



## Minutes

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

**Support Documents Link:** [CC Meeting Information 2024.11.20](https://lccedu.webex.com/lccedu/ldr.php?RCID=a14876e6ed81aabf8e4dfcda9fa06e60)

**Recording link:** <https://lccedu.webex.com/lccedu/ldr.php?RCID=a14876e6ed81aabf8e4dfcda9fa06e60>

- **Committee Members Present via WebEx:** Courtney Geisel, Tamara McDiarmid, Adam Richardson, Ami Ewald, Eric Bennett, Heather Bunce, Ian Leighton, Laura Bishop, Lori Conn, Mark Kelland, Michael Pemberton, Tracy Nothnagel
- **Resource Members Present via WebEx:** Cheryl Garayta, Jackie Womble, Jaime Grant, Kelly Ellis, Laurie Kinne, Mary Ellen Laatsch, Nicole Olszowy, Ann Selleck
- **Guest(s):** David Schwinn, Melinda Hernandez, Timothy Kelley, Zachary Macomber, Marcy Bauman, Jeremy Davis, Carlotta Walker, Zachery Hatten
- **Scribe:** Penny Tucker

**Date:** November 20, 2024

**Time:** 2:10-4:10 pm

**Room:** WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the November 20, 2024 Agenda (Courtney)	<del>2:10-2:15</del> 2:13-2:14	<ul style="list-style-type: none"> <li>• From revised courses, remove ENGL 124 from the 1<sup>st</sup> review (listed twice)</li> <li>• Other changes: none</li> <li>• Objections: none</li> <li>• Approved with amendment without objection</li> </ul>	Approved with amendment without objection
Approval of minutes from CC meeting on November 6, 2024 ( <i>All</i> )	<del>2:15-2:20</del> 2:14	<ul style="list-style-type: none"> <li>• Changes: None</li> <li>• Objections: none</li> <li>• Approved without objection</li> </ul>	Approved without objection
Approval of CC consent agenda ( <i>All</i> ) <b>Course Expedited Revisions Approved by Director of Assessment and CC Reviewed:</b> <ul style="list-style-type: none"> <li>• COMM 270-Mass Communication</li> <li>• ENGL 267-Brit Lit 1800 to Present</li> </ul>	<del>2:20-2:25</del> 2:14-2:15	Changes: none Objections: none Approved without objection	Approved without objection: <ul style="list-style-type: none"> <li>• COMM 270-Mass Communication</li> <li>• ENGL 267-Brit Lit 1800 to Present</li> </ul>
CC + CASL Work Group Update	<del>2:25-2:30</del>	<ul style="list-style-type: none"> <li>• Postpone until Mark arrives at meeting</li> </ul>	Continue to follow up

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Learning Outcomes (Mark K.)	2:15 3:47-3:53	<ul style="list-style-type: none"> <li>• Tami M moves to pickup CC/CASL work group, Tracy N seconds</li> <li>• Discuss status of setting up D2L for assignments based on categories</li> <li>• On course to roll out in Academic Senate next year</li> <li>• Laurie K: how will affect the master syllabi?</li> <li>• Mark, can't answer directly, his case, no changes come to CC. It may direct some changes for other courses to changes through CC.</li> <li>• Mark recommends another large group meeting to regroup on the charge of original offerings</li> </ul>	
5-Star Ticket / Curriculum Committee Webpage Update	<del>2:30-2:35</del> 2:15-2:16	<ul style="list-style-type: none"> <li>• Worksheet updates were approved by Academic Senate</li> <li>• Penny will forward updated worksheets to Academic Coordinators and CIMT Reps, also update webpage</li> </ul>	Continue to follow up at next meeting
CC Approvals prior to next Academic Senate Meeting Advisement (Penny)	<del>2:35-2:40</del> 2:16-2:24	Due to Academic Senate canceling 12/13/24 meeting, Provost has agreed to review information approved at CC and provide Provisional Approval until 1/24/25 meeting.	Penny will forward CC Report to Academic Senate to Provost for review and approval, then follow up with Academic Coordinators and CIMT Reps.
<b>Items for Review</b>			
<b>New Courses:</b> <ul style="list-style-type: none"> <li>• CHEM 255-Biological Chemistry</li> </ul>	<del>2:40-2:50</del> 2:24-2:29	CHEM 255 <ul style="list-style-type: none"> <li>• New Course</li> <li>• Prior CHEM 130, similar course, canceled</li> <li>• Questions: Eric, does it transfer to MSU - yes</li> <li>• Heather moves to approve, Laurie B seconds</li> <li>• Discussion: none</li> <li>• Objections: none</li> <li>• Approved without objection</li> </ul>	Approved without objection: <ul style="list-style-type: none"> <li>• CHEM 255-Biological Chemistry</li> </ul>
<b>Course Revisions:</b> <b>2<sup>nd</sup> Review</b> <ul style="list-style-type: none"> <li>• ENGL 124-Technical Writing</li> </ul>	<del>2:50-3:20</del> 2:29-2:56	POSTPONED – 2 <sup>ND</sup> REVIEW: <ul style="list-style-type: none"> <li>• MATH 119 - Math-Applications for Living</li> <li>• STAT 170 - Introduction to Statistics</li> </ul>	POSTPONED <ul style="list-style-type: none"> <li>• MATH 119 - Math-</li> </ul>

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<ul style="list-style-type: none"> <li>• (POSTPONED) MATH 119 - Math-Applications for Living</li> <li>• (POSTPONED) STAT 170 - Introduction to Statistics</li> </ul> <p><b>1<sup>st</sup> Review</b></p> <ul style="list-style-type: none"> <li>• ARTS 102-2D Design</li> <li>• ARTS 103-3D Design</li> <li>• ARTS 226-Storyboard and Animatics</li> <li>• CHEM 135-Chemistry in Society</li> <li>• <del>ENGL 124-Technical Writing</del></li> <li>• GERO 100-Introduction to Human Aging</li> <li>• MGMT 337-Advanced Human Resource Mgmt</li> <li>• MSGE 139A-Pathology for Massage I</li> <li>• SOWK 101-Introduction to Social Work</li> </ul>		<p>At the request of Nicole Olszowy, 11/18, talks are continuing.</p> <p>ENGL 124:</p> <ul style="list-style-type: none"> <li>• Ami E. moves to approve ENGL 124, Tracy N seconds</li> <li>• Discussion: none</li> <li>• Objection: none</li> <li>• Approved without objection</li> </ul> <p>ART 102:</p> <ul style="list-style-type: none"> <li>• LO updated to begin assessment</li> <li>• Tracy N. moves to approve, Tami M seconds</li> <li>• Discussion: none</li> <li>• Objection: none</li> <li>• Approved without objection</li> </ul> <p>ART 103:</p> <ul style="list-style-type: none"> <li>• LO updates</li> <li>• Tracy N. move to approve, Tami M seconds</li> <li>• Discussion: none</li> <li>• Objections: none</li> <li>• Approved without objection</li> </ul> <p>ARTS 226</p> <ul style="list-style-type: none"> <li>• LO updates</li> <li>• Tracy N. moves to approve, Tami M seconds</li> <li>• Discussion: none</li> <li>• Objection: none</li> <li>• Approved without objection</li> </ul> <p>CHEM 135</p> <ul style="list-style-type: none"> <li>• LO updates</li> <li>• Tracy N. moves to approve, Tami M. seconds</li> <li>• Discussion: none</li> <li>• Objection: none</li> <li>• Approved without objection</li> </ul>	<p>Applications for Living</p> <ul style="list-style-type: none"> <li>• STAT 170 - Introduction to Statistics</li> </ul> <p>Approved without objection:</p> <ul style="list-style-type: none"> <li>• ENGL 124-Technical Writing</li> <li>• ARTS 102-2D Design</li> <li>• ARTS 103-3D Design</li> <li>• ARTS 226-Storyboard and Animatics</li> <li>• CHEM 135-Chemistry in Society</li> <li>• GERO 100-Introduction to Human Aging</li> <li>• MGMT 337-Advanced Human Resource Mgmt</li> <li>• MSGE 139A-Pathology for Massage I</li> <li>• SOWK 101-Introduction to Social Work</li> </ul>

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		<p>GERO 100</p> <ul style="list-style-type: none"> <li>• Course description update</li> <li>• LO updates</li> <li>• Laura B moves to approve, Ami E seconds</li> <li>• Discussion: none</li> <li>• Objections: none</li> <li>• Approved without objections</li> </ul> <p>MGMT 337</p> <ul style="list-style-type: none"> <li>• Title changed from Advanced Human Resource Mgmt to Strategic Human Resource Mgmt</li> <li>• LO updates</li> <li>• Eval updates</li> <li>• Tracy N. Moves to approve, Laurie B seconds</li> <li>• Discussion: none</li> <li>• Objection: none</li> <li>• Approved without objection</li> </ul> <p>MSGE 139A</p> <ul style="list-style-type: none"> <li>• Course description update</li> <li>• LO updates</li> <li>• Mark moves to approve, Heather B seconds</li> <li>• Discussion: none</li> <li>• Objection: none</li> <li>• Approved without objection</li> </ul> <p>SOWK 101</p> <ul style="list-style-type: none"> <li>• Course description update</li> <li>• LO updates</li> <li>• Mark moves to approve, Tracy N seconds</li> <li>• Discussion: none</li> <li>• Objection: none</li> <li>• Approved without objection</li> </ul>	

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<p><b>Expedited Revisions:</b></p> <p>2<sup>nd</sup> Review</p> <ul style="list-style-type: none"> <li>ECON 120-Power, Authority and Exchange</li> </ul> <p>1st Review</p> <ul style="list-style-type: none"> <li>ENGL 256-American Lit 1865 to Present</li> </ul>	<p><del>3:20-3:30</del> 2:56-3:38</p>	<p>ECON 120:</p> <ul style="list-style-type: none"> <li>Eval updates further inquiry</li> <li>Zach M changed Papers to 20-50% from 20-100% and added another row of "Other Paper" with ??%</li> <li>Tami M moves to postpone, Mark seconds</li> <li>Discussion: Jeremy D suggests sending to Karen Hicks</li> <li>Objection: none</li> <li>Approved to postpone for further review</li> </ul> <p>ENGL 256</p> <ul style="list-style-type: none"> <li>Update LO A and G</li> <li>Discussion of having critically analyze as opening of LO G.</li> <li>Mark moves to keep word "critically" in LO G, Tracy N seconds</li> <li>Discussion: none</li> <li>Objection: none</li> <li>Approved without objection</li> <li>Mark moves to approve changes, Tracy N.</li> <li>Discussion: none</li> <li>Objection: none</li> <li>Approved without objection</li> </ul>	<p>Postponed for further review and discussion with Director of Assessment:</p> <ul style="list-style-type: none"> <li>ECON 120-Power, Authority and Exchange</li> </ul> <p>Approved without objection:</p> <ul style="list-style-type: none"> <li>ENGL 256-American Lit 1865 to Present</li> </ul>
<p><b>New Programs of Study</b></p> <ul style="list-style-type: none"> <li>Building and Construction Trades, GA</li> <li>Electrical and Manufacturing, GA</li> </ul>	<p><del>3:30-3:40</del> 3:38-3:40</p>	<ul style="list-style-type: none"> <li>Jackie W. advised due to comments by Director of Assessment, the faculty was not able to review in time.</li> <li>Mark moves to postpone Building and Construction Trades, GA and Electrical and Manufacturing, GA for review of Dir of Assessment comments with faculty, Tracy N seconds</li> <li>Discussion: none</li> <li>Objection: none</li> </ul>	<p>Postpone for further review:</p> <ul style="list-style-type: none"> <li>Building and Construction Trades, GA</li> <li>Electrical and Manufacturing, GA</li> </ul>

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		<ul style="list-style-type: none"> <li>Approved without objection</li> </ul>	
<b>Program of Study Discontinuation:</b> <ul style="list-style-type: none"> <li>Financial Institutions, AB (0103)</li> <li>Financial Institutions, CC (0151)</li> </ul>	<del>3:40-3:50</del> 3:40-3:44	<ul style="list-style-type: none"> <li>Financial Institutions, AB (0103)</li> <li>Financial Institutions, CC (0151)</li> </ul> Mark moves to approve discontinuation AB and CC, Tracy seconds Discussion: none Objection: none Approved without objection	Approved without objection: <ul style="list-style-type: none"> <li>Financial Institutions, AB (0103)</li> <li>Financial Institutions, CC (0151)</li> </ul>
<b>Expedited Program of Study Title Changes:</b> <ul style="list-style-type: none"> <li>n/a</li> </ul>	<del>3:50</del> 3:44	n/a	n/a
<b>General Ed-Applied / MTA Course Proposal:</b> <ul style="list-style-type: none"> <li>CHEM 255-Biological Chemistry</li> </ul>	<del>3:50-4:00</del> 3:44-3:46	CHEM 255 <ul style="list-style-type: none"> <li>Approved today in CC mtg as new course</li> <li>Listed as Natural science (non-lab)</li> <li>Four of the 8 schools will accept as transfer</li> <li>Mark moves to approve as natural science (non-lab), Tracy N seconds</li> <li>Discussion: none</li> <li>Objection: none</li> <li>Approved without objection</li> </ul>	Approved without objection: <ul style="list-style-type: none"> <li>CHEM 255-Biological Chemistry</li> </ul>
<b>CIMT Course Revisions:</b> (Any courses on CIMT Course Revision .pdf document that are highlighted in blue are pending cc course reviews and are NOT listed here.) 2 <sup>nd</sup> review-POSTPONED: <ul style="list-style-type: none"> <li>MATH 095</li> </ul> 1 <sup>st</sup> Review <ul style="list-style-type: none"> <li>NURS 102</li> <li>NURS 118</li> <li>IDMS 295 DMS Special Topics</li> <li>MSGE 139B</li> </ul>	<del>4:00-4:05</del> 3:53-4:00	POSTPONE - 2 <sup>nd</sup> review: <ul style="list-style-type: none"> <li>MATH 095</li> </ul> At the request of Nicole Olszowy, 11/18, talks are continuing.  NURS 102 <ul style="list-style-type: none"> <li>Cancel</li> <li>Nursing Directed Study course, never offered.</li> </ul> NURS 118 <ul style="list-style-type: none"> <li>Cancel</li> <li>Nursing Special Topics course, never offered.</li> </ul> IDMS 295-DMS Special Topics	Postpone for further discussion: <ul style="list-style-type: none"> <li>MATH 095</li> </ul> Approved without objection: <ul style="list-style-type: none"> <li>NURS 102</li> <li>NURS 118</li> <li>IDMS 295 DMS Special Topics</li> <li>MSGE 139B</li> <li>MSGE 141</li> </ul>

Agenda Item	Tentative Time	Discussion	Next Steps
<ul style="list-style-type: none"> <li>• MSGE 141</li> <li>• MSGE 231</li> <li>• MSGE 232</li> <li>• MSGE 242</li> <li>• PFKN 200</li> <li>• PFKN 201</li> <li>• PFKN 250</li> <li>• CHSE 144</li> <li>• CHSE 236</li> <li>• CHSE 130 Medical Ins Bill/Code Extern</li> </ul>		<ul style="list-style-type: none"> <li>• Cancel</li> <li>• Course never offered.</li> </ul> <p>MSGE 139B</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• <del>F</del>, Sp, Su</li> <li>• Course will no longer be offered during fall semester.</li> </ul> <p>MSGE 141</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• <del>F</del>, Sp, Su</li> <li>• Course will no longer be offered during fall semester.</li> </ul> <p>MSGE 231</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• <del>F</del>, Sp, Su</li> <li>• Course will no longer be offered during fall semester.</li> </ul> <p>MSGE 232</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• F, <del>Sp</del>, Su</li> <li>• Course will no longer be offered during spring semester.</li> </ul> <p>MSGE 242</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• F, <del>Sp</del>, Su</li> <li>• Course will no longer be offered during spring semester.</li> </ul> <p>PFKN 200</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Prerequisite Courses: <del>Minimum 2.0 in [BIOL 145 or (BIOL 201 and BIOL 202) or concurrently].</del> Change to: Minimum 2.0 in (BIOL 145) or [BIOL 201 and (BIOL 202 or concurrently)].</li> </ul>	<ul style="list-style-type: none"> <li>• MSGE 231</li> <li>• MSGE 232</li> <li>• MSGE 242</li> <li>• PFKN 200</li> <li>• PFKN 201</li> <li>• PFKN 250</li> <li>• CHSE 144</li> <li>• CHSE 236</li> <li>• CHSE 130 Medical Ins Bill/Code Extern</li> </ul>

Agenda Item	Tentative Time	Discussion	Next Steps
		<ul style="list-style-type: none"> <li>• Placement Scores: Reading Level 5 and Writing Level 6 and Math Level 3 4.</li> <li>• Correcting math level - the level on the course is currently lower than what is required for the prerequisite course(s). Feedback gathered from student indicates that they found it helpful to take this course concurrently with BIOL 202. Cleaning up the prerequisite to make this clear to students.</li> </ul> <p>PFKN 201</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Prerequisite Courses: <del>Minimum 2.0 in [BIOL 145 or (BIOL 201 and BIOL 202) or concurrently and (PFKN 200 or concurrently)]</del>. Change to: Minimum 2.0 in (BIOL 145) or [BIOL 201 and (BIOL 202 or concurrently)] and minimum 2.0 in (PFKN 200 or concurrently).</li> <li>• Cleaning up the prerequisite to make it clearer that students can take BIOL 202 concurrently with this course.</li> </ul> <p>PFKN 250</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Placement Scores: Reading Level 5 and Writing Level 6 and Math Level 3 4.</li> <li>• Changing math level so consistent with rest of program.</li> </ul> <p>CHSE 144</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Credits: 2 (was 4)</li> <li>• Bill Hours: 2 (was 4)</li> <li>• L/L/O: 0/0/125 (was 32/0/125)</li> <li>• Exp. Revised course proposal submitted 11/13/24; removing lecture content, including job readiness skills, from the course. This content is available to all LCC students for free at the Career Employment</li> </ul>	



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		<p>Services Center, and many students have been exposed this content as part of their K-12 curriculum.</p> <p>CHSE 236</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Credit: 2 (was 3)</li> <li>• Bill Hours: 2 (was 3)</li> <li>• L/L/O: 0/0/128 (was 16/0/128)</li> <li>• Exp. Revised course proposal submitted 11/13/24; removing job readiness skills from the course. This content is available to all LCC students for free at the Career Employment Services Center, and many students have been exposed this content as part of the K-12 curriculum.</li> </ul> <p>CHSE 130-Medical Ins Bill/Code Extern</p> <ul style="list-style-type: none"> <li>• Cancel</li> <li>• Course is being cancelled and replaced in the curriculum with a Certified Professional Coder (CPC) certification exam review course. Since Covid approx. 78% of coders work in a remote, or hybrid, environment, and as a result the program is struggling to find externship sites for our students. Employers are looking to hire CPC's or experienced coders.</li> <li>• Tami M. moves to approve, Tracy N. seconds</li> <li>• Discussion: None</li> <li>• Objection: none</li> <li>• Approved without objection</li> </ul>	
<p><b>Agenda Items for Future Meeting:</b></p> <p><b>Next Meeting:</b> December 4, 2024 – 2:10-4:10 pm</p>	<p><del>4:05-4:10</del> 4:00-4:04</p>	<ul style="list-style-type: none"> <li>• Tracy N and Ian L. suggested seeing how the new Academic Adjunct Committee and CC can work together to get more adjunct faculty involved.</li> </ul>	<p>Further review options of AAC and CC.</p> <p>Email CC members of attendance status for</p>

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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>		<ul style="list-style-type: none"> <li>• Current tentative meeting on 12/18/24 discussed. If all necessary proposals are completed on 12/04/24, then meeting can be canceled.</li> <li>• Possible issue of quorum on 12/04/24 due to StarScapes.</li> <li>• Prior to 12/4/24 meeting, send email inquiring with members for attendance matters.</li> </ul>	12/04/24 meeting the Monday before.

Meeting adjourned at 4:04 PM

WebEx Chat Information:

Polling Results: