

**Curriculum Committee Minutes**  
**March 16, 2023 3:30 to 5pm**  
**Location: TDC Board Room 1.162 & Zoom**

**PRESENT:**

**Voting Committee Members**

Chair- Pam Morse (Math)  
 Andrea LoManaco (Buiness)  
 Kristen Booth (Pre-College)  
 Emilie Miller (Science)

Robert Wells-Clark (Ind/Trade)  
 Rebecca Schwartz (Inst Dean)

**Non-Voting Committee Members**

Susan Lewis (Curriculum)  
 Mary Martin (Student Services)

**Supporting Staff**

Sara Wade (Instructional Services)

**Guests**

Sara Mustonen

**ABSENT**

**Voting Members**

Jenn Kamrar (Art,Cult,Comm) **LOA**,  
 Vice Chair- Mimi Pentz (Nurs/Hlth),  
 Stephen Shwiff (Social Science)

**Non-Voting Committee Members**

Jarett Gilbert (VP Instructional Services)

Item	Discussion	Action
<b>Call to Order: 3:36pm</b>	The meeting was called to order by chair Pam Morse.	
<b>Approval of March 2, 2023 meeting minutes.</b>	<b>Motion: approve as written.</b>	Motion: Rebecca 2nds: Andrea 5 in favor – 0 opposed – 0 abstains
<b>Old Business:</b>		
<b>1. Contact Hour Definitions (Postponed)</b>	Pam volunteered to help and join this committee, Rebecca offered to help or provide support if needed.	

<b>Submissions:</b>		
COMM 111 Public Speaking (CCN Course Revision: #, des, req, out, cont, txt/mat)	<p>Rebecca explained the changes to this course have to do with the Statewide Common Course Numbering Changes.</p> <p>It was asked and discussed why this course is only an 8-week course versus an 11-week course. Could it be a changed to an 11-week course? Rebecca will take it back to the department and will let the committee know if will be increasing or keeping the same number of weeks.</p> <p style="text-align: center;"><b>Motion: approve a written</b></p>	<p>Motion: Andrea 2nded: Emilie 6 in favor – 0 opposed – 0 abstained</p>
COMM 214 Interpersonal Communication: Process & Theory (CCN Course Revision: #, title, des, out, cont, txt/mat)	<b>Motion: approve as written</b>	<p>Motion: Robert 2nded: Andrea 6 in favor – 0 opposed – 0 abstained</p>
MTH 112 Precalculus II: Trigonometry (Contact Hours/Credit Change)	<p>Pam explains the contact hour change to 4 credits of lec/lab.</p> <p style="text-align: center;"><b>Motion: approve as written</b></p>	<p>Motion: Andrea 2nded: Emilie 6 in favor – 0 opposed – 0 abstained</p>
Requisite revisions to courses, degrees, and certificates due to CCN revisions	<p>Susan explains the revision request that was brought from IC to the Curriculum Committee to change the requisites within courses without having to take each to Curriculum Committee.</p> <p>The only request that came from IC was that the chairs would be notified if a class was changed in their department.</p> <p style="text-align: center;"><b>Motion: approve as written</b></p>	<p>Motion: Rebecca 2nded: Robert 6 in favor – 0 opposed – 0 abstained</p>
<b>Discussion Items:</b>		
Transferability Requirements (LDC transfer, Gen Ed requirements, number of universities required)	<p>Susan explains the meaning behind this and CGCC continued struggle around transferability to other Community Colleges &amp; Universities.</p> <ul style="list-style-type: none"> <li>• Talk about changing Gen Ed reequipments with the possibility of making it easier for transferability</li> <li>• Cat Graham has been working on articulation agreements with a few colleges to help with transferability</li> </ul>	

	<ul style="list-style-type: none"> <li>• Sharing of experiences of doing the research and work that is needed regarding transferability of courses to other colleges.</li> <li>• Questions arose about if it is necessary to have the transferability of courses part of the work in the course/degree creation process. <ul style="list-style-type: none"> <li>○ Option is giving this step in the course creation process to Cat Graham to see if a course would be transferable to other colleges and universities.</li> <li>○ Concern was mentioned if this was taken out of the course/degree creation process that it would out of the departments hands that submitted it, the instructor that is building the course should be in the know of the transferability of the course, and the department knows the class better then an outside person will.</li> </ul> </li> </ul> <p style="text-align: center;"><b>Tabled discussion until Retreat</b></p>	
<b>Retreat Date?</b>	<b>*Susan will send out possible dates for CC Retreat.</b>	
<b>Meeting Adjourned: 4:59pm</b>	<b>Rebecca motioned to end the meeting seconded Andrea, all in favor. Meeting ended at 4:59pm</b>	<b>Next Meeting: April 6, 2023</b>