

CALL TO ORDER/ROLL CALL

S. Campos called the meeting to order at 2:43 p.m.

Members present: (voting) J. Murphy, C. Antonich (for D. Baker), S. Campos, H. Bohleke, A. Turner, C. Nicholson, G. Jablonski, M. Flaherty, W. Griffin, J. Cody, R. Connor (for L. Koslow), L. Wester and W. Justiz

Members absent: (voting) K. Li and B. Zak

Resource Members present: S. Misasi Maratto
(non-voting)

Resource Members absent: ----
(non-voting)

Agendee(s): D. Anderson, F. Figg, A. Blaylock, W. Griffin, S. Campos J. Murphy, C. Antonich

Visitor(s): G. Glowacki

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes of October 5, 2017, passed unanimously by voice vote.

OLD BUSINESS

Item No.	Course/Curr No.	Proposals	Readings			Action Taken
			1	2	3	
17-89	CIS 121	Intro to Programming rev crs	X			tabled
17-90	CIS 195	Program for Engineers rev crs	X			tabled

J. Murphy noted that item numbers 17-89 and 17-90 were tabled at the October meeting and since no revisions were submitted, they will be tabled to the December 7th meeting.

J. Murphy stated that item numbers 17-89 and 17-90 will be tabled to the December 7, 2017 meeting.

NEW BUSINESS

Item No.	Course/Curr No.	Proposals	Readings			Action Taken
			1	2	3	
		Independent				
17-108	C235A	Building Contractor rev curr	X			approved
17-109	C446G	Carpentry Certificate new curr	X			approved
17-110	C446H	Plumbing Certificate new curr	X			approved
		Construction Drawings				
17-111	ARC 107	& Specifications rev crs	X			approved
		Construction				
17-112	ARC 146	Contract Documents rev crs	X			approved
		Construction Planning				

17-113	ARC 248 & Scheduling	rev crs	X	approved
Construction				
17-114	ARC 258 Cost Estimating	rev crs	X	approved
17-115	COT 211 Plumbing: Fixture Repair	new crs	X	approved
Carpentry:				
17-116	IBC 105 Rough Carpentry	rev crs	X	approved
17-117	IBC 110 Plumbing: Fixtures, Valves and Faucets	rev crs	X	approved
Carpentry:				
17-118	IBC 205 Finished Carpentry	rev crs	X	approved
Plumbing:				
17-119	IBC 210 Installation & Repair	rev crs	X	approved

J. Murphy stated that the Independent Building Contractor (IBC) program is now more construction-focused, therefore the IBC courses were revised to Construction (COT), along with two new certificates and new courses.

Motion to approve item numbers 17-108 through 17-119, passed unanimously by voice vote.

ENT/Mechanical				
17-120	C248V Design Degree	rev curr	X	approved
ENT/				
17-121	C249 Mechatronics Degree	rev curr	X	approved
17-122	C348B ENT/Design Certificate	rev curr	X	approved
ENT/				
17-123	C446I Electrical Certificate	new curr	X	approved
ENT/				
17-124	C448V Mechatronics Certificate	rev curr	X	approved
17-125	ENT 104 Electricity I	rev crs	X	approved
Residential Wiring:				
17-126	ENT 201 Installation & Repair	rev crs	X	approved
17-127	ENT 202 Electricity II	rev crs	X	approved
Electrical Codes				
17-128	ENT 203 and Standards	new crs	X	approved

J. Murphy stated that there are three revised curricula due to title changes, along with one new certificate and new course. L. Wester questioned that the health courses were listed, as they are no longer required in the AAS Degree. H. Bohleke had discussed this with the department and the department decided to leave the health courses in the program.

Motion to approve item numbers 17-120 through 17-128, passed unanimously by voice vote.

Certified Public				
17-129	C501A Accountant Pathway	new curr	X	approved
17-130	C208A Financial Services	withdraw curr	X	discussed
17-131	BUS 113 Investment & Securities	delete crs	X	approved
17-132	BUS 114 Stock Market Analysis	delete crs	X	approved
17-133	BUS 118 Financial Planning	delete crs	X	approved
Problem Solving in				
17-134	BUS 172 Customer Service	delete crs	X	approved

J. Murphy stated that Certified Public Accountant Pathway is a new certificate. Financial Services Degree has been submitted for withdrawal as courses in that program are now included in other

programs. C. Antonich stated that under the Faculty Agreement for Orderly Withdrawal of a program, a Study Committee needs to be formed and submit their recommendation to the College Curriculum Committee prior to withdrawing a program, and she asked if there are more current advisory committee minutes. H. Bohleke stated that this was previously discussed when the program was inactivated and removed from the catalog. C. Antonich stated that the withdrawal of the program was not discussed at that meeting. W. Griffin stated that the courses in the Financial Services Degree are now incorporated in the Accounting/Finance Degree. H. Bohleke stated that there has been no enrollment in this program, which S. Misasi Maratto listed as an inactive program that needed to be withdrawn. W. Griffin stated that the language in the faculty agreement needs to be addressed for clarification of Orderly Withdrawal of programs. C. Antonich stated that discussion needs to occur outside of this meeting. M. Flaherty made a motion to move forward. C. Antonich stated that the program will remain inactive until the Study Committee recommendations are submitted. The Study Committee of which representatives are needed were discussed. S. Campos stated that those individuals need to be contacted. J. Murphy stated that all items will be voted on, except item number 17-130, which will come back to the Committee for a second read after the Study Committee submits their recommendation.

Motion to approve item numbers 17-129, 17-131 through 17-134, passed unanimously by voice vote.

	Basic				
17-135	C217G	Addiction Counseling	delete curr	X	discussed
		Basic Addiction			
17-136	C417D	Counseling Certificate	delete curr	X	discussed
		Survey of Psychiatric			
17-137	BAC 100	Rehabilitation	delete crs	X	approved
17-138	BAC 101	Intro to Basic Addictions	delete crs	X	approved
17-139	BAC 105	Intro to Recreation	delete crs	X	approved
		Intro to			
17-140	BAC 110	Therapeutic Recreation	delete crs	X	approved
17-141	BAC 115	Principles of Recreation	delete crs	X	approved
		Intake, Assessment &			
17-142	BAC 120	Treatment Planning	delete crs	X	approved
		Special Populations and			
17-143	BAC 200	Cultural Considerations	delete crs	X	approved
		Treatment Process in			
17-144	BAC 201	Addictions Counseling	delete crs	X	approved
		Pharmacology of			
17-145	BAC 204	Psychoactive Drugs	delete crs	X	approved
		Applied Basic Addictions			
17-146	BAC 205	Counseling I	delete crs	X	approved
		Dynamics and Treatment			
17-147	BAC 210	of the Addicted Family	delete crs	X	approved
		Applied Basic Addiction			
17-148	BAC 215	Counseling II	delete crs	X	approved
17-149	BAC 220	Prevention and Outreach	delete crs	X	approved
		Special Topics in			
17-150	BAC 296	Addictions Counseling	delete crs	X	approved

S. Campos stated that the Basic Addiction Counseling (BAC) degree and certificate were being withdrawn, as they have been inactivated for over three years, and if the program was to be brought

back, most of the requirements would be different. L. Wester stated that the Counseling Department had an in-depth discussion regarding this program, as students that are inquiring here are being referred to other schools who still offer this program. She added that research shows that this is a growing field. S. Campos replied that this is a growing field, in which faculty must have a Master's Degree, along with a coordinator for a very small program in which the monies are allocated in different areas. A. Turner added that in over four years, we have sent thirty students to other schools and asked if we can possibly go back and revisit. S. Campos stated that the program would need to be totally re-written. L. Wester added that this program does not show online but the students are still asking and hope that we can bring this program back. S. Campos added that the withdrawal of the BAC Degree and Certificate would need recommendation to the Curriculum Committee by a Study Committee. J. Murphy stated that 17-135 and 17-136 will come back for a second reading in December after a Study Committee has submitted their recommendation. W. Justiz questioned if the program closures were due to lack of funds. C. Antonich replied that this program was inactivated because the coordinator left and the Psychology Department was supposed to pick up and that never happened.

Motion to approve item numbers 17-137 through 17-150, passed unanimously by voice vote.

OTHER: A.) Associate in Art (AA), Associate in General Studies (AGS) and Associate in Fine Arts (AFA-Art, AFA-Music) - Reduce to 60 Credits? – J. Murphy

J. Murphy stated that the Associate in Arts (AA), Associate in General Studies (AGS) and Associate in Fine Arts (AFA) degrees were brought to the Academic Senate to reduce the total credits to 60 to enhance completion and success rates. Students can take more than the sixty credits, but the degree could be issued at sixty. K. Li previously asked for volunteers. J. Murphy previously worked on the AGS Degree and will once again review and bring to Curriculum in the spring to move forward.

B). Orderly Withdrawal Process – Faculty Contract – C. Antonich

C. Antonich noted there are programs up for Orderly Withdrawal and the faculty contract is not clear, as it still lists the IPR as a benchmark, which is no longer valid and at stated that at this time we must adhere to the contract. W. Griffin stated that the Business advisory committee minutes from 2011 eluded to the withdrawal of the Financial Services Degree and is it necessary to submit more current minutes that reflect what we are doing, as there already was input from the advisory Committee. J. Murphy added that the Floral Design Certificate is also up for withdrawal, as we are cleaning up the list of programs on inactive status. S. Campos asked how far back do we need to go to notify the students that a program is closing. C. Antonich replied there is no set time frame, but it is recommended going back at least five years, and she gave an example of the Air Conditioning and Refrigeration (HVAC) program of people returning to complete their coursework even if though they had not taken courses for three years. J. Murphy stated that going back three years should be adequate time when contacting students. S. Campos suggested contacting the students by registered mail or by email. C. Antonich stated that the HVAC students were sent letters by registered mail, but may be expensive. H. Bohleke stated that this situation is unique because all these programs have no students in them. He sent out letters noting that they have two years to complete. He gave an example of what occurred with the Interior Design program that students came

back and wanted to complete the coursework and the program had just been withdrawn. C. Antonich stated that A. Baldin (previous dean) did a good job locating and handling those students. In this case, it was requested with ICCB to push back the withdrawal date to allow these students to finish and were given another timeline to complete. S. Campos noted that there are no students in W. Griffin's program and the Surgical Technology Certificate. W. Justiz stated that he called the Research Department and asked who is in the program and there are thirty students, so should he call them. Some students have not been here for over five years, so does he reach out to those students. C. Antonich stated if the program is active in our system we should contact the students that the program will be going away. W. Justiz would add that the students should also let us know if they do not intend to complete the program for tracking purposes in case they then decide to come back. L. Wester added that when the HVAC program was being withdrawn, people who intended to complete the program were going into the Counseling office, as they were within the timeframe given. S. Campos noted, for clarification that three years is the benchmark for students of when they last took classes. W. Justiz asked if he is would not be obligated to send letters to students who did not take classes for three or more years.

C. Effective Dates of Curriculum Items – C. Antonich

J. Murphy stated that at the last Agenda Planning meeting, C. Antonich, S. Misasi Maratto and she discussed the timeframe for submitted items and when they should become effective. From S. Misasi Maratto's past experience, the effective date for new programs should be one year out from when they are submitted to allow ample time for approval by both the Illinois Community College Board (ICCB) and the Higher Learning Commission (HLC). For program revisions, the effective date will be two semesters out from time of submission. J. Cody asked how this differs from past practice. J. Murphy replied that the effective date for new curriculum was always one year out, as stated in the CCC Handbook. The effective date for new and revised courses is two semesters out from the time of submission, keeping in mind those courses that are IAI courses or are intended for IAI approval may need additional time, as they would require ICCB and IAI approvals. (*see additional information below in Other D.*)

D.) Updated CCC Dates & Deadlines (revised December submission & Marketing Deadlines) – C. Antonich

S. Misasi Maratto stated that the last column was added to the CCC Dates & Deadlines to inform every one of the Marketing deadlines and to ensure that changes being submitted to the CCC, to keep in mind of the effective dates and ensure that the items will have gone through our internal and external approval process and will meet the marketing deadline for the schedule to go to press to ensure that the proper course is being advertised. She asked if adding the Marketing deadlines to the CCC Dates and Deadlines would be helpful. **The Committee stated they would like those deadlines included.** H. Bohleke added that by listing the Marketing deadlines may spur those that may dawdle when submitting their items. L. Wester asked if her submission would become

effective in spring or summer. S. Misasi Maratto replied that it would become effective for summer, which was changed from spring since spring registration has already begun. C. Antonich added for everyone to keep in mind that the Board approves the effective dates. L. Wester asked how far out would the effective date need to be if only changing a title. J. Murphy replied that two semesters out for revisions, as a course title change would also effect the programs the course is attached to. L. Wester inquired who to contact if the new title does not appear in the schedule. S. Misasi Maratto suggested contacting her first to ensure the title change was approved by ICCB. A. Turner added that the title change should also be reflected on the Count of Seats (COS). W. Justiz stated that when changing a course, the programs effected need to be listed and that area needs to be notified. H. Bohleke asked that the title change is currently noted in the catalog description (as 'formerly...') and should this not be removed after a period of time. S. Misasi Maratto replied that they usually are removed after two years. L. Wester stated that the 'formerly' information is beneficial for the counselors because they do have people that return after five and up to twenty years. J. Murphy requested submitters to notify the other departments if changes affect their area. She added that in order to make it easier for the Technical Review Committee (TRC) and the Agenda Planning Committee, please include a rationale stating why the change(s) was (were) made and also include advisory committee minutes.

J. Murphy noted that L. Kosrow from the Library noticed that the APA and MLA examples were outdated and they were updated and are now reflected in the online Course Outline form.

E.) ICCB Information – Program & Course Helpful Hints (Tricia Broughton) – J. Murphy

As an FYI J. Murphy asked the Committee to review the email included in today's packet that was received from Tricia Broughton regarding ICCB information.

F.) HLC Review – J. Murphy

J. Murphy stated that the Higher Learning Commission (HLC) will be coming to Triton March 5 & 6, 2018 and suggested we have everything up to date. S. Campos added that the Web pages should also be updated, as the reviewers usually review them first. M. Flaherty stated that a request can be made with the Webmaster, which is located in the Portal, under Technology, IS Web Request, and stated that the changes are made quickly. S. Campos stated that some discussion occurred regarding the old information remains on the Website when a new Website is being developed. H. Bohleke added that sometimes people say they saw this on the Website and he has a hard time locating those sites. A. Turner stated that the students may do a 'search' and that information will come up. J. Murphy sent out an email for everyone to review their areas and reply to P. Perry by Friday, December 1st with any feedback.

G.) Courses Included in the AAS Elective List – S. Campos

S. Campos stated that the AAS Degree is a terminal degree and there is no ICCB stipulation that the general education courses need to be IAI approved. She would like to add AHL 202, Comprehensive Medical Ethics to the Humanities listing. M. Flaherty asked why not eliminate the Humanities requirement all together. S. Campos replied that, for example, the Nuclear Medicine accreditation requires students to have Humanities, not Fine Arts. M. Flaherty asked if they define Humanities. S. Campos replied that in the AAS Degree PHL 103, Ethics is listed under Humanities. M. Flaherty noted that D. Manni teaches Ethics. S. Campos stated that the focus of AHL 202 is Medical. C. Antonich stated that you need to look at what programs the students are entering, as to whether this is appropriate. M. Flaherty added that if more courses are included to emulate an AA or AS degree, there may be more problems to deal with. S. Campos stated that there would not be a problem if the course is an IAI approved course. M. Flaherty just wanted to note that there may be a bigger issue than just at Triton, as to what area a course is approved under, Humanities/Fine Arts/Social Science. J. Murphy questioned if a Curriculum Proposal form is required. C. Antonich stated that S. Campos is requesting to add the course to the AAS Requirement page and it is not a specific program. J. Cody asked if a student can obtain credit for Humanities. C. Antonich replied not for the AA or AS Degrees. L. Wester added that it would apply for a career-specific course, which does not apply to the AA/AS general education requirement. S. Misasi Maratto requested an email to keep some form of paper trail when changes are requested. L. Wester questioned if AHL 202 would replace PHL 103, as is currently listed under Humanities on the AAS Degree Requirement page, which has not been offered in long time. J. Murphy suggested that S. Campos send an email to S. Misasi Maratto requesting that AHL 202 be added to Humanities, under the AAS Degree Requirement's catalog page.

Adjournment: J. Murphy adjourned the meeting at 3:40 p.m.

Submitted by: J. Murphy, Chairperson

Susan Misasi Maratto: Recording Secretary