

Curriculum Committee Minutes
Thursday, October 23, 2025
Location: TDC Boardroom 1.162& Zoom

PRESENT:

Voting Committee Members

Chair- Kristen Booth (Pre-College)

Vice Chair - Todd Meislahn (Business)

Mimi Pentz (Nursing/Health)

jessamyn duckwall (Art,Cult,Comm)

Anne Kelly (Sub-Inst Dean)

Tyson Aldrich (Tech/Trade)

Stephen Shwiff (Social Science)

Andrea Chrisman (Science)

John Evans (Math)

Non-Voting Members

Jarett Gilbert (VP Instructional Services)

Susan Lewis (Curriculum)

Cat Graham (Student Services)

Support Staff

Sara Wade (Instructional Services)

Guests

Sara Mustonen

Absent

Voting Members:

Non-Voting Member

Item	Discussion	Action
Call to Order: 3:33pm	Chair Kristen Booth called the meeting to order at 3:33pm	
Approval of October 9, 2025 Minutes	Motion: approve as amended to fix the end time from 4:30 to 4:32pm in the “Meeting Adjourned” section of the minutes.	Motion: Anne 2nds: Mimi 8 in favor – 0 opposed – 0 abstains
Submissions:		
CH 121 General Chemistry I (Course Revision: title, txt/mat)	Revision was made to respond to HECC concerns about having the same titles as the CCN series of CH courses. HECC has asked us to change our lower level courses to a different title to avoid confusion for students.	Motion: Mimi 2nds: Kristen 8 in favor – 0 opposed – 0 abstains

	<p>Questioned that all the general Chemistry Courses have the same title. Are only differentiated by their course numbers. Rob chose to match the naming at OSU.</p> <p>Text and materials were updated to meet CC guidelines. The CC requested that the Chemistry OpenStax reference include a link to support instructors.</p> <p>Motion: approve, with amendment having the department include/provide a link to OpenStax resources.</p>	
CH 122 General Chemistry II (Course Revision: title, txt/mat)	Motion: approve, with amendment having the department include/provide a link to OpenStax resources.	Motion: Kristen 2nds: Mimi 8 in favor – 0 opposed – 0 abstains
CH 123 General Chemistry III (Course Revision: title, txt/mat)	Motion: approve, with amendment having the department include/provide a link to OpenStax resources.	Motion: Kristen 2nds: Todd 8 in favor – 0 opposed – 1 abstains
Paramedic AAS – Modified Degree/Certificate Revision (Course title)	Motion: approve as written.	Motion: Anne 2nds: Todd 9 in favor – 0 opposed – 0 abstains
New Business:		
New CPL Administrative Rule • AR 040.***,*** - Credit for Prior Learning – General	<p>This is the first of several CPL ARs coming to the committee for approval. Student Services has been already using the guidelines within the AR and it is working. The 66% of degree and certificate limitation is working well for students, according to the registrar. Once this AR is approved by the Curriculum Committee, it will move to Leadership Council (LC) to be approved and given a number by the President's Office, i.e. Tiffany Prince.</p> <p>Brief clarification for AMT certificates and concern that students may not be able to apply all of their CPL award for the Airframe or Powerplant certificates, which are both 69 credits. Noted that these calculations were reviewed when the committee approved the CPL credit restriction last spring.</p> <p>Forthcoming ARs include: Portfolio and Challenge Exams.</p> <p>Motion: approve as written.</p>	Motion: Anne 2nds: Mimi 9 in favor – 0 opposed – 0 abstains

<p>Discussion Items:</p> <p>1. Inclusion of successful completion of the Aviation Licensure Exams as part of degree requirements</p>	<p>The Aviation Department would like to propose that for students to be awarded the Aviation Maintenance Technology AAS, they would have to complete and pass the FAA licensure exam first. The department proposes that this would ensure program integrity and maintain the value of the degree, as well as align with industry.</p> <p>Reasons for:</p> <ul style="list-style-type: none"> • The FAA Airframe & Powerplant license is required for employment in Aviation Maintenance • Currently there are students that have completed their degrees at CGCC but have yet completed the FAA licensure, which has to be taken within two years (24 months) of completing a program. • Tyson & Bryan have concern that by issuing degrees without licensure attainment the credibility of the program could be undermined, and that students may think when they graduate with the AAS, they are ready to enter the workforce. • By making this change it would help protect the program and student's investment by ensuring that all CGCC AMT graduates are ready and fully qualified to enter the workforce. • Concern that graduates believe that they may work on their personal aircraft because they have the AAS. • On its own, the AAS doesn't have any recognized value for working in the field. Graduates must still obtain their license. <p>Further Discussion:</p> <ul style="list-style-type: none"> • It was asked for clarification on what the difference is between <i>sitting for</i> rather than <i>passing</i> the FAA exams. Tyson explained that currently the program cannot guarantee passage, only that students are prepared and eligible to test. • Data from program cohorts: <ul style="list-style-type: none"> ○ First cohort (12 students): 10 earned the AAS; 6 took and passed FAA exams; 4 did not test ○ Second cohort (5 students): 3 fully licensed; 1 in progress; 1 did not continue. 	
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	<ul style="list-style-type: none"> ○ Current cohort (12 students): 9 already hold airframe certification, currently completing powerplant training. ○ All who have attempted the FAA exams have passed. ● It was asked whether this was needed, as very few students have expressed upset or confusion about degree expectations and requirements. ● Compared to a few of CGCC's other CTE programs, i.e. Nursing and Medical assisting which don't require the licensure for degree awarding. But students still have to pass the licensure exam to be able to work in the field. ● Cat expressed concern that the change might create logistical barriers, leaving students with completed coursework but no degree due to external testing requirements beyond CGCC's control. ● And another question raised operational questions about how the college would verify licensure for the registrar and whether this process fits within community college practices. ● Still uncertain how to include licensure testing as a required component of the degree, and how it would be submitted to the committee for approval. <p>**ACTION ITEM: Tyson will research how this is done at other colleges. The committee asked that he specifically look at community colleges doing this practice and bring to the committee what he finds at a later meeting.</p>	
2. BAS in Elementary Education submission update	<p>Susan shared an update on the progress of the BAS in Education. The Curriculum Committee can expect to be asked to review the submissions at the November 20th meeting.</p> <ul style="list-style-type: none"> ● CGCC just completed and turned in Phase 2 (Notice of Application) to the state and has begun working on Phase 3. The full application is scheduled for submission on January 2nd. All Curriculum Committee and Board approvals have to be completed before it is submitted to the state. ● Curriculum Committee members should anticipate and prepare for reviewing upper-division (300-400 level) coursework, when reviewing and approving the BAS. 	

	<ul style="list-style-type: none">• Susan wants to warn and make the committee aware that the BAS submissions will not look like the submissions that they are used to approving.• The committee was asked whether they would be willing to review submissions that didn't have content sections organized by outcomes, or possibly didn't have content sections completed at all. They may come with only descriptions and outcomes. The committee agreed that they could review the submissions if that was provided.	
Meeting Adjourned: 4:54pm	All in favor, Chair Kristen closed the meeting at 4:54pm	Next Meeting: November 6, 2025