

CURRICULUM COMMITTEE MEETING REPORT

Mark Bergeson, Humanities
Dawn Draus, Math
Kristy Enser, Instruction Office Manager
Andrea Gillaspy, Library Services
Brendan Glaser, Dean for Workforce and Continuing Education
Kyle Hammon, Dean of Instructional Programs, and Chair
Joan Herman, Language and Literature
Karen Joiner, Health Sciences, Physical Education, Public Services, and Education
Jon Kerr, Dean of Instructional Programs, Director of Library Services
Helen Kuebel, Assistant Dean and Director of Nursing
Louis LaPierre, Natural Sciences
Lynn Lawrence, Registrar
Therese Montoya, Advising and Testing
Charlotte Persons, Transitional Studies
Courtney Shah, Social Sciences
Jim Stanley, Business & Information Technology
Mary Stone, Student Development Department
Larry Woodriff, Industrial Technology
Alina Nesbjorkina, ASLCC Student Representative

To: Committee Members	Copies to:
From: Kyle Hammon	Library
Subject: Minutes from October 14, 2009 Meeting	Laura Brener
Date: October 20, 2009	Karla Rivers

The Curriculum Committee met Wednesday, October 14, at 3 p.m. in LIB 103.

Members Present: Mark Bergeson, Dawn Draus, Kristy Enser, Andrea Gillaspy, Brendan Glaser, Kyle Hammon, Joan Herman, Karen Joiner, Jon Kerr, Louis LaPierre, Lynn Lawrence, Charlotte Persons, Courtney Shah, Jim Stanley, Mary Stone, Larry Woodriff, and Alina Nesbjorkina, ASLCC Representative

Also Attended: David McCarthy, Tim Allwine, and Fran Nelson, Recorder

Absent: Helen Kuebel and Therese Montoya

The meeting opened with welcome comments from chair, Kyle Hammon, and introduction of new members.

Instructional Curriculum Review

Kyle presented handouts entitled Curriculum Review Transfer Program and Curriculum Review Schedule. Both documents may be accessed by clicking on these links:

<http://lcc.ctc.edu/internal/courseplansdata/Curriculum%20Review%20transfer.docx> – and –
<http://lcc.ctc.edu/internal/courseplansdata/Curriculum%20Review%20Schedule.docx>

For the accreditation process all disciplines must be reviewed and addressed within two years time with the exception of Transitional Studies and Professional/Technical which operate on separate cycles and are so indicated on the Review Schedule. Special consideration shall be given to the seven questions listed on page five of the Review Transfer document. Findings shall be presented to the Curriculum Committee. Extra meetings may be scheduled to accommodate the influx of course plan updates.

Diversity Courses

Jon presented a handout showing the Diversity Task Team's recommendations of May 2009, to the Instructional Council. The recommendations were accepted and are now included as part of the consideration process when adding new or revising existing course plans. The new criteria applies to courses approved beginning fall, 2009. The Curriculum Committee shall develop a process to ensure courses on the current list align to the new criteria by the next catalog publication (two years). Members are directed to pages 11, 12 and 28 of the Curriculum Committee Handbook for further definition, list, and revised proposal form. Whether a course may be offered as an Intermittent Diversity Course remains under consideration. Areas of concern include:

- Course may not be offered as Diversity every quarter
- Course description and Outcomes would be different with each instructor
- Difficult to implement
- How to provide documentation to be recognized by a transfer institution
- How to list in the catalog

Action Item:

This topic will be carried forward for further discussion and resolution.

Proposal by David McCarthy:

1. New Diversity Course **ENGL 280**, Multicultural Literature, 5 cr, 55 lec

Discussion:

Course number is in 200-level due to writing requirement and ENGL& 101 is a prerequisite. Course will be on the distribution list as a Humanity and meets all Diversity criteria. Assessment methods will be listed as: papers, study questions, and discussion. Gen Ed Outcomes will also reflect Communication. Minor revisions were made to Course Outcomes.

Resolution:

Brendan made a motion to approve with suggested revisions, Joan seconded. Motion carried. Effective Winter 2010.

Proposal by Jon Kerr for Darcy Smith:

2. New Course **WFC 099**, Integrated College Experience, 1-12 cr, 11-132 lec

Discussion:

Course is an introduction to college - first year experience. Offered 52 weeks in 12 week cycles (12 modules). Credit level depends on what week a student enters the program. Course is a new State mandated WorkFirst class that all community colleges receiving WorkFirst funds must have in place to service WorkFirst eligible students beginning Fall 2009. This course does not impact a degree and will grading will be A-F. Revise wording in Course Outcomes by replacing "acquire" with "demonstrate".

Resolution:

Andrea made a motion to approve with suggested revisions, Lynn seconded. Motion carried. Effective Fall 2009.

Action Item:

**Transitional Studies is not considered a "department"; no department chair -
Course oversight should be conducted by full-time faculty -
Need to reword Curriculum Committee guidelines to incorporate or describe
alternative review process -
This topic will be carried forward for further discussion and resolution.**

Proposal by Tim Allwine for Nadine Lemmons/Linda Cullom:

Course Revision **BTEC 230** (was BTEC 231) , Legal Terminology, 1-3 cr, 22-66 lab

Discussion:

Revise, title, description, prerequisites, student outcomes, assessment per recommendations by BTEC Advisory Committee. Legal Transcription element has been suspended from this course. Original course number 231 suggested course was part of a series and subsequently changed to 230. Gen Ed Outcomes will reflect Communication. Course will be on the Restricted List.

Resolution:

Brendan made a motion to approve with suggested revisions, Courtney seconded. Motion carried. Effective Winter 2010.

Proposals by Jon Kerr for Maggie Stuart:

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| 3. | Course | ABE 072 , I-BEST Academic Support, 1-20 cr, 11-220 lec |
| | Deletions | ESL 072 , I-BEST Academic Support, 1-20 cr, 11-220 lec |
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| 4. | New Courses | ABE 071 , I-BEST Academic Support, Level 1, 1-20cr,11-2 lec
ABE 072 , I-BEST Academic Support, Level 2, 1-20cr,11-2 lec
ABE 073 , I-BEST Academic Support, Level 3, 1-20cr,11-2 lec
ABE 074 , I-BEST Academic Support, Level 4, 1-20cr,11-2 lec
ABE 075 , I-BEST Academic Support, Level 5, 1-20cr,11-2 lec
ABE 076 , I-BEST Academic Support, Level 6, 1-20cr,11-2 lec
ESL 071 , I-BEST Academic Support, Level 1, 1-20cr,11-2 lec
ESL 072 , I-BEST Academic Support, Level 2, 1-20cr,11-2 lec
ESL 073 , I-BEST Academic Support, Level 3, 1-20cr,11-2 lec
ESL 074 , I-BEST Academic Support, Level 4, 1-20cr,11-2 lec
ESL 075 , I-BEST Academic Support, Level 5, 1-20cr,11-2 lec
ESL 076 , I-BEST Academic Support, Level 6, 1-20cr,11-2 lec |

Discussion:

Courses deleted (item 3) per State mandates for coding and will no longer be used. Courses added (item 4) to meet State mandated coding requirements. I-BEST students need to be registered to the lowest level in any subject as identified by CASAS test score. Therefore, an I-BEST support class needed to be developed for each of the 6 ABE and ESL Levels. These added classes replace ABE 072 and ESL 072.

Resolution:

Mark made a motion to approve, Courtney seconded. Motion carried. Effective Winter 2010.

Proposals by Joan Herman:

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| 5. | Course | ENGL 091 , Basic Spelling, 1 cr, 22 lab |
| | Deletions | ENGL 092 , Advanced Spelling, 1 cr, 22 lab |
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| 6. | New Course | ENGL 090 , Spelling Improvement, 1 cr, 22 lab |
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Discussion:

Courses deleted (item 5) and incorporated into one new course. Course added (item 6) which replaces ENGL 091 and ENGL 092. Due to sequencing this course will be numbered ENGL 090 rather than ENGL 093 as originally proposed.

Resolution:

Mary made a motion to approve, Louis seconded. Motion carried. Effective Winter 2010.

Proposals by Karen Joiner:

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| 7. Course Deletions | AH 101 , Health Care Foundations I, 1 cr , 11 lec
AH 102 , Health Care Foundations II, 1 cr, 11 lec
AH 131 , Health Care Communication Skills I, 1 cr, 11 lec
AH 132 , Health Care Communication Skills II, 1 cr, 11 lec |
| 8. New Courses | AH 104 Health Care Foundations , 2 cr , 22 lec
AH 114 , Health Care Communication Skills, 2 cr, 22 lec |
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Discussion:

Four 1-credit courses deleted (item 7) and incorporated into two 2-credit courses (item 8) to simplify advising, registration, and student progression. Content remains the same. Gen Ed Outcomes on both new courses will now reflect Critical Thinking.

Resolution:

Lynn made a motion to approve with suggested revisions, Brendan seconded. Motion carried. Effective Winter 2010.

The above AH changes will result in the following course plan revisions:

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| 9. | NURS 201 , Advanced Comprehensive Nursing I
NURS 221 , Advanced Comprehensive Nursing Clinical I | Update prerequisites- delete AH 101, 102, 131, 132; replace with AH 104 & 114 |
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The above AH changes will result in the following degree and certificate revisions:

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| 10. | Registered Nurse Level, AAS
Registered Nurse, LPN2RN, Campus Based, AAS
Registered Nurse, LPN2RN, eLearning, AAS
Registered Nurse, RONE, AAS
HOC for the Employed Healthcare Worker, COC
HOC for the Unemployed Healthcare Worker, COC
Practical Nurse, COP | Update prerequisites- delete AH 101, 102, 131, 132; replace with AH 104 & 114. Total credit requirements are unchanged. |
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Proposals by Brendan Glaser/Kyle Hammon:

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| 11. New Course | TECH 105 , English Fundamentals, 5 cr, 55 lec |
| 12. Course Revision | ENGL 100 , English Fundamentals, 5 cr, 55 lec |
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Discussion:

TECH 105 added to mirror ENGL 100 and will be offered to I-BEST students but will be open to all students. Course will be clustered with ENGL 100 and will use the same entry process (COMPASS). Course will be taken primarily by VOC students, whereas ENGL 100 would primarily be taken by transfer students. Gen Ed Outcomes on both TECH 105 and ENGL 100 will now reflect Communication and Critical Thinking. ENGL 100 description revised to add "Credit cannot be earned for both ENGL 100 and TECH 105".

Resolution:

Andrea made a motion to approve with suggested revisions, Jim seconded. Motion carried. Effective Winter 2010.

The addition of TECH 105 will result in the following course plan revisions:

13.	BTEC 106 , Proofreading Skills BTEC 172 , Medical Office Procedures BUS 119 , Business Communications ENGL& 101 , English Composition I ENGL 108 , Introduction to Literature LIBR 105 , Finding & Eval. Online Info MEDA 120 , Survey of Human Anatomy & Physiology MEDA 121 , Healthcare Law MEDA 122 , Healthcare Ethics & AIDS Educ. MEDA 145 , Medical Lab Techniques MEDA 146 , Invasive Procedures MEDA 161 , Exam Room Procedures I	Update prerequisites- delete to include after ENGL 100---or TECH 105.
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The addition of TECH 105 will result in the following degree and certificate revisions:

14.	Process Manufacturing, COP Manufacturing Occupations, COP Advanced Manufacturing Tech., AAS	Update requirements to include TECH 105. Total credits are unchanged.
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Proposal by Kyle Hammon for George Dennis:

15. Course	INDV 085, College Readiness, 2 cr, 11 lec, 22 lab
Suspension	

Discussion:

Course is not required and is no longer offered. Content is covered by other courses.

Resolution:

Mark made a motion to approve, Louis seconded. Motion carried.

Effective Winter 2010.

Proposal by Brendan Glaser:

16. Course	MFG 211 , Statics, 4 cr, 33 lec, 22 lab
Deletions	MFG 212 , Strength of Materials, 4 cr, 33 lec, 22 lab

Discussion:

Courses were part of the METC degree which no longer exists. The Computer Aided Drafting COP was revamped per input from the Advisory Committee and no longer requires MFG 211 or MFG 212. There are no plans to offer these courses in the future.

Resolution:

Mark made a motion to approve, Courtney seconded. Motion carried.

Effective Winter 2010.

Informational Item

17. BIOL& 260, Microbiology

Revise prerequisite to read: "BIOL& 242 or BIOL 201 with a grade of C- or better or instructor permission". Revision inadvertently omitted when course was presented for update in April 2009. Effective Fall 2009.

The meeting adjourned at 4:40. The next meeting is scheduled for Wednesday, November 18 @ 3:00 in LIB 103.