

**Curriculum Committee Minutes**  
**Thursday, February 12, 2026**  
**Location:** TDC Boardroom 1.162 & Zoom

**PRESENT:**

**Voting Committee Members**

Chair- Kristen Booth (Pre-College)  
 Todd Meislahn - (Business)  
 Anne Kelly (Inst Dean)

Tyson Aldrich (Tech/Trade)  
 Andrea Chrisman (Science)  
 John Evans (Math)

Stephen Shwiff (Social Science)

**Non-Voting Members**

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

Cat Graham (Student Services)

**Support Staff**

Sara Wade (Instructional Services)

**Guests**

Karie Mize, Zip Krummel

**Absent**

**Voting Members:**

Mimi Pentz (Nursing/Health), Vacant (Art, Cult, Comm)

**Non-Voting Member**

Item	Discussion	Action
<b>Call to Order: 3:32pm</b>	<b>Chair Kristen Booth called the meeting to order at 3:32pm</b>	
<b>Submissions:</b>		
<b>ABE 50 Integrated Educational Training IET General</b> (New Non-Credit Course)	Karie shared: <ul style="list-style-type: none"> <li>• The New IET program launched this year and currently has 4 students enrolled.</li> <li>• Program is designed as a support class for a short-term credential focused on a vulnerable student population</li> <li>• Course model is not discipline-specific and could support IETs in Manufacturing, ECE, Medical Assisting, or other CTE programs</li> </ul>	Motion: Tyson 2nds: Todd 7 in favor – 0 opposed – 0 abstains

	<ul style="list-style-type: none"> <li>Course has been operating already and is now being formally established to generate FTE</li> </ul> <p style="text-align: center;"><b>Motion: approve as written.</b></p>	
<b>PSY 215 Human Development</b> (Course Revision: title)	<p>Zip shared that this is just a course title change to fit transferability across other institutions.</p> <p style="text-align: center;"><b>Motion: approve as written.</b></p>	<p>Motion: Stephen 2nds: Todd 7 in favor – 0 opposed – 0 abstains</p>
<b>Associate of Science Transfer in Psychology</b> (New Degree)	<p>Statewide MTM which will allow students to have a direct transfer into the Psychology pathway going into a university.</p> <p style="text-align: center;"><b>Motion: approve as written.</b></p>	<p>Motion: Anne 2nds: John 7 in favor – 0 opposed – 0 abstains</p>
<b>Administrative Professional AAS</b> (Suspension + Teachout +Checklist)	<p>Todd shared that over the last three years or so that there have been no competition of the Administrative Professional AAS &amp; certificate.</p> <ul style="list-style-type: none"> <li>Role of administrative assistant has changed significantly due to automation, AI, and expanded job expectations</li> <li>The Business Advisory Committee suggested to suspend/deactivate the program due to low enrollment and outdated alignment with workforce needs</li> <li>No core courses are being terminated at this time</li> <li>Courses will continue to run as needed to allow current students to complete- 4 students currently associated with the program, 1 is on track to graduate this year.</li> <li>Question and discussion on what or if there is any other pathway for a student if they are looking for this type of career later after the degree and certificate are suspended.</li> </ul> <p style="text-align: center;"><b>Motion: approve as written.</b></p>	<p>Motion: Anne 2nds: Todd 7 in favor – 0 opposed – 0 abstains</p>
<b>Administrative Professional certificate</b> (Suspension + Teachout +Checklist)	<p style="text-align: center;"><b>Motion: approve as written.</b></p>	<p>Motion: Stephen 2nds: John 7 in favor – 0 opposed – 0 abstains</p>

<b>Digital Marketing Assistant certificate</b> (Suspension + Teachout +Checklist)	<b>Motion: approve as written.</b>	Motion: Stephen 2nds: Anne 7 in favor – 0 opposed – 0 abstains
<b>Discussion Items:</b>		
<b>1. Inclusion of successful completion of the Aviation Licensure Exams as part of degree requirements</b>	<p>Tyson &amp; Bryan feel licensure should be required for the AAS in Aviation Maintenance.</p> <ul style="list-style-type: none"> <li>• Industry expects employees to have the FAA Airframe &amp; Powerplant (A&amp;P) licenses often prioritize that then the AAS degree itself.</li> <li>• Concern awarding the AAS without the required passing of the A&amp;P license             <ul style="list-style-type: none"> <li>○ Undermine the perceived integrity of the degree.</li> <li>○ Devalue CGCC’s reputation with industry partners.</li> </ul> </li> <li>• Many aviation programs are housed at technical schools that do not offer associate degrees.</li> <li>• Big Bend Community College offers an associate degree and is interested in implementing a licensure requirement but has not yet done so.             <ul style="list-style-type: none"> <li>○ Lane Community College has also been interested in implementing a licensure requirement.</li> </ul> </li> <li>• All the colleges and universities that offer an aviation maintenance program have been awarding CPL credits for A&amp;P licenses</li> <li>• Current FAA-required pass rate: estimated 70–80% minimum (exact figure to confirm)             <ul style="list-style-type: none"> <li>○ CGCC’s current pass rate: approximately 95%.</li> <li>○ FAA requires a pass within 60 days of program completion.</li> </ul> </li> <li>• Degree requirements are based on coursework completion. Licensure is external to coursework.             <ul style="list-style-type: none"> <li>○ Questions:                 <ul style="list-style-type: none"> <li>▪ How would this be written into degree requirements?</li> <li>▪ How would it be reported in state web forms?</li> <li>▪ Would NWCCU approve?</li> </ul> </li> <li>○ Possible mechanisms discussed:</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Make licensure part of a required course (e.g., capstone).</li> <li>▪ Create a one-credit course tied to passing the FAA exam.</li> <li>▪ Require documentation of FAA temporary certificate before issuing AAS.</li> </ul> <ul style="list-style-type: none"> <li>• Concern raised if Students must receive college-issued certificates (Airframe/Powerplant) before sitting for FAA exams. The college can't hold degrees and certificates that the student completed and paid for. <ul style="list-style-type: none"> <li>○ Students do gain transferable technical skills. That they could use for other careers or to go into another program.</li> </ul> </li> </ul> <p><b>ACTION ITEM:</b> Committee asked Tyson to go back to Lane Community College &amp; Big Bend Community College to see how they are planning on implementing. And what have been the hurdles and reservations.</p> <p>Tyson will also talk to our FAA representative to get his feedback on this as well and the data regarding pass rates.</p>	
<b>Meeting Adjourned: 4:47pm</b>	<b>All in favor, Chair Kristen closed the meeting at 4:47pm</b>	<b>Next Meeting: February 26, 2026</b>