

**Curriculum Committee Minutes**  
**February 16, 2023 3:30 to 5pm**  
**Location: TDC Boardroom 1.162 & HRC 209**

**PRESENT:**

**Voting Committee Members**

Chair- Pam Morse (Math)  
 Vice Chair- Mimi Pentz (Nurs/Hlth)  
 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)  
 Jarett Gilbert (VP Instructional Services)

**Supporting Staff**

Sara Wade (Instructional Services)

**Guests**

Leigh Hancock

**ABSENT**

**Voting Members**

Jenn Kamrar (Art,Cult,Comm) **LOA**  
 Andrea LoManaco (Buiness)

**Non-Voting Committee Members**

Item	Discussion	Action
<b>Call to Order: 3:37pm</b>	The meeting was called to order by chair Pam Morse.	
<b>Approval of February 9, 2023 minutes</b>	<b>Motion: approve as written.</b>	Motion: Stephen 2nds: Robert 6 in favor – 0 opposed – 0 abstains
<b>Old Business:</b>		
<b>1. Suggested Text/Materials requirement - continued from 1.26.23 and 2.9.23</b>	The CC members shared where their departments stand on the Suggested Text/Materials section of the submission forms.  Clarification that the Suggested Text/Materials section of submission will be mandatory to fill out but the use of the materials	Motion: Stephen 2nds: Mimi 6 in favor – 1 opposed – 0 abstains

	<p>or texts listed are just suggested and instructors are free to use what materials/texts that they see best for the classes.</p> <p>Clarification of both sides of the argument:</p> <ol style="list-style-type: none"> <li>1. It helps out new instructors to the class find textbook/sources that they can use</li> <li>2. Concern that researching &amp; testing out possible textbooks/materials can take a lot of time that is felt that may not be needed in the course creation/revision process.</li> </ol> <p>Most agreed that as long as it is clear that these are suggested texts, materials, and/or resources and in no way is an instructor will be forced to use the items listed, then they agreed to keep the Suggested Text/Materials section required to be completed.</p> <p><b>Motion: the committee reconfirmed their stance that the Suggested Text/Material section is a requirement for all submissions to be approved by the Curriculum Committee.</b></p>	
<p><b>2. Contact Hour Definitions - continued from 6.10.22, 9.9.22 10.6.22, 11.3.22</b></p>	<p>Discussion and clarification of what the original intent of this discussion was about. The original intent of this conversation was to consider providing guides that would help faculty understand the meaning of different types of contact hours (lecture, lab, lec/lab) and how instruction could be reflected for each when teaching in different modalities (f2f, online, hybrid, hyflex). Examples of how other institutions define these areas were provided.</p> <p>There was a hope that a subcommittee/workgroup would form to discuss, gather and propose definitions to the committee as a whole.</p> <p><b>Contact Hour Definitions Subcommittee headed by Kristen Booth. The committee will help to determine the definitions of a Hybrid, Hyflex, Face-to-face, and Online class as pertaining to contact hour categories (lecture, lab, lec/lab).</b></p> <p>Proposed reaching out to faculty outside of the committee.</p> <p><b><i>*Jarett &amp; Sara will supply Kristen with a list of full-time faculty not currently serving on a committee, so that they may be contacted first to be asked if they would participate.</i></b></p>	

Discussion Items		
1. Standard Prerequisites - changing pre/co requisite WR 121 to prerequisite WR 115	<p>Discussion of the WR 121 pre/co-requisite and the impact of placement into classes with multiple measures. The concern is that students are being placed in WR 121 with/without the lab correctly, and consequently may not be ready for other classes that require pre/co-requisite of WR 121.</p> <p>Leigh shared with the committee that there is concern within the writing department that changing the WR 121 pre/co requisite, would harm students. For example, students not being prepared for other college courses that need the skills that are only taught in WR 121.</p> <p>Questions raised on where the problem resides. Is the issue the requisites, placement requirements, placement interpretation, etc.?</p> <p><b>* This discussion will be taken to IC and then brought back to the CC to be discussed further.</b></p>	
Meeting Adjourned: 4:48pm	Rebecca motioned to end the meeting seconded by Stephen, All in Favor. Meeting ended at 4:48pm	Next Meeting: March 2, 2023