CURRICULUM DEVELOPMENT & REVIEW COMMITTEE

Meeting Minutes - April 12, 2024

Attended: N. Arnone, A. Auldridge, C. Baer, O. Bamiduro, C. Brereton, T. Burge, K. D'Ambrisi, M. Grahl, C. Hawbecker, M. Hendrickson, R. Hill, D. Leisher, J. Marschner, M. Martin, D. Poole, S. Reikowsky, V. Stein

Absent: D. Schoenenberger, J. Suminski, R. Westmeyer

I. Motion to Approve March 2024 Meeting Minutes (Approved)

II. Course & Program Proposals for Review & Approval:

DEVELOPMENTAL EDUCATION AND ADULT LITERACY SERVICES DIVISION					
CC#	**Tied to CC#**	**Course or Program**	**Proposal Type**	**Description**	**Action**
APR-101		**ELL-090:** Writing Essentials for English Language Learners **(Retroactive)**	**Course Modifications**	Corequisite (previous/concurrent): Add SDV-102	Approved
APR-102		**ELL-095:** Writing Strategies for English Language Learners College Success **(Retroactive)**		Corequisite (previous/concurrent): Add SDV-102	Approved
APR-103		**ENG-095P:** Writing Strategies for College Success **(Retroactive)**		Corequisite (previous/concurrent): Add SDV-102	Approved
APR-104		**MAT-090:** Foundations of Algebra **(Retroactive)**		Corequisite (previous/concurrent): Add SDV-102	Approved
APR-105		**MAT-095:** Foundations of Reasoning & Statistics **(Retroactive)**		Corequisite (previous/concurrent): Add SDV-102	Approved
APR-106		**RDG-095:** Reading Strategies for College Success **(Retroactive)**		Corequisite (previous/concurrent): Add SDV-102	Approved

EXERCISE SCIENCE & HEALTH/HEALTH SCIENCES DIVISION					
CC#	**Tied to CC#**	**Course or Program**	**Proposal Type**	**Description**	**Action**
APR-107		**EXS-143:** Strength Training	**Course Modifications**	**Method:** Changed **from** CLA **to** LEC/ **Contact Hours: from** 30 **to** 15/ **Load: from** 26.25 **to** 15	Approved
APR-108		**EXS-163:** Fitness and Conditioning		**Method:** Changed **from** CLA **to** LEC/ **Contact Hours: from** 30 **to** 15/ **Load: from** 26.25 **to** 15	Approved
APR-109		**PED-132:** Yoga		**Method:** Changed **from** CLA **to** LEC/ **Contact Hours: from** 30 **to** 15/ **Load: from** 26.25 **to** 15	Approved
APR-110		**PED-198:** Fundamental Fitness and Motor Skills		**Method:** Changed **from** CLA **to** LEC/ **Contact Hours: from** 30 **to** 15/ **Load: from** 26.25 **to** 15	Approved
APR-111		**AAS.DHY:** Dental Hygiene	**Program Modification**	Update program outcomes	Approved

TECHNOLOGY & COMPUTER STUDIES DIVISION					
CC#	**Tied to CC#**	**Course or Program**	**Proposal Type**	**Description**	**Action**
APR-112	APR-123/ 124	**IST-264:** Server Management II	**Course Inactivation's**	Low Enrollment/ No longer need	Approved
APR-113		**AA.GDT:** Graphic Design Concentration	**Program Modifications**	**General Education:** English **from** ENG-101 and ENG-102 or ENG-112 **to** Any TWO English Gen Eds **AND** Math **from** MAT-115 **to** Any Math Gen Ed (3-4 credits)/ **Overall Credits:** General Education credits **from** 31-32 **to** 31-33 **AND** Free Elective credits **from** 7-8 **to** 6-8	Approved
APR-114		**AAS.AET:** Alternative Energy Technology		**English General Education: from** ENG-112 **to** Any English Gen Ed *(ENG-112 is recommended)*	Approved
APR-115		**AAS.AMS:** Mechatronics and industrial Technology		**General Education:** English **from** ENG-112 **to** Any English Gen Ed *(ENG-112 is recommended)* **AND** Math **from** MAT-114 **to** MAT-114 or MAT-160 *(MAT-114 is recommended)* / **Overall Credits:** Program Requirement credits **from** 40 **to** 41 *(due to CSC-132 increase of credits)* **AND** Restricted Elective credits **from** 1-2 **to** 0-1	Approved
APR-116		**AAS.CVT:** Commercial Vehicle Administration		**General Education:** English **from** ENG-112 **to** Any English Gen Ed **AND** Math **from** MAT-115 **to** Any Math Gen Ed (3-4 credits)/ **Overall Credits:** General Education credits **from** 18-19 **to** 18-20 **AND** Free Elective credits **from** 6-7 **to** 5-7	Approved
APR-117		**AAS.CYB:** Cybersecurity		**General Education:** English **from** ENG-112 **to** Any English Gen Ed *(ENG-112 is recommended)*, Math **from** MAT-115 **to** Any Math Gen Ed (3-4 credits), **AND** Biological/Physical Science **from** 3 **to** 3-4 credits/ **Overall Credits:** General Education credits **from** 18 **to** 18-20 **AND** Free Elective credits **from** 1 **to** 0-1	Approved
APR-118		**AAS.EET:** Electrical Engineering Technology		**General Education:** English **from** ENG-112 **to** Any English Gen Ed *(ENG-112 is recommended)* **AND** Math **from** MAT-114 **to** MAT-114 or MAT-160	Approved
APR-119		**AAS.GDT:** Graphic Design Technology		**General Education:** English **from** ENG-101 and ENG-102 or ENG-112 **to** Any TWO English Gen Eds **AND** Math **from** MAT-115 **to** Any Math Gen Ed (3-4 credits)/ **Overall Credits:** General Education credits **from** 21-22 **to** 21-23 **AND** Restricted Elective credits **from** 5-6 **to** 4-6	Approved
APR-120		**AAS.ISDP/AAS.ISDA:** Interactive Design and Game Development Concentration		**General Education:** English **from** ENG-112 **to** Any English Gen Ed *(ENG-112 is recommended)*/ **Overall Credits:** Program Requirement Track A credits **from** 27 **to** 28 *(due to CSC-132 credit increase - no change in Track B program requirement credits)* **AND** Restricted Elective credits **from** 1-15 **to** 1-14 *(Track A: 12-14 AND Track B: 1-3)*	Approved
APR-121		**AAS.IPC:** Digital Instrumentation and Process Control		**General Education:** English **from** ENG-112 **to** Any English Gen Ed *(ENG-112 is recommended)* **AND** Math **from** MAT-114 **to** MAT-114 or MAT-160	Approved
APR-122		**AAS.ISCF:** Digital Forensics Concentration		**General Education:** English **from** ENG-112 **to** Any English Gen Ed *(ENG-112 is recommended)* **AND** Math **from** MAT-160 **to** Any Math Gen Ed (3-4 credits)/ **Overall Credits:** General Education credits **from** 18-19 **to** 18-20 **AND** Restricted Elective credits **from** 11-12 **to** 10-12	Approved
APR-123	APR-112	**AAS.ISCS:** Computer Support Specialist Concentration		**General Education:** English **from** ENG-112 **to** Any English Gen Ed **AND** Math **from** MAT-114 **to** Any Math Gen Ed (3-4 credits)/ **Program Requirements:** Remove IST-264 **AND** Add CYB-246 (from restricted electives)/ **Restricted Electives:** Remove CYB-246/ **Overall Credits:** General Education credits **from** 18-19 **to** 18-20 **AND** Restricted Electives **from** 7-8 **to** 6-8	Approved
APR-124	APR-112	**AAS.ISNA:** Network Administration Concentration		**General Education:** English **from** ENG-112 **to** Any English Gen Ed **AND** Math **from** MAT-114 **to** Any Math Gen Ed (3-4 credits)/ **Program Requirements:** Remove IST-264 **AND** Add CYB-246 (from restricted electives)/ **Restricted Electives:** Remove CYB-246/ **Overall Credits:** General Education credits **from** 18-19 **to** 18-20 **AND** Restricted Electives **from** 8-9 **to** 7-9	Approved
APR-125		**AAS.WEB:** Web and Multimedia Technology		**General Education:** English **from** ENG-112 **to** Any English Gen Ed *(ENG-112 is recommended)*/ Update Pathway	Approved

III. Discussion Topics:

1. Adding verbiage to the curriculum documents - do we need to add a signature line for Director/Faculty, as appropriate (i.e. when adding/removing an English or math prerequisite)?

The committee was not opposed to adding additional signature lines, however, this process should already be taking place. It was suggested that instead information be added to the Curriculum Manual regarding the responsibility of Division Director/Faculty to speak with affected divisions for feedback before submitting documentation. Additionally, it was suggested that a statement be added to the Division Director signature line *(since Division Directors can sign submit and sign paperwork without faculty approval)* stating "By signing below you are attesting that all affected divisions and teaching faculty have been made aware of the proposed changes". D. Schoenenberger agreed that adding a statement on the Division Director signature lines is the best course of action.

2. Limit on items discussed within one meeting

The committee suggested instead of putting a limit on the number of items accepted for an upcoming months meetings, meetings can simply be split to meet twice a month instead of one very long meeting if there are more than 35 items and items cannot be grouped for approval. Additionally, if the conversation extends past our meeting timeframe the remainder of the discussion can be held the following day if needed. Information on this should be added to the upcoming revised Curriculum Manual.

3. Meeting months and last meeting for programmatic changes

It was asked what the committee thought if curriculum meetings were back up to February as the last meeting for programmatic changes and March as the last meeting for all non-programmatic changes so that programmatic changes have time to be entered before veteran registration for Fall. Instead of pushing the curriculum meetings back to March as being the last cycle meeting, advising suggested pushing the veteran/all-student registration dates out for Fall 2025 *(for FY26)* as it would resolve issues in their area as well.

4. Expectations of Curriculum Committee Members

Faculty/Division Directors should ensure curriculum is relevant and meets the needs of the occupation, continuing education, workforce training, accreditation, and transfer institutions. As mentioned above, before submission of forms divisions should ensure affected divisions have been notified of the changes. Forms are to be submitted to the Coordinator of Curriculum and Academic Systems (CCAS) by the document due date. The CCAS reviews the documents and distributes the preliminary agenda to division directors and committee members one week prior to the division meeting. Divisions are to review all documents at their division meeting and bring any concerns to the official curriculum meeting. A representative of the division (Division Director or curriculum member) must be present at the official curriculum meeting to discuss their divisions proposed change and official members will take a vote.

5. Recommended vs. Preferred

D. Poole suggested changing areas in the catalog suggesting a course *(ex: *ENG-112 is recommended)* from "recommend" to "preferred". D. Schoenenberger agreed with the change but stated that our free elective areas should remain with the wording "recommended".

6. This is the last meeting for FY24, we will resume meetings again in FY25 starting in October 2024