

CALL TO ORDER/ROLL CALL

J. Murphy called the virtual meeting to order on Thursday, November 3, 2022 at 2:33 p.m. The items were virtually discussed and voted on as follows.

Members present: (virtual voting) J. Murphy, S. Campos, J. Bartley, J. Davidson, G. Jablonski, A. Miller, M. Flaherty, A. Blaylock, W. Griffin, J. Cody, T. Wright, and W. Justiz

Members absent: (voting) P. Harmon, D. Jones, J. Lobianco-Bartalis, L. Finch and R. Connor

Resource Members present: S. Misasi Maratto and D. Salinas-Lazarski
(non-voting)

Resource Members absent: D. Krzykowska
(non-voting)

Agendee(s): J. Koc, G. Reyes, C. Nicholson, S. Khan, M. Henson, M. Uribe, B. Decker and J. Murphy

Visitor(s): S. Khan, B. Sola-Perkins and F. Ghauri

APPROVAL OF COLLEGE CURRICULUM MINUTES

M. Flaherty made a motion, seconded by G. Jablonski, to approve the minutes of October 6, 2022, 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	

22-132	AST 101	Astronomy of the Solar System	rev crs	X	approved
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22-133	AST 102	Astronomy of the Stars and Beyond	rev crs	X	approved
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C. Nicholson stated that the above courses were updated to be in line with current course work, textbooks, labs and Course Learning Outcomes.

M. Flaherty made a motion, seconded by G. Jablonski, to approve item numbers 22-132 and 22-133, passed unanimously with a virtual vote, by a show of hands.

22-134	CIS 103	Android Platform Application Development I	rev crs	X	approved
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22-135	CIS 108	Android Platform Introduction to Python	new crs	X	approved
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22-136	C207A	Computer Information Systems	rev curr	X	approved
22-137	C207F	Computer Network and Telecommunications Systems	rev curr	X	approved
22-138	C207S	Cybersecurity and Information Systems	rev curr	X	approved
22-139	C407J	Web Design and Technologies Certificate	rev curr	X	approved
22-140	C407V	Database Systems Certificate	rev curr	X	approved
22-141	C515C	Windows Programming Advanced Certificate	rev curr	X	approved

J. Murphy recapped action taken with the above items. CIS 108 is a new course of three credits, two lecture and two lab hours. Programs listed above were revised to add CIS 108. CIS 103 was revised to include a title, description and prerequisite change. M. Henson added that CIS 103 was added into other programs, as the current program it is attached to is no longer active. CIS 108 was developed in response to demand for Python skills. CIS 121 contains different programming language used for demonstration. Now students have a choice to choose from. F. Ghauri stated reiterated that students now have choice and he plans to introduce a similar course by reactivating CIS 195 and bring back as EGR 195. M. Henson replied that offering in the Math Lab would be fine. J. Murphy asked what would the course be titled. F. Ghauri responded the new title would be 'Programming for Engineering Using MAT Lab'. J. Murphy added that course may have specificity for course more linked to engineering. M. Henson replied that course is a good fit for engineers. J. Murphy suggested that discussion should occur between M. Henson, F. Ghauri and the Curriculum Office to see if CIS 195 can be revised or create a new course. F. Ghauri, M. Henson and J. Davidson will meet to discuss. J. Davidson added that CIS 195 was withdrawn in 2018 and it would be better to create a new course. J. Murphy stated that S. Misasi Maratto has the course outline for CIS 195, which can be reactivated. S. Misasi Maratto added that if the content differs from CIS 195, it would be beneficial to develop a new course.

M. Flaherty made a motion, seconded by G. Jablonski, to approve item numbers 22-134 through 22-141, passed unanimously with a virtual vote, by a show of hands.

22-142	BUS 102	Small Business Accounting	rev crs	X	approved
22-143	C306A	Accounting Assistant Certificate	rev curr	X	approved
22-144	C307D	Executive Administrative Assistant Certificate	rev curr	X	approved
22-145	C406D	Entrepreneurship Certificate	rev curr	X	approved
22-146	C407D	Administrative Assistant Certificate	rev curr	X	approved
22-147	C416A	Bookkeeping Certificate	rev curr	X	approved

J. Murphy stated that BUS 102 was revised to ACC 102, with a title change to 'Accounting with QuickBooks'. The five curricula above were revised to reflect these changes. W. Griffin thanked J. Koc and G. Reyes for their work to accomplish this task. BUS 102 was revised to ACC 102, as this is an accounting course and emulates other schools' listings. The course change prompted revising the certificates. W. Griffin recapped submitted changes. W. Griffin commended J. Koc and G. Reyes on doing a great job. J. Murphy stated that the new titles for C407D is 'Program Assistant Certificate' and for C307D is 'Executive Assistant Certificate'. J. Davidson wanted to confirm the prefix change would equate in Colleague. J. Murphy asked what is plan with BUS 102. J. Koc responded that the content and learning objectives are not changing, so whoever has taken BUS 102 will not have to take ACC 102, as it is replacing BUS 102. S. Misasi Maratto stated that when she enters the changes in Colleague, she equates the courses. J. Murphy stated there are lots of new and exciting changes in

Business and in Computer Information Systems.

M. Flaherty made a motion, seconded by G. Jablonski, to approve item numbers 22-142 through 22-147, passed unanimously with a virtual vote, by a show of hands.

	Food Preparation			
22-148	HIA 150 Essentials and Theory	rev crs	X	approved

J. Murphy stated that HIA 150 was changed to 1 lecture and added 4 lab. J. Davidson represented item for C. Clem. Course credits will not change. We need to ensure seat time reflects changes. M. Flaherty asked why the course credit hours did not change. J. Davidson responded that the total credit hours will not change. J. Murphy added that for every 2 lab hours is 1 credit hour. The total credits do not change in this instance. J. Davidson stated that based on the Advisory Committee's recommendation, HIA 150 is an advanced course that needed a lab component added, as it is a hands-on course. J. Murphy stated that this is a significant increase in class time.

M. Flaherty made a motion, seconded by G. Jablonski, to approve item number 22-148, passed unanimously with a virtual vote, by a show of hands.

22-149	CHN 102 Elementary Chinese	delete crs	X	approved
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22-150	HIS 155 in the United States History of the Afro-American Humanities	delete crs	X	approved
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22-151	HUM 105 Through the Arts II Study/Travels	delete crs	X	approved
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22-152	SPN 118 in Hispanic Countries	delete crs	X	approved
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22-153	SPN 190 Career Spanish	delete crs	X	approved
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22-154	SPN 296 Special Topics in Spanish	delete crs	X	approved
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J. Murphy stated there are six courses for deletion. B. Decker added that two of the courses may be reinstated in the future as new courses. There currently is no faculty to teach CHN 102. HIS 155 is outdated and would need major changes, which have already been removed from curricula. The remaining courses never ran and he does not anticipate running them in the foreseeable future. J. Murphy noted that HIS 151 is an IAI course. B. Decker stated that if reactivated it would come back as an IAI course. J. Murphy asked if CHN 101 is offered. B. Decker replied that it is not, as there are no faculty/adjuncts to teach it. D. Salinas-Lazarski added that these courses being deleted were all on the outstanding course list and commended B. Decker for all his work to delete these courses. B. Decker added that M. Armas is working on updating one Spanish course that is on the outstanding list.

M. Flaherty made a motion, seconded by G. Jablonski, to approve item number 22-149 through 22-154, passed unanimously with a virtual vote, by a show of hands.

J. Murphy stated that the submission deadline for the December 1st meeting is November 11.

Please hold your items until the February meeting if possible, as we are fine-tuning the Watermark platform that will be the sole submission platform used in Spring.

OTHER:

A) Notification to Dual Credit Office – J. Murphy

J. Murphy stated that the Dual Credit Office needs to be notified if a course is revised and is offered at the High Schools to ensure the same course is taught at the High School. T. Johnson is currently in charge of Dual Credit.

B) Proper Seat Time – J. Murphy

J. Murphy suggested to ensure that both traditional and online seat time meets the ICCB approved seat time on the course outline. For example, one lecture hour equals fifteen contact hours (seat time) in class. Lab is $\frac{1}{2}$ the total credit, i.e. 30 contact hours (seat time) divided by $\frac{1}{2}$ equals 15, which is 1 credit. (The formula for total course credits is Lecture + $\frac{1}{2}$ of lab) HIA 115 is three credits, one lecture and four lab. Four lab = 60 contact hours ($4 \times 15 = 60$, seat time), plus 15 lecture contact hours (1×15 , seat time), which totals 75 contact hours (seat time). Every course must comply with the correct seat time. Important that the students are in class for time that ICCB approved on the course outline, ALSO, per the ICCB rules: above and beyond class time:

- ***A minimum of 2 hours outside study for each 1 hour of lecture in class.***
- ***A minimum of 1 hour of outside study for each 2 hours of laboratory or clinical in class.***

It is important that the students are in a traditional class and also pertains to online classes. S. Campos added for every hour is two hours outside of classroom, includes reading, etc. The HLC looks carefully at online and traditional class offerings. There is an Estimator that G. Reyes and her committee will be using to ensure the course has the proper amount of seat time. We will be discussing which Estimator to use. J. Murphy asked S. Campos to share with her when an Estimator is chosen S. Campos is addressing this issue in anticipation of the upcoming HLC visit. J. Murphy reiterated to ensure proper seat time is given for the students.

C) Online Course Development- J. Murphy

J. Murphy stated there are six online classes. Fall 2022 being developed. A. Miller has developed ECE 118 will be offered Fall 2023 and ECE 121 and ECE 233 will be offered in Fall 2023. J. Koc added that ACC 252 should be added to the list for Spring 2023. S. Campos will send J. Murphy an updated list.

D) Outstanding Courses – J. Murphy

J. Murphy stated there are 17 outstanding courses that need to be updated with the Course Learning Outcomes and updated Strategies or they will not be offered.

E) Watermark Update – J. Murphy

J. Murphy stated that the Watermark link can be found in the portal under Faculty Resources > Curriculum, and she asked that this information be shared with their departments and chairpersons. There is much helpful material to reference, i.e. how-to login, and faculty can also check out the training material in Blackboard, that includes PowerPoints, Tip Sheets (step by step), recorded videos, which are a good hour of training. Shorter videos are also a valuable too. It is vital for faculty to access and peruse before the Fall semester ends. W.

Griffin will be submitting a new Cannabis Certificate in Word format. He practiced submitting in Watermark and found it very user-friendly. J. Murphy replied, 'Thank You'. as it should be much simpler. Make sure to hit 'Save' when making any changes. She completed her revisions in Watermark and it went much quicker than using Word docs. You can make comments so everyone can see on the Watermark page. In Spring she would like everyone to make 'notes' as CCC members and TRC members, as these groups are only reviewing, not approving. Please DO NOT HIT FINAL APPROVAL button. W. Justiz asked if the TRC notes are dated. J. Murphy added that the group email notifications have not been turned on yet. Once CCC updates and the Master Syllabus is approved we can turn on the email notifications. When comments or changes are made this should prompt an email. When the Curriculum Office moves the item(s) to the TRC for review, the TRC/CCC will receive an email notification. W. Justiz asked if we can see other's comments. J. Murphy replied that you can see them in the thread.

J. Murphy noted that Spring will be a learning phase and please submit any comments or suggestions to her and S. Misasi Maratto. We can always revise and/or find answers to concerns. Currently, if S. Misasi Maratto questions Watermark for support, their response is not the most efficient use of time (to go on the website and read many pages for a simple answer). Faculty can inquire support at Watermark also, but we try to centralize the communication. Moving forward, the process should be easier. Be the end of Fall, all course outlines need to be updated to include the new Course Learning Outcomes and enter the new Instructional Strategies by reviewing all the Master Syllabi. Check the CCC/TRC and look for approvals. You can 'Compare Documents' that will show the changes made. J. Murphy asked if there are any questions and to contact her with the number of faculty that have gone into Watermark. She asked that the list be shared with the department chairs at the chairpersons' meetings. We have been working on 2 tasks: 1) Course Learning Outcomes (CLOs) and 2) Instructional Strategies. The CLOs were completed by assessment fellows, (by copying and pasting from the Self-Study module into Watermark forms to match exactly). We need to ensure the CLOs are numbered as in Assessment module for assessment. K. Reece stated that 1/3 of all the courses need to be assessed every year and are complete after three years. The CLO deadline is toward the end of October. **Review and enter data on Master Syllabus by end of Fall.** We will be using Watermark for submissions in Spring 2023.

Adjournment: *M. Flaherty made a motion, seconded by W. Griffin to adjourn the virtual 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