

**CALL TO ORDER/ROLL CALL**

S. Campos called the meeting to order at 2:34 p.m.

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

**Members absent:** (voting) H. Bohleke

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

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

**Agendee(s):** D. Anderson, M. Enich, P. Jaswilko, M. Musker, W. Justiz, J. Cody, B. Zak, J. Fritz, C. Davis, S. Hughes, G. Brewer and J. Murphy

**Visitor(s):** M. Marizancen and G. Glowacki

**APPROVAL OF COLLEGE CURRICULUM MINUTES**

*Motion to approve the minutes of November 2, 2017, passed unanimously by voice vote.*

**OLD BUSINESS**

Item No.	Course/Curr No.	Proposals	Readings			Action Taken
			1	2	3	
17-89	CIS 121 Intro to Programming	rev crs		X		pulled
17-90	CIS 195 Program for Engineers	rev crs		X		pulled

J. Murphy noted that item numbers 17-89 and 17-90 were on the agenda for several meetings and are now pulled from the agenda, per the request by the department. S. Campos noted that CIS 195 is an IAI course, which has requested the course outline for review and should be updated prior to sending to them. J. Murphy stated that CIS 121 and CIS 195 are basically the same course and one should be deleted. L. Wester added that this was discussed at another CCC meeting this semester and eventually CIS 195 will be deleted.

*J. Murphy stated that item numbers 17-89 and 17-90 are pulled from the agenda for further review of duplication of content.*

17-130	C208A Financial Services	delete curr		X		approved
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J. Murphy stated that a Study Committee was formed and the outcome was unanimous to delete C208A, Financial Services.

*Motion to approve item number 17-130, passed unanimously by voice vote.*

		Basic				
17-135	C217G Addiction Counseling	delete curr		X		approved

**Basic Addiction**

**17-136 C417D Counseling Certificate delete curr X approved**

J. Murphy stated that a Study Committee was formed and the outcome was unanimous to delete C217G, Basic Addiction Counseling Degree and C417D, Basic Addiction Counseling Certificate. *Motion to approve item numbers 17-135 and 17-136, passed unanimously by voice vote.*

**NEW BUSINESS**

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

**Integrated College**

**17-151 RHT 098 Reading and Writing I new crs X approved**

*Motion to approve item number 17-151, passed unanimously by voice vote.*

**Medical Assistant**

**17-152 CMA 102 Administrative App I rev crs X approved**

**Medical Assistant**

**17-153 CMA 103 Administrative App II rev crs X approved**

**Medical Assistant**

**17-154 CMA 110 Clinical Applications I rev crs X approved**

**Medical Assistant**

**17-155 CMA 130 Clinical Applications II rev crs X approved**

**Medical Assistant**

**17-156 CMA 180 Laboratory Applications rev crs X approved**

*Motion to approve item numbers 17-152 through 17-156, passed unanimously by voice vote.*

**Nursing,**

**17-157 C218A Associate Degree rev curr X approved**

**17-158 C317D Nursing, Practical inactive curr X approved**

**Pharmacology and**

**17-159 AHL 112 Drug Administration new crs X approved**

**Nursing**

**17-160 NUR 106 Concepts and Practice new crs X approved**

**Introduction to**

**17-161 NUR 107 Nursing Roles new crs X approved**

**17-162 NUR 108 Nursing Roles Clinical new crs X approved**

**17-163 NUR 109 Physical Assessment new crs X approved**

**17-164 NUR 111 Adult Health Concepts I new crs X approved**

**17-165 NUR 113 Adult Health Clinical I new crs X approved**

**17-166 NUR 116 Adult Health Concepts II new crs X approved**

**17-167 NUR 117 Adult Health Clinical II new crs X approved**

**Transit from LPN to ADN**

**17-168 NUR 185 Registered Nurse Student rev crs X approved**

**17-169 NUR 207 Mental Health Concepts new crs X approved**

**17-170 NUR 208 Mental Health Clinical new crs X approved**

**17-171 NUR 209 Maternal Child new crs X approved**

**17-172 NUR 211 Maternal Child Clinical new crs X approved**

**17-173 NUR 213 Pediatric Health Concepts new crs X approved**

<b>17-174</b>	<b>NUR 214</b>	<b>Pediatric Concepts Clinical</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>17-175</b>	<b>NUR 215</b>	<b>Adult Health Concepts III</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>17-176</b>	<b>NUR 216</b>	<b>Adult Health Clinical III</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>Leadership and Role</b>					
<b>17-177</b>	<b>NUR 217</b>	<b>Transition Concepts</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>Leadership and Role</b>					
<b>17-178</b>	<b>NUR 218</b>	<b>Transition Concepts Clin</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>17-179</b>	<b>NUR 219</b>	<b>Exit Seminar</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>

J. Murphy noted that P. Jaswilko revised the wording to the 'Program Prerequisites' and 'Prerequisite Courses' for C218A, Nursing, Associate Degree to read, 'completion of MAT 085 or MAT 170 or successful placement scores permitting entrance into MAT 110, MAT 111, MAT 114, MAT 124 or MAT 131, and RHT 101'. P. Jaswilko added that NUR 109 was added to semester three as an option only for LPNs. S. Campos asked if the program can be published. S. Misasi Maratto replied yes, as long as 'Pending ICCB Approval' is noted after the program title. A. Turner questioned if provisions have been made for students to complete who are in the current Nursing program. P. Jaswilko replied that they will be taken counseled. J. Murphy stated that C317D, Nursing, Practical has been inactivated and no new students would be allowed to enter. S. Campos commended P. Jaswilko for his diligent work to complete the Nursing program revision. J. Murphy added that it was an asset that P. Jaswilko conveyed the information requested in the TRC.

*Motion to approve item numbers 17-157 through 17-179, passed unanimously by voice vote.*

<b>Basic</b>					
<b>17-180</b>	<b>C444D</b>	<b>Operations Firefighter</b>	<b>new curr</b>	<b>X</b>	<b>approved</b>
<b>17-181</b>	<b>C444E</b>	<b>Company Fire Officer</b>	<b>new curr</b>	<b>X</b>	<b>approved</b>
<b>17-182</b>	<b>C444F</b>	<b>Advanced Fire Officer</b>	<b>new curr</b>	<b>X</b>	<b>approved</b>
<b>Emergency Medical</b>					
<b>17-183</b>	<b>EMS131</b>	<b>Technician</b>	<b>rev crs</b>	<b>X</b>	<b>approved</b>
<b>Basic</b>					
<b>17-184</b>	<b>FIR 121</b>	<b>Fire Fighter Module A</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>Basic</b>					
<b>17-185</b>	<b>FIR 122</b>	<b>Fire Fighter Module B</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>Basic</b>					
<b>17-186</b>	<b>FIR 123</b>	<b>Fire Fighter Module C</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>Basic</b>					
<b>17-187</b>	<b>FIR 124</b>	<b>Fire Fighter Awareness</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>Hazardous</b>					
<b>17-188</b>	<b>FIR 125</b>	<b>Materials Operations</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>17-189</b>	<b>FIR 195</b>	<b>Fire Service Instructor I</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>17-190</b>	<b>FIR 196</b>	<b>Fire Service Instructor II</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>17-191</b>	<b>FIR 204</b>	<b>Company Fire Officer I</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>17-192</b>	<b>FIR 205</b>	<b>Company Fire Officer II</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>17-193</b>	<b>FIR 206</b>	<b>Advanced Fire Officer</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>17-194</b>	<b>FIR 252</b>	<b>Incident Safety Officer</b>	<b>new crs</b>	<b>X</b>	<b>approved</b>
<b>17-195</b>	<b>FIR 261</b>	<b>Fire Service Internship</b>	<b>rev crs</b>	<b>X</b>	<b>approved</b>

W. Justiz stated that C444F, advanced Fire Officer Certificate is not an 'advanced' certificate, which requires a degree, but is a basic certificate with the title of 'advanced'. L. Wester asked when a prerequisite states that the student must be a firefighter. Would the student need to verify this by showing verification? W. Justiz replied the student would have to show proof of their certification from the State Fire Marshal. M. Flaherty asked W. Justiz if he would consider signing students into the

next course, as he does with the Scholar's students. W. Justiz replied yes, he has thought about registering the students. L. Wester added that the counselors would need to know what to ask the student for to fulfill the course prerequisite. A. Turner added if the students should be asked for their certification and a copy of the documentation. W. Justiz replied, yes and he can also be contacted for a signature. The courses will be published. J. Murphy asked if the program prerequisite should be changed to reflect this requirement. M. Flaherty added that it is not listed in the course description either and added that he registers the Scholar's students for their entire schedule. W. Justiz stated that the prerequisite for the certificate would also pertain to all of the courses. L. Wester stated that would work only at first. W. Justiz stated that he has included the requirement in each course prerequisite. S. Campos stated that W. Justiz could sign for the course, as they cannot show the certificate alone. L. Wester asked if the students need to show some kind of proof, then would the counselors be responsible for. A. Turner asked if the student has credentials, can they register online. W. Justiz replied they would need to come in person. J. Murphy requested current Advisory Minutes for the new certificates, courses and revisions. W. Justiz stated that the Advisory Minutes are the latest and these submissions were held up by the changes the State made. J. Murphy stated that should be noted in the rationale, as all curriculum changes are required to support the changes being made. **The prerequisite for EMS 131 will read, 'High school graduate or 'High School Equivalency and at least 18 years of age by time of State exam' striking exception of Dual Credit students ....** C. Antonich stated that the prerequisite for any college course is the same required for dual credit students. S. Misasi Maratto noted that what is listed in the course prerequisite will be honored and entered in Colleague, and added if a requirement is not stated in the prerequisite there is no restriction for the course. J. Murphy added that the topics and some objectives could be enhanced, especially FIR 204, FIR 205 and FIR 206. W. Justiz stated that he revised his last submissions and the State told him not to revise anything. L. Wester stated these items can be voted on, but do not know if the State will question anything. W. Justiz stated if the State denies the courses, he will go back to the Fire Marshal at the State. J. Cody asked if he did not use the exact verbiage the State has, they would give him a hard time? W. Justiz replied they would or they might deny them. J. Cody asked would not the State recognize that he captured the meaning if he reworded the topics and objectives. J. Murphy asked if he had revised courses in the past. S. Campos stated that the ICCB asked them to revise. W. Justiz stated that the courses had to be changed through the curriculum process. M. Flaherty added that under this circumstance W. Justiz needs to proceed this way. J. Murphy stated that the Committee is not here to criticize, only to ensure that the State will approve our submissions.

*Motion to approve item numbers 17-180 through 17-195, passed unanimously by voice vote, with the revision to the prerequisite for EMS 131.*

**OTHER: A.) Updating Course Outlines – J. Murphy**

J. Murphy stated that the Higher Learning Commission (HLC) is coming to Triton in March 2018 and we need to have updated electronic copies of all courses, which include Assessment and General Education Outcomes. She added if the course outlines are 6 plus years old, they would need to be updated through the Curriculum process. L. Wester suggested everyone review their courses as there is some talk the HLC will be reviewing them. M. Flaherty stated there is not enough preparation to get out the message and most people won't get the message and suggested sending out a notification to chairs and coordinators. J. Murphy asked deans to contact them. S. Misasi Maratto added that any course outlines prior to 2011 would need to be revised to the new curriculum format.

**B). Course Outline Necessary for Each Course Offered – J. Murphy**

J. Murphy stated that a course outline is required for any course that is offered, as the HLC may request them. S. Campos stated that these courses should come to Curriculum in February if the HLC is coming in March. H. Bohleke added that he is concerned that some of the course outlines in his area are older. S. Misasi Maratto developed a Log of course and program changes from 1993 to the present. K. Li questioned if there is any alignment with TK20.

S. Misasi Maratto stated that the College Curriculum Committee will meet in a new room next Spring. J. Murphy stated the room number is E-202.

**Adjournment:** J. Murphy adjourned the meeting at 3:20 p.m.

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

**Susan Misasi Maratto:** Recording Secretary