



## Minutes

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

**Support Documents Link:** [CC Meeting Information 2025.12.03](#)

**Recording link:**

- Committee Members Present via WebEx:** Tamara McDiarmid, Daniel Rafail, Ian Leighton, Eric Bennett, Diane Roose, Adam Richardson, Rafeeq McGiveron, Mark Kelland, Ami Ewald, Heather Bunce, Laura Bishop, Mike Pemberton, Courtney Geisel
- Resource Members Present via WebEx:** Mary Ellen Laatsch, Kelly Ellis, Karen Hicks, Ann Selleck, Jackie Womble, Josie Sebastian, Laurie Kinne
- Guest(s):** Nicole Risinger, Amy Stoakes, Nikki Gruesbeck, Brittany Barber
- Scribe:** WebEx AI

**Date:** December 3, 2025

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

**Room:** WebEx

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the December 3, 2025, Agenda (Courtney)	2:10-2:15	<p>Added to Course Revisions:</p> <ul style="list-style-type: none"><li>• APPR 170, Inside Wireman Apprentice 1-A</li><li>• APPR 171, Inside Wireman Apprentice 1-B</li><li>• APPR 175, Inside Wireman Apprentice 2-C</li><li>• APPR 179, Inside Wireman Apprentice 4-A</li><li>• APPR 180, Inside Wireman Apprentice 4-B</li></ul> <p>CIMT Course Revisions:</p> <ul style="list-style-type: none"><li>• Updated information for BLDT 120, BLDT 130, BLDT 140, ELTE 108, ELTE 156, HVAC 110, HVAC 113, HVAC 115</li><li>• Added DMAC 140</li></ul> <p>No Objections</p>	Approved with Amendments without objection
Approval of minutes from CC meeting on November 19, 2025 (All)	2:15-2:20	No Objections	Approved without objection
Approval of CC consent agenda (All)	2:20	n/a	n/a

Agenda Item	Tentative Time	Discussion	Next Steps
<b>Course Expedited Revisions Approved by Director of Assessment and CC Reviewed:</b> <ul style="list-style-type: none"> <li>• n/a</li> </ul>			
5-Star Ticket / Curriculum Committee Webpage Update	2:20	All updated at this time.	Follow up at next meeting
Points vs Percentages on Eval. Methods (Mark Kelland)	2:20	Postponed until January 2026	Add to Agenda in January 2026
Discussion regarding length (word count) of course descriptions. (Mark K.)	2:20-2:30	Postponed to Jan '26 No Objection	Add to Agenda in January 2026
<b><u>Items for Review</u></b>			
<b>New Courses:</b> <ul style="list-style-type: none"> <li>• n/a</li> </ul>	2:30	n/a	n/a
<b>Course Revisions:</b> <ul style="list-style-type: none"> <li>• ELTE 181-Pole Climbing I</li> <li>• ELTE 182-Pole Climbing II</li> <li>• ELTE 272-Electric Basic Line Climbing</li> <li>• ELTE 274-Ground/Utility Worker</li> <li>• ELTE 276-Energized Secondary Worker</li> <li>• PFHW 163-Healthy Lifestyles</li> <li>• PFKN 210-Athletic Training Principles</li> <li>• APPR 170-Inside Wireman Apprentice 1-A</li> <li>• APPR 171-Inside Wireman Apprentice 1-B</li> <li>• APPR 175-Inside Wireman Apprentice 2-C</li> <li>• APPR 179-Inside Wireman Apprentice 4-A</li> <li>• APPR 180-Inside Wireman Apprentice 4-B</li> </ul>	2:30-3:00	*Needs Director of Assessment Approval <b>ELTE 181</b> <ul style="list-style-type: none"> <li>• Mark moves to approve, Heather B seconds</li> <li>• Discussion: none</li> <li>• Objections: none</li> <li>• Approved without objection</li> </ul> <b>ELTE 182</b> <ul style="list-style-type: none"> <li>• Mark moves to approve, Heather B seconds</li> <li>• Discussion: none</li> <li>• Objection: none</li> <li>• Approved without objection</li> </ul> <b>ELTE 272</b> <ul style="list-style-type: none"> <li>• Rafeeq moves to approve, Ian L. seconds</li> <li>• Discussion: none</li> <li>• Objections: none</li> <li>• Approved without objection</li> </ul> <b>ELTE 274</b> <ul style="list-style-type: none"> <li>• Mark moves to approve, Laura 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>• ELTE 181-Pole Climbing I</li> <li>• ELTE 182-Pole Climbing II</li> <li>• ELTE 272-Electric Basic Line Climbing</li> <li>• ELTE 274-Ground/Utility Worker</li> <li>• ELTE 276-Energized Secondary Worker</li> <li>• PFHW 163-Healthy Lifestyles</li> <li>• PFKN 210-Athletic Training Principles</li> <li>• APPR 170-Inside Wireman Apprentice 1-A</li> </ul>

Agenda Item	Tentative Time	Discussion	Next Steps
		<p>ELTE 276</p> <ul style="list-style-type: none"> <li>• Heather B moves to approve, Laura B seconds</li> <li>• Discussion: none</li> <li>• Objections: none</li> <li>• Approved without objection</li> </ul> <p>PFHW 163</p> <ul style="list-style-type: none"> <li>• Laura B moves to approve, Mark seconds</li> <li>• Discussion: approved by Director of Assessment</li> <li>• Objection: none</li> <li>• Approved without objection</li> </ul> <p>PFKN 210</p> <p>apprvd no obj</p> <p>APPR 170A apprvd no obj</p> <p>APPR 171B apprvd no obj</p> <p>APPR 175 apprvd no obj</p> <p>APPR 179 apprvd no obj</p> <p>APPR 180 apprvd no obj</p>	<ul style="list-style-type: none"> <li>• APPR 171-Inside Wireman Apprentice 1-B</li> <li>• APPR 175-Inside Wireman Apprentice 2-C</li> <li>• APPR 179-Inside Wireman Apprentice 4-A</li> <li>• APPR 180-Inside Wireman Apprentice 4-B</li> </ul>
<b>Expedited Revisions:</b> <ul style="list-style-type: none"><li>• n/a</li></ul>	3:30	n/a	n/a
<b>New Programs of Study</b> <ul style="list-style-type: none"><li>• n/a</li></ul>	3:30	n/a	n/a
<b>Program of Study Discontinuation:</b> <ul style="list-style-type: none"><li>• n/a</li></ul>	3:30	n/a	n/a
<b>Expedited Program of Study Title Changes:</b> <ul style="list-style-type: none"><li>• n/a</li></ul>	3:30	n/a	n/a
<b>General Ed-Applied / MTA Course Proposal:</b> <ul style="list-style-type: none"><li>• n/a</li></ul>	3:30	n/a	n/a
<b>CIMT Course Revisions:</b> (Any courses on CIMT Course Revision .pdf document that are highlighted in blue are	3:30-3:40	<p>PFFT 182</p> <ul style="list-style-type: none"> <li>• Change</li> </ul>	<p><b>Approved without objection:</b></p> <ul style="list-style-type: none"> <li>• PFFT 182</li> </ul>

Agenda Item	Tentative Time	Discussion	Next Steps
<p>pending cc course reviews and are NOT listed here. Courses <b>highlighted in yellow</b> are pending cc course reviews and on CIMT course revisions form.)</p> <ul style="list-style-type: none"> <li>• PFFT 182</li> <li>• PFFT 183</li> <li>• LEGL 110</li> <li>• LEGL 160</li> <li>• LEGL 216</li> <li>• LEGL 219</li> <li>• BLDT 120</li> <li>• BLDT 130</li> <li>• BLDT 140</li> <li>• ELTE 108</li> <li>• ELTE 109</li> <li>• ELTE 110</li> <li>• ELTE 111</li> <li>• ELTE 121</li> <li>• ELTE 156</li> <li>• HVAC 110</li> <li>• HVAC 113</li> <li>• HVAC 115</li> <li>• PHOT 120</li> <li>• PHOT 111</li> <li>• PHOT 200</li> <li>• DMAC 130</li> <li>• DMAC 131</li> <li>• DMAC 140</li> </ul>		<ul style="list-style-type: none"> <li>• Prerequisite Course: <b>None. Minimum 3.0 in PFFT 181 or 2 minutes or better on LPAT score.</b></li> <li>• Placement Scores: Reading Level 3 and Writing Level 2.</li> <li>• Restriction: <b>None. Student in Lineworker Program</b></li> <li>• This course is being updated to reflect changing needs of the Lineworker Program and the enrolled students.</li> </ul> <p><b>PFFT 183</b></p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Prerequisite Course: None.</li> <li>• Placement Scores: Reading Level 3 and Writing Level 2.</li> <li>• Recommended: <b>None. Minimum 3.0 in PFFT 182.</b></li> <li>• Restriction: <b>None. Student in Lineworker Program</b></li> <li>• This course is being updated to reflect changing needs of the Lineworker Program and the enrolled students.</li> </ul> <p><b>LEGL 110</b></p> <ul style="list-style-type: none"> <li>• Cancel</li> <li>• Program is no longer offering this course.</li> </ul> <p><b>LEGL 160</b></p> <ul style="list-style-type: none"> <li>• Cancel</li> <li>• Program is no longer offering this course.</li> </ul> <p><b>LEGL 216</b></p> <ul style="list-style-type: none"> <li>• Cancel</li> <li>• Program is no longer offering this course.</li> </ul> <p><b>LEGL 219</b></p> <ul style="list-style-type: none"> <li>• Cancel</li> <li>• Program is no longer offering this course.</li> </ul> <p><b>BLDT 120</b></p> <ul style="list-style-type: none"> <li>• Change</li> </ul>	<ul style="list-style-type: none"> <li>• PFFT 183</li> <li>• LEGL 110</li> <li>• LEGL 160</li> <li>• LEGL 216</li> <li>• LEGL 219</li> <li>• BLDT 120</li> <li>• BLDT 130</li> <li>• BLDT 140</li> <li>• ELTE 108</li> <li>• ELTE 109</li> <li>• ELTE 110</li> <li>• ELTE 111</li> <li>• ELTE 121</li> <li>• ELTE 156</li> <li>• HVAC 110</li> <li>• HVAC 113</li> <li>• HVAC 115</li> <li>• PHOT 120</li> <li>• PHOT 111</li> <li>• PHOT 200</li> <li>• DMAC 130</li> <li>• DMAC 131</li> <li>• DMAC 140</li> </ul>

Agenda Item	Tentative Time	Discussion	Next Steps
		<ul style="list-style-type: none"> <li>Prerequisite Courses: <del>Minimum 2.0 in (DCTM 102 or ELTE 102 or HVAC 102 or METS 102 or WELD 102 or concurrently)</del>. <b>None</b></li> <li>Through meeting with our Advisory Boards and speaking with industry partners, the program is removing the prerequisite as OSHA 30 is no longer required.</li> </ul> <p>BLDT 130</p> <ul style="list-style-type: none"> <li>Change</li> <li>Prerequisite Courses: <del>Minimum 2.0 in (DCTM 102 or ELTE 102 or HVAC 102 or METS 102 or WELD 102 or concurrently)</del>. <b>None</b></li> <li>Through meeting with our Advisory Boards and speaking with industry partners, the program is removing the prerequisite as OSHA 30 is no longer required.</li> </ul> <p>BLDT 140</p> <ul style="list-style-type: none"> <li>Change</li> <li>Prerequisite Courses: <del>Minimum 2.0 in (DCTM 102 or ELTE 102 or HVAC 102 or METS 102 or WELD 102 or concurrently)</del>. <b>None</b></li> <li>Through meeting with our Advisory Boards and speaking with industry partners, the program is removing the prerequisite as OSHA 30 is no longer required.</li> </ul> <p>ELTE 108</p> <ul style="list-style-type: none"> <li>Change</li> <li>Prerequisite Courses: <del>Minimum 2.0 in (DCTM 102 or ELTE 102 or HVAC 102 or METS 102 or WELD 102 or concurrently)</del>. <b>None</b></li> <li>Through meeting with our Advisory Boards and speaking with industry partners, the program is removing the prerequisite as OSHA 30 is no longer required.</li> </ul>	

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		<p>ELTE 109</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Prerequisite Courses: <del>Minimum 2.0 in (DCTM 102 or ELTE 102 or HVAC 102 or METS 102 or WELD 102 or concurrently)</del> and minimum 2.0 in ELTE 108 or concurrently.</li> <li>• Through meeting with our Advisory Boards and speaking with industry partners, the program is removing the prerequisite as OSHA 30 is no longer required.</li> </ul> <p>ELTE 110</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Prerequisite Courses: Minimum 2.0 in (ELTA 101 or ELTE 100) <del>or ELTE 102 or DCTM 102 or HVAC 102 or METS 102 or TECH 102 or WELD 102 or concurrently</del>).</li> <li>• Through meeting with our Advisory Boards and speaking with industry partners, the program is removing the prerequisite as OSHA 30 is no longer required.</li> </ul> <p>ELTE 111</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Prerequisite Courses: Minimum 2.0 in <del>(ELTE 102 or DCTM 102 or HVAC 102 or METS 102 or TECH 102 or WELD 102) or concurrently and</del> ELTE 108 or concurrently.</li> <li>• Through meeting with our Advisory Boards and speaking with industry partners, the program is removing the prerequisite as OSHA 30 is no longer required.</li> </ul> <p>ELTE 121</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Prerequisite Courses: Minimum 2.0 in <del>(ELTE 102 or DCTM 102 or HVAC 102 or METS 102 or TECH 102 or</del></li> </ul>	

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		<p><del>WELD 102) and (ELTE 110 or ELTE 108) and (minimum 2.0 in MATH 114 or Math Skills Level 20 (College Ready))</del></p> <ul style="list-style-type: none"> <li>• Through meeting with our Advisory Boards and speaking with industry partners, the program is removing the prerequisite as OSHA 30 is no longer required.</li> </ul> <p>ELTE 156</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Prerequisite Courses: <del>Minimum 2.0 in (DCTM 102 or ELTE 102 or HVAC 102 or METS 102 or WELD 102 or concurrently)</del>. <b>None</b></li> <li>• Through meeting with our Advisory Boards and speaking with industry partners, the program is removing the prerequisite as OSHA 30 is no longer required.</li> </ul> <p>HVAC 110</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Prerequisite Courses: <del>Minimum 2.0 in (HVAC 102 or DCTM 102 or ELTE 102 or METS 102 or TECH 102 or WELD 102) or concurrently</del>. <b>None</b></li> <li>• Through meeting with our Advisory Boards and speaking with industry partners, the program is removing the prerequisite as OSHA 30 is no longer required.</li> </ul> <p>HVAC 113</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Prerequisite Courses: <del>Minimum 2.0 in (HVAC 102 or DCTM 102 or ELTE 102 or METS 102 or TECH 102 or WELD 102) or concurrently</del>. <b>None</b></li> <li>• Through meeting with our Advisory Boards and speaking with industry partners, the program is removing the prerequisite as OSHA 30 is no longer required.</li> </ul>	

Agenda Item	Tentative Time	Discussion	Next Steps
		<p>HVAC 115</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Prerequisite Courses: <del>Minimum 2.0 in (HVAC 102 or DCTM 102 or ELTE 102 or METS 102 or TECH 102 or WELD 102) or concurrently.</del> <b>None</b></li> <li>• Through meeting with our Advisory Boards and speaking with industry partners, the program is removing the prerequisite as OSHA 30 is no longer required.</li> </ul> <p>PHOT 120</p> <ul style="list-style-type: none"> <li>• Cancel</li> </ul> <p>PHOT 111</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Title Change: Digital Photography+</li> </ul> <p>PHOT 200</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Title Change: <del>Content on the Go</del> to <b>Short Form Content Creation</b></li> <li>• Prerequisite Courses: Minimum 2.0 in (ARTS 171 and DMAC 1302 and PHOT 120).</li> <li>• Placement Scores: Reading Level 5 and Writing Level 6.</li> </ul> <p>DMAC 130</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• Fall, Spring, <del>Summer</del></li> </ul> <p>DMAC 131</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• <del>Fall</del>, Spring</li> </ul> <p>DMAC 140</p> <ul style="list-style-type: none"> <li>• Change</li> <li>• <del>Fall</del>, Spring (ignore above) previously approved change on 10/22/25</li> <li>• Fall, <del>Spring</del> (this is the correct semester offered.)</li> </ul>	

Agenda Item	Tentative Time	Discussion	Next Steps
		<ul style="list-style-type: none"> <li>Initially, changed the semester offered to Spring, but after reviewing pathways, the program is changing the semester offered to Fall. (LK 12.1.25)</li> </ul> <p>Mark moves to approve, Laura B seconds Discussion: none Objections: None Approved without objection</p>	
<b>Agenda Items for Future Meeting:</b>  <b>Next Meeting:</b> December 17, 2025 – 2:10-4:00 pm  Any questions or future meeting items, please email	3:40-4:00		

Meeting adjourned at 2:48pm

Polling Results: n/a

WebEx Chat Information:

- 2025-12-03 14:08 : Adam Richardson : Video calls are quite complex, so there are many possible issues that can pop up due to things like the operating system failing to close a previous connection, etc. Zoom, Webex, and Teams all perform quite similarly :)
- 2025-12-03 14:22 : Adam Richardson : <h1> 😊 </h1>
- 2025-12-03 14:24 : Adam Richardson : [Adam still prefers starting every outcome with the verb, but he won't fight approval]
- 2025-12-03 14:26 : Karen Hicks : look at those verbs Adam!!
- 2025-12-03 14:26 : Adam Richardson : ^^^ Beautiful!!!
- 2025-12-03 14:29 : Adam Richardson : Nice improvements 😊
- 2025-12-03 14:30 : Brittany Barber : Thanks!
- 2025-12-03 14:33 : Adam Richardson : Rafeeq, we call those moments "Adamisms"
- 2025-12-03 14:35 : Adam Richardson : LOL!
- 2025-12-03 14:39 : Adam Richardson : Jackie is a AI-prompt professional 😊
- 2025-12-03 14:40 : Adam Richardson : Happens to all of us, Mark 😊
- 2025-12-03 14:42 : Adam Richardson : Sounds like it makes strategic sense for our students 😊 Nice work, everyone!