Curriculum Committee Minutes
Thursday, October 15, 2026
Location: TDC Boardroom 1.162 & Zoom

PRESENT:

Voting Members

Chair - Todd Meislahn (Business)
Kristen Booth (Pre-College)
Mimi Pentz (Nursing/Health)
jessamyn duckwall (Art,Cult,Comm)
Anne Kelly (Inst Dean/Director)
Vice Chair – Tyson Aldrich (Tech/Trades)
Stephen Shwiff (Social Science)
Annette Byers (Math- Interim)

Non-Voting Members

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

Support Staff

Sara Wade (Instructional Services)

Guests

Pam Koop

Absent

Voting Members:

Andrea Chrisman (Science)

Non-Voting Members

Item	Discussion	Action
Call to Order: 3:36pm	**Chair Todd Meislahn called the meeting to order at 3:36pm.**	
Reminders and Share Outs:	Note that Curriculum Committee Meetings are public meetings to all members of the college; but all members were asked, especially if on Zoom, to please inform the committee of anyone that is attending with you but may be off camera. A thank you to everyone for being part of Curriculum Committee for all their time, participation and contributions to the committee and to our students.	
Approval of Minutes from October 1, 2026	**Motion: approved as written.**	Motion: Kristen 2nds: Tyson 8 in favor – 0 opposed – 0 abstains

Submissions:		
BA260 Organizational Leadership (New LDC Course + transferability)	Todd shared that this class will be part of the requirements for the Business Management and Entrepreneurship AAS degree. May also apply or be used in different programs such as the Integrated AG. **Motion: approve as written.**	Motion: Mimi 2nds: Anne 8 in favor – 0 opposed – 0 abstains
CS205 System Programming and Architecture (New LDC Course + transferability)	Pam shared that this class will help support both pathways within the Computer Sciences MTMs. By offering both Computer Science Pathways will give students more transfer options. **Motion: approve as written.**	Motion: Mimi 2nds: Todd 8 in favor-0 opposed-0 abstains
New Business:		
1. Use of abstentions in member voting	• Reviewed whether committee members may abstain from votes. • Discussed reasons for abstaining, including lack of sufficient information, missing prior discussion, or a conflict of interest. • Approved a procedure allowing abstentions. The abstaining member should offer a reason for abstaining. • The procedure does not require the committee to formally approve the member's reason. **Motion: Abstentions will be accepted with the caveat that the individual provides an explanation for abstaining.**	Motion: Todd 2nds: Tyson 8 in favor-0 opposed-0 abstains
2. Procedural rule regarding motions and seconds being made by representative departments	• Reviewed the rule preventing a department representative from making or seconding a motion on a submission from their own department. • Discussed whether the restriction was necessary, given that motions still require a second and committee approval. **Motion: Remove 5.A.3)a from the Curriculum Committee Procedural Rules.**	Motion: Todd 2nds: Stephen 8 in favor-0 opposed-0 abstains
Discussion Items:		
1. Request for the revision of course submission form (continued from Retreat 5.29.26)	• Discussed proposed revisions to course submission forms. o Directions for content section on Gen Ed Request – requesting simplification of bullets 1 and 2	

	○ Department Review (all forms) - Signature line for Department Dean/Director. Change to Instructional department. • Additional feedback is needed from Andrea and the Science Department, which raised questions about the forms. ****Discussion tabled until a future meeting to allow the departments to provide input.**	
2. Mandatory requirement of FYE for AAs degrees (continued from 10.1.26)	Continued discussion about requiring First-Year Experience (FYE) for all AAS degrees. **Benefits discussed:** • Supports student retention, persistence, and belonging. • Develops college success, communication, study, and professional skills. • Helps students understand college resources and educational pathways. • Supports Institutional Learning Outcomes (ILOs), particularly cultural knowledge and competence, and community and environmental responsibility. **Concerns discussed:** • Some programs, especially in Tech & Trade, have limited space in their course schedules and degree maps. • Some students have prior college experience or significant work and life experience, discussed if it was necessary for these types of students. ○ Students can be exempt from taking the course for prior college experience. • FYE may be less effective if students take it late in their program. **Discussed possible alternatives, including:** • Offering FYE in smaller credit increments across multiple terms. • Exploring different delivery formats, including hybrid or evening options. • Identifying programs that could benefit from the current course format. • Considering how FYE content might be incorporated into other courses, with clearly defined learning outcomes. • Could there be different types of FYE for different programs	

	o Full Term o Short-Term o Short 1 or 2 weeks o Be creative on a new type of delivery Committee members requested additional data to better understand FYE's impact. Jarett agreed to provide data. Susan agreed to identify potential AAS degrees for which FYE may be a better fit currently. Committee members all explore alternative course formats and delivery options while maintaining course outcomes.	
3. Process for changing limited entry status of a program (certificate/degree)	**Discussion tabled to a future meeting.**	
Meeting Adjourned:	**Chair Meislahn closed the meeting at 5:05pm.**	**Next Meeting: October 29, 2026**