

Curriculum Committee Minutes

May 19, 2023: 9:00am to Noon

Location: HRC 312 and Zoom

Zoom Link: <https://cgcc.zoom.us/j/84326055224>

PRESENT:

Voting Committee Members

Chair- Pam Morse (Math)
Andrea LoMonaco (Business)
Kristen Booth (Pre-College)
Stephen Shwiff (Social Science)

Robert Wells-Clark (Ind/Trade)
Jenn Kamrar (Art,Cult,Comm)
Rebecca Schwartz (Inst Dean)

Non-Voting Committee Members

Jarett Gilbert (VP Instructional Services)
Susan Lewis (Curriculum)

Mary Martin (Student Services)

Supporting Staff

Sara Wade (Instructional Services)

Guests

Janie Griffin, Katherine Aiken

ABSENT:

Voting Committee Members

Emilie Miller (Science) & Mimi Pentz (Nurs/Hlth)

Non-Voting Committee Members

none

Item	Discussion	Action
Call to Order: 9:19am	Meeting was called to order at 9:19 am, by Chair Pam Morse.	
Approval of April 6, 2023 (correction of error)	Motion: approve as written	Motion: Stephen 2nd: Rebecca 6 in favor – 0 opposed – 0 abstains
Old Business:		
1. Postponed April 6 submission (Rebecca Schwartz) <ul style="list-style-type: none">HST 260 Conspiracy Theories, Secret Societies and Historical Controversies (Gen Ed Request)	HST 260- Motion: approve as written	HST 260 (Gen Ed Request): Motion: Andrea 2nd: Pam

<ul style="list-style-type: none"> Initial Early Childhood Education (New Certificate) 	<p style="text-align: center;">Initial Early Childhood Education-</p> <p>Rebecca explained that this certificate will be part of the ECE pathway to the degree, and will be awarded as students complete the courses towards the degree.</p> <p>Question regarding the title and whether it aligned with the titling of the other certificates in the program. Washington has a certificate similarly titled and the ECE department felt that it was appropriate to align with them.</p> <p>A concern was brought up and discussed that certificates like this in the past have showed as low-enrolled because students don't declare for Career Pathway certificate, mostly due to Financial Aid limitations. Examples of this were CPC in the BA department that were suspended last year due to low-enrollment. Will this happen to this certificate in the future? It was discussed whether the certificate could be auto awarded as they continue on the pathway for the degree, as a potential retention incentive. However, students would have to request the certificate or another process for manually checking completions would need to be created.</p> <p style="text-align: center;">Motion: approve as written</p>	<p>6 in favor – 0 opposed – 0 abstained</p> <p>Initial Early Childhood Education:</p> <p>Motion: Kristen</p> <p>2nd: Pam</p> <p>6 in favor – 0 opposed – 1 abstained</p>
<p>2. Contact Hour Definitions – continued from 6.10.22, 9.9.22, 10.6.22, 11.3.22 (Kristen Added to New Business)</p> <p>3. Transferability Requirements – continued from 3.16.23 (LDC transfer, Gen Ed requirements, number of universities required)</p>	<p>Added to New Business.</p>	
Submissions:		
NUR 90 Nursing Assistant I (Contact Hour/Credit Change)	Motion: approve as written	<p>Motion: Stephen</p> <p>2nded: Rebecca</p> <p>7 in favor – 0 opposed – 0 abstained</p>
NUR 90 Nursing Assistant I (Course Revision: des, out, cont)	Motion: approve as written	<p>Motion: Rebecca</p> <p>2nded: Andrea</p> <p>7 in favor – 0 opposed – 0 abstained</p>
MTH 244 Statistics II (Course Revision: prefix, des, req)		<p>Motion: Stephen</p> <p>2nded: Jenn</p>

	Motion: Approve as written	7 in favor – 0 opposed – 0 abstained
ES 201 Introduction to Native American Studies (New LDC Course)	<p>Katherine Akin explained that these courses were created as CPL portfolio courses but recently changed to allow these courses to be offered as actual courses. The ES courses were created with guidance from community partners and subject experts.</p> <p>The committee agreed that any course CGCC creates should be able to be taught in all modalities.</p> <p>Discussion if “ES” was the correct prefix to use for these courses (ES 201 and ES 203), or if a more specific prefix should be used – NAS or CHLAS. There was concern that Ethnic Studies is meant for general courses in the field rather than specific courses. Also concern that it may be dated and its use being phased out. It was explained that the “ES” prefix was chosen because it is more general and could house multiple disciplines, rather than making a separate prefix for what may be only one course within a discipline. The submitter thought that it is more recognizable for transfer by other colleges and universities.</p> <p>It was also requested that the department and Committee revisit these courses in the future to see if there is a better prefix than “ES” moving forward.</p> <p style="text-align: center;">Motion: approve as written</p> <p style="text-align: center;">Re-Open ES 201 for further discussion- Motion: reopen ES for questions and discussion.</p> <p style="text-align: center;">#2 Motion: approved with the changes to Outcome #6 and Course Content to state: “Identify and use culturally relevant vocabulary.”</p>	<p>Motion: Robert 2nded: Andera 7 in favor – 0 opposed – 0 abstained</p> <p>Re-Open Discussion Motion: Stephen 2nded: Kristen 7 in favor – 0 opposed – 0 abstained</p> <p>#2 Motion Motion: Robert 2nded: Andrea 7 in favor – 0 opposed – 0 abstained</p>
ES 201 Introduction to Native American Studies (Gen Ed Request)	Motion: approve with the change to Outcome #6 to state: “Identify and use culturally relevant vocabulary.”	Motion: Andrea 2nded: Robert 7 in favor – 0 opposed – 0 abstained
ES 201 Introduction to Native American Studies (Cultural Literacy Request)	Motion: approve with the change to Outcome #6 to state: “Identify and use culturally relevant vocabulary.”	Motion: Robert 2nded: Andrea 7 in favor – 0 opposed – 0 abstained
ES 203 Introduction to Chicane/Latine Studies: Making Culture (New LDC Course)	Concern was expressed about the inclusion of “fluency” within outcome #7. Not all Latinos/as necessarily speak Spanish fluently, or	Motion: Robert 2nded: Pam

	<p>sometime at all. It was thought this shouldn't be required as a reflection of cultural knowledge.</p> <p>The conversation expanded to include ES 201's outcome #6 also addressing ability to communicate in a Native American language. In this outcome, the language was vaguer, requiring "some degree of competence." Concerns around measurability were discussed, as well as whether an instructor could be held accountable for teaching to an outcome that required "fluency".</p> <p>Agreement was reached that an understanding of culturally specific vocabulary was relevant and important, and the outcomes referencing language ability were revised in both courses to say: <i>Identify and use culturally relevant vocabulary.</i></p> <p>Motion: approve with the amendment to outcome #7 to state: "Identify and use culturally relevant vocabulary"</p>	7 in favor – 0 opposed – 0 abstained
ES 203 Introduction to Chicane/Latine Studies: Making Culture (Gen Ed Request)	Motion: approve with the amendment to outcome #7 to state: "Identify and use culturally relevant vocabulary"	<p>Motion: Andrea</p> <p>2nded: Pam</p> <p>7 in favor – 0 opposed – 0 abstained</p>
ES 203 Introduction to Chicane/Latine Studies: Making Culture (Cultural Literacy Request)	Motion: approve with the amendment to outcome #7 to state: "Identify and use culturally relevant vocabulary"	<p>Motion: Kristen</p> <p>2nded: Robert</p> <p>7 in favor – 0 opposed – 0 abstained</p>
Electro-Mechanical Technology (Mod Design Revision: course title)	Motion: approve as written	<p>Motion: Stephen</p> <p>2nded: Andrea</p> <p>7 in favor – 0 opposed – 0 abstained</p>
Aviation Maintenance Technology AAS (Degree Revision: courses, credits)	Motion: approve as written	<p>Motion: Stephen</p> <p>2nded: Andrea</p> <p>7 in favor – 0 opposed – 0 abstained</p>
Medical Office Professional (Certificate Suspension)	<p>It was shared that no one has declared for this certificate pathway for a few years, though some student have requested the certificate award. In addition, the Medical Assisting program has been revised, and courses needed for the MOP have been inactivated.</p> <p>Motion: approve as written</p>	<p>Motion: Kristen</p> <p>2nded: Pam</p> <p>6 in favor – 0 opposed – 0 abstained</p>

Administrative Assistant AAS (Degree Revision: courses, credits)	Motion: approve as written	Motion: Kristen 2nded: Jenn 6 in favor – 0 opposed – 0 abstained
New Business:		
Credit for Prior Learning AR, OP and submission form for Licensure/Certification Acceptance Process	<p>Susan shared the AR, OP, and submission form that the CPL Licensure Committee designed. This process will help the college determine how to approve new Licensures & Certificates that could provide Credit for Prior Learning.</p> <p>Concern was expressed that the approval process of CPL Licensure/Certification Credit shouldn't reside under the Curriculum Committee, but instead be under the authority of the registrar and department experts. This process should mirror how transfer credit is approved/accepted.</p> <p>Clarification was shared that this process was only to approve new certifications/licensures that have not been approve previously by the college for acceptance of credit. This process will help the registrar to determine which classes certain licensures/certifications may count for credit.</p> <p>Motion: approve AR, OP and form as written with a note to revisit or review in a year if this process is not effective.</p>	Motion: Kristen 2nded: Stephen 6 in favor – 1 opposed – 0 abstained
Curriculum Committee schedule for 2023-24	<p>Susan shared the 2023-24 meeting schedule, outlining how new deadlines for Summer/Fall Schedule the Catalog and Slingshot adoption impact curriculum submission timing. Course, degree or certificate submissions will need to come to the Curriculum Committee for approval no later than January in order to have any guarantee that the submissions are able to be offered correctly for the following year as well as included in the next year's catalog. Therefore, it is imperative that the Committee adhere to a front loaded schedule, and that a clear timeline for submissions is communicated with instructional staff and departments.</p> <p>It was proposed to move the April meeting to late January to give another option for approval of submissions.</p> <p>Motion: approve as written with the change to move April's meeting to later part of January.</p>	Motion: Rebecca 2nded: Stephen 7 in favor – 0 opposed – 0 abstained

Transferability Requirements – continued from 6.16.23 (LDC transfer, Gen Ed requirements, number of universities required)	Tabled until a later date- possible orientation discussion item.	Motion: 2nded: 0 in favor – 0 opposed – 0 abstained
Contact Hour Definitions – continued from 6.10.22, 9.9.22, 10.6.22, 11.3.22	Tabled until a later date- possible orientation discussion item.	Motion: 2nded: 0 in favor – 0 opposed – 0 abstained
	**Sara will send out calendar invites to all CC Meetings for the 2023-24 Academic Year.	
Meeting Adjourned: 12:15pm	Rebecca motioned to end the meeting Stephen seconded, all in favor. Meeting ended at 12:15pm.	Next Meeting: September 21, 2023, 10am to Noon – CC Orientation