



Minutes

Name of Committee or Team: Curriculum Committee

Support Documents Link: [CC Meeting Information 2025.03.26](#)

Recording link: <https://lccedu.webex.com/lccedu/ldr.php?RCID=a643210112e20d22207dcfcf7868a3a2> (unedited)

- **Committee Members Present via WebEx:** Eric Bennett, Heather Bunce, Lori Conn, Ami Ewald, Mark Kelland, Ian Leighton, Rafeeq McGiveron, Tracy Nothnagel, Laura Bishop, Michael Pemberton, Daniel Rafail, Adam Richardson, Courtney Geisel
- **Resource Members Present via WebEx:** Chelsea Brandon, Patrick Cull, Shannon Dunivon, Kelly Ellis, Jaime Grant, Karen Hicks, Laurie Kinne, Mary Ellen Laatsch, Ann Selleck, Ashleigh Taylor, Sally Welch, Jackie Womble
- **Guest(s):** Lu Anne Cuthbert, Cheryl Garayta, William Gustin, Susan Hardie
- **Scribe:** Penny Tucker

Date: March 26, 2025

Time: 2:10-4:00 pm

Room: WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the March 26, 2025 Agenda (Courtney)	2:10-2:15 2:11	Laurie Kinne requested to add additional courses to the CIMT Review below. Move to approve Discussion: none Approved with amendments	Approved with Amendments without objection
Approval of minutes from CC meeting on February 26, 2025 (All)	2:15-2:20 2:11-2:12	No changes Motion to approve Discussion: none Approved without objection	Approved without objections
Approval of CC consent agenda (All) Course Expedited Revisions Approved by Director of Assessment and CC Reviewed: <ul style="list-style-type: none"> • n/a 	2:20 2:12	n/a	n/a
5-Star Ticket / Curriculum Committee Webpage Update (Penny)	2:20-2:25 2:12-2:13	<ul style="list-style-type: none"> • Request for when questions posted on 5-star tickets • All Academic Senate Reports and Minutes are posted on webpage. 	Updates at next meeting.

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		<ul style="list-style-type: none"> FAQ Document, APPROVED Academic Senate 03/21/2025 will be added to the CC webpage- Curriculum Committee - FAQ for guests.docx 	FAQ document will be added to the CC webpage.
CC Guidebook: discuss layout, ideas (Courtney)	2:25-2:30 2:13-2:14	<ul style="list-style-type: none"> FAQ Document, APPROVED Academic Senate 03/21/2025 - Curriculum Committee - FAQ for guests.docx Language regarding LOs and Guests: Language for Guidebook 2025.02.25.docx Guidebook layout: Curriculum Committee-Processing Guidebook-September 2025.docx 	Meeting will be scheduled with work group to continue efforts with Guidebook.
Charter Review (Courtney/Rafeeq)	2:30-2:40 2:14-2:54	<ul style="list-style-type: none"> Purpose needs to be updated per Provost Official CC Charter 3-2-18 Approved by AS-rev 042222-0505231.docx Add Office of Empowerment as resource member. The Senate can amend the committee charter resolution with a two-thirds vote and written notice. <p>Mark moves to approve Charter revisions, Ian L. seconds Discussion: none Voting: 12 votes; 12-Approve; 0-do Not Approve Approved</p>	Approved with amendments by vote
Credential Discontinuations (Mark)	2:40-3:00 2:54-3:15	<ul style="list-style-type: none"> There was confusion about discontinuing the Humanities degree, highlighting the need for clear communication. Faculty should provide evidence of discussion, such as meeting minutes, when recommending program changes. Some program meetings do not have note takers, which is important to address. There is a need for more detailed communication and documentation when submitting work for review. Faculty members need to be notified of proposals and changes, and the method of communication should be specified. 	<ul style="list-style-type: none"> Tracy N. will add to an Academic Senate Agenda to discuss the language in MAHE contract. Current edits will be completed at the annual worksheet review meeting in June.

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		<ul style="list-style-type: none"> The process for program changes and discontinuations was discussed and approved. The program faculty chair needs to fill out the form for discontinuing a program. Upload the minutes from the meeting where the discontinuation was discussed as a check for approval. Require all program faculty to be notified and attach minutes of the meeting when discussing discontinuation. Consider having discontinuation proposals reviewed by Provost cabinet instead of curriculum committee Discuss contract language at the beginning of the year to ensure everyone is aware and follows it. Tracy Nothnagel to put the discussion on program meetings on the academic Senate agenda. 	
Items for Review			
New Courses: <ul style="list-style-type: none"> n/a 	3:00 3:15	n/a	n/a
Course Revisions: <ul style="list-style-type: none"> n/a 	3:00 3:15	n/a	n/a
Expedited Revisions: <ul style="list-style-type: none"> n/a 	3:00 3:15	n/a	n/a
New Programs of Study <ul style="list-style-type: none"> n/a 	3:00 3:15	n/a	n/a
Program of Study Discontinuation: <ul style="list-style-type: none"> Allied Health, AAS (1814) Geography, AS (1824) Neurodiagnostic Technologies, CA (1808) 	3:00-3:15 3:23-3:35	Mark motions to move up above POS changes to review prior to Discontinuation is discussed, Rafeeq seconded Discussion: none No Objections Allied Health <ul style="list-style-type: none"> Mark moves to approve, Rafeeq seconds Discussion: Voted: 11, 11-approved 	Approved by vote: <ul style="list-style-type: none"> Allied Health, AAS (1814) Geography, AS (1824) Neurodiagnostic Technologies, CA (1808)

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		Geography: <ul style="list-style-type: none"> • Mark moves to approve, Rafeeq seconds • Discussion: none • Vote: 11 votes, 11-approved • Approved Neurodiagnostic Technologies <ul style="list-style-type: none"> • Any students: none by KE, pending report from CDS • Part of the consortium, no longer • Mark moves to approve, Ian seconds • Discussion: • Vote: 11, 11 approved • Approved 	
Expedited Program of Study Title Changes: <ul style="list-style-type: none"> • Allied Health, AAS (1814) 	3:15-3:20 3:15-3:23	<ul style="list-style-type: none"> • Mark moves to approve, Laura B. seconds • Discussion: Eric B, courses on pathway can be revisited? KE, any changes need to be discussed now as at the end of Pathway revisions for Fall 2025 • Votes-11: 10-approved; 1-do not approve • Approved 	Approved with amendments by vote: <ul style="list-style-type: none"> • Allied Health, AAS (1814)
General Ed-Applied / MTA Course Proposal: <ul style="list-style-type: none"> • n/a 	3:20 3:35	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"> • CPAR 250 • CPAR 251 • CPAR 252 • CPAR 270 • ARTS 103- 3D Design • ARTS 131- Drawing I • ARTS 132- Figure Drawing 	3:20-3:30 3:35-3:54	CPAR 250 <ul style="list-style-type: none"> • Change • Prerequisite Course: None. Admission to the EPiC Community Paramedic Program approval is required. • Bill Hours: 0 (was 3) • The Community Paramedicine Program (CPAR courses) are now being offered through the Michigan Workforce Training and Education Collaborative and follow their tuition rates, they are not included in the billing hours. Pre-req. changing to specify program. 	Approved with amendments by vote: <ul style="list-style-type: none"> • CPAR 250 • CPAR 251 • CPAR 252 • CPAR 270 • ARTS 103- 3D Design • ARTS 131- Drawing I • ARTS 132- Figure Drawing • ARTS 151- Color • ARTS 200- Painting I

Agenda Item	Tentative Time	Discussion	Next Steps
<ul style="list-style-type: none"> ARTS 151- Color ARTS 200- Painting I ARTS 201- Painting II <p>Supporting document for ARTS: ARTS-Contact-Hours-Changes-Documentation.docx</p>		<p>CPAR 251</p> <ul style="list-style-type: none"> Change Prerequisite Course: None. Admission to the EPiC Community Paramedic Program approval is required. Bill Hours: 0 (was 6) The Community Paramedicine Program (CPAR courses) are now being offered through the Michigan Workforce Training and Education Collaborative and follow their tuition rates, they are not included in the billing hours. Pre-req. changing to specify program. <p>CPAR 252</p> <ul style="list-style-type: none"> Change Prerequisite Course: None. Admission to the EPiC Community Paramedic Program approval is required. Bill Hours: 0 (was 3) The Community Paramedicine Program (CPAR courses) are now being offered through the Michigan Workforce Training and Education Collaborative and follow their tuition rates, they are not included in the billing hours. Pre-req. changing to specify program. <p>CPAR 270</p> <ul style="list-style-type: none"> Change Bill Hours: 0 (was 6.5) The Community Paramedicine Program (CPAR courses) are now being offered through the Michigan Workforce Training and Education Collaborative and follow their tuition rates, they are not included in the billing hours. <p>ARTS 103-3D Design</p> <ul style="list-style-type: none"> Change 	<ul style="list-style-type: none"> ARTS 201- Painting II

Agenda Item	Tentative Time	Discussion	Next Steps
		<ul style="list-style-type: none"> • Bill Hours: 5.25 (was 43) • L/L/O: 28/56/0 (was 32/32/0) • To align with like or similar ARTS courses across the state and to increase transfer to MSU and other schools with Art programs. <p>ARTS 131-Drawing I</p> <ul style="list-style-type: none"> • Change • Bill Hours: 5.25 (was 43) • L/L/O: 28/56/0 (was 32/32/0) • To align with like or similar ARTS courses across the state and to increase transfer to MSU and other schools with Art programs. <p>ARTS 132-Figure Drawing</p> <ul style="list-style-type: none"> • Change • Bill Hours: 5.25 (was 43) • L/L/O: 28/56/0 (was 32/32/0) • To align with like or similar ARTS courses across the state and to increase transfer to MSU and other schools with Art programs. <p>ARTS 151-Color</p> <ul style="list-style-type: none"> • Change • Bill Hours: 5.25 (was 43) • L/L/O: 28/56/0 (was 32/32/0) • To align with like or similar ARTS courses across the state and to increase transfer to MSU and other schools with Art programs. <p>ARTS 200-Painting I</p> <ul style="list-style-type: none"> • Change • Currently no pre-req. New pre-req: minimum 2.0 in ARTS 131. • Bill Hours: 5.25 (was 43) • L/L/O: 28/56/0 (was 32/32/0) 	

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		<ul style="list-style-type: none"> To align with like or similar ARTS courses across the state and to increase transfer to MSU and other schools with Art programs. ARTS 201-Painting II <ul style="list-style-type: none"> Change Bill Hours: 5.25 (was 43) L/L/O: 28/56/0 (was 32/32/0) To align with like or similar ARTS courses across the state and to increase transfer to MSU and other schools with Art programs. Mark moves to approve CIMT course revisions, Tracy N seconds Discussion: no studio class can be on MTA course Vote: 10, 10-approved	
Agenda Items for Future Meeting: Next Meeting: April 9, 2025 – 2:10-4:00 pm Any questions or future meeting items, please email LCC-CC-CC_Chair@star.lcc.edu	3:30-4:00 3:54-3:55	Summer meeting date 25-26 CC meeting schedule Expectations of Academic Senate Standing Committee Chairs.pdf Expectations of Senators 4.22.22.pdf Any interested person should email LCC-CC-CC_Chair@star.lcc.edu	Discuss at next meeting about summer meeting date and CC meeting schedule for 25/26 academic year

Meeting adjourned at 3:55pm

WebEx Chat Information:

- Daniel Rafail 3/26/2025 2:48 PM • Unlimited
- Daniel Rafail 3/26/2025 2:55 PM • FYI Slido did not open for me until just as it was closed.
- You 3/26/2025 2:56 PM • Try opening Slido from you ... nex time.
- Daniel Rafail 3/26/2025 2:58 PM • I will try that.
- Heather Bunce 3/26/2025 2:56 PM • I need to leave. Have a good week
- You 3/26/2025 2:56 PM • Thanks Heather

- Sally Welch 3/26/2025 3:00 PM • This process is very well described in the MAHE contract which includes a section for disagreement. We need to make sure that the process was followed.
- Laurie Kinne 3/26/2025 3:05 PM • How do we know that all program meetings have a note taker and running meeting notes?
- Laura Bishop 3/26/2025 3:07 PM • If the meeting is over Webex it is super easy.... but some are required to meet in person? Correct?
- Mark Kelland 3/26/2025 3:07 PM • ^ Yes, and many are hybrid.
- Laura Bishop 3/26/2025 3:08 PM • I think a recorded Webex makes this a super easy function.
- Sally Welch 3/26/2025 3:08 PM • Yes, you can get an AI transcript of the meeting....
- Ann Selleck 3/26/2025 3:09 PM • People may not feel free to share in a recorded meeting.
- Laura Bishop 3/26/2025 3:09 PM • but in any meeting where notes are taken - it's recorded.
- Ann Selleck 3/26/2025 3:09 PM • Where are these meeting notes stored?
- Mark Kelland 3/26/2025 3:09 PM • ^ Program workspace?
- Rafeeq McGiveron 3/26/2025 3:10 PM • (I am really enjoying hearing faculty discuss the issues of notification, meetings, recordkeeping, etc.)
- Laura Bishop 3/26/2025 3:11 PM • agreed
- Ann Selleck 3/26/2025 3:11 PM • I have to leave. Thankyou,
- Adam Richardson 3/26/2025 3:13 PM • I have to drive to West Campus for an event. Sorry. I hope you all have a great week!
- Mary Laatsch 3/26/2025 3:13 PM • It is going to be very difficult for this group to know if all faculty are included in the email and/or provided any feedback, attended meetings, etc., unless we have a representative from the department on the CC. If the group requests it but can't verify it, it doesn't seem useful. I agree that it should be on the Dean not the CC.
- Tracy Nothnagel 3/26/2025 3:17 PM • I agree Mary, however, I think we should require details of that on the form as the form goes to the Dean. It also puts everyone on notice that is a big deal under the contract.
- Ian Leighton 3/26/2025 3:24 PM • In about 10 minutes, I am going to have to leave the meeting and rejoin on my mobile. My son just got out of surgery and I need to head out. I should still be "in" the meeting, but may not be very effective in terms of voting and such.
- Courtney Geisel 3/26/2025 3:27 PM • Thank you Ian
- Rafeeq McGiveron 3/26/2025 3:44 PM • ARTS 131 can't be on MTA bec MTA specifically prohibits studio courses. Transferability is very fine, though, of course.
- Rafeeq McGiveron 3/26/2025 3:47 PM • Much as I hate increases, I reallllllllly appreciate this explanation and of course appr.
- Tracy Nothnagel 3/26/2025 3:47 PM • We had to do this in legal studies for the same reason.
- Eric Bennett 3/26/2025 3:55 PM • I have to leave. Sorry. Have a good evening everyone!
- Mark Kelland 3/26/2025 3:55 PM • Gotta run!
- Laura Bishop 3/26/2025 3:56 PM • Bye Mark! Thank you!!

Polling Results: [CC-poll-results-report-2025.03.26.pdf](#)