



## AGENDA & NOTES

Name of Committee or Team: **Curriculum Committee**

Recording link: <https://lccedu.webex.com/lccedu/ldr.php?RCID=30e40ac10ad087c12fe2ba34358f63dd>

- **Committee Members Present via WebEx:** Courtney Geisel, Mark Kelland, Tami McDiarmid, Rafeeq McGiveron, Matt Boeve, Heather Bunce, James Allen, Ami Ewald
- **Resource Members Present via WebEx:** Josie Sebastian, Nicole Olszowy, Laurie Kinne, Kelly Ellis, Jackie Womble
- **Guest:** n/a
- **Scribe:** Penny Tucker

Date: July 10, 2023

Time: 9:00 – 11:00 am

Room: WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Welcome to new Chair, Courtney Geisel!	<del>9:00-9:05</del> 9:01-9:08	<ul style="list-style-type: none"> <li>• All members attending introduced themselves</li> </ul>	
Approval of the July 10, 2023 Agenda	<del>9:05-9:10</del> 9:08-9:09	<ul style="list-style-type: none"> <li>• Added corrections notes from 5/3/23 meeting.</li> <li>• Discussion: none</li> <li>• Approved with amendments without objection</li> </ul>	APPROVED WITH AMENDMENTS WITHOUT OBJECTION
Approval of minutes from CC meeting on May 3, 2023 <i>(All)</i>	<del>9:10-9:15</del> 9:09-9:10	<p>Corrections to the minutes per Mark Kelland:</p> <ul style="list-style-type: none"> <li>• CC &amp; Degree Works: Since I assume there is still a Zack, it should say “Zack not in attendance and no updates.”</li> <li>• Processes: Responding to requests...: The third bullet point is a little confusing – it suggests things need to be processed at once (as in urgently). Could change it to “Mark recommends having all types continue, withholding judgement until multiple tickets are processed at one time.” And for the next step: “Committee will continue to use the SharePoint process...” (i.e., we decided to do it, not to merely recommend it)               <ul style="list-style-type: none"> <li>○ Response to Mark: As for the Processes update, this is an ongoing discussion with the CIMT Reps and the Provost so that is why I put “recommend” rather than</li> </ul> </li> </ul>	APPROVED WITH AMENDMENTS WITHOUT OBJECTION

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		<p>a straight this is “commitment”. The discussion seemed more as if we would try on a longer trial period rather than a full commit. If not, would like others input.</p> <ul style="list-style-type: none"> <li>• Chair Elect Language: Nothing was approved, as there were no motions. The language merely reflected the changes that were implemented by the Academic Senate. I would say – “Academic Senate amendments to the charter were acknowledged without concern.”</li> <li>• The motion to approve the CIMT doc was made by me, not by Mark L (who is that, anyway?)</li> <li>• Objections to corrections: none</li> <li>• Approved with corrections without objections</li> </ul>	
<p>Approval of CC consent agenda (All) <b>Course Expedited Revisions Approved by Director of Assessment and CC Reviewed:</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>	<p><del>9:15</del> 9:10</p>	<p>none</p>	<p>n/a</p>
<p>CC + CASL Work Group Update Learning Outcomes (Tami M. / Courtney G.)</p>	<p><del>9:15-9:20</del> 9:10</p>	<p>Per Tami: No CASL workgroup this summer; following in Fall and hand off to Courtney</p>	<p>Update at next meeting</p>
<p>CC &amp; Degree Works Update (Zachary Foster)</p>	<p><del>9:20-9:25</del> 9:11</p>	<p>Not in attendance</p>	<p>Update at next meeting</p>
<p>5-Star Ticket / Curriculum Committee Webpage Update</p> <p>SOP updates</p> <p>5-Star Worksheet Updates (Penny T)</p>	<p><del>9:25-9:40</del> 9:11-9:24</p>	<ul style="list-style-type: none"> <li>• <a href="#">Guidebook</a>, and <a href="#">LMS video</a> - Updates Pending</li> <li>• LMS video still pending updates</li> <li>• Guidebook edits still pending</li> <li>• SOPs are being updated as we are using Academic Coordinators in A&amp;S so the SOPs need to say CIMT Reps or designees. Discussion?</li> <li>• Mark encourages CIMT Reps/Academic Coordinators</li> </ul>	<p>Updates at next meeting</p>

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		<ul style="list-style-type: none"> <li>• Rafeeq and Tami strongly agree.</li> <li>• SOPs will be updated to represent CIMT Reps/Academic Coordinators</li> <li>• Additional changes to SOPs made about TRT Chair, grammatical changes.</li> <li>• Suggest removal of TRT Chair to TRT</li> <li>• Last Friday has a 2-hour meeting to annual review of the 5-star worksheets with CIMT Reps and Academic Coordinators. Worksheets are streamlined, updated language.</li> <li>• Webpage will be revamped to make more user friendly.</li> <li>• Tami encourages all CC members to review the changes on worksheets to become familiar for their division and help guide their faculty.</li> </ul>	
Member Update: CEWD needed (Courtney/Rafeeq)	<del>9:40-9:50</del> 9:24-9:28	<ul style="list-style-type: none"> <li>• Ian Leighton has stepped down from committee due to obtaining a new position at the college.</li> <li>• Request for new member was sent to Nancy Dietrich at CEWD.</li> <li>• Reviewed current member list. If unable to continue as a member, contact <a href="mailto:LCC-CC-CC_Chair@star.lcc.edu">LCC-CC-CC_Chair@star.lcc.edu</a> and advise</li> <li>• As Tami is listed as Ex-Officio, do we need to get another TC member as a voting member.</li> <li>• Mark advised as Ex-Officio does have a vote</li> <li>• Tami advise she will inquire with the new Scott, new academic senator</li> <li>• FYI: Cathy Wilhm has retired, Shon'ta Dwyer is Interim Dean and Dennis Pipper is Interim Associate Dean at TC</li> </ul>	New CEWD member needed; pending advisement
Expectation under HLC guidelines of monitoring content changes in courses/programs (Mark K.)	<del>9:50-10:00</del> 9:28-9:37	<ul style="list-style-type: none"> <li>• Screening if program has 25% or more changes</li> <li>• Not many have been done recently</li> <li>• Provost wants to put a process in place to which CC monitors significant changes to content of a program, which includes courses, overtime.</li> <li>• Long-term rather than pressing need, starts from last accreditation visit. Anticipate October 2024 will be implemented.</li> <li>• Mark will take lead at that time.</li> </ul>	Follow up at future meetings to establish a process.

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		<ul style="list-style-type: none"> <li>James A: What's the criteria for 25%? A 25% change in course outcomes, credit hours, assignments/tests?</li> <li>Mark: content change of program, credit hours are different. Will need to evaluate. Example: change in Nursing program of how teachers teach, but content was not changed. Computer programs may keep same courses, but change in the change content. Learning Outcomes will be the biggest point.</li> <li>Courtney: how do we track changes? Individual course or program in general to get to 25%?</li> <li>Mark: technically HLC looks at programs, but courses make up programs. HLC do not distinguish gen ed as part of the program.</li> </ul>	
<b>Items for Review</b>			
<p><b>New Courses:</b></p> <ul style="list-style-type: none"> <li>DMAC 255-Digital Presentation &amp; Signage</li> <li>MATH 095-Foundations of Technical Math</li> </ul>	<p><del>10:00-10:20</del> 9:37-10:33</p>	<p>DMAC 255</p> <ul style="list-style-type: none"> <li>Updated Course Description from Rob Lowe: This course focuses on environmental digital media. Using production and design tools, students will create presentations for open spaces and non-standard resolution venues, as well as retail outlets, restaurants, airports, and other public hubs. This includes simple photo/video and graphics to complicated touch-screen interactions. Students may earn over 30 industry acknowledged certifications.</li> <li>Mark moves to approve course, Tami seconds</li> <li>Discussion: none</li> <li>Approved without objection</li> </ul> <p>MATH 095</p> <ul style="list-style-type: none"> <li>Rafeeq supports Matt Boeve comment that the course title should be consistent with support courses</li> <li>Matt B stated It sounds like a stand-alone course</li> <li>Mark agrees also</li> </ul>	<p>APPROVED WITHOUT OBJECTIONS:</p> <ul style="list-style-type: none"> <li>DMAC 255-Digital Presentation &amp; Signage</li> <li>MATH 095-Foundations of Technical Math</li> </ul>

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		<ul style="list-style-type: none"> <li>Laurie can't disagree; stated sounds like it is a stand alone course.</li> <li>Mark moves to approve new course, Tami seconds</li> <li>Discussion: none</li> <li>Approved without objections</li> </ul>	
<b>Course Revisions:</b> <ul style="list-style-type: none"> <li>n/a</li> </ul>	<del>10:20</del> 10:33	n/a	n/a
<b>Expedited Revisions:</b> <ul style="list-style-type: none"> <li>n/a</li> </ul>	<del>10:20</del> 10:33	n/a	n/a
<b>New Programs/Pathways:</b> <ul style="list-style-type: none"> <li>n/a</li> </ul>	<del>10:20</del> 10:33	n/a	n/a
<b>Program of Study Discontinuation:</b> <ul style="list-style-type: none"> <li>Sustainability, CA (1487)</li> </ul>	<del>10:20-10:40</del> 10:33-10:38	<ul style="list-style-type: none"> <li>Mark moves to approve, Rafeeq seconds</li> <li>Discussion: none</li> <li>Approved without objection</li> </ul>	Approved without Objection: <ul style="list-style-type: none"> <li>Sustainability, CA (1487)</li> </ul>
<b>General Ed-Applied / MTA Course Proposal</b> <ul style="list-style-type: none"> <li>n/a</li> </ul>	<del>10:40</del> 10:38	n/a	n/a
<b>CIMT Course Revisions:</b> <ul style="list-style-type: none"> <li>MSGE 110</li> <li>CITF 108</li> </ul> (Any courses on CIMT Course Revision .pdf document that are highlighted in blue are pending cc course reviews and are NOT listed here.)	<del>10:40-10:50</del> 10:38-10:44	From 2022-23 CIMT Course Revision Form: <ul style="list-style-type: none"> <li>MSGE 110               <ul style="list-style-type: none"> <li>Change: Massage for Beginners (previously Massage for Non-Majors). Change effective FA '23. Massage Advisory Committee suggested changing the title to attract more students to the course. Course not on any pathways. Provost Provisional Approval 05/08/2023</li> <li>Rafeeq: not on program, if for beginners, students wouldn't assume that it would count towards their certificate/degree?</li> <li>Kelly: hope not, other title options suggested</li> </ul> </li> </ul>	Approved without Objections: <ul style="list-style-type: none"> <li>MSGE 110</li> <li>CITF 108</li> </ul>

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		<ul style="list-style-type: none"> <li>• Tami: what if a student takes and decides to go into Massage, can they count towards program?</li> <li>• Kelly: that is not the plan, as the student would not learn the any necessary skills</li> <li>• Mark: why is it not part of CEWD?</li> <li>• Kelly: it is cross-referenced with CEWD already.</li> </ul> <p>CITF 108</p> <ul style="list-style-type: none"> <li>• Cancel: This course is no longer being offered. Provost Provisional Approval 05/08/2023</li> <li>• Mark: Why?</li> <li>• Jackie: No one takes Microsoft Windows course. Many courses are cancelled and outdated.</li> <li>• Mark moves to approve CIMT revisions with CITF 108 reason of cancellation added, Tami seconds</li> <li>• Approved without objections</li> </ul>	
<p><b>Agenda Items for Future Meeting:</b></p> <p><b>Next Meeting:</b> September 13, 2023, 2:30pm</p>	<p><del>10:50-11:00</del> 10:44-10:47</p>	<ul style="list-style-type: none"> <li>• Human Services-Aging Studies CC- Program of Study Discontinuation will be submitted. The Teachout Plan is in process and delayed due to the retirement of the Program Director and admin/faculty vacations. Once submitted, Provost Provisional approval will be requested to expedite through additional process for Fall 2023.</li> <li>• Tracking content changing process – Mark K.</li> </ul> <p>Any questions or future meeting items, please email <a href="mailto:LCC-CC-CC_Chair@star.lcc.edu">LCC-CC-CC_Chair@star.lcc.edu</a></p>	<ul style="list-style-type: none"> <li>• Waiting for Human Services-Aging Studies CC Program of Study Discontinuation</li> <li>• Tracking content changing process</li> </ul>

Meeting adjourned at

WebEx Chat Information:

Polling Results: