



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
 Jamie Martin, Dean of Instructional Programs
 Tamara Norton, Nursing, Allied Health and Wellness
 Morgan Salisbury, Natural Science
 Courtney Shah, Social Sciences & Humanities
 Nathan Shepherd, Education, BAS, & Industrial Technology
 Theresa Stalick, Dean of Instructional Programs
 ASLCC Student Representative

To: Committee Members From: Merry Bond, Tamra Gilchrist Co-Chairs Subject: Minutes from November 17, 2023 Meeting Date: November 17, 2023	Copies to: Library, Magnus Altmayer, Rosemary Perkins, April Tovar Villa, Britney Deal, Dani Trimble
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Members present: Also Attended:	Elissa Loren, Stefanie Gilberti, Gina Challed, Theresa Stalick, Jason Malozzi, Morgan Salisbury, Courtney Shah, Nathan Shepherd, Becky Connolly, Tamara Norton, Mark Gaither, Merry Bond Jolynn Amrine, Tanya Pisarchuk, Magnus Altmayer, Michaela Jackson, Abbie Leavens, Shiree Bent, Rosemary Perkins, Hiedi Bauer, and Nicole Buffham, Recorder
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The Curriculum Committee met Friday, November 17 at 10:00 am via Zoom.
 Opening remarks were made by Merry Bond.

Informational Items:
INFO 1 – BUS& 101: Removed from the Restricted List.
INFO 2 – CMST& 240: Conversion of our CMST 250 course to the Common Course CMST& 240 was approved by SBCTC for next summer.
INFO 3 – Course Plan Form Updates (form update only): <ul style="list-style-type: none"> ● ECED 262, Practicum V/Practice, 3 cr, 11 lec, 66 clinical ● ECED 263, Practicum VI/Professionalism, 3 cr, 11 lec, 66 clinical

Proposals from Michaela Jackson:		
A.	Revise Course ECED 261, Practicum IV/Principles (prerequisites)	3 cr, 11 lec, 66 field studies
Rationale: Updating the prerequisites to current COMM requirement (ENG& 101) and to provide easier transition for students into this 3-part practicum series.		
Resolution: Courtney made a motion to approve, Tamara seconded. Motion carried.		
B.	Revise Course OLTM 449, Financial Management (prerequisites)	5 cr, 55 lec
Rationale: Change the prerequisite language from "college algebra" to "A college-level math course for which intermediate algebra is a prerequisite from the quantitative distribution list" to include math courses other than 141 such as MATH& 107.		
Resolution: Courtney made a motion to approve, Jason seconded. Motion carried. <i>Effective Summer 2024</i>		
C.	Revise Degree Early Childhood Education AAS (description)	96 cr total

Rationale: The changes align the degree to the Department of Children, Youth and Families (DCYF) Stackable State Certificates required for early learning professionals and childcare workers.		
Resolution: After discussing how EDUC& 130 may only be used once to fulfill requirements and clarification on the degree, Michaela requested the wording carry over to the Early Childhood Education (State Certificate) COP. Theresa made a motion to approve; Jason seconded. Motion approved. <i>Effective Summer 2024</i>		
Proposal from Hiedi Bauer:		
D.	Revise Course	ENGL& 244, American Literature (description, outcomes) 5 cr, 55 lec
Rationale: Descriptions and outcomes were outdated and not reflecting DEI work of the last decade		
Resolution: Tamara made a motion to approve; Becky seconded. Motion carried. <i>Effective Summer 2024</i>		
Proposals from Jolynn Amrine:		
E.	Revise Course	ENGL 110, Industrial Communications (description, outcomes) 5 cr, 55 lec
Rationale: Revised course description and outcomes represents course content more accurately. Outcomes have been updated to emphasize workplace communications.		
F.	Revise Course	ENGL& 235, Technical Writing (description, outcomes) 5 cr, 55 lec
Rationale: Revised course description and outcomes represents course content more accurately.		
Resolution E-F: Courtney made a motion to approve; Jason seconded. Motion carried. <i>Effective Summer 2024</i>		
Proposals from Abbie Leavens:		
G.	Revise Course	ENGL 231, Creative Writing (prerequisite) 5 cr, 55 lec
H.	Revise Course	ENGL 232, Creative Writing (prerequisite) 5 cr, 55 lec
I.	Revise Course	ENGL 233, Creative Writing (prerequisite) 5 cr, 55 lec
Rationale: We're asking to remove the ENGL& 101 prerequisite for 231, 232, and 233.		
Resolution G-I: Gina made a motion to approve; Theresa seconded. Motion approved. <i>Effective Summer 2024</i>		
J.	Revise Course	ENGL 234, Creative Nonfiction (title, description, outcomes) 5 cr, 55 lec
Rationale: Our creative writing courses are in need of updating and revision. We hope that by no longer requiring a prerequisite course; by more accurately reflecting the objective of the course through a more recognizable name; updating our outcomes to reflect our instruction and objectives more accurately, as well as address and include our diversity, equity, and inclusivity goals, we will attract, retain, and better serve our students.		
K.	Diversity	ENGL 234, Creative Nonfiction Diversity <i>Effective Summer 2024</i> 5 cr, 55 lec
Rationale: This creative nonfiction course explores the lived experience of writers of a variety of geographic locations, ethnicities, races, nationalities, abilities, gender expressions, sexual identities and orientations, religions, traditions, philosophies, etc. through the students' examinations, interrogations, and conversations of the assigned texts as well as their own shared, original writing.		
Resolution J-K: Jason made a motion to approve; Becky seconded. Motion carried. <i>Effective Summer 2024</i>		
L.	Revise Course	ENGL 245, Contemporary Literature: DIV (outcomes) 5 cr, 55 lec
M.	Revise Course	ENGL 280, Multicultural Literature: DIV (outcomes) 5 cr, 55 lec
Rationale: The Languages & Literature department has determined the need to condense and more concisely define our course outcomes.		
Resolution L-M: Courtney made a motion to approve; Jason seconded. Wording of one outcome was edited to "literary devices". Courtney and Jason reapproved and seconded. Motion carried. <i>Effective Summer 2024</i>		
Proposals from Shiree Bent:		
N.	New Course	CCP 038, CCP Health (new) 1-20 cr, 220 lec
O.	Revise Course	CCP 048, CCP Fitness 1-20 cr, 220 lec

	(title)	
P.	New Course	YR 038, CCP Health (new) 1-20 cr, 220 lec
Q.	Revise Course	YR 048, CCP Fitness (title) 1-20 cr, 220 lec
Rationale: The Health and PE courses needed to be separated to cover Health and Fitness individually. Health and Fitness was retitled to Fitness and new Health courses were added.		
Resolution N-Q: Jason made a motion to approve; Elissa seconded. Motion carried. <i>Effective Summer 2024</i>		
R.	Revise Course	ELL 051, ELL Integrated Beginning (title) 1-20 cr, 220 lec
S.	New Course	ELL 052, ELL Integrated Intermediate (new) 1-20 cr, 220 lec
T.	Revise Course	ELL 053, ELL Integrated II Beginning (title) 1-20 cr, 220 lec
U.	New Course	ELL 054, ELL Integrated II Intermediate (new) 1-20 cr, 220 lec
V.	Revise Course	ELL 055, ELL Integrated III Beginning (title) 1-20 cr, 220 lec
W.	New Course	ELL 056, ELL Integrated III Intermediate (new) 1-20 cr, 220 lec
X.	Revise Course	ELL 057, ELL Integrated IV Beginning (title) 1-20 cr, 220 lec
Y.	New Course	ELL 058, ELL Integrated IV Intermediate (new) 1-20 cr, 220 lec
Z.	New Course	ELL 062, ELL Integrated Advanced (new) Effective Summer 2024 1-20 cr, 220 lec
AA.	New Course	ELL 064, ELL Integrated II Advanced (new) 1-20 cr, 220 lec
BB.	New Course	ELL 066, ELL Integrated III Advanced (new) 1-20 cr, 220 lec
CC.	New Course	ELL 068, ELL Integrated IV Advanced (new) 1-20 cr, 220 lec
DD.	Revise Course	ELLYR 051, ELL Integrated Beginning (title) 1-20 cr, 220 lec
EE.	New Course	ELLYR 052, ELL Integrated Intermediate (new) 1-20 cr, 220 lec
FF.	Revise Course	ELLYR 053, ELL Integrated II Beginning (title) 1-20 cr, 220 lec
GG.	New Course	ELLYR 054, ELL Integrated II Intermediate (new) 1-20 cr, 220 lec
HH.	Revise Course	ELLYR 055, ELL Integrated III Beginning (title) 1-20 cr, 220 lec
II.	New Course	ELLYR 056, ELL Integrated III Intermediate (new) 1-20 cr, 220 lec
JJ.	Revise Course	ELLYR 057, ELL Integrated IV Beginning (title) 1-20 cr, 220 lec
KK.	New Course	ELLYR 058, ELL Integrated IV Intermediate (new) 1-20 cr, 220 lec
LL.	New Course	ELLYR 062, ELL Integrated Advanced (new) 1-20 cr, 220 lec
MM.	New Course	ELLYR 064, ELL Integrated II Advanced (new) 1-20 cr, 220 lec
NN.	New Course	ELLYR 066, ELL Integrated III Advanced (new) 1-20 cr, 220 lec
OO.	New Course	ELLYR 068, ELL Integrated IV Advanced (new) 1-20 cr, 220 lec

Rationale: The ELL and ELLYR Integrated courses were expanded with new courses and existing courses were retitled to differentiate and more accurately reflect the levels.		
Resolution R-OO: Elissa made a motion to approve; Nathan seconded. Motion carried. <i>Effective Summer 2024</i>		
PP. New Course	ELL 082, ELL Grammar (new)	1-20 cr, 220 lec
QQ. New Course	ELL 084, ELL Grammar II (new)	1-20 cr, 220 lec
RR. New Course	ELL 086, ELL Grammar III (new)	1-20 cr, 220 lec
SS. New Course	ELL 088, ELL Grammar IV (new)	1-20 cr, 220 lec
TT. New Course	ELLYR 082, ELL Grammar (new)	1-20 cr, 220 lec
UU. New Course	ELLYR 084, ELL Grammar II (new)	1-20 cr, 220 lec
VV. New Course	ELLYR 086, ELL Grammar III (new)	1-20 cr, 220 lec
WW. New Course	ELLYR 088, ELL Grammar IV (new)	1-20 cr, 220 lec
Rationale: New grammar courses for ELL students.		
Resolution PP-WW: Jason made a motion to approve; Courtney seconded. Motion carried. <i>Effective Summer 2024</i>		
Proposal from Nathan Shepherd:		
XX. Revise Degree	Machine Trades AAS (GER's)	107 cr total
Rationale: Align Machine Trades (AAS) Degree with Machine Trades BAS-OLTM Degree		
Resolution: Becky made a motion to approve; Gina seconded. Motion carried. <i>Effective Summer 2024</i>		
Proposals from Mark Gaither:		
YY. New Course	BTEC 168, Billing & Coding Exam Certification Preparation (new)	2 cr, 22 lec
Rationale: LCC does not offer industry certification examinations for Medical Billing & Coding. Most employers require experience and industry certification to qualify for openings. This course allows students to prepare for examinations through other CTC programs at Tacoma, Clark, or third party vendors; consequently, saving them additional costs in taking similar, higher-priced options.		
ZZ. Revise Degree	Medical Office Administration AAS (course)	118-121 cr total
AAA. Revise Degree	Medical Office Administration AAS-T (course)	118-121 cr total
Rationale: Based on addition of new course BTEC 168		
Resolution YY-AAA: Gina made a motion to approve; Jason seconded. Mark requested addition of the course to the Medical Office Administration COP. Gina approved and Jason seconded. Motion approved. <i>Effective Summer 2024</i>		

The meeting adjourned at 11:03 am. The next meeting will be held Friday, January 12 at 1:00 pm via Zoom.