

Curriculum Committee Minutes

March 6, 2025

Location: TDC Boardroom 1.162 & HRC Conference Room 1.209

PRESENT:

Voting Committee Members

Chair- Andrea LoMonaco (Business)

Annette Byers (Sub-Math)

Mimi Pentz (Nursing/Health)

Kristen Booth (Pre-Coll/ESOL)

Leigh Hancock (Art,Cult,Comm)

Anne Kelly (Sub-Inst Dean)

Robert Wells-Clark (Tech/Trade)

Stephen Shwiff (Social Science)

Jules Burton (Sub-Science)

Non-Voting Members

Jarett Gilbert (VP Instructional Services)

Susan Lewis (Curriculum)

Jared Dill (Student Services)

Support Staff

Sara Wade (Instructional Services)

Guests

Cat Graham, Jim Pytel, Kalie Brunton, Todd Meislahn, Bryan
Despain, Sara Mustonen, Janie Griffin

Absent

Voting Members:

Non-Voting Member

Item	Discussion	Action
Call to Order:	Chair Andrea called the meeting to order at 3:35pm.	
Approval of February 20, 2025 Minutes	Motion: approve as written.	Motion: Stephen 2nds: Andrea 6 in favor – 0 opposed – 0 abstains
Submissions:		
EET 111 Electrical Circuit Analysis 1 (Course Revision: des)	Motion: approve as written.	Motion: Stephen 2nds: Mimi 6 in favor – 0 opposed – 0 abstains

EET 251 Digital Electronics I: Programmable Logic Devices (Course Revision: title, des, req, out, cont, txt/mat)	Motion: approve as written.	Motion: Andrea 2nds: Mimi 6 in favor – 0 opposed – 0 abstains
EET 251 Digital Electronics I: Programmable Logic Devices (Course Revision: title, des, req, out, cont, txt/mat)	Motion: approve as written.	Motion: Mimi 2nds: Andrea 6 in favor – 0 opposed – 0 abstains
EET 273 Industrial Control (Course Revision: title, des, req)	Motion: approve as written.	Motion: Stephen 2nds: Kristen 6 in favor – 0 opposed – 0 abstains
MEC 120 Hydraulics and Pneumatics (Course Revision: des)	Motion: approve as written.	Motion: Mimi 2nds: Stephen 6 in favor – 0 opposed – 0 abstains
Electro-Mechanical Technology AAS (Degree Revision: out, courses, credits)	Motion: approve with an amendment to the course title for EET 273 in the degree course list description.	Motion: Mimi 2nds: Kristen 6 in favor – 0 opposed – 0 abstains
Electro-Mechanical Technology (Certificate Revision: out)	Motion: approve as written.	Motion: Kristen 2nds: Mimi 6 in favor – 0 opposed – 0 abstains
USACE Level 2 – Operators Electricians (Certificate Revision: course, credits)	Motion: approve as written.	Motion: Jules 2nds: Andrea 6 in favor – 0 opposed – 0 abstains
MFG 210 Introduction to Computer Aided Design and Tolerancing (Course Revision: des, req)	Robert explained that the Manufacturing is splitting the AAS degree into two certificates, so students have the option to take one or both certificates out of sequence. And these following course revisions are a result of that change. Motion: approve as written.	Motion: Mimi 2nds: Stephen 6 in favor – 0 opposed – 0 abstains
MFG 220 Production Manufacturing 1 (Course Revision: des, req)	Motion: approve as written.	Motion: Andrea 2nds: Stephen 6 in favor – 0 opposed – 0 abstains

MFG 230 Metrology 1 (New Course)	Motion: approve as written.	Motion: Mimi 2nds: Jules 6 in favor – 0 opposed – 0 abstains
MFG 231 Metrology 2 (New Course)	Motion: approve as written.	Motion: Kristen 2nds: Mimi 6 in favor – 0 opposed – 0 abstains
MFG 232 Metrology 3 (New Course)	Motion: approve as written.	Motion: Andrea 2nds: Stephen 6 in favor – 0 opposed – 0 abstains
Advanced Manufacturing and Fabrication (Degree Revision: courses)	Motion: approve as written.	Motion: Mimi 2nds: Stephen 6 in favor – 0 opposed – 0 abstains
CNC Manufacturing and Quality Control Processes (New Certificate)	Motion: approve as written.	Motion: Stephen 2nds: Kristen 6 in favor – 0 opposed – 0 abstains
CAS 123 Production Keyboarding (Course Revision: title, des, req, out, con, txt/mat)	Motion: approve with amendment to requisites. Add “Recommended: Keying 24 wpm by touch”.	Motion: Stephen 2nds: Kristen 7 in favor – 0 opposed – 0 abstains
CAS 123 Production Keyboarding (Course Hours/Credit Change)	Motion: approve as written.	Motion: Stephen 2nds: Mimi 6 in favor – 0 opposed – 0 abstains
CAS 140 Beginning Databases (Course Revision: des, req, cont, txt/mat)	Todd explained that faculty in the Business department have noticed that students entering into the CAS 140 class have been struggling and could benefit from having a prerequisite to enter into the class. Motion: approve as written.	Motion: Mimi 2nds: Kristen 7 in favor – 0 opposed – 0 abstains
BA 169Z Data Analysis Using Microsoft Excel (Course Revision: des, req)	Motion: approve as written.	Motion: Kristen 2nds: Stephen 7 in favor – 0 opposed – 0 abstains

BA 169Z Data Analysis Using Microsoft Excel (Course Hours/Credit Change)	Motion: approve as written.	Motion: Kristen 2nds: Stephen 6 in favor – 0 opposed – 0 abstains
BA 208 Business Ethics (Course Revision: des, req, out, cont txt/mat)	Motion: approve as written.	Motion: Kristen 2nds: Leigh 7 in favor – 0 opposed – 0 abstains
BA 208 Business Ethics (Gen Ed Request + Transferability)	Motion: approve as written.	Motion: Mimi 2nds: Stephen 7 in favor – 0 opposed – 0 abstains
Accounting AAS (Degree Revision: courses)	Motion: approve as written.	Motion: Kristen 2nds: Jules 7 in favor – 0 opposed – 0 abstains
Accounting / Bookkeeping (Certificate Revision: courses)	Motion: approve as written.	Motion: Kristen 2nds: Mimi 7 in favor – 0 opposed – 0 abstains
Administrative Professional AAS (Degree Revision: courses)	Motion: approve as written.	Motion: Kristen 2nds: Stephen 7 in favor – 0 opposed – 0 abstains
Administrative Professional (Certificate Revision: courses)	Motion: approve as written.	Motion: Kristen 2nds: Mimi 7 in favor – 0 opposed – 0 abstains
Entrepreneurship / Business Management AAS (Degree Revision: courses)	Motion: approve as written.	Motion: Andrea 2nds: Kristen 7 in favor – 0 opposed – 0 abstains
NRS 110 Foundation of Health Assessment and Health Promotion (Course Revision: des)	Motion: approve with amendment to outcome #6: “Demonstrate compliance with institutional policies and procedures.”	Motion: Andrea 2nds: Kristen 7 in favor – 0 opposed – 0 abstains
Nursing AAS (Degree Revision: courses)	Motion: approve as written.	Motion: Kristen 2nds: Leigh 7 in favor – 0 opposed – 0 abstains

New Business:		
1. Maximum allowable P/NP credits in degrees and certificates	<p>Susan reached out to Student Services to check if Student Services on whether they were okay with the increase of Pass/No Pass to match the CPL acceptance of 66% that is set for both degrees and certificates. Student Services, the advising team, and the enrollment team saw no problem with the increase of the Pass/No Pass cap for degrees and certificates.</p> <p>** Because this was voted on in the February 20th meeting, contingent upon the discussion from Student Services, there is no further action needed from the committee.</p>	
Meeting Adjourned: 4:42pm	All in favor, Chair Andrea closed the meeting at 4:42pm	Next Meeting: April 17, 2025