



Curriculum Committee Meeting Minutes

Merry Bond, Co-chair, Dean of Instruction
Henry Brewster, Interim Dean of Instruction
Gina Challed, Performing and Visual Arts, Communications, & Library
Mark Gaither, Business & Information Technology
Stefanie Gilberti, Dean of Instruction & Learning Resources
Tamra Gilchrist, Co-chair, Dean of Instruction
Ashleigh Kruckenberg, Education, BAS, and Industrial Technology
Fox Leavens, Language & Literature
Elissa Loren, College & Career Prep
Jason Malozzi, Mathematics & Engineering
Joanna Mosser, Social Science & Humanities
Tamara Norton, Nursing, Allied Health, and Wellness
Morgan Salisbury, Natural Science
ASLCC Student Representative

To: Committee Members
From: Tamra Gilchrist and Merry Bond, Co-Chairs
Subject: Minutes from January 10, 2025, Meeting
Date: January 21, 2025

Copies to:
Library, Magnus Altmayer,
Rosemary Perkins, April Tovar Villa,
Britney Deal, Dani Trimble

Members Present: Merry Bond, Henry Brewster, Gina Challed, Mark Gaither, Tamra Gilchrist, Ashleigh Kruckenberg, Fox Leavens, Elissa Loren, Jason Malozzi, Joanna Mosser, Connie Ramos (sub for Tamara Norton), Morgan Salisbury, Neptune Van (Chief Justice Director for ASLCC)

Also attended: Julianna Crisman (tenure track), Sunny Liston (tenure track). Ex officio: Britney Deal (registration), Mersady Hurley (registration), Tanya Pisarchuk (registration)

The Curriculum Committee met Friday, January 10 at 1:00 pm via Zoom.
Opening remarks were made by Merry Bond.

Informational Items:

INFO 1 – Education AAS follow-up: Ashleigh Kruckenberg submitted her corrected degree requirements template after the November meeting. Follow-up complete and noted toward the end of the [November minutes](#). *(A grammatical correction was suggested for the third program outcome (removal of the first and, substitute comma)).*

Informational Items:
INFO 2 – Administrative Services Manager AAS/AAS-T, Hospitality & Convention Services Management COC, and BTEC 126/127/128 follow-ups: Mark Gaither provided the revised AAS/AAS-T degree requirements page, as well as advisory committee minutes. The follow-up is complete and noted toward the end of the November minutes .
INFO 3 – EDUC 300: Adding permission to drop requirement. Students who drop EDUC 300 cannot continue in the BAS-TE program. Dropping the course impacts FA eligibility and program progression. Requiring drop permission will ensure students are informed of the ramifications prior to the drop. This issue severely impacted two students during fall term and the exception to the effective term reflects the urgency needed for resolution. Effective Spring 2025
INFO 4 - SBCTC Common Course proposal update: <ul style="list-style-type: none"> ● Approved: <ul style="list-style-type: none"> ○ CHIN& 121 (retired) ○ CHIN& 122 (retired) ○ CHIN& 123 (retired) ● Pending: <ul style="list-style-type: none"> ○ EDUC& 202 (new) ○ ENGL& 111 (was ENGL 108) ○ ENGL& 236 (was ENGL 231) ○ ENGL& 237 (was ENGL 232) ○ ENGL& 238 (was ENGL 234) ○ ENGL& 254 (was ENGL 260) Effective Summer 2025

Proposal Items:		
Proposal from Ashleigh Kruckenberg:		
A. Revise Course	EDUC 191, Field Experience I (prerequisites)	5 cr, 22 lec, 99 field studies
Rationale: Adjustment to prerequisites based upon students need for some basic district knowledge and understanding before being placed in a school district.		
Resolution: Mark made a motion to approve the prerequisite as presented. Jason seconded. Motion carried. <i>Effective Summer 2026</i>		
Proposal from Michaela Jackson:		
B. Revise Degree	Automation, Instrumentation, & Robotics AAS (was Automation, Instrumentation, & Industrial Maintenance)	99 cr total

Proposal Items:		
	(title)	
<p>Rationale: The name is being changed to highlight the robotics component of the degree. Robotics is an area of study many students are interested in (and high school CTE programs) and adding robotics to the title will help students and K-12 partners find the program when they do a general search.</p>		
<p>Resolution: Stefanie made a motion to approve as presented. Ashleigh seconded. Motion carried. <i>Effective Summer 2025</i></p>		
Proposals from Tamra Gilchrist:		
C. Revise Certificate	Industrial Maintenance Technician COP (was Production Technician COP) (title, courses, credits)	64 cr total

Proposal Items:

Rationale: LCC's Production Technician COP was aligned with the Advanced Manufacturing AAS which is being terminated as the new AAS in Automation, Instrumentation and Robotics (AIR) is in development. Only minor changes are needed to the current Production Tech COP to align with the new (AIR) degree. Based on industry feedback and direction from the employer focus group, we are requesting to update the title to Industrial Maintenance to better align with current industry job postings and labor market demand (as well as local apprenticeship agreements). In addition, requesting to remove three courses that have been adjusted based on the changes to the AIR degree and adding four classes. Overall, these changes enhance student foundational studies, MFG 100 and the PLC and instrumentation coursework has been expanded into several courses to cover the topic in more depth-- as recommended by the focus group guidance.

OLD:

MFG 120 (4) Quality Assurance

PMFG 151 (5) Process Control Equipment

PMFG 154 (5) Instrumentation Fundamentals and PLC's

14 credits

NEW:

MFG 100 (2) Foundational Skills for the Trades

IMIN 215 (5) Programmable Logic Controllers

IMIN 230 (5) Process Technology Equipment

IMIN 240 (5) Instrumentation Fundamentals

17 credits

Total credits will move from 61 to 64. Only minor adjustments were made to the outcomes to better clarify the global skills alignment (calling out teamwork. communication etc.) that previously just read as "GS" but did not indicate which global skill.

D. Retire Degree

Advanced Manufacturing AAS-T
(retire)

91-100 cr total

Rationale: Requesting to retire the current AAS-T in Advanced Manufacturing based on the development of the new degree direction to expand into instrumentation and robotics.

E. Retire Degree

Advanced Manufacturing AAS
(retire)

91-100 cr total

Rationale: Requesting to retire the current AAS in Advanced Manufacturing based on the development of the new degree direction to expand into instrumentation and robotics.

Proposal Items:		
F. Suspend Certificate	Multicraft Trades COP (suspend)	53 cr total
Rationale: This is not a retirement but a request for suspension. Based on industry feedback and low enrollment in the program, requesting to suspend the MCT COP for further review.		
G. Suspend Certificate	Engineering Technician COP (suspend)	53 cr total
Rationale: This is not a retirement but a request for suspension. Based on industry feedback and low enrollment in the program, requesting to suspend the Engineering Tech COP for further review.		
Resolution C-G: Jason made a motion to approve the proposal items as presented. Mark seconded. Motion carried. <i>Effective Summer 2025</i>		

Notes for future discussion that came up in our reviews of today's proposals:

- Professional-technical distribution categories for COP and AAS credentials.
- CIP codes noted on course plans (EDUC)
- Potential for noting DEI-related program outcomes in a similar way to how we note global skills.

The meeting adjourned at 1:34 pm. The next meeting will be held Friday, February 14 at 1:00 pm via Zoom.

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