



AGENDA & NOTES

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

Support Documents Link: [CC Meeting Information 2023.11.22](#)

Recording link: <https://lccedu.webex.com/lccedu/ldr.php?RCID=12ec333420bf1a8f4eecde2f48428c31> (unedited)

- **Committee Members Present via WebEx:** Ami Ewald, Courtney Geisel, Eric Bennett, James Allen, Laurie Bishop, Mark Kelland, Matthew Boeve, Tamara McDiarmid, Tracy Nothnagel, Michael Pemberton, Rafeeq McGiveron
- **Resource Members Present via WebEx:** Jackie Womble, Kelly Ellis, Mary Ellen Laatsch, Laurie Kinne
- **Guest(s):** Amy Keely, Diane Roose, Jeremy Davis, Adam Richardson
- **Scribe:** Penny Tucker

Date: December 6, 2023

Time: 2:30 – 4:30 pm

Room: WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the December 6, 2023 Agenda (Courtney G.)	2:30-2:35 2:32	<ul style="list-style-type: none"> • Changes: none • Discussion: none • Approved without objection 	Approved without objection
Approval of minutes from CC meeting on November 22, 2023 (All)	2:35-2:40 2:33-2:34	<p>Corrections to 11/22 minutes: New Course, ARTS 266:</p> <ul style="list-style-type: none"> • Mark moves to lay on the table ARTS 266 until the appropriate guest arrives • Approved to lay on the table • Mark moves to pick-up take from the table ARTS 266, Tami seconds • Brian B: develop student's portfolio for transfer purposes • Rafeeq, MTCA MCCA (Michigan Community College Association), multi-institution pathway • Rafeeq, recommended grade for ARTS 153, Laurie K don't most classes not require grade requirement I believe I said something more along the lines of "It's about 50/50 that a 	Approved with corrections without objection

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		<p>recommended course has a minimum grade attached to it.” Karen Hicks agreed with when he spoke with her.</p> <ul style="list-style-type: none"> Laurie K: understood, but take course without taking recommended, but taking it and getting a zero? I think it was something more like “You can take the course without taking the recommended course, which really isn’t much different than taking the recommended course and getting a zero.” Laurie K, don’t understand if they take it and don’t pass it I think there was also mention that the grade in the recommended course cannot be enforced and most likely won’t be tracked. Mark, Brian-you are faculty, I assume you are recommending this course be taken so the student would do better in ARTS 266. <p>New Programs/Pathways:</p> <ul style="list-style-type: none"> Mark objected and expressed concerned that this should not be continued on agenda. Mark withdraws objection as this maybe a back-end matter. <p>Program of Study Discontinuations:</p> <ul style="list-style-type: none"> Past-president Jeff Janowick reminded Senators to review the information that comes through on the CC Reports to the Senate. <p>Updates/Changes: none Discussion: none Approved with corrections without objection</p>	
<p>Approval of CC consent agenda (All) Course Expedited Revisions Approved by Director of Assessment and CC Reviewed:</p>	<p>2:40 2:34</p>	<ul style="list-style-type: none"> n/a 	<p>n/a</p>

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<ul style="list-style-type: none"> n/a 			
<p>CC + CASL Work Group Update Learning Outcomes (Penny T.)</p> <p>(includes Grade range on evaluation methods discussion)</p>	<p>2:40-3:00 2:34-2:44</p>	<p>Group met on 12/01. Discussed two possible options:</p> <p>A. Course Mapping B. Elaborating on the current evaluation types such as formative assignments and summative assignments.</p> <p>This matter will be discussed further at CC meeting in January, CASL meeting, and with the Assessment Coordinators by the Director of Assessment and then information will be returned to workgroup to discuss further.</p>	<p>Discuss further at 01/17/24 meeting.</p>
<p>CC & Degree Works Update (Zachary Foster)</p>	<p>3:00 2:44</p>	<ul style="list-style-type: none"> not in attendance 	<p>Forward to next meeting.</p>
<p>5-Star Ticket / Curriculum Committee Webpage Update Minutes on webpage (Penny T)</p>	<p>3:00 2:44-2:45</p>	<ul style="list-style-type: none"> Guidebook, and LMS video - Updates Pending No updates yet on LMS Video Guidebook almost completed Meeting minutes and Report to Senate are updated on the CC webpage. As of today, 168 tickets have been processed and completed since start of 23-24 academic year. 	<p>Forward to next meeting.</p>
<p>CEWD Member Update (Courtney)</p>	<p>3:00 2:45</p>	<ul style="list-style-type: none"> An Admin is interested, but the member must be faculty so Nancy is still looking. The Admin would be a great resource for the time being. 	<p>Pending new CEWD member.</p>
<p>Discussion about new course and credit determination (Mark K.)</p>	<p>3:00-3:10 2:46-2:57</p>	<ul style="list-style-type: none"> Transfer course: accreditation, transfer, or other. Should be only one selected. Discuss if we would allow more than two boxes. Mark moves that CC requires a single selection of basis to determine credits on a new course, Matt seconds. Discussion: Courtney, for new course only? Mark, yes. At times on revised courses, faculty can answer if changing credits, but only new courses at this time. 	<p>New course proposal worksheet will be updated in summer 2024 adding the word “primary” to What is the basis for determining the</p>

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		<ul style="list-style-type: none"> • Discussion: Eric, can it be accreditation and transfer? Mark, yes, but accreditation would be primary. Diane Roose advised that accreditation would trump others. • Matt suggested adding word “primary” on worksheet. • Objections: none • Approve without objection 	proposed number of credits?
Items for Review			
<p>New Courses:</p> <ul style="list-style-type: none"> • CITS 171-Intro to Basic Electronics • MEDA 110A-Intro MA Med Terms & Patho I • MEDA 110B-Intro MA Med Terms & Patho II • MEDA 126A-MA Administrative Skills I • MEDA 126B-MA Administrative Skills II • MEDA 156A-MA Clinical Procedures IA • MEDA 156B-MA Clinical Procedures IB • MEDA 177A-MA Practicum Immersion I • MEDA 177B-MA Practicum Immersion II 	<p>3:10-3:30 2:57-3:32</p>	<p>CITS 171:</p> <ul style="list-style-type: none"> • New course • Replacing CITS 170 • Motion to approve CITS 171, Tami M seconds. • Discussion: Matt B, The other courses that are taken with ENGL 098 have special support courses. Is it the intention of this course to allow a student with reading level 2 who also takes ENGL 098 to take the course? My initial thought is no, as I don't believe other CIT courses are doing this. Or might it make sense to lower the required reading level to 2? Adam: I am fine with someone taking this course if they have a reading level 2 or 3 and have the support course. However, I be hesitant to reduce the reading level to 2. • Remove “x” from NCAS and ENGL 098, Adam R approves • NCMA 106, Eric, should NCMA 106 be indicated as a “P”? Rafeeq, yes. • Matt: is P sufficient for NCMA 106? Rafeeq, inquired with Laurie K. Laurie K, no pre-reqs or information at this time. Matt, NCMA 106 course description prepares for MATH 117, 119, and STAT 170. • Objections: none 	<p>Approved without objection:</p> <ul style="list-style-type: none"> • CITS 171-Intro to Basic Electronics • MEDA 110A-Intro MA Med Terms & Patho I • MEDA 110B-Intro MA Med Terms & Patho II • MEDA 126A-MA Administrative Skills I • MEDA 126B-MA Administrative Skills II • MEDA 156A-MA Clinical Procedures IA

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		<ul style="list-style-type: none"> • Approved without objection <p>MEDA 110A:</p> <ul style="list-style-type: none"> • New course in Medial Assistant Program • Replacing MEDA 110 on pathways • Mark moves to approve, Laurie B seconds • Discussion: none • Objection: none • Approved without objection <p>MEDA 110B:</p> <ul style="list-style-type: none"> • New course in Medial Assistant Program • Replacing MEDA 110 on pathways • Matt B motions to approve, Mark seconds • Discussion: none • Objection: none • Approved without objection <p>MEDA 126A</p> <ul style="list-style-type: none"> • New course in Medial Assistant Program • Replacing MEDA 126 on pathways • Mark moves to approve, Laurie B seconds • Discussion: none • Objections: none • Approved without objection <p>MEDA 126B</p> <ul style="list-style-type: none"> • New course in Medial Assistant Program • Replacing MEDA 126 on pathways • Mark moves to approve, Ami E seconds • Discussion: none • Objections: none • Approved without objection 	<ul style="list-style-type: none"> • MEDA 156B-MA Clinical Procedures IB • MEDA 177A-MA Practicum Immersion I • MEDA 177B-MA Practicum Immersion II

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		<p>MEDA 156A:</p> <ul style="list-style-type: none"> • New course in Medial Assistant Program • Replacing MEDA 156 on pathways • Matt B moves to approve, Laurie B. seconds • Discussion: none • Objections: none • Approved without objection <p>MEDA 156B:</p> <ul style="list-style-type: none"> • New course in Medial Assistant Program • Replacing MEDA 156 on pathways • Mark moves to approve, Laurie B seconds • Discussion: none • Objections: none • Approved without objection <p>MEDA 177A:</p> <ul style="list-style-type: none"> • New course in Medial Assistant Program • Replacing MEDA 177 on pathways • Mark moves to approve, Ami E seconds • Discussion: Matt B regarding the additional comments, are they standard practice for all programs. Diane R, yes. • Objection: none • Approved without objection <p>MEDA 177B:</p> <ul style="list-style-type: none"> • New course in Medial Assistant Program • Mark moves to approve, Laurie B seconds • Discussion: none • Objections: none • Approved without objection 	

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<p>Course Revisions:</p> <ul style="list-style-type: none"> n/a 	<p>3:30 3:32</p>	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
<p>Expedited Revisions:</p> <ul style="list-style-type: none"> MKTG 120-Sales MKTG 210-Marketing on the Internet MKTG 229-Public Relations 	<p>3:30-3:45 3:32-3:53</p>	<p>MKTG 120:</p> <ul style="list-style-type: none"> In course description, change person to personal. Mark moves to approve changes, Laurie B seconds Discussion: none Objections: none Approved without objection <p>MKTG 210:</p> <ul style="list-style-type: none"> Outcome B question by Rafeeq: Outcome B should be either "Describe digital marketing within..." or "Describe the X digital marketing has within..." Remove "the" and "has" in outcome, Amy K/Jeremy D approve Outcome C, add comma after "programs, including" Mark moves to approve updates, Laurie B seconds Discussion: none Objections: none Approved without objections <p>MKTG 229:</p> <ul style="list-style-type: none"> Matt B moved to approve changes, Laurie B seconds Discussion: none Objection: none Approved without objections 	<p>Approved without objection:</p> <ul style="list-style-type: none"> MKTG 120-Sales MKTG 210-Marketing on the Internet MKTG 229-Public Relations
<p>New Programs/Pathways:</p> <ul style="list-style-type: none"> Robotics Technology (CA) - Update 	<p>3:45 3:53</p>	<ul style="list-style-type: none"> Per Jackie W, ticket has been canceled. When program ready to submit again, a new ticket will be created. 	<p>Will be removed from future</p>
<p>Program of Study Discontinuation:</p> <ul style="list-style-type: none"> Computer Security and Controls, CC (1818) 	<p>3:45-3:55 3:53-4:02</p>	<ul style="list-style-type: none"> Discontinue effective year: Fall 2024 Replaced with Cybersecurity Foundations, CC (1833) new pathway 	

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		<ul style="list-style-type: none"> • Teachout period would run from Fall 2024 to Summer 2027. • Laurie B moves to approve, Ami E seconds • Discussion: none • Objection: none • Approved without objection 	
General Ed-Applied / MTA Course Proposal <ul style="list-style-type: none"> • n/a 	3:55 4:02	<ul style="list-style-type: none"> • n/a 	n/a
CIMT Course Revisions: (Any courses on CIMT Course Revision .pdf document that are highlighted in blue are pending cc course reviews and are NOT listed here.) <ul style="list-style-type: none"> • AVAU 100 • AVAU 150 • AVAU 200 • GSCI 150 • GSCI 250 	3:55-4:00 4:02-4:06	<p>AVAU 100</p> <ul style="list-style-type: none"> • Change: Title change to Drone Flight Orientation - FAA Exam (was USA Exam - Flight Orientation. The program feels that most people don't know what UAS (Unmanned Aerial Systems)is but do recognize what a drone is and the "Unmanned" in the title can appear gender-specific <p>AVAU 150:</p> <ul style="list-style-type: none"> • Change: Title change to Drone Maintenance (was Unmanned Aircraft Sys. Maint.). The program feels that most people don't know what UAS (Unmanned Aerial Systems)is but do recognize what a drone is and the "Unmanned" in the title can appear gender-specific <p>AVAU 200</p> <ul style="list-style-type: none"> • Change: Title change to Advanced Drone Flight - Capstone (was Advanced UAD Flight - Capstone). The program feels that most people don't know what UAS (Unmanned Aerial Systems)is but do recognize what a drone is and the "Unmanned" in the title can appear gender-specific <p>GSCI 150</p> <ul style="list-style-type: none"> • Change: Title change to Drone Flight for Industry (was UAS Flight for Indutry). The program feels that most people don't know what UAS (Unmanned Aerial Systems)is but do recognize what a drone is and the "Unmanned" in the title can appear gender-specific 	Approved without objection: <ul style="list-style-type: none"> • AVAU 100 • AVAU 150 • AVAU 200 • GSCI 150 • GSCI 250

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		GSCI 250 <ul style="list-style-type: none"> Change: Title change to Drone Map Analysis (was UAS Map Analysis). The program feels that most people don't know what UAS (Unmanned Aerial Systems) is but do recognize what a drone is and the "Unmanned" in the title can appear gender-specific Laurie B moves to approve CIMT Course Revisions, Tracy seconds Discussion: none Objections: none Approved without objections	
Agenda Items for Future Meeting: Next Meeting: January 17, 2024, 2:30pm Any questions or future meeting items, please email LCC-CC-CC_Chair@star.lcc.edu	4:00-4:30	n/a Follow-Up: Expectation under HLC guidelines of monitoring content changes in courses/programs (Mark K.) – Postponed until 09/2024.	n/a

Meeting adjourned at 4:06

WebEx Chat Information:

December 6, 2023 2:32 PM from Tracy Nothnagel to everyone: I do have to jump to mobile at 3 but I can still here and talk a

December 6, 2023 2:33 PM from Laura Bishop to everyone: I hear strep is going around...

December 6, 2023 2:33 PM from Penny Tucker to everyone: CC Meeting Information 2023.11.22

December 6, 2023 2:47 PM from Penny Tucker to everyone: https://lansingcc-my.sharepoint.com/:f:/g/personal/tuckerp3_star_lcc_edu/EsOoQXJCxcZPpd_0Q7Bky48B07Ts80tp0VZc53pWNa5wJA?e=mMcV90

December 6, 2023 2:50 PM from Penny Tucker to everyone: Mark moves that CC requires a single selection of basis to determine credits on a new course, Matt seconds.

December 6, 2023 2:53 PM from Rafeeq McGiveron to everyone: Apologies for delay--am back

December 6, 2023 2:54 PM from Matthew Boeve to everyone: How about what is the "primary" basis for determining...

December 6, 2023 2:54 PM from Tracy Nothnagel to everyone: and ABA

December 6, 2023 3:10 PM from Adam Richardson to everyone: Cool! I have to stick around for another pathway :)

December 6, 2023 3:52 PM from Adam Richardson to everyone: Hah, I remember that commercial :)

December 6, 2023 3:54 PM from Laura Bishop to everyone: Fancy!

December 6, 2023 4:03 PM from Adam Richardson to everyone: I hope you all have a great day! :)

December 6, 2023 4:03 PM from Rafeeq McGiveron to everyone: Thanks, Adam--you, too!

Polling Results:

n/a