

**Curriculum Committee Minutes**  
**January 26, 2023 3:30 to 5pm**  
**Location: Zoom Only**

**PRESENT:**

**Voting Committee Members**

Chair- Pam Morse (Math)  
Vice Chair- Mimi Pentz (Nurs/Hlth)  
Andrea LoManaco (Business)  
Kristen Booth (Pre-College)  
Emilie Miller (Science)

Stephen Shwiff (Social 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**

**ABSENT**

**Voting Members**

Jenn Kamrar (Art,Cult,Comm) **LOA**

**Non-Voting Committee Members**

Jarett Gilbert (VP Instructional Services)

Item	Discussion	Action
Call to Order: 3:33pm	The meeting was called to order by chair Pam Morse.	
Approval of November 3, 2023 meeting minutes.	Motion: approve as written.	Motion: Rebecca 2nds: Mimi 8 in favor – 0 opposed – 0 abstains
Old Business:		
1. Contact Hour Definitions (Postponed)		

<b>Submissions:</b>		
UAS 101 Introduction to Unmanned Aircraft Systems (Course Revision: des, out, cont, txt/mat)	Mike explained the proposed changes for the UAS program and the plans for the future. <b>Motion: approve as written.</b>	Motion: Stephen 2nded: Emilie 8 in favor – 0 opposed – 0 abstained
UAS 200 sUAS Professional Remote Pilot I (New CTE Course)	<b>Motion: approve as written</b>	Motion: Kristen 2nded: Mimi 8 in favor – 0 opposed – 0 abstained
Professional Small Unmanned Aircraft Systems (New Certificate)	<b>Motion: approve as written</b>	Motion: Kristen 2nded: Stephen 8 in favor – 0 opposed – 0 abstained
Professional Small Unmanned Aircraft Systems (Certificate Suspension, Teach Out Plan, Termination of Program Checklist)	<b>Motion: approve as written</b>	Motion: Mimi 2nded: Emilie 8 in favor – 0 opposed – 0 abstained
MTH 65 Beginning Algebra II (Course Revision: title)	Pam explained the only change is the title. The title change is due to the college not offering Beginning Algebra I, so it didn't make sense to offer a Beginning Algebra II. <b>Motion: approve as written</b>	Motion: Stephen 2nded: Mimi 8 in favor – 0 opposed – 0 abstained
Modified Degree/Certificate Revision (MTH 65 title revision)	<b>Motion: approve as written</b>	Motion: Kristen 2nded: Robert 0 in favor – 0 opposed – 0 abstained
IRW 115L Foundations of Critical Reading and Writing (Course Revision: req, des)	<b>Motion: approve as written</b>	Motion: Kristen 2nded: Mimi 8 in favor – 0 opposed – 0 abstained
<b>New Business:</b>		
1. Approval of Administrative Rules and Operating Procedures updates <ul style="list-style-type: none"> <li>AR040.035.000 Occupational Supplementary</li> </ul>	Susan shared the update changes that she made to the committee's ARs and OPs. All changes were minor some due to word changes to name/title changes. Discussion regarding whether collective bargaining language should remain. Decided not to retain that language.	Motion 1: Stephen 2nded: Rebecca 8 in favor – 0 opposed – 0 abstained

<p>Courses/Continuing Education Units</p> <ul style="list-style-type: none"> <li>• OP 040.035.001 Occupational Supplementary Courses/Continuing Education Units</li> <li>• AR 040.037.000 Termination of a Program <ul style="list-style-type: none"> <li>• OP 040.037.001 Termination of a Program</li> </ul> </li> </ul>	<p><b>Motion #1: approve AR040.035.0000 as written</b></p> <p><b>Motion #2: approve OP 040.035.001 as written</b></p> <p><b>Motion #3: approve AR 040.037.000 as written</b></p> <p><b>Motion #4: approve OP 040.037.001 as written</b></p>	<p>Motion 2: Kristen 2nded: Robert 8 in favor – 0 opposed – 0 abstained</p> <p>Motion 3: Mimi 2nded: Emilie 8 in favor – 0 opposed – 0 abstained</p> <p>Motion 4: Kristen 2nded: Andrea 8 in favor – 0 opposed – 0 abstained</p>
<p>2. Addition of make-up CC meeting in late February</p>	<p>Susan suggested due to the need of a make-up meeting, would February 16, 2023 be a good day for all? Andrea may be unavailable but all the rest said they could make that date work.</p> <p><b>Motion: to schedule the CC make up meeting for February 16, 2023.</b></p>	<p>Motion: Rebecca 2nded: Mimi 8 in favor – 0 opposed – 0 abstained</p>
<p>3. Gen Ed Request updates for CCN revisions</p>	<p>Common Course Numbering revisions will result in revised titles, descriptions and outcomes. Susan reminded the committee that it is the established process that if a course with a Gen Ed designation revises its outcomes, the course is required to update its Gen Ed Request as well. Would the committee be willing to simplify this process, allowing for a quicker turn around, by permitting Gen Ed designated courses to skip the required update to the Gen Ed Request, recognizing that the change in outcomes requested by the state is not a significant change in the intent of the course.</p> <p><b>Motion: For Common Course Numbering revisions only, suspend the requirement for Gen Ed course revisions that include outcomes revisions to submit an accompanying updated Ged Ed Request form.</b></p>	<p>Motion: Rebecca 2nded: Mimi 6 in favor – 0 opposed – 1 abstained</p>
<p>4. Refusal to include entry for Text &amp; Materials section on CCOG</p>	<p>Susan brought to the committee’s attention that some faculty are refusing to include suggested Text &amp; Materials when they are completing the CCOG updates. Requesting direction on how they want this handled.</p> <ul style="list-style-type: none"> <li>• It was asked whether Susan should be the “Gate Keeper” of these changes, or should these issues come directly to the CC for a discussion/decision. Susan noted that CCOG</li> </ul>	<p>Motion: Stephen 2nded: Mimi 8 in favor – 0 opposed – 0 abstained</p>

	<p>updates are not required to go before the committee for approval.</p> <p>The committee ran out of time so it was proposed to bring this discussion back to the next CC meeting. And to invite the faculty to weigh in to the discussion, expressing their reasoning for this refusal.</p> <p><b>Motion: to bring back the discussion of Refusal of Text &amp; Materials section on the CCOG to the next meeting.</b></p>	
Discussion Items:		
<p>1. Credit for Prior Learning – questions for Katherine Aiken and CC</p> <ul style="list-style-type: none"> <li>• What may the CC expect to have coming before it for review and approval?</li> <li>• Does the CC envision any potential curricular issues when courses are approved for CGCC's catalog of courses, however, the courses are not offered/taught?</li> <li>• Portfolios class – please describe. Will students be required to take this course for each CPL request, or is it required only once.</li> <li>• What research has been done regarding transfer of CPL credit to universities.</li> </ul>	<p>Katherine reintroduced herself to the group. She explained what courses the CPL committee will be bringing to the Curriculum Committee.</p> <p>There will be three new CPL course coming before the committee in early March.</p> <ul style="list-style-type: none"> <li>• Native Tribes – traditions, culture, customs</li> <li>• Hispanic Community- Traditional cooking, Holidays, Language, Traditions</li> <li>• Community Service and Civic Engagement</li> </ul> <p>Discussion included:</p> <ul style="list-style-type: none"> <li>• Appropriate prefix for these course - a possible SOC for the two culture courses and a possible PS for community service and Civic Engagement.</li> <li>• Creation of a portfolio class through which students will develop portfolios that will provide evidence of their knowledge and experience of the outcomes/content of a specific course.</li> <li>• Portfolios will be evaluated by Faculty, Staff and Community members that have expertise in the subject.</li> <li>• Identifying CPL courses in the catalog and on the website even though they may not actually be offered/taught. What format might that take?</li> <li>• Concerns regarding transferability of CPL credits. Rebecca provided assurances that universities will accept these credits the same as if the student took the course in the traditional method.</li> </ul>	

	<ul style="list-style-type: none"> <li>Suggested this could be covered as a professional development training.</li> </ul>	
<b>Meeting Adjourned: 5:07pm</b>	<b>Rebecca motioned to end the meeting seconded Mimi, all in favor. Meeting ended at 5:07pm</b>	<b>Next Meeting: February 9, 2023</b>