposes). J. Murphy stated that G. Guzman noted he does not know why this emphasis is in the Science Department. J. Murphy intends to move the Dietetics and Nutrition sub-set of the Pre-Profession emphasis to its own emphasis under the Associate in Science Degree. There is a need for people to take ownership and need to determine where these sub-sets fit best in Arts and Sciences. M. Flaherty stated that we need Pathways for Pre-Profession. D. Baker inquired if the first two years would get students into Medical school. J. Murphy inquired if the emphasis should be revised into one single emphasis. M. Flaherty replied that would not be a good idea, as the students would be taking different paths. D. Baker added that students would taking courses that aren't required if the subsets are combined. J. Murphy has not yet contacted Research to see if and how many students are enrolled. L. Wester stated that there are many Scholar's students enrolled in the sub-sets of the Pre-Profession emphases. L. Kosrow added that since there is no ownership, we should remove the Pre-Profession emphasis, as we do not have people to do assessment and suggested developing something similar to a transfer guide in its place. J. Murphy asked if someone will be developing the Learning Outcomes. L. Kosrow advocates for a Study Guide. M. Flaherty stated there is no such thing as an Associate of Art or Associate of Science in...a specialty. The sub-sets should not be housed in departments that would not pertain to them. The intent is to offer courses/programs that the students need. D. Baker questioned if Pre-Med could be housed under AA or AS. M. Flaherty replied, no and they wish to remove the Pre-Profession emphases. J. Murphy stated that G. Guzman, K. Li and J. Murphy will meet on this topic and asked to contact her if anyone wishes to join them, as there is a need to discuss the remainder of the sub-sets to determine if they meet the students' needs. S. Misasi Maratto checked with ICCB and we are allowed to list the AA and AS Degrees with the emphasis on the students' transcripts, as long as the AA and AS Degree is listed. L. Kosrow noted that she has issues with listing in catalog. M. Flaherty does not wish to remove the all of the Pre-Profession emphases. L. Wester added that the Pre-Profession path had smaller sub-sets until the Associate in Science Degree was reduced to 60 credits, when the full listings of sub-sets were created, including a few new ones. **S. Misasi Maratto was asked to see who originally submitted the Pre-Profession program.** L. Wester asked if the guided pathway has helped students. M. Flaherty stated that he would attend the meeting with J. Murphy regarding this issue. J. Murphy stated that she would value his expertise. The Associate in Fine Arts (AFA) in Art and Music will be withdrawn. There is no need to create Learning Outcomes for the Associate in General Studies gen-ed outcomes.

The Business program(s) that were not submitted are going to be revised, and include the Learning Outcomes, which will be submitted in Spring 2019.

The Criminal Justice Administration program(s), Corrections and Private Security will be withdrawn, along with the Paraprofessional Degree, some Horticulture programs and Hospitality Industry/Bread Baking. The Renewable Energy program is currently not being offered. H. Bohleke added that the programs would be inactivated, then withdrawn. L. Kosrow noted that these programs slated for withdrawal will be reviewed in Spring 2019. The Learning Outcomes for the Visual Communication programs will be submitted in Spring 2019. J. Murphy noted that her intention is to make everyone aware of programs that are being discussed for withdrawal.

OTHER:

A.) A.A.S. Degree General Education

The State requirement for general education in the AAS Degree is 15 credits, not specified from disciplines, and whereas, we require 15 credits from specified multiple disciplines. The question is do we keep the disciplines or leave it up to each program chair/coordinator to decide? L. Wester noted what our current AAS Gen-ed requirement is:

- 6 hours of Communication;
- 6 hours of Social and Behavioral Science/Humanities/Fine Arts; and
- 3 hours of Math or Science.
15 hours of general education

J. Murphy asked is we should keep this rule or leave up to the department chairs. L. Wester looked at what other community colleges require and most require courses from different disciplines. L. Wester noted that most ICCB schools mention diversity for the AAS Degree, but we do not. The ICCB recommends that diversity embedded in curriculum core courses if there is not in the gen-eds. H. Bohleke would question if there is diversity incorporated in their programs. L. Wester stated that there is a new governor coming on board and we will see what transpires. S. Campos stated that diversity is covered in the Health programs. L. Wester questioned if we would consider addressing recommending a diversity course in the future, as Oakton and Harper does. S. Campos asked S. Misasi Maratto if the diversity courses are noted in the catalog and she replied that they are noted by an asterisk (*). This is not to be voted on today, as this was put out there for discussion. J. Murphy suggested emailing her with any questions, recommendations or concerns. W. Justiz added that Triton is the least restrictive in our AAS requirements.

B) Listing Program Outcomes and Objectives, and Mapping

J. Murphy questioned where could we list the Learning Outcomes and where would program mapping be housed to make it accessible for the HLC, students and faculty. Currently, the Learning Outcomes will be listed in the in the College Catalog. S. Misasi Maratto added they will be included in each program description. J. Murphy questioned if the HLC would also be looking for Learning Objectives, along with Learning Outcomes for accreditation. S. Campos raised a concern that some programs have listed the Learning Objectives and others do not. J. Murphy asked if the Learning Objectives should be in one department or across all the programs. S. Campos replied they should be in all programs on the whole. J. Cody concurred with S. Campos. J. Murphy noted that the Learning Objectives are only one or two sentences. S. Campos added listing them by department would suffice. J. Cody agreed with S. Campos that this would not look consistent if some programs include the Learning Objectives and some do not. D. Baker stated they should be listed college-wide. S. Campos asked why put them on the catalog page. L. Kosrow advocated listing Learning Outcomes NOT Learning Objectives. J. Murphy asked if anyone thinks the Learning Objectives need to be in catalog. W. Justiz stated that some program descriptions cover objectives. S. Campos suggested removing the Learning Objectives for those that were submitted.

J. Murphy stated regarding Mapping: **courses need to be mapped to program Learning Outcomes, which will begin in Spring 2019. The program Learning**

Outcomes would be mapped to the gen-ed outcomes. This needs to be added to the Curriculum Proposal page. J. Murphy added that mapping would not be included in the College Catalog. L. Kosrow raised a concern that after completing all of the work that it would get lost and noted that when she was looking for some information, which is stored only by S. Misasi Maratto. J. Murphy stated that the course outlines are accessible in the Portal, but the programs are not.

IDEAS- documents could be added to portal.

W. Justiz stated that students have some access to course information. J. Murphy added that only faculty or Administrators have access, and it would be nice to have course outlines and curricula stored on Faculty Resources page, e.g. if the gen-ed requirement changed faculty would have to update their programs. S. Misasi Maratto stated that the Curriculum Management module may be a good tool. J. Murphy asked if there would be an additional cost. S. Misasi Maratto was not sure. **D. Baker added that we need to look into the Curriculum Management module, even if there is a cost and we could begin asking, as this is important because it's costing us in the long run. S. Misasi Maratto and D. Baker will discuss monies needed for Assessment.** J. Murphy noted that it is frustrating to keep changing forms. D. Baker added let's give this a try. S. Campos stated it would be worth it to make the CCC process easier. **J. Cody asked why we need to change the course outline. J. Murphy replied that the gen-ed have been reduced to five and need to be updated within one year,** along with mapping each course to the gen-ed outcomes. L. Kosrow stated that mapping would be completed next semester. J. Murphy stated that S. Misasi Maratto, D. Baker and herself would look into making the course outline more of a live document than a WORD doc. S. Campos added they should all be housed in one area. D. Baker suggested we look at proprietary software, as she is working on the new budget, adding a line for Assessment (stipend) in professional development. H. Bohleke asked if there is other kinds of software that handles Assessment. S. Misasi Maratto replied that recently two companies have emailed her regarding Assessment software. L. Wester noted that the only time students ask for the course outline is sometimes when they transfer. D. Baker asked if the HLC gave any criteria in their report. We need management support for this body because if the process is made easier, the faculty would do regularly. It seems that assessment and curriculum are becoming more the same. **J. Murphy will look into this and have answers by February.**

C) CCC Spring 2019 Dates & Deadlines

CCC Dates and Deadlines are now accessible in the portal. January 14, 2019 is the dean's submission deadline for the February 7th meeting.

Adjournment: J. Murphy adjourned the meeting at 3:58 p.m.

Submitted by: J. Murphy, Chairperson

Susan Misasi Maratto: Recording Secretary