<div align="center">

Curriculum Committee Minutes
October 20,2022 3:30 to 5:00pm
Location: TDC 1.162 (Board Room) & HRC 1.209
Zoom Link: https://cgcc.zoom.us/j/85757648425

</div>

PRESENT:
Voting Committee Members
Chair- Pam Morse (Math)
Vice Chair- Mimi Pentz (Nurs/Hlth)
Kristen Booth (Pre-College)
Andrea LoManaco (Buiness)
Emilie Miller (Science)

Stephen Shwiff (Social Science)
Robert Wells-Clark (Ind/Trade)
Jenn Kamrar (Art,Cult,Comm)
Rebecca Schwartz (Inst Dean)

Non-Voting Committee Members
Susan Lewis (Curriculum)
Jarett Gilbert (VP Instructional Services)

Mary Martin (Student Services)

Supporting Staff   **Guest**
Sara Wade (Curriculum)

ABSENT
Voting Committee Members   **Non-Voting Committee Members**
Jarett Gilbert (VP Instructional Services)

Item	Discussion	Action
Call to Order: 3:33pm	Meeting was called to order by Chair Pam Morse at 3:33pm.	
Approval of October 6, 2022 Minutes	**Motion: approve as written.**	Motion: Stephen 2nded: Mimi 8 in favor-0 opposed-0 abstained
Old Business:		
1. **ECE Elementary Educator Pathway relationship – shifting ECE from CTE to LDC (left at Retreat that Rebecca would conduct research on what other colleges classify ECE under)**	Pending- Information and research is being compiled and will bring to a future meeting.	

2. **Intent of Library check-off list on Submission Form – changing LLC perspective (original date: June 10, 2022)**	Susan explains the original intent of the library check off in new submissions, was just to inform the library of the possible coming of this course to prepare them for the possible new resources that students may need access too. There was confusion in a previous submission that the library needed to check off the submission by checking Moodle shell and distance learning before it was brought to the Curriculum Committee. The committee wanted to ask Tori what the library is thinking the intent of this check off box is. Tori explains that the library's understanding for the intent of the check off box on the submission was to make sure the text books were affordable and that there was a Moodle component within the course to allow it to be online if wanted or needed to be. Concern of the creation of a Moodle shell before the course is approved by the Curriculum Committee, giving authority to the library to effectively block a course submission prior to CC review. It was agreed that Curriculum Committee approval should take place prior to the development of online components with library assistance. Discussion if the Moodle shell should be the part of the approval process of the Curriculum Committee, but it was discussed that creation/designing the course is different from the creation of the Moodle shell. Moodle shells are specific to individual faculty, while CCOGs provide direction for any faculty member teaching the course. Discussion of pay compensation for the creation of the course and the Moodle shell, for people that create a course but are not the ones who will be teaching it. Concern about the misuse of an instructor's time and pay to create a course with a Moodle shell if the course is ultimately not approved by the CC. **Motion: Leave the Library check off box in the new course submission sheet as is, the intention remains to solely inform the library of new course.**	Motion: Kristen 2nded: Andrea 7 in favor-1 opposed-1 abstained
3. **Contact Hour Definitions**	Postponed until November Meeting	

New Business:		

Approval of Administrative Rules and Operating Procedures updates
• **AR 040.009.000 Curriculum Development and Approval**
   o **OP 040.009.001 Curriculum Development and Approval**
• **AR 040.016.000 Requisite Requirements**
   o **Perquisite Override form**
• **AR 040.017.000 Transfer and General Degree Requirements**
• **AR 040.027.000 Credit Guidelines**
• **AR 040.033. 000 Related Instruction**
   o **OP 040.033.001 Related Instruction**
• **AR 040.035.000 Occupational Supplementary Courses/Continuing Education Units**
   o **OP 040.035.001 Occupational Supplementary Courses/Continuing Education Units**
• **AR 040.037.000 Termination of a Program**
   o **OP 040.037.001 Termination of a Program**
	Discussion about the Concern over the ARs and OPs and the language aligning with the new bargaining agreement, and if each piece should be looked over to make sure new bargaining language is stated correctly in places as it is mentioned.
	
	Agreement to go over each one of the APs and OPs and review the proposed changes and have a discussion if there was concern over a change.
	    Motion: approve all the proposed changes of the ARs and OPs on Curriculum Development and Approval w/OP, Requisite Requirements w/Perquisite Override form, Credit Guidelines, and Related Instruction w/OP.
	    ==Remaining ARs and OPs will be discussed at next meeting.==
		Motion: Mimi
		2nded: Jen
		7 in favor – 1 opposed –0 abstained

Meeting Adjourned: 5:01pm	**Stephen motioned to end the meeting Mimi seconded, all in favor. Meeting ended at 5:01pm**	**Next Meeting: November 3, 2022**