

Curriculum Committee Minutes

April 7, 2022 3:30 pm – 5:00 pm

Location: TDC 1.162 (Board Room) and HRC 1.209 (conference room)

Zoom Link: <https://cgcc.zoom.us/j/93747697434>

PRESENT:

Voting Committee Members

Chair- Stephen Shwiff (Social Science)
Vice Chair- Pam Morse (Math)
Kristen Booth (Pre-College/ESOL)
Andrea Ware (CTE)
Emilie Miller (Science)

P.K. Hoffman (Arts & Hum)
Mimi Pentz (Nurs/Hlth)
Katy Jablonski (WFLE)
Rebecca Schwartz (Inst Dean)

Non-Voting Committee Members

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

Mary Martin (Student Services)

Supporting Staff

Sara Wade (Curriculum)

Guest

Jenn Kamrar, Jim Pytel, Dylan McManus, Alyssa Gnall, Sara Mustonen, Tori Stanek, Todd Meislahn, Andy Carmichael

ABSENT

Voting Committee Members

Non-Voting Committee Members

Item	Discussion	Action
Call to Order: 3:33pm	The meeting was called to order at 3:33pm by Chair Stephen.	
Approval of March 17, 2022	Motion: approve as written.	Motion: Kristen 2nds: Pam 8 in favor – 0 opposed – 0 abstains
Old Business:		
1. Item still pending: AAOT- Elementary Education MTM: further review/approval pending research/input from CGCC’s Elementary Educator Pathway team.		

Information Item:	Course inactivation: BA 177, CAS 103W, CAS 104, CAS 133	
New Business:		
Submissions:		
IRW 115 Introduction to Writing and Critical Thinking (New LDC Course)	Jenn shared with the committee that this course is combining WR 115 and RD 115 into one course, for students that need to take both courses, by combining the two it will help students move along through developmental RD/WR faster. Motion: approve as written.	Motion: Pam 2nds: Mimi 8 in favor – 0 opposed – 0 abstains
IRW 115L Introduction to Integrated Writing and Critical Reading Lab (New LDC Course)	Jenn explained that IRW115L will be a lab for students to take in parallel with IRW 115 for more additional help and support to complete the course. Motion: approve with amendment to fix the course prefix to IRW in Outcome 1. Correct wording of Outcomes 1 and 2 in content section.	Motion: Kristen 2nds: P.K. 9 in favor – 0 opposed – 0 abstains
FYE 100 College Survival Skills (New LDC Course)	Jarett pointed out that “Meta Major” needed to be changed to “Pathway” as that is the term that is being used college wide. As it is more recognized by students, faculty and staff. Motion: approve with an amendment to change Meta Major to Pathway in content section under Outcome #1.	Motion: Mimi 2nds: Andrea 7 in favor – 0 opposed – 0 abstains
EET 111 DC Circuits (Course Revision: title, des, req, out, cont, txt/mat)	Jim shared and explained the revisions made to the EET courses. Motion: approve as written.	Motion: Kristen 2nds: Pam 7 in favor- 0 opposed – 0 abstains
EET 112 AC Circuits (Course Revision: title, des, out, cont, txt/mat)	Motion: approve as written.	Motion: Mimi 2nds: Kristen 7 in favor – 0 opposed – 0 abstains
EET 113 AC Power (Course Revision: title, des, out, cont, txt/mat)	Motion: approve as written.	Motion: Mimi 2nds: Pam 7 in favor – 0 opposed – 0 abstains

MEC 120 Fluid Power and Electrical Control of Fluid Power Systems (Course Revision: title, cont, txt/mat)	Motion: approve as written.	Motion: Kristen 2nds: Mimi 7 in favor – 0 opposed – 0 abstains
EM-Tech AAS and Certificate (Modified Degree/Certificate Revision)	Motion: approve as written.	Motion: Emilie 2nds: Mimi 7 in favor – 0 opposed – 0 abstains
Administrative Office Professional (Degree Suspension with Teach Out Plan and Termination of Program Checklist)	Motion: approve as written.	Motion: Kristen 2nds: P.K. 7 in favor – 0 opposed – 0 abstains
Basic Computer Skills (Certificate Suspension with Teach Out Plan and Termination Check Off List)	Andrea pointed out in section 2 that the courses listed were for the Digital Marketing Assistant certificate. Motion: approve with amendment to change Section #2 with the right certificate coursework.	Motion: Mimi 2nds: P.K. 6 in favor – 0 opposed – 0 abstains
Entry-Level Administrative Assistant (Certificate Suspension with Teach Out Plan and Termination of Program Checklist)	Motion: approve as written.	Motion: Kristen 2nds: P.K. 7 in favor – 0 opposed – 0 abstains
Office Assistant (Certificate Suspension with Teach Out Plan and Termination)	Motion: approve as written.	Motion: Kristen 2nds: Mimi 6 in favor – 0 opposed – 0 abstains
Spreadsheet Support (Certificate Suspension with Teach Out Plan and Termination)	Motion: approve as written.	Motion: Kristen 2nds: P.K. 6 in favor – 0 opposed – 0 abstains
Word Processing Support (Certificate Suspension with Teach Out Plan and Termination)	Motion: approve as written.	Motion: Kristen 2nds: Mimi 6 in favor – 0 opposed – 0 abstains

BA 131 Introduction Business Technology (Course Revision: des, req, out, cont, txt/mat)	Todd shared with the group that BA 131 and CAS 133 are basically the same course but one lies in the Business Department and the other lies in CAWT Department and with the combining of both departments into one it was feasible to combine both courses into one. Motion: approve as written.	Motion: Kristen 2nds: P.K. 7 in favor – 0 opposed – 0 abstains
BA 212 Principles of Accounting II (Course Revision: out, cont)	Motion: approve as written.	Motion: Mimi 2nds: Emilie 8 in favor – 0 opposed – 0 abstains
BA 170 Intro to Project Management (New LDC Course)	Todd explained that community partners would like to see graduating students/new hires to have knowledge and skill in project management and working within or leading a project group in the work setting. Motion: approved as written.	Motion: P.K. 2nds: Katy 8 in favor – 0 opposed – 0 abstains
Administrative Assistant AAS (Degree Revision)	Question arose about keeping the MA and MP courses as electives because the Medical Office Professional was removed from the suspension list. Motion: approve with amendment to update courses to keep MA and MP courses as degree electives.	Motion: P.K. 2nds: Mimi 7 in favor – 0 opposed – 0 abstains
Administrative Assistant (Certificate Revision)	Motion: approve as written.	Motion: Kristen 2nds: Emilie 8 in favor – 0 opposed – 0 abstains
Accounting AAS (Degree Revision)	Motion: approve as written.	Motion: P.K. 2nds: Kristen 8 in favor – 0 opposed – 0 abstains
Accounting/Bookkeeping (Certificate Revision)	Motion: approve as written.	Motion: Kristen 2nds: Mimi 8 in favor – 0 opposed – 0 abstains

Entrepreneurship/Business Management AAS (Degree Revision)	Motion: approve as written.	Motion: P.K. 2nds: Katy 8 in favor – 0 opposed – 0 abstains
Entrepreneurship (Certificate)	Motion: approve as written.	Motion: Kristen 2nds: P.K. 0 in favor – 0 opposed – 0 abstains
ABE 75 Writing for College Preparation (Contact Hour Change)	Andy explains the change of the contact hours to the committee. Motion: approve as written.	Motion: Katy 2nds: Mimi 8 in favor – 0 opposed – 0 abstains
CT 224 Interior and Exterior Finishes (Course Revision: number, des, req)	Jarett explains after a learning curve of the 1 st year of the Construction program, it was acknowledged that students were ready for the work force after one year in the program. It was decided to collapse the 2-years of courses into the one 1-year certificate so students could complete sooner. Motion: approve as written.	Motion: Kristen 2nds: Mimi 8 in favor – 0 opposed – 0 abstains
Construction Technology (Certificate Revision)	Concern was brought up about the certificate being able to be eligible for financial aid funding, because of low number of credits required for the certificate. Mary said it is financial aid okayed but she will double check. Motion: approve as written.	Motion: Katy 2nds: P.K. 8 in favor – 0 opposed – 0 abstains
ASOT-Computer Science (Degree Suspension with Teach Out Plan and Termination of Program Checklist)	Motion: approve as written.	Motion: Kristen 2nds: Katy 8 in favor – 0 opposed – 0 abstains
Last Minute Added Item: CC-Retreat Date	Committee discussed a date and time for the Curriculum Committee Retreat. Retreat: June 10, 2022 at 9am to Noon, in person at the HRC room TBA, a zoom link will be provided as well.	
Meeting Adjourned: 4:50pm	P.K. motioned to end the meeting, Mimi seconded. All in favor. The meeting ended at 4:50pm	Next Meeting: May 12, 2022