

# 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 Woodruff, Industrial Technology  
Alina Nesbjorkina, ASLCC Student Representative

<b>To:</b>	Committee Members	<b>Copies to:</b>
<b>From:</b>	Kyle Hammon	Library
<b>Subject:</b>	Minutes from November 18, 2009 Meeting	Laura Brener
<b>Date:</b>	November 23, 2009	Meghan DeGallier

The Curriculum Committee met Wednesday, November 18, at 3 p.m. in LIB 103.

**Members Present:** Mark Bergeson, Kristy Enser, Andrea Gillaspy, Kyle Hammon, Joan Herman, Karen Joiner, Jon Kerr, Helen Kuebel, Therese Montoya, Charlotte Persons, Courtney Shah, Jim Stanley, Mary Stone, Larry Woodruff

**Also Attended:** David Cordero (for Louis LaPierre) and Fran Nelson, Recorder

**Absent:** Dawn Draus, Brendan Glaser, Louis LaPierre, Lynn Lawrence, and Alina Nesbjorkina, ASLCC Representative

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The meeting opened at 3:00 with welcome comments from chair, Kyle Hammon.

## Diversity Course Implementation (Action Item carried forward from October)

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.
  - Would the course need to come before the Curriculum Committee each time offered?
  - Use diversity criteria to develop broad outcomes. Text/syllabus would contain this information.
- Course description and Outcomes would be different with each instructor.
- How to provide documentation to be recognized by a transfer institution?
- How to list in the catalog?

- How does this affect on-line registration?
- How would identification as diversity affect common course numbering?

*Mark made the recommendation to table this item pending outcome of meeting addressing these issues by Kristy, Lynn and Kyle. Outcome will be presented at next meeting.*

**Action Item:**

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

**Proposals from Joan Herman to:**

<b>1.</b> add new course:	<b>ENGL 140</b> , Introduction to Women Writers (Add to Diversity course list)	5 cr, 55 lec
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**Discussion:**

Women's lit courses have become a staple at the university level, yet LCC has no such class. This course fills a void and complements another new course, History of U.S. Women. ENGL 140 will be only the 2<sup>nd</sup> 100-level lit course at LCC so it will give students who are not necessary English majors a chance to earn Humanities and Diversity credits in a 100-level course.

**Resolution:**

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

<b>2.</b> update/revise:	<b>ENGL 072</b> , Sentence and Paragraph Structure	1-2 cr, 22-44 lab
<b>3.</b> update/revise:	<b>ENGL 073</b> , The College Essay	1-2 cr, 22-44 lab
<b>4.</b> update/revise:	<b>ENGL 095</b> , Vocabulary Building	1 cr, 22 lab
<b>5.</b> update/revise:	<b>ENGL 104</b> , Accelerated Review of Grammar/Punctuation	1-2 cr, 22-44 lab

**Discussion:**

Revisions reflect current practice. Self-paced modules have been updated providing students a more realistic writing experience; correcting their own errors; learning word processing and discovering its benefits. "Communications" will be stricken from the Distribution/Graduation Requirements section. ENGL 104 is a transfer course, a companion course to ENGL 100 and 101 and should be identified as an Elective in the Distribution/Graduation Requirements section. An addition to Course Outcomes shall read: Apply learned grammatical skills to write effectively. Minor wording change was suggested to the final Assessment method.

**Resolution:**

*Andrea made a motion to approve with suggested amendments, Charlotte seconded. Motion carried.  
Effective Winter 2010.*

**Proposal from Jim Stanley to:**

<b>6.</b> revise course:	<b>ACCT 241</b> , Intro to QuickBooks (was Computerized Accounting Concepts)	4 cr, 33 lec, 22 lab
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**Discussion:**

The course title change is consistent with the way other computer application courses are named at LCC. Prerequisite change (addition of CS 110 or CS 111) will prevent instructor from spending valuable time training students to perform basic computer skills which have little to do with course content. Outcomes were updated to reflect current practice. Committee suggested adding "Numeracy" to the Gen Ed Outcomes and "Vocational Prep Course" to the Additional Prof/Tech Requirements.

**Resolution:**

*Mark made a motion to approve with suggested amendments, Andrea seconded. Motion carried.  
Effective Spring 2010.*

<i>Proposals from Adam Wolfer, presented by Dave Cordero, to:</i>		
7. revise course:	<b>CHEM&amp; 121</b> , Intro to Chemistry (was Basic General Chem-Lab)	5 cr, 38.5 lec (was 44), 33 lab (was 22)
8. revise course:	<b>CHEM&amp; 131</b> , Intro to Organic/Biochem (was Organic Chemistry)	5 cr, 38.5 lec (was 44), 33 lab (was 22)
<b>Discussion:</b> Aside from the course title changes to each course the lecture and lab hour revisions on the above two courses are identical allowing students time to explore the chemistry content covered in the lab and for the instructor to discuss content as well as lab techniques and methods in the lab.		
<b>Resolution:</b> <i>Courtney made a motion to approve, Jim seconded. Motion carried. Effective Spring 2010.</i>		
<i>Proposal from Louis LaPierre, presented by Dave Cordero, to:</i>		
9. revise degree:	<b>Undergraduate Environmental Science, AS-T</b> (was Undergraduate Environmental Resources)	Revise title; Add pre-major requirement (ENVS 150) of 5 cr; Add elective (ENVS 215) of 5 cr; Total degree credits of 90 minimum are unchanged.
<b>Discussion:</b> Name change better reflects the pre-major course content (i.e, emphasis on natural sciences). Adding ENVS 150 to the list of required pre-major courses is justified by the degree (credit count increases to 45). Adding ENVS 215 increases choices in elective selections. Total credits remain at 90 credits minimum.		
<b>Resolution:</b> <i>Charlotte made a motion to approve, Joan seconded. Motion carried. Effective Winter 2010.</i>		
<b>Proposal by Larry Woodruff for Brendan Glaser:</b>		
10. revise course:	<b>MFG 105</b> , Industrial Safety	3 cr, 33 lec (was 2 cr, 22 lec)
<b>Discussion:</b> Credit/lecture hours changed to allow desired material required by industry be covered in sufficient depth. Course description now includes "an overview of OSHA/WISHA requirements". Also includes in Population to be Served: reference to HLTH 100 is stricken and in its place "Provides more in-depth coverage on Industrial Safety than HLTH 100. Course satisfies the AAS degree health requirement". More time will be spent on actual job encounters - actual safety issues in industry. This change does affect planners that will be updated and sent to SBCTC for approval.		
<b>Resolution:</b> <i>Karen made a motion to approve, Andrea seconded. Motion carried. Effective Winter 2010.</i>		
<b>Reminder for next meeting:</b> <b><i>Be prepared to present findings or items to review as described in the Curriculum Review Schedule and Curriculum Review transfer – both documents can be accessed from the Internal Page – Faculty Resources – Faculty Tools – Course Plans.</i></b>		

Meeting was adjourned at 4:00. The next meeting will be Wednesday, January 13, 2010.