

CALL TO ORDER/ROLL CALL

J. Murphy called the virtual meeting to order on Thursday, November 2, 2023 at 2:33 p.m.

Members present: (virtual voting) J. Murphy, S. Campos, P. Harmon, J. Bartley, P. Jensen, D. Jones, J. Lobianco-Bartalis, A. Miller, A. Sharris, W. Griffin, J. Cody, R. Connor, T. Wright and W. Justiz

Members absent: (voting) G. Jablonski, M. Flaherty and L. Finch

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

Resource Members absent: J. Yoon
(non-voting)

Agendee(s): W. Griffin, G. Catena, N. Gray, J. Murphy, E. Muhammad/J. Murphy and A. Staunton

Visitor(s): T. Perkins, M. Loucks, F. Ghauri, A. Terrazas, B. Sola-Jenkins and M. Crenshaw

APPROVAL OF COLLEGE CURRICULUM MINUTES

W. Griffin made a motion, seconded by J. Bartley, to approve the minutes of September 7, 2023 and October 5, 2023, passed unanimously with a virtual vote, by a show of hands.

OLD BUSINESS

Item No.	Course/Curr No.	Proposals	Readings			Action Taken
			1	2	3	
None						

NEW BUSINESS

Item No.	Course/Curr No.	Proposals	Readings			Action Taken
			1	2	3	
23-46	BUS 125	Fundamentals of Office Administration del crs	X			approved
23-47	C306B	Business Management Certificate rev curr	X			approved
23-48	C406D	Entrepreneurship Certificate rev curr	X			approved

J. Murphy stated that BUS 125 is being deleted. Some courses were rearranged to different semesters in both certificates. W. Griffin stated that BUS 125 was deleted as it is no longer relevant and the content is covered in other courses. ACC 100 was added as an option with ACC 101 in the Business Management and Entrepreneurship Certificates. Business Analytics was removed from the first semester in the Entrepreneurship Certificate. **W. Griffin noted that the semester total for the Entrepreneurship Certificate should read 15-16.**

W. Griffin made a motion, seconded by J. Bartley, to approve item numbers 23-46 through 23-48, passed unanimously with a virtual vote, by a show of hands.

23-49	C243A	Criminal Justice Administration AAS rev curr	X			approved
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23-50	C443A	Corrections Certificate	inactive curr	X	approved
23-51	C443C	Private Security Certificate	inactive curr	X	approved
23-52	CJA 214	Organized Crime	new crs	X	approved

J. Murphy stated that CJA 214 is a new course. C443A and C443C are being inactivated, as they have been around for a long time with very little interest. There will be courses available to those that are currently in those programs, to allow them to complete the certificates. Those courses in the proposed inactivated programs are offered in the Criminal Justice Administration AAS degree. J. Murphy suggested watching the enrollment for the inactive programs for student completion. She stated that when the students have completed those programs, the two inactive programs need to be brought back to CCC to go through the Orderly Withdrawal process, whereas, a Study Committee is formed and submits their recommendation to the CCC for withdrawal. Next Spring 2024 or Fall 2025 would be the effective dates. G. Catena added that students would be encouraged to enroll in the Criminal Justice Administration AAS degree. CJA 214 is a new course that was added to the Elective list in the CJA AAS program. He added that the program was stagnant, as many students intend to become police officers and many do not. CJA 214 topic was successfully offered as a 296 Special Topics course, and will now be offered as a stand-alone course. Previously, there were three law courses. He surveyed other schools and they only offer one or two law courses. By offering additional elective courses will benefit the students. There is credit given for the Police Academy for CJA 246, Laws of Evidence, which is an IAI course that transfers to four-year schools. J. Murphy asked if the electives went from 3 to 6 credits. G. Catena responded that they did and thanked everyone for their assistance.

W. Griffin made a motion, seconded by J. Bartley, to approve item numbers 23-49 through 23-52, passed unanimously with a virtual vote, by a show of hands.

23-53	C417E	Nurse Assistant Certificate	rev curr	X	approved
23-54	NAS 100	Basic Nurse Assistant	rev crs	X	approved
		Care of Patients			
23-55	NAS 101	With Alzheimer's Disease	delete crs	X	approved

J. Murphy stated that NAS 101 was deleted and the content was incorporated into NAS 100. S. Misasi Maratto noted that the total program credits will remain at 6 credits. N. Gray stated that these changes were made to accommodate the accrediting body. Decreased lecture, increased lab/clinical time, since nurse assistant work is basically performed at the bedside of the patient to build their skills. D. Jones asked with the deletion of NAS 101 and combining with NAS 100, would this change impact the schedule. N. Gray responded that NAS 100 is currently 6 credits and NAS 101 was 1 credit, which was an additional 15 lecture contact hours. J. Murphy asked how many lecture and lab/clinical lab hours are there. N. Gray responded there are that NAS 100 will absorb the additional 15 credits by adding more lab/clinical and lessen the lecture hours, so the credits remain at 6. D. Jones asked if the certificate is changing from 7 to 6 credits, where are the electives taken that are listed, and are they required. N. Gray responded the electives are not required. P. Harmon added that we have electives as part of the curriculum, as an option for further specialties and if Nurse Assistant is the students' only intention, then only 6 credits are required. D. Jones stated that students see the recommended electives listed may be confusing. So, the Electives would offer additional skills, but are not tied to the certificate. P. Harmon stated that N. Gray explains the Recommended Electives in the information sessions and they are taken at the student's discretion. D. Jones asked if the skills are for certain jobs but not required for NAS certificate? J. Murphy asked why are they listed if not needed? N. Gray responded that the Electives are an option and said that the title can be changed to 'Recommend Optional Electives', to enhance their skills. D. Jones said it should not say 'Recommended Electives'. Clarification is needed as they are not attached to the certificate. J. Murphy asked if the wording is changed will the Committee be willing to vote on this item, with a

caveat that the wording will be changed? N. Gray replied yes. J. Murphy asked if there were any objections. There were none. W. Griffin stated that the motion now needs to be amended to C417E will include 'Optional' courses taken to further skills'. S. Campos suggested adding the language in with the vote taken. W. Griffin suggested and accepted amending the motion to encompass the language change. **The new language will be forwarded to S. Misasi Maratto and J. Murphy and will be sent out to the Committee.**

W. Griffin made a motion, seconded by J. Bartley, to approve item numbers 23-53 through 23-55, to include the amended title to the electives list as follows 'Note: The following Optional Electives are available to enhance knowledge and advance skills. None are required for certificate completion.', passed unanimously with a virtual vote, by a show of hands.

Health, Sport &					
23-56	U230A36	Exercise Science	rev curr	X	approved
23-57	C436B	Sports Conditioning Certificate	rev curr	X	approved
23-58	C437A	Integrative Wellness Certificate	rev curr	X	approved
23-59	HTH 104	Science of Personal Health	rev crs	X	approved
23-60	HTH 110	Public Health and Wellness	delete crs	X	approved
23-61	HTH 210	Lifestyle for Wellness	delete crs	X	approved
Wellness and Exercise					
23-62	HTH 216	for Special Populations	delete crs	X	approved
23-63	PED 102	Kundalini Yoga	delete crs	X	approved
23-64	PED 103	Beginning Karate	delete crs	X	approved
23-65	PED 104	Intermediate Karate	delete crs	X	approved
23-66	PED 107	Beginning Swim	delete crs	X	approved
23-67	PED 108	Swimming for Fitness	delete crs	X	approved
23-68	PED 124	Zumba Fitness	delete crs	X	approved
23-69	PED 131	Aerobics	delete crs	X	approved
23-70	PED 134	Aerobic Dance	delete crs	X	approved
Introduction to Physical					
23-71	PED 150	Education, Fitness and Sport	delete crs	X	approved
23-72	PED 172	Group Fitness Instructor	delete crs	X	approved
Strength					
23-73	PED 180	Conditioning and Performance	delete crs	X	approved
23-74	PED 189	Water Safety Instructor	delete crs	X	approved
23-75	PSY 207	Health Psychology	rev crs	X	approved

J. Murphy stated there are three curriculum revisions, due to the 15 deleted HTH and PED courses. The slated deleted courses have not been offered in the last five years. Some of these topics are offered in Continuing Education. There are new activity courses that are more popular. The language and topics were updated for HTH 104. 'Quantitative Literacy' was removed from the General Education Learning Outcomes. The language was updated for better clarity in PSY 207.

W. Griffin made a motion, seconded by J. Bartley, to approve item numbers 23-56 through 23-75, passed unanimously with a virtual vote, by a show of hands.

23-76	ECE 118	Health, Nutrition and Safety	rev crs	X	approved
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A. Miller stated that the prerequisite was removed for ECE 118, as the content is introductory and is not needed. ECE 118 is offered in Spring semester and the students would need to wait another year to take the course due to having a prerequisite listed, which hindered students to get through the program in a timely manner. J. Murphy added that the State (IAI) does not approve introductory courses with a prerequisite. A. Miller added that she has had conversation with the advisors prior to

making this decision. J. Murphy stated this revision would expedite student completion.

J. Murphy stated that the Assessment Plans need to be updated when a program is revised. (see Other Item B) that follows).

W. Griffin made a motion, seconded by J. Bartley, to approve item number 23-76, passed unanimously with a virtual vote, by a show of hands.

OTHER:

A) CCC HANDBOOK – S. Campos

S. Campos stated that the updated CCC Handbook is now available under Curriculum in the Portal. S. Campos emailed all chairs with redline versions, along with the clean copies of the CCC Handbook and Assessment. We need to be ready for the Higher Learning Commission (HLC) visit. W. Griffin said he did not receive an email. S. Campos sent out after the current version after the chairperson meeting last week. S. Misasi Maratto and J. Murphy reviewed the Handbook page by page to ensure the information was correct. There are now 75 pages and new language to reflect the Watermark process. If anyone has recommendations contact S. Misasi Maratto, J. Yoon or herself. The CCC Handbook is currently up to date and will be updated yearly.

B) Outstanding PLOs – J. Murphy

J. Murphy suggested the deans and chairpersons disseminate information to the faculty to ensure the Assessment Plans and Maps reflect changes that were made. When curriculum changes, the Assessment Maps need to be updated. We need to work together on Assessment Plans. J. Murphy is working with J. Yoon to ensure all assessments in both Curriculum Management and Self-Study platforms match. She asked faculty to make sure the Program Learning Outcomes (PLO)s are accurate. The online Catalog can be accessed to see if they are accurate. S. Misasi Maratto is making list of outstanding PLOs. There is no need to submit to CCC for vote, just department chairperson and dean approvals are required. She hoped the deans have sent S. Misasi Maratto the list of outstanding programs. S. Misasi Maratto stated that she has emails from the deans and will check the content. J. Murphy is still waiting for Course Learning Outcomes (CLO)s updates. P. Jensen stated there are a couple of departments still working on this. J. Bartley stated all of her departments have completed. P. Harmon stated that all Health Careers PLOs have been completed. J. Murphy stated the list will be updated and sent back to the deans. S. Misasi Maratto has emails to review to see if they were sent to her and noted there are a few from Business and Technology still outstanding. **S. Misasi Maratto will send out a list to the deans by end of next week.** P. Jensen noted that would be doable. W. Griffin asked if this list is for the Program Learning Outcomes (PLO)s? J. Murphy replied yes, to show that they were reviewed. J. Murphy add to Excel spreadsheet. S. Misasi Maratto said that she is also adding the review date and updating the PLOs in the Catalog when approved. J. Murphy noted the PLOs will be on the to-do list for annual review in Curriculum and Assessment modules. S. Misasi Maratto will add updated PLOs to the Catalog and will publish at one time. J. Murphy suggested S. Misasi Maratto notify J. Yoon when completed.

Adjournment: W. Griffin made a motion, seconded by J. Bartley to adjourn the meeting at 3:27 p.m., passed unanimously with a virtual vote, by a show of hands.

Submitted by: J. Murphy, Chairperson

Recording Secretary: Susan Misasi Maratto