**Curriculum Committee Minutes- Orientation**
**Thursday, October 1, 2026**
**Location:** TDC Boardroom 1.162 & Zoom

**PRESENT:**

**Voting Committee Members**

Chair – Todd Meislahn (Business)
Vice Chair – Tyson Aldrich (Tech/Trade)

Kristen Booth (Pre-College)
Annette Byers (Math- Interim)
Andrea Chrisman (Science)
jessamyn duckwall (Art,Cult,Comm)
Anne Kelly (Inst Dean/Director)
Mimi Pentz (Nursing/Health)
Stephen Shwiff (Social Science)

**Non-Voting Members**

Ryan Brusco (Student Services- Interim)
Jarett Gilbert (VP Instructional Services)
Susan Lewis (Curriculum)

**Support Staff**

Sara Wade (Instructional Services)

**Guests**

**Absent**

**Voting Members:**

**Non-Voting Members**

| Item | Discussion | Action |
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| **Call to Order: 3:35PM** | **Chair Todd Meislahn called the meeting to order at 3:35PM.** | |
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| **Approval of Minutes from September 17, 2026** | **Motion: approve as written.** | Motion: Stephen<br>2nds: Mimi<br>9 in favor – 0 opposed – 0 abstains |
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| **Submissions:** | | |
| **MTH232 Elements of Discrete Mathematics II** (New LDC Course) | John shared the proposal for MTH232. This course is the second course in the discrete math sequence and is primarily intended for Computer Science Major Transfer Map.<br><br>**Motion: approve as written.** | Motion: Anne<br>2nds: Tyson<br>9 in favor – 0 opposed – 0 abstains |
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| **ENG104Z Introduction to Fiction**<br>(Course Revision) | Revisions to the course descriptions to align with the changes from the state Common Course Numbering (CCN) requirements.<br><br>**Motion: approve as written.** | Motion: Anne<br>2nds: Kristen<br>9 in favor-0 opposed-0 abstains |
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| **ENG105Z Introduction to Drama**<br>(Course Revision) | **Motion: approved as written.** | Motion: Mimi<br>2nds: Tyson<br>9 in favor-0 opposed-0 abstains |
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| **ENG106Z Introduction to Poetry**<br>(Course Revision) | **Motion: approve as written.** | Motion: Tyson<br>2nds: Mimi<br>9 in favor-0 opposed-0 abstains |
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| **Business Management AAS**<br>(Modified Degree Revision) | Revision is to help better reflect the entrepreneurship component of the degree. Degree name revision will reflect in AY 2027-28.<br><br>**Motion: approved as amended: revision will take effect in the 2027-28 Academic Year.** | Motion: Anne<br>2nds: Stephen<br>9 in favor-0 opposed-0 abstains |
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| **BI222Z Principles of Biology: Organisms**<br>(Gen Ed Request) | The BI22Z Gen Ed request was not included in the original course approval at the retreat last spring because it was sent back to the department for further revision.<br>• Revised Gen Ed request was clearer and more aligned with expectations from the committee for submissions.<br>• It was emphasized to the committee the importance of making sure submissions have clear<br>o Course Outcomes<br>o Course Content<br>o Assessment Strategies<br>o Alignment with transfer degree requirements.<br><br>**Motion: approve as written.** | Motion: Anne<br>2nds: Tyson<br>8 in favor-0 opposed-0 abstains |
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| **Side Discussion:** | **Voting Abstentions**<br>• Annette request to abstain from the BI22Z vote because she had not attended the retreat meeting and did not feel that she had enough information to make an informed decision.<br>• The committee discussed whether abstentions were permitted under the committees' procedural rules. | |

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| | <ul><li>Curriculum Committee has historically followed the same practice as the CGCC Board where abstentions were not allowed unless there was a conflict of interest.</li></ul><ul><li>Discussion on the difference between voting “no” and abstaining noting that a “no” vote could imply opposition rather than a lack of sufficient information. And if abstentions might affect the vote.</li><li>The committee discussed whether members should have to explain or justify a decision to vote no.</li><li>Some committee members encouraged members that wanted to abstained from the vote they should excuse themselves from the meeting while the vote took place.</li></ul> Follow-Up: Clarify the committee’s rules and procedures regarding abstentions at a future meeting. | |
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| **Discussion Items:** | | |
| 1. Request for the revision of course submission forms | Feedback from the departments include:<ul><li>Clarify the language on the Gen Ed Forms to ease of understanding.</li><li>Distinguish between course content and modes of teaching sections</li><li>Simplify instructions for completing the forms.</li><li>Broaden dean/director review line to be any IS member</li></ul>A discussion on whether it should be a signature from the appropriate supervisor in Instructional Services or remain the Dean/Director for initial approval of the course submission.<br>Committee asked that Andrea to go back to her department to get some clarification on what changes that are being proposed before the committee discusses further and votes on any changes. Other members will bring additional suggested revisions to the next meeting.<br>**Table for next meeting for Clarification on recommendation and additional items coming from departments.** | |
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| 2. Mandatory requirement of FYE for AAS degrees. | Discussion about if FYE should be a mandatory requirement for all AAS degrees | |

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| | Benefits:<br>• Builds student cohorts and community<br>• Provides study/college success skills<br>• Supports financial and career planning<br>• Helps ensure students meet certain ILOs<br>• May be particularly valuable for students entering college directly from high school.<br>• Fulfills General Education Social Sciences requirement<br>Concerns:<br>• Some AAS students are older, have previous college/work experience or already have established career goals<br>• Some programs/degree pathways have a very tight course and credit requirements<br>• Scheduling conflicts in first couple of terms<br>• Mandatory FYE may feel unnecessary to some students<br>• Potential concerns about online delivery and whether it provides enough opportunity for community building<br><br>Student Service shared that advisors currently consider individual students needs when recommending FYE.<br><br>Committee agreed the topic requires more discussion and exploration of alternatives rather than making an immediate decision.<br>• Embedded FYE outcomes within CTE content courses<br>• Different FYE requirements/exceptions for certain students or programs<br>• Orientation before the first term<br>• Reviewing data and different delivery/modality options<br><br>**Table for next meeting as the committee agreed it is a longer discussion with many pieces.** | |
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| **Meeting Adjourned: 5:05pm** | **All in favor, Chair Todd closed the meeting at 5:05pm.** | **Next Meeting: October 15, 2026** |