



## Minutes

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

**Support Documents Link:** [CC Meeting Information 2025.01.29](#)

**Recording link:** <https://lccedu.webex.com/lccedu/ldr.php?RCID=47f78ceb1533ff0310f26809a3c6a2d7>

- **Committee Members Present via WebEx:** Courtney Geisel, Rafeeq McGiveron, Adam Richardson, Ami Ewald, Daniel Rafail, Eric Bennett, Heather Bunce, Ian Leighton, Laura Bishop, Lori Conn, Mark Kelland, Matthew Boeve, Michael Pemberton
- **Resource Members Present via WebEx:** Ann Selleck, Ashleigh Taylor, Chelsea Brandon, Jackie Womble, Karen Hicks, Kelly Ellis, Laurie Kinne, Mary Laatsch, Nicole Olszowy, Shannon Dunivon, Cheryl Garayta
- **Guest(s):** Melinda Hernandez, Jeremy Davis
- **Scribe:** Penny Tucker

**Date:** January 29, 2025

**Time:** 2:10-4:00 pm

**Room:** WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the January 29, 2025 Agenda (Courtney)	<del>2:10-2:15</del> 2:11	Adjustment: Under the CIMT Revisions header, added to ACAD 100, specifying the change is to Billing Hours Additional changes: none Objections: none Approved with amendment without objection	Approved with amendment without objection
Approval of minutes from CC meeting on January 15, 2024 (All)	<del>2:15-2:20</del> 2:11-2:12	No changes Objections: none Approved without objection	Approved without objection
Approval of CC consent agenda (All) <b>Course Expedited Revisions Approved by Director of Assessment and CC Reviewed:</b> <ul style="list-style-type: none"> <li>• n/a</li> </ul>	<del>2:20</del> 2:12	n/a	n/a
CC + CASL Work Group Update Learning Outcomes (Mark K.)	<del>2:20-2:30</del> 2:12-2:13	Next full subcommittee meeting: Feb. 4th, 4:10-5PM	More information to follow
5-Star Ticket / Curriculum Committee Webpage Update	<del>2:30-2:35</del> 2:13-2:15	<ul style="list-style-type: none"> <li>• All Academic Senate Reports and Minutes are posted on webpage.</li> </ul>	More updates at next meeting

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		<ul style="list-style-type: none"> <li>Statistics for 24-25 Semester 1: <a href="#">Curriculum Committee 2425 Tallies.docx</a></li> </ul>	
Follow-Up: Call for interested members for Curriculum Committee Chair beginning Fall 2026 (Courtney)	<del>2:35-2:45</del> 2:15-2:18	<a href="#">Expectations of Academic Senate Standing Committee Chairs.pdf</a> <a href="#">Expectations of Senators 4.22.22.pdf</a>  Including interest for academic senators; Courtney displayed openings for areas.  Anyone interested to contact <a href="mailto:LCC-CC-Chair@star.lcc.edu">LCC-CC-CC Chair@star.lcc.edu</a>	Any interested person should email <a href="mailto:LCC-CC-CC_Chair@star.lcc.edu">LCC-CC-CC_Chair@star.lcc.edu</a>
CC Guidebook: discuss layout, ideas (Courtney)	<del>2:45-3:00</del> 2:18-2:33	Samples of Guidebooks: <a href="#">Guidebook Information</a> <a href="#">Guidebook focus for committee members</a> FAQ for faculty/new guests attending meeting-what to expect Nicole O and Laura Bishop agreed to participate in subcommittee, previously volunteered was Rafeeq M. and Tracy N. Initial meeting to be scheduled	Initial meeting will be scheduled for subcommittee
<b>Items for Review</b>			
<b>New Courses:</b> <ul style="list-style-type: none"> <li>n/a</li> </ul>	<del>3:00</del> 2:33	n/a	n/a
<b>Course Revisions:</b> <ul style="list-style-type: none"> <li>n/a</li> </ul>	<del>3:00</del> 2:33	n/a	n/a
<b>Expedited Revisions:</b> <ul style="list-style-type: none"> <li>n/a</li> </ul>	<del>3:00</del> 2:33	n/a	n/a
<b>New Programs of Study</b> <ul style="list-style-type: none"> <li>n/a</li> </ul>	<del>3:00-3:10</del> 2:33-2:37	NOTE: A “reminder” is being added to all final approved new program of study proposals reminding to create the program learning outcomes map and upload to SharePoint. Will appear as follows:	No further steps needed Notification only.

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		<p>Good Morning/Afternoon,</p> <p>Attached is the Outcome Letter APPROVING your program of study proposal for (title/award type info).</p> <p>If you have any questions, please advise. Otherwise, this ticket is resolved and will be considered closed.</p> <p>REMINDER: The Program Learning Outcomes Map must be created and uploaded to the Student Learning Outcomes SharePoint. If you have any questions, please contact the Director of Assessment.</p> <p>Best, The Curriculum Committee Admin</p>	
<b>Program of Study Discontinuation:</b> <ul style="list-style-type: none"> <li>n/a</li> </ul>	<del>3:10</del> 2:37	n/a	n/a
<b>Expedited Program of Study Title Changes:</b> <ul style="list-style-type: none"> <li>Business Transfer Studies Degree (Mary Ellen Laatsch)</li> </ul>	<del>3:10-3:25</del> 2:37-3:25	<ul style="list-style-type: none"> <li>At the AAOM, there was a discussion about the request for a title change on the Business Transfer Studies degree. Sally decided that it should go to the Curriculum Committee for discussion.</li> <li>Here is the information we have on it:             <ul style="list-style-type: none"> <li>Program requesting a title change from Business Transfer Studies (BTS) to Interdisciplinary Business Studies, without a curriculum code change.</li> <li>Laurie forwarded the following from Jeremy Davis, Director, School of Business:</li> <li>"...Interdisciplinary Studies is generic enough that it shouldn't make a difference to any of the old B&amp;A (Business and Accounting) graduates and BTS students. The other rationale was that a student who has a BTS degree and doesn't transfer seems like they didn't achieve their goal or could be perceived as a failure for whatever reason. Interdisciplinary Business</li> </ul> </li> </ul>	<p>Approved to create a new curriculum code for the Business Transfer Studies due to request for name change.</p>

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		<p>Studies again stays generic and allow (and encourages) transfer but if a student doesn't right away still has a credential that is more truly representative of what they did here. I hope that makes sense and we don't have to go the other route of teach out and new pathway."</p> <p>Discussion.</p> <ul style="list-style-type: none"> <li>• Adam motions to create a new curriculum code, Dan R seconds</li> <li>• Poll: 11 votes, 11-yes, 0-no</li> <li>• Chelsea requests that going forward that any program requesting a title change, that an automatic curriculum code is requested.</li> <li>• Mark is not for it as a standard as there are a very few that come through, from Technologist to Technician.</li> <li>• Per Shannon: When a college changes the name of a program for financial aid purposes, they need to officially update the program name on their Title IV application through the Department of Education's E-App system---not an issue and I can update, but sharing so you are aware that we need to update</li> <li>• Eric B is in support of Chelsea's request.</li> <li>• Mark moves that all programs be reviewed by the Curriculum Committee for title changes for potential curriculum code change, Rafeeq seconds</li> <li>• Discussion: There is no change to the current process in place.</li> <li>• Mark motions to withdraw his motion, Rafeeq seconds</li> <li>• Discussion:</li> <li>• Approved without objection</li> <li>• Process will remain the same as before. Program title changes will be sent to Mary Ellen Laatsch, she will</li> </ul>	

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		provide to support of CC to add to Agenda for discussion during CC meeting.	
<b>General Ed-Applied / MTA Course Proposal:</b> <ul style="list-style-type: none"> <li>n/a</li> </ul>	<del>3:25</del> 3:25	n/a	n/a
<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.) <ul style="list-style-type: none"> <li>ACAD 100</li> <li>CITP 110</li> </ul>	<del>3:25-3:35</del> 3:25-4:07	<p>ACAD 100</p> <ul style="list-style-type: none"> <li>Change</li> <li>Billing Hours: <del>1</del> <b>2</b></li> <li>To allow more time to complete course content and also incorporate greater career-community-specific exploration activities as well as more time to involve students directly with interactions with College resources.</li> </ul> <p>CITP 110</p> <ul style="list-style-type: none"> <li>Change</li> <li>F, Sp, <b>Su</b></li> <li>Due to demand for the course the program is teaching this course in the summer also.</li> </ul> <p>Conversation pertaining to ACAD 100 beings in the <a href="#">meeting recording at 1:12:16</a>.</p> <p>Rafeeq motions to approve CITP 110, Mark seconds  Discussion: none  Poll: 11 votes, 11-yes, 0-no</p> <p>Ami E moves to approve ACAD 100, no second received  Motion lost</p> <p>Rafeeq recommends bumping ACAD 100 to 2 credits.  Rafeeq moves to recommend ACAD 100 to 2 credits, Mark seconds.</p>	<p>Approved:  CITP 110</p> <p>ACAD 100: CC approved for Program to recommend ACAD 100 to 2 credits to Provost</p>

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		Discussion: Heather B feels that CC should recommend Program to request the course be bumped to 2 credits. Poll: 10 votes, 9-yes, 1-Na	
<b>Agenda Items for Future Meeting:</b>  <b>Next Meeting:</b> February 12, 2025 – 2:10-4:00 pm  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>	<del>3:35-3:40</del> 4:07	n/a	n/a

Meeting adjourned at 4:07 pm

#### WebEx Chat Information:

- Rafeeq McGiveron 1/29/2025 3:38 PM • I like all these things. I just wonder why not 2cr.
- Rafeeq McGiveron 1/29/2025 3:39 PM • Yes, but I doubt that will change transferability. That is, teaching an EXTRA cr isn't gonna be a problem, seems likely.
- Melinda Hernandez 1/29/2025 3:42 PM • Are these extra activities free to students not enrolled?
- Rafeeq McGiveron 1/29/2025 3:43 PM • This stuff is done in a course st are enrolled in. Oh, I see your subtext, Mel . . .
- Adam Richardson 1/29/2025 3:44 PM • If it's accomplishments/time invested, I think making it 2 credits may make sense, as this gives the students credit for the work they're completing. It seems like MSU would grant the 1 credit, students would reap the financial aid benefits of two credits, and this helps work towards degrees. By the way, I like hearing the changes 😊
- Rafeeq McGiveron 1/29/2025 3:45 PM • For example, our PHIL 212 is 4cr, but MSU takes it as 3cr, as that's what they offer.
- Same w/ PHIL 151
- Laurie Kinne 1/29/2025 3:45 PM • I think all courses are 8 week, hybrids meet only 4 times, 1/2 the sections are online.
- Melinda Hernandez 1/29/2025 3:47 PM • You are financially penalizing students enrolled, if students not enrolled receive these services for free. I do not see why we are charging students for services the college provides others at no cost.
- Rafeeq McGiveron 1/29/2025 3:49 PM • Labs have a differen equation rather than 1:1.
- Rafeeq McGiveron 1/29/2025 3:51 PM • So, Courtney, a 1cr Chem lab meets 3hrs, so it's 3 billable. This seems like a different animal than what we're talking abt here, though.

- Rafeeq McGiveron 1/29/2025 3:53 PM • I like all the things these extra hrs would do for students. It just sounds like normal class time/credit to me.
- Rafeeq McGiveron 1/29/2025 3:54 PM • So, Matt, what's your thought on credit vs billable?
- Matthew Boeve 1/29/2025 3:55 PM • I will recuse myself
- Melinda Hernandez 1/29/2025 3:54 PM • Are all students required to take the class.
- Rafeeq McGiveron 1/29/2025 3:55 PM • Mel, only in certain majors, which will expand in future for new students.
- Melinda Hernandez 1/29/2025 3:56 PM • There seems to be an equity issue here
- Mark Kelland 1/29/2025 3:56 PM • But it can be waived.
- Ian Leighton 1/29/2025 3:57 PM • Hi all, I need to get going at 4. I have a f2f class at LCC tonight and I'm at home right now. Do you still have quorum if I leave? I'll wait till 4, but I cannot stay later.
- Melinda Hernandez 1/29/2025 3:58 PM • I would love to teach the course, so I think it is a good idea. If it is equitable. Thank you!
- Adam Richardson 1/29/2025 3:59 PM • You're awesome, Penny! You crank out Slidos in record time 😊
- Cheryl Garayta 1/29/2025 3:59 PM • Mel, you should talk to Martha Madigan. They will need more instructors next yeas as there will be more sections needed with all of the Career Community degrees active.
- Melinda Hernandez 1/29/2025 4:00 PM • I will thank you, Cheryl.
- Rafeeq McGiveron 1/29/2025 4:02 PM • Yup, it is 100% Provost call ultimately. We only advise.
- Laurie Kinne 1/29/2025 4:03 PM • We kind of have a time crunch, too.
- This isn't just a course change, this affects virtually every pathway, which are being finalized right now.
- Rafeeq McGiveron 1/29/2025 4:03 PM • Ugh, good reminder, laurie...
- Laurie Kinne 1/29/2025 4:04 PM • We may have to push this through via email in the essence of time.
- Rafeeq McGiveron 1/29/2025 4:04 PM • If so, Laurie, strongly agree and I myself would be to do it like that.

Polling Results:

[CC-poll-results-report-2025.01.29.pdf](#)