



# Curriculum Committee Meeting Minutes

Merry Bond, Co-chair, Dean of Instructional Programs  
 Gina Challed, Performing and Visual Arts, Communications, & Library  
 Becky Connolly, Language & Literature  
 Mark Gaither, Business and Information Technology  
 Stefanie Gilberti, Dean of Instructional Programs  
 Tamra Gilchrist, Co-Chair, Dean of Instructional Programs  
 Elissa Loren, Transitional Studies  
 Jason Malozzi, Mathematics & Engineering  
 Tamara Norton, Nursing, Allied Health and Wellness  
 Morgan Salisbury, Natural Science  
 Courtney Shah, Social Science & Humanities  
 Nathan Shepherd, Education, BAS, & Industrial Technology  
 Theresa Stalick, Dean of Instructional Programs  
 ASLCC Student Representative

To:	Committee Members	Copies to:
From:	Merry Bond, Tamra Gilchrist Co-Chairs	Library, Magnus Altmayer,
Subject:	Minutes from January 13, 2023 Meeting	Rosemary Perkins, April Tovar Villa,
Date:	January 13, 2023	Britney Deal, Dani Trimble

Members present:	Nathan Shepherd, Stefanie Gilberti, Theresa Stalick, Gina Challed, Tamara Norton, Mark Gaither, Jason Malozzi, Morgan Salisbury, Courtney Shah, Becky Connolly, Elissa Loren, Merry Bond, Tamra Gilchrist
Also Attended:	Magnus Altmayer, Marie Boisvert, Britney Deal, Jessica Kooiman, Abbie Leavens, and Nicole Buffham, Recorder

The Curriculum Committee met Friday, January 13 at 1:00 pm via Zoom.  
 Opening remarks were made by Merry Bond.

<b>Informational Items:</b>
<b>INFO 1 – EDUC 246:</b> The course was marked Diversity on the November proposal. There was no Diversity proposal submitted. Diversity was removed on course processing. A Diversity proposal will come once the course has been fully developed to provide stronger rationale for the Diversity designation. Effective Summer 2023

<b>Proposals from Marie Boisvert:</b>		
<b>A.</b>	New Course	<b>SOC&amp; 201</b> , Social Problems: The Pursuit of Social Justice
		5 cr, 55 lec
<b>Rationale:</b> SOC& 201 is offered via WCCCSA Spring Study Abroad Program		
<b>Resolution:</b> Mark made a motion to approve; Jason seconded. Motion carried. <i>Effective: Spring 2023</i>		
<b>B.</b>	Diversity Course	<b>SOC&amp; 201</b> , Social Problems: The Pursuit of Social Justice
		5 cr, 55 lec
<b>Rationale:</b> Course outcomes support the Diversity designation through the multicultural experience subject matter.		
<b>Resolution:</b> Mark made a motion to approve; Courtney seconded. Motion carried. <i>Effective: Spring 2023</i>		
<b>Chair – For Committee Review and Discussion:</b>		
<b>C.</b>	Review	<b>Curriculum Committee Bylaws</b>
<b>Rationale:</b> Bylaws require periodic review.		
<b>Resolution:</b> Committee will review and bring changes to the February’s meeting.		
<b>D.</b>	Discuss	<b>Catalog Cutoff</b>
<b>Rationale:</b> Committee discussion is requested regarding catalog cutoff due to challenges in meeting demand at the cutoff meeting and complying with outside deadlines.		
<b>Resolution:</b> The committee will identify potential criteria for exceptions to the November meeting catalog cutoff date (such as program changes which do not affect ctclink course builds, or course outcomes changes which are not		

included in the catalog). These will be discussed at the February meeting with the bylaw updates. The committee agreed that information only proposals could be sent to committee membership between meetings and approved via Google Form. If a quorum is not met via this system, those info only items would need to be brought to the next meeting for approval.

**E.** Discuss

**Proposal Limits**

**Rationale:** Limiting proposals per meeting will allow for better committee scrutiny, prevent delays in increasing approval limits, and will reduce the challenge in meeting deadlines for processing.

**Resolution:** The committee recommended focusing on how the new process for reviewing/approving info only items may reduce workload. The committee would like to defer making any changes in limits on numbers of proposals at this time. It was also proposed that state mandates and proposals for accreditation compliance be submitted through the Google Form info only process. While they require review by the committee per LCC processes, the committee recognized that programs with regulatory and/or accrediting bodies must be in compliance with their requirements.

The meeting adjourned at 1:42 pm. The next meeting will be held Friday, February 10 at 1:00 pm via Zoom.

Revised resolutions for items D and E for clarification on 1/17/23, per Merry Bond.