

Curriculum Committee Minutes

April 8, 2021, 3:30 pm – 5:00 pm

Location: Due to State Social Distancing requirements, this meeting is held via Zoom.

PRESENT:

Voting Committee Members

Chair- Kristen Booth (Pre-College)

Vice Chair- Zip Krummel (Social Science)

P.K. Hoffman (Arts & Hum)

Ashely Mickels (CTE)

Pam Morse (MTH)

Mimi Pentz (Nurs/Hlth)

Courtney Cunningham (ESL)

Katy Jablonski (ESL)

Emilie Miller (Science)

Vacant (Inst Dean)

Non-Voting Committee Members

Susan Lewis (Curriculum)

Jarett Gilbert (VP Instructional Services)

Supporting Staff

Sara Wade (Curriculum)

Guest

Lorie Saito

ABSENT

Voting Committee Members

Non-Voting Committee Members

Mary Martin (Student Services)

Item	Discussion	Action
Call to Order:	Meeting was called to order by Chair Kristen Booth at 3:33pm.	
Approval of April 8, 2021 Minutes	Motion: April 8, 2021 minutes are approved as written.	Motioned: Pam 2nds: P.K. 8 in favor – 0 opposed – 0 abstains
Old Business:		

<p>1. February 11, 2021 Request: Restart discussion regarding revision of BA/CAS course requirements and elective for the ASOT-BUS. (item #2 in submission section)</p>		
<p>New Business:</p>		
<p>Submissions:</p>		
<p>BA 211 Principles of Accounting I (Contact Hours/Credit Change)</p>	<p>Susan explains that the state has decided that for the transfer degree that BA 211 and BA 213 are enough sufficient for transfer students and that BA 212 is extra. Some content from BA 212 has been moved into 211, increasing its credits to 4. To satisfy the state for the MTMs and ASOT-BUS, BA 212 will be dropped. But for the AAS Degree and certificates that CGCC offers, BA 212 will remain as a 2 credit course to provide more content for students wanting to go straight into the workforce following completion of these terminal awards.</p> <p>Ashley moves to open BA 211 into discussion, Mimi 2nds. Chair Kristen moves BA 211 into discussion.</p> <p>Motion: Approve as written.</p>	<p>Motion: Ashley 2nds: Mimi 8 in favor – 0 opposed – 0 abstains</p>
<p>BA 211 Principles of Accounting 1 (Course Revision: des, req, out, cont)</p>	<p>P.K. moves to open BA 211: Course Revision into discussion, Pam 2nds. Kristen moves BA 211: Course Revision into discussion.</p> <p>Motion: Approve as written.</p>	<p>Motion: P.K. 2nds: Pam 8 in favor – 0 opposed – 0 abstains</p>
<p>BA 212 Principles of Accounting II (Contact Hours/Credit Change)</p>	<p>Pam moves to open BA 212: Contact Hours/Credit Change into discussion, P.K. 2nds. Kristen moves BA 212 into discussion.</p> <p>Motion: Approve as written.</p>	<p>Motion: Pam 2nds: P.K. 8 in favor – 0 opposed – 0 abstains</p>
<p>BA 212 Principles of Accounting II (Course Revisions: out, cont, text/mat)</p>	<p>Ashley moves to open BA 212: Course Revision into discussion, Courtney 2nds. BA 212 Course Revision moves into discussion.</p>	<p>Motion: Ashley 2nds: Courtney 8 in favor- 0 opposed – 0 abstains</p>

	Motion: Approve as written.	
Accounting AAS (Degree Revision: course credits)	Mimi moves to open Accounting AAS into discussion, Courtney 2nds. Accounting AAS moves into discussion. Motion: approve as written.	Motion: Mimi 2nds: Courtney 8 in favor – 0 opposed – 0 abstains
Accounting/Bookkeeping (Certificate Revision: course credits)	Pam moves to open Accounting/Bookkeeping into discussion, Mimi 2nds. Kristen moves Accounting/Bookkeeping certificate into discussion. Motion: approve as written.	Motion: Pam 2nds: Mimi 8 in favor – 0 opposed – 0 abstains
Entry-Level Accounting Clerk (Certificate Revision: course options & credits, cert. credits)	P.K. moves to open into discussion, Katy 2nds. Entry-Level Accounting Certificate moves into discussion. Susan explains that last year Todd was wanting to remove BA 111; however, this resulted in an over 30% revision. In order to avoid re-submitting the certificate to the state, it was decided to add an option to take BA 111 or BA 211, and now BA 111 option is being removed. Motion: approve as written.	Motion: P.K. 2nds: Katy 8 in favor – 0 opposed – 0 abstains
ASOT-BUS (Degree Revision)	Ashley explains that this is to fix the Computer Application elective number of credits issues in the catalog to help students not take more credits. Ashley, Todd, Mary. K, Linda, Patrick looked at outcomes of all classes and the state requirements to make these changes. After approval from IC and Advising to change this in the catalog. P.K. moves to open ASOT-BUS into discussion, Courtney 2nds. ASOT-BUS is open for discussion. Motion: Approve as written.	Motion: P.K. 2nds: Courtney 8 in favor – 0 opposed – 0 abstains

<p>EMS 105 EMT Part 1 (Contact Hours/Credit Change)</p>	<p>Kristen introduces Lorie Saito. Lorie explain the state has been making changes to the EMT courses to prepare students for when they go into EMT courses at other institutions. And there will a credit raise from 5-credits to 6-credits to include more information for the students to learn.</p> <p>Ashley motions to open EMS 105 into discussion, Courtney 2nds. EMS 105 is open for discussion.</p> <p>Lorie explains the term “novice” is to explain that this is the 1st level of EMT.</p> <p>Motion: Approve as written.</p>	<p>Motion: Ashley 2nds: Courtney 8 in favor – 0 opposed – 0 abstains</p>
<p>EMS 105 EMT Part 1 (Course Revision: des, req, out, cont, text/mat)</p>	<p>Ashley moves to open EMS 105 revision into discussion, Pam 2nds.EMS 105 moves to discussion.</p> <p>There is one book called “Emergency Care” for both EMS 105 and EMS 106 courses.</p> <p>Motion: Approve as written.</p>	<p>Motion: Ashley 2nds: Pam 8 in favor – 0 opposed – 0 abstains</p>
<p>EMS 106 EMT Part 2 (Contact Hours/Credit Change)</p>	<p>Pam moves to open EMS 106 into discussion, P.K. 2nds. Kristen moves EMS 106 into discussion.</p> <p>Motion: Approve as written.</p>	<p>Motion: Pam 2nds: P.K. 8 in favor – 0 opposed – 0 abstains</p>
<p>EMS 106 EMT Part 2 (Course Revision: out, cont., text/mat)</p>	<p>Jarett wanted to point out that this helps students to transfer to other intuitions to complete the AAS degree without having to repeat course.</p> <p>Katy moves to open EMS 106 revision into discussion, Ashley 2nds. EMS 106 revision moves into discussion</p> <p>Katy asked what the financial impact of this change will be for students. Lorie explained that it will be very minimal, but the instructor will be teaching 1 more credit, and the students will have to pay for 1 more tuition credit.</p>	<p>Motion: Katy 2nds: Ashley 8 in favor – 0 opposed – 0 abstains</p>

	<p>Lorie explains that by adding this credit for students it helps them to transfer to other institutions without having to retake the course over. Per state changes.</p> <p style="text-align: center;">Motion: Approve as written.</p>	
<p>ABE 75 Writing for College Preparation (New Non-Credit Course)</p>	<p>Courtney moves to open ABE 75 into discussion, Ashley 2nds. ABE 75 moves into discussion.</p> <p>Kristen explains that this class has been offered for the last three terms. And was created for an IET Grant.</p> <p>Clarification was added that this was indeed an actual Lecture Course not just a Lab for help.</p> <p>A contract has been made for this class and the ECE program to be taken in conjunction with the ECE course so that student that have not tested in Writing 115 can still take ECE course with this course to help with grammar and writing skills for assignments in this course as well as with their ECE course work.</p> <p>Susan explained the ESOL and Pre-College that were grandfathered in, so they did not have to have new courses approved by the Curriculum Committee until now, the state wants pre-college and ESOL course to be approved in Web Forms.</p> <p>This course does not replace Writing 90, students can take the placement test after this course to be placed into WR 115 or WR 121.</p> <p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Courtney 2nds: Ashley 7 in favor – 0 opposed – 0 abstains</p>
<p>5. Consent Agenda</p> <p>Administrative Assistant AAS and certificate (Modified Degree/Certificate Revision)</p>	<p>** Consent Agenda: approval of all listed items as a group. If an item within the Consent Agenda needs to be discussed or changed then it will be pulled from the Consent Agenda and be voted on separately.</p>	<p>Motion: P.K. 2nds: Emilie 8 in favor – 0 opposed – 0 abstains</p>

Web Design Assistant certificate (Modified Degree/Certificate Revision)	P.K. moves to open Consent Agenda into discussion, Emilie 2nds. Consent Agenda moves into discussion.	
Web Development Assistant certificate (Modified Degree/Certificate Revision)	Motion: Approve as written.	
Committee Action:		
<p>1. June Retreat topics</p>	<p>Susan shares with the committee the possible retreat topics that have been requested.</p> <p>The following were proposed during the meeting. P.K. request to discuss a possible workshop for credit for different departments including the Art & Writing departments.</p> <p>Zip CLO's to ILO's change, and a review of ILO outcomes.</p> <p>Katy Library 101 course: Standardized research practices and the adding to 1st generation program and Learning Communities.</p> <p>Zip's leave of absence for Fall Term 2021, and for an interim/Co-Chair to run Committee Meetings.</p> <p>It was agreed upon that the committee has plenty of topics for the committee to talk about on June 3rd retreat day. But if there were any others that felt pressing, that the committee needs to discuss, contact Susan and she will put it on the agenda for the retreat.</p>	
<p>2. Meeting procedure proposals</p> <ul style="list-style-type: none"> • Proposal #1 The Curriculum Committee Robert's Rules • Proposal #2: Curriculum Committee Procedural Rules 	<p>Discussion of new meeting procedures proposals was started.</p> <p>There was concern by a few that if leaving the name "Robert's Rules" in the name of Curriculum Committee procedure that it could be taken too seriously or contested that Roberts Rules were in force, even with the set of Modified Robert's Rules provided by the committee. Zip stated that if this procedure is</p>	

	<p>questioned, then show said person the modifications, agreed and voted on by the Curriculum Committee.</p> <p>It was proposed to rename the proposed Modified Robert’s Rules, provided by Zip, to a different name.</p> <p>Susan shared with the committee the Curriculum Committee Procedural Rules that were previously approve by the Curriculum Committee over the years.</p> <p>It was mentioned by Zip and P.K. that when a new committee member comes into the committee, they should get a copy of the agreed upon Curriculum Committee Procedure, so they know how the meetings are to be conducted, per Curriculum Committee Charter.</p> <p>Due to lack of time it was agreed upon to finish Curriculum Committee Procedural rules discussion at the June Retreat, Susan will add to agenda.</p>	
Meeting Adjourned: 5:01 pm	Zip motioned to end the meeting, Courtney 2nded to end the meeting, all in favor. The meeting ended at 5:01 pm.	Motioned: Zip 2nds: Courtney All in Favor
Next Meeting: June 3, 2021; 9 am to Noon, CC Retreat		