

**Curriculum Committee Minutes  
Thursday, September 18, 2025  
Location: TDC Boardroom 1.162**

**PRESENT:**

**Voting Committee Members**

Chair- Vacant  
Vice Chair- vacant  
John Evans (Math)  
Mimi Pentz (Nursing/Health)

jessaymn duckwall (Art,Cult,Comm)  
Anne Kelly (Inst Dean)  
Tyson Aldrich (Tech/Trade)  
Stephen Shwiff (Social Science)  
Todd Meislahn (Bus/CWT)

**Non-Voting Committee Members**

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

Cat Graham (Student Services)

**Support Staff**

Sara Wade (Instructional Services)

**Guests**

**Absent**

**Voting Members:**

Kristen Booth (Pre-Coll/ESOL)  
Andrea Chrisman (Science)

**Non-Voting Members:**

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**September 18, 2025 10:00am to 12:00pm (CC Orientation)**

**Welcome new and returning members!!**

**Old Business:**

**None**

**New Business:**

**1. Election of Chair & Vice Chair for 2025-26**

**Discussion:**

Susan explained the duties of both the Curriculum Committee Chair and Vice Chair.

Kristen Booth was nominated for chair. Vote was called for Kristen to be Curriculum Committee Chair for 2025-26 Academic Year. **All in favor, motion approved.**

Todd Meislahn was nominated for Curriculum Committee Vice Chair. Vote was called for Todd to be the Curriculum Committee Vice Chair for 2025-26 Academic Year. **All in favor, motion approved.**

**2. Review of Committee Procedural Rules**

**Committee Members Rights and Responsibilities**

**Discussion:**

Susan and the group went over the Curriculum Committee Member Rights and Responsibilities.

- It is important that all members attend all scheduled committee meetings

- Things happen and if a member is unable to attend a scheduled meeting, members need to email the Curriculum Committee Chair, copying Susan Lewis and Sara Wade.
- If your class interferes with the scheduled meeting please work with your Department Chair, Curriculum Committee Chair and Susan Lewis to find a fill in for the duration of the term effected.
- Adjuncts make sure to log your 5 hours of Curriculum Committee work in your monthly timesheet.
- Members are reminded you are the representative for your department, and will be expected to provide expertise in that department. You may be asked questions that you have the answers to, or be asked to discuss with your department to find answers to questions from the committee members.
  - However, just because you're a representative of your department you do not have to automatically approve submissions that come from your department. With your department expertise, you may see issues of concern that members outside of your department don't see.
  - As a CC member, in the words of the charter, "... [you] shall have the responsibility to review the appropriateness and integrity of courses, program offerings, certificates and degrees. ... The Committee will analyze congruence between content and credits, rigor, and overall effect of courses, programs, certificates and degrees."
- Always feel free to ask questions.

## **Motions & Voting**

### **Discussion:**

Susan and the group went over the committee voting procedures.

- Members are asked when making a motion that they are clear and specific regarding what the motion is.
- Every voting member is one vote and all voting members are required to vote.
  - Non-voting members include: Susan Lewis, Jarett Gilbert & Cat Graham. These three can make recommendations, speak, and share information they know about the given topic.
  - There is no abstaining based on indecision or uncertainty. Abstentions are reserved for when you were not present during the discussion and don't have enough information to make an informed vote. Members that are present for the whole discussion will have to come to a decision on the item being voted on.
  - CC Members are reminded to be active and present. When you are at the meeting, please be present and not multitasking on other work or projects. Cameras are to be on throughout the meeting. It is your responsibility to be the representative for your department, to gather information to share with your department, and to make the best decision for the college and the students we serve.

## **3. Review of Submission Requirements**

### **General Education Designations**

#### **Discussion:**

Susan explains the Gen Ed Designations and the differences between Lower- Division Courses, General Electives, Gen Ed Electives, and Tech & Trade/CTE courses and their designations.

- Discussed importance for fulfillment of related AAOT outcomes, evidenced by aligned course outcomes and related course content. This is a statewide agreement between community colleges and universities that courses that we designate as general education electives

appropriately fulfill, at a minimum, the AAOT outcomes for one of the three discipline areas: Arts & Letters; Social Sciences; and Math, Science and Computer Science.

### **General Education Program Requirements**

#### **Discussion:**

Susan & the group discussed Gen Ed Requirements, what they are, how they are submitted.

- Susan shared that it is possible that the college may need to revisit its requirements regarding the transferability of a course, particularly those being given a Gen Ed designation. With the growing emphasis on transfer at the state, we may need to rethink our acceptance of Gen Ed designations without verification of university acceptance as Gen Ed.
- Brief discussion about Cultural Literacy Designations. Approvals are very similar to General Education designation approvals. Both are based on being able to fulfill related AAOT outcomes.

### **4. NWCCU PRFR and the Review and approval of Administrative Rules (ARs) and Operating Procedures (OPs) - postponed**

#### **Discussion:**

It was explained that last AY 2024-25 there was a push to start reviewing all the college's Board of Education Policies with a goal to have these updated in time for the college's Policies, Requirements, Financial Report (PRFR) for NWCCU. The PRFR is due March 1, 2026. At the same time, it would be beneficial to update the college's ARs and OPs so that they may be referenced in the PRFR as well. Jarett shared the Equitable Lens Tool that was developed by Lisa AbuAssaly George to help guide the review of Board Policies, which can be used to make sure the ARs and OPs are aligning with our college priorities. The Curriculum Committee has been tasked to review the ARs and OPs that fall under them. The committee briefly reviewed the ARs and OPs that have been tasked to them. Due to the lack time the review of the ARs and OPs will be postponed to a future meeting.

**Meeting was called to an end by newly elected Vice-Chair Todd Meislahn at 11:58am.**

***From the Curriculum Office, "We are looking forward to working with you all this academic year! See you on October 9<sup>th</sup>!!"***