

**Curriculum Committee Minutes**  
**March 9, 2023 2023 3:30 to 5pm**  
**Location: TDC 1.162 (Boardroom) & Zoom**

**PRESENT:**

**Voting Committee Members**

Chair- Pam Morse (Math)  
 Vice Chair- Mimi Pentz (Nurs/Hlth)  
 Andrea LoManaco (Buiness)  
 Emilie Miller (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)

**Supporting Staff**

Sara Wade (Instructional Services)

**Guests**

Leigh Hancock, Janie Griffin

**ABSENT**

**Voting Members**

Jenn Kamrar (Art,Cult,Comm) **LOA**, Kristen Booth (Pre-College),  
 Stephen Shwiff (Social Science)

**Non-Voting Committee Members**

Item	Discussion	Action
<b>Call to Order: 3:35pm</b>	The meeting was called to order by chair Pam Morse.	
<b>Approval of February 16, 2023 meeting minutes.</b>	<b>Motion: approve as written.</b>	Motion: Rebecca 2nds: Mimi 5 in favor – 0 opposed – 0 abstains
<b>Old Business:</b>		
<b>1. Contact Hour Definitions – continued from 6.10.22, 9.9.22, 10.6.22, 11.3.22 (Pending discussion with Instructional Council)</b>		

<b>Submissions:</b>		
MTH 105 Math in Society (CCN Course Revision: #, des, out, cont)	Pam explains the changes to the Math courses, due to the state common course numbering. Susan explains the meaning behind the “Z” in the course number, the state committee agreed on using a letter verses a symbol to renumber the courses.  <b>Motion: approve as written.</b>	Motion: Mimi 2nded: Andrea 5 in favor – 0 opposed – 0 abstained
MTH 111 College Algebra (CCN Course Revision, title, des, out, cont)	<b>Motion: approve as amended to include “WR 121 or WR 121Z” in requisites and description.</b>	Motion: Emilie 2nded: Mimi 6 in favor – 0 opposed – 0 abstained
MTH 112 Elementary Functions (CCN Course Revision: #, title, des, req, out, cont)	Discussion on adding MTH 111Z as a prerequisite of the class.  <b>Motion: approve as amended to include “MTH 111 or MTH 111Z” and “WR 121 or WR 121Z” in requisites and description.</b>	Motion: Mimi 2nded: Andrea 6 in favor – 0 opposed – 0 abstained
MTH 243 Statistics I (CCN Course Revision: #, title, des, req, out, cont)	<b>Motion: approve as amended to include “WR 121 or WR 121Z” in requisites and description.</b>	Motion: Mimi 2nded: Andrea 6 in favor – 0 opposed – 0 abstained
WR 121 College Composition (CCN Course Revision: #, title, des, out, cont)	<b>Motion: approve as written</b>	Motion: Andrea 2nded: Robert 6 in favor – 0 opposed – 0 abstained
WR 122 Argumentative Writing (CCN Course Revision: #, title, des, out, cont, txt/mat)	<b>Motion: approve as amended to include “WR 121 or WR 121Z” in requisites and description.</b>	Motion: Emilie 2nded: Andrea 6 in favor – 0 opposed – 0 abstained
WR 227 Technical and Professional Writing (CCN Course Revision: #, title, des, out, cont, txt/mat)	Leigh shares the proposed changes for WR 227. This course needed revisions to the prerequisites, description, and outcomes. This course will also be rolling out with a whole new Moodle Shell in Fall term.  <b>Motion: approve as amended to include “WR 121 or WR 121Z” in requisites and description.</b>	Motion: Robert 2nded: Mimi 6 in favor – 0 opposed – 0 abstained

MA 110 Medical Office Communications and Professionalism (New Course)	Mimi explains the major changes to the Medical Assisting (MA) program. With these changes it should help CGCC stay competitive with hospital’s & clinic’s in-house trainings. This is a 6.5-month program. Students will eligible to take the license tests for Medical Office Administrative Assistant in 3 months and for full Medical Assistant, including clinical, by the end of the 6.5-month program.  <b>Motion: approve as written</b>	Motion: Rebecca 2nded: Robert 6 in favor – 0 opposed – 0 abstained
MA 114 Electronic Health Records (New Course)	<b>Motion: approve as written</b>	Motion: Rebecca 2nded: Robert 6 in favor – 0 opposed – 0 abstained
MA 115 Digital Health & Patient Care (New Course)	<b>Motion: approve as written</b>	Motion: Rebecca 2nded: Robert 6 in favor – 0 opposed – 0 abstained
MA 125 Medical Office Clinical Procedures (New Course)	<b>Motion: approve as written</b>	Motion: Rebecca 2nded: Emilie 6 in favor – 0 opposed – 0 abstained
MA 126 Medical Office Diagnostic Procedures (New Course)	<b>Motion: approve as written</b>	Motion: Rebecca 2nded: Emilie 6 in favor – 0 opposed – 0 abstained
MA 130 Body Systems, Diseases, and Drug Treatments (New Course)	<b>Motion: approve as written</b>	Motion: Rebecca 2nded: Andrea 6 in favor – 0 opposed – 0 abstained
MA 170 Admin Practicum (New Course)	<b>Motion: approve as written</b>	Motion: Rebecca 2nded: Robert 6 in favor – 0 opposed – 0 abstained
MA 117 Medical Office Administrative Procedures (Contact Hour Change) <ul style="list-style-type: none"> <li>• MA 117 Medical Office Administrative Procedures (Course Revision: des, req, RI, cont, txt/mat)</li> </ul>	<b>Motion: approve as written</b>	Motion: Rebecca 2nded: Robert 6 in favor – 0 opposed – 0 abstained

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MA 130 Body Systems, Diseases, and Drug Treatments (New Course)	<b>Motion: approve as written</b>	Motion: Rebecca 2nded: Andrea 6 in favor – 0 opposed – 0 abstained
MA 170 Admin Practicum (New Course)	<b>Motion: approve as written</b>	Motion: Rebecca 2nded: Robert 6 in favor – 0 opposed – 0 abstained
MA 117 Medical Office Administrative Procedures (Contact Hour Change) <ul style="list-style-type: none"> <li>• MA 117 Medical Office Administrative Procedures (Course Revision: des, req, RI, cont, txt/mat)</li> </ul>	<b>Motion: approve as written</b>	Motion: Rebecca 2nded: Robert 6 in favor – 0 opposed – 0 abstained

MA 270 Clinical Practicum (Contact Hour Change) <ul style="list-style-type: none"> <li>MA 270 Clinical Practicum (Course Revision: des, out, txt/mat)</li> </ul>	<b>Motion: approve as written</b>	Motion: Rebecca 2nded: Andrea 5 in favor – 0 opposed – 0 abstained
MP 140 Introduction to Health Law and Ethics (Course Revision: des, req, cont, txt/mat)	<b>Motion: approve as written</b>	Motion: Rebecca 2nded: Andrea 5 in favor – 0 opposed – 0 abstained
Medical Assisting (Certificate Suspension = Teach Out Plan + Termination of Program Checklis)	<b>Motion: approve as written</b>	Motion: Rebecca 2nded: Andrea 5 in favor – 0 opposed – 0 abstained
Medical Assisting (New Certificate)	<b>Motion: approve as written</b>	Motion: Rebecca 2nded: Robert 5 in favor – 0 opposed – 0 abstained
Last Minute Discussion Item:	**Universal change for all requisites related to CCN revisions; Susan will take it to IC to discuss and request that IC send a proposal to allow the Curriculum Office to make CCN related changes in all requisites (courses, degrees &/or certificates) going forward.	
<b>Meeting Adjourned: 4:39pm</b>	<b>Mimi motioned to end the meeting Robert seconded, all in favor. Meeting ended at 4:39pm.</b>	<b>Next Meeting: 3/16/23</b>