

Curriculum Committee Minutes
CC Retreat June 9, 2021, 9:00 am to Noon
Location: HRC 310

PRESENT:

Voting Committee Members

Vice Chair- Pam Morse (Math)
 Kristen Booth (Pre-College)
 P.K. Hoffman (Arts & Hum)
 Katy Jablonski (ENG/LIT)

Emilie Miller (Science)
 Rebecca Schwartz (Inst Dean)

Non-Voting Committee Members

Susan Lewis (Curriculum)
 Jarett Gilbert (VP Instructional Services)
 Mary Martin (Student Services)

Guest

Supporting Staff

Sara Wade (Curriculum)

ABSENT

Voting Committee Members

Chair- Stephen Shwiff (Social Studies)
 Andrea Ware (CTE)
 Mimi Pentz (Nurs/Hlth)

Non-Voting Committee Members

Item	Discussion	Action
Call to Order: 9:13am	Meeting called to order by Vice Chair Pam Morse at 9:13 am	
Old Business:		
1. Item still pending: AAOT – Elementary Education MTM: further review/approval pending research/input from CGCC’s Elementary Educator Pathway team.	Susan informed that the Elementary Education MTM will begin to be worked on in the summer and should be presented the committee sometime in the fall.	


New Business:		
Submissions:		
WR 121L Foundation of College Composition (New LDC Course)	Katy explains that this class is similar to the IRW 115L, and is built to provide students with the extra support they may need. It is also transferable as a General Elective. Motion: approve as written	Motion: Rebecca 2nds: Emilie 6 in favor – 0 opposed – 0 abstains
Accounting AAS (Degree Revision: coursework)	Motion: approve as written	Motion: Katy 2nds: Kristen 6 in favor – 0 opposed – 0 abstains
Medical Office Professional (Certificate Revision: coursework)	Motion: approve as written	Motion: Katy 2nds: Kristen 6 in favor – 0 opposed – 0 abstains
Committee Action:		
<ul style="list-style-type: none"> • Committee Membership <ul style="list-style-type: none"> ➤ New Department Structure ➤ Addition of Second CTE Member ➤ Charter revisions if needed 	<ul style="list-style-type: none"> • There are 3 positions in the curriculum committee up for re-election this year, Writing Department, Nursing & Health Occupations, and Math. And CTE replacement as Ashley stepped-down and Andrea filled in for this year. • With the newly instilled department structure question arose on how to best represent each department and programs within the Curriculum Committee. • Rebecca was concerned with many programs being slide into the Social Studies department if there should be re-election to make sure the re-constructed department as a whole feels represented. • Clarification on how departments elect a represented to the Curriculum Committee. And by doing the elect as we do allows anyone to run to be a representative of their department. It also allows the ones that really want to be part 	Motion: Susan 2nds: Kristen 6 in favor- 0 opposed- 0 abstains

	<p>of the curriculum committee have a chance to do so.</p> <ul style="list-style-type: none"> ➤ It was mentioned that it would be good for new or seasoned faculty to learn how courses and degrees get approved, along with knowledge that comes with that process. • It was agreed that the following departments will hold elections for a new Curriculum Committee representative (equaling a total of 6 votes): <ol style="list-style-type: none"> 1. Arts, Culture & Communications 2. Nursing & Health Occupations 3. Technology and Trade 4. Math 5. Business <p>Motion: that curriculum committee membership represents the new department structure with the inclusion of 1 member from each one of the departments, plus 1 from Pre-College/ESOL, and Nursing and Health Occupations. (A total of 8 Curriculum Committee members representing each department:</p> <ol style="list-style-type: none"> 1. Arts, Culture, Communication 2. Business 3. Education & Social Science 4. Math 5. Science 6. Technology and Trades 7. Pre-College/ESOL 8. Nursing & Health Occupation <p>And a member from Instruction.)</p>	
<ul style="list-style-type: none"> • 2022-23 Meeting Schedule- additional summer meeting? 	<p>Susan presented the 2022-23 Curriculum Committee proposed meeting schedule.</p> <ul style="list-style-type: none"> • Susan explains with having submission approving meeting later in the school year (May & June). That it is hard for the Curriculum Department to make deadlines for the catalog, schedule & state. 	<p>Motion: Kristen 2nds: Rebecca 6 in favor- 0 opposed- 0 abstains</p>

	<ul style="list-style-type: none">➤ Mary also had a concern with the classes not being approved to make the catalog and the schedule, it delays registration for students into those class and/or programs.➤ Rebecca proposed keeping the June meeting for those last minute submissions, and possibility of better communication stating it may not get into the catalog or schedule in time to offer to students.➤ Rebecca also mentioned sometimes with the late submissions is due to budget, as a department will have excess money at the end of the year that they won't have the next to develop new courses or programs.• Jarett asked the committee about a possible summer meeting or a virtual approval process, especially for the non-credit degrees needing approval for a fall offer date. This work cannot necessarily be done throughout the school year as we are working with committee partners and their schedules.<ul style="list-style-type: none">➤ Concern about paying curriculum committee members because adjunct faculty aren't contracted to work in the summer.➤ Reminder to the committee that non-credit courses don't have to be approved by the committee just the non-credit certificates.➤ Clarification on what non-credit courses and certificates the college offers currently, UAS, Culinary, Fermentation, & Welding NTCEs➤ Non-credit certificates tend to get approved quickly by the state.	
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	<ul style="list-style-type: none"> ➤ If needed the committee is willing to have a special meeting to approve non-credit certificates if there was a time crunch during the school year. • The Committee agreed to wrap up Curriculum Committee early and end submission meetings in April and have the CC Retreat in early May. <p>**Sara will send out calendar invites for all 2022-23 Curriculum Meeting dates to existing and new members.</p> <p>Motion: to move the May 11th meeting to December 8th and move the June retreat to the early part of May.</p>	
<ul style="list-style-type: none"> • CCOG and Submission Form Revisions <ul style="list-style-type: none"> ➤ Add standard response for Outcomes Assessment Strategies ➤ Intent of Library check-off on Submission Form – Changing LLC perspective 	<p>Susan shares with the committee the idea of having a list of different standard assessment strategies to help faculty come up with different ways or ideas of how to assess students in their course.</p> <ul style="list-style-type: none"> • Possible reach out to departments to see what and how they assess students. Gather & Brainstorm a list of possible new for assessment strategies for faculty to use. <ul style="list-style-type: none"> ➤ Kristen will email departments to get how the assess their students. ➤ Possible reach out to Leigh Hancock to do a possible coffee shop or workshop on assessment strategies. <p>Susan informs the committee</p> <ul style="list-style-type: none"> • Have a clear understanding of what the library is responsible to approve and what to ask when it comes to a new course or degree. • It was decided to table the Library check off on the submission form decision until the September where the library could be a part of it. 	
<ul style="list-style-type: none"> • ECE and Elementary Educator Pathway relationship – shifting ECE from CTE to LDC? 	<p>Rebecca explains with ECE program being moved to Social Studies to re-class the ECE courses & program as Lower-Division Credit.</p>	

	<ul style="list-style-type: none"> • Discussion of the difference between the CTE and Lower Division Credit courses blended now within the Education and Social Science Department. • Kristen mentioned that the ED and ECE programs should be brought together and form one program or department because each would make the other stronger and would save each of them by making it easier for students and with the possibility of bringing in more students into both programs. • It was agreed that the committee would like to see what other colleges classify ECE under, Rebecca will do the research and will bring it to a meeting in the fall and the discussion will be tabled until then. 	
<ul style="list-style-type: none"> • Common Course Numbering System – statewide activity update 	<p>Susan explains where the state committee is with Common Course Numbering. And the proposal that is being decided on. The state is looking into putting a special character within the course title. But there was concern with some of the state committee members if the different SIS databases could take special formatting along with other concerns.</p> <p>Pam shares the problems the Math Common Course Numbering committee is been running into, and explains the biggest hurdle is that courses differ from college to college.</p>	
<ul style="list-style-type: none"> • Contact Hour Definitions <ul style="list-style-type: none"> ➤ What is Lecture, Lec/Lab, Lab ➤ What do the definitions of Contact Hour look like within the F2F, Zoom, and Online classroom? ➤ Resources <ul style="list-style-type: none"> i. Credit and Contact Hour and Instructional 	<p>Susan suggests a project for the committee to work on throughout the next year.</p> <ul style="list-style-type: none"> • Susan explains the differences between Lecture, Lec/Lab, Face-to-Face, and online. • Susan is suggesting that the committee members should brainstorm and come-up with actual definitions of Lecture, Lec/Lab, Face-to-Face and Online courses and how they each would look to students and how they would work. 	

<p>Equivalencies Guidelines – Valdosta</p> <p>ii. Credit and Contact Hour Policy – SUNY</p> <p>iii. Quantifying Online Learning Contact Hours -</p>	<p>**Due to the lack of time, it was agreed to table discussion until the September meeting.</p>	
<ul style="list-style-type: none"> • Update on Course Updates 	<p>Susan updates the committee on the status of the programs and courses that the committee has approved throughout the year and where they stand for the coming school year.</p>	
<p>Wrap-up</p>		
<p>Meeting Adjourned: 11:55 am</p>	<p>Pam closed the meeting at 11:55 am</p> <p>Have a great summer! </p>	
<p>Next Meeting: Annual CC Orientation, September 22, 2022, TDC Board Room</p>		