

Curriculum Committee Minutes
February 8, 2024
Location: Zoom Only

PRESENT:

Voting Committee Members

Chair- Mimi Pentz (Nursing/Health)
 Vice Chair- Andrea LoMonaco (Business)
 Pam Morse (Math)
 Kristen Booth (Pre-College)

Robert Wells-Clark (Ind/Trade)
 Emilie Miller (Science)
 Tori Stanek (Inst Dean)

Non-Voting Committee Members

Susan Lewis (Curriculum)
 Jarett Gilbert (VP Instructional Services)

Supporting Staff

Sara Wade (Instructional Services)

Guests

Robert Kovacich, Karly Aparicio, Sara Mustonen

ABSENT

Voting Members

Jenn Kamrar (Art,Cult,Comm), Stephen Shwiff (Social Science)

Non-Voting Committee Members

Mary Martin (Student Services)

Item	Discussion	Action
Call to Order: 3.33 pm	Meeting was called to order at 3:33pm by Co-Chair Andrea LoMonaco.	
Approval of January 25, 2024 minutes	Motion: approve as written	Motion: Robert 2nds: Pam 5 in favor – 0 opposed – 0 abstains
Old Business:	1. Contact Hour Definitions – continued from 6.10.22, 9.9.22, 10.6.22, 11.3.22 (placed in New Business)	
Submissions:		
FN 224 Nutrition (Course Revision)	Rob Kovacich explained why the department is removing an outcome regarding changing diet. It has been found out through research that this topic has negative effects on mental health.	Motion: Robert 2nds: Pam 5 in favor – 0 opposed – 0 abstains

IRW 115L Foundations of Integrated Reading and Writing (Course Revision)	State required title change for CCN corequisites. Motion: approve as written	Motion: Pam 2nds: Tori 5 in favor – 0 opposed – 0 abstains
WR 121L Foundations of Composition I (Course Revision)	Motion: approve as written	Motion: Pam 2nds: Tori 5 in favor – 0 opposed – 0 abstains
MTH 95L Foundations of Intermediate Algebra (Grade Option Change)	Motion: approve as written	Motion: Tori 2nds: Robert 5 in favor – 0 opposed – 0 abstains
MTH 95L Foundations of Intermediate Algebra (Course Revision)	Motion: approve as written	Motion: Tori 2nds: Emilie 5 in favor – 0 opposed – 0 abstains
MTH 105L Foundations of Math in Society (Grade Option Change)	Motion: approve as written	Motion: Tori 2nds: Robert 5 in favor – 0 opposed – 0 abstains
MTH 105L Foundations of Math in Society (Course Revision)	Motion: approve as written	Motion: Emilie 2nds: Tori 5 in favor – 0 opposed – 0 abstains
MTH 111L Foundations of Precalculus I: Functions (Grade Option Change)	Motion: approve as written	Motion: Emilie 2nds: Robert 5 in favor – 0 opposed – 0 abstains
MTH 111L Foundations of Precalculus I: Functions (Course Revision)	Motion: approve as written	Motion: Tori 2nds: Robert 5 in favor – 0 opposed – 0 abstains
STAT 243L Foundation of Statistics I (Grade Option Change)	Motion: approve as written	Motion: Tori 2nds: Robert 5 in favor – 0 opposed – 0 abstains
STAT 243L Foundation of Statistics I (Course Revision)	Motion: approve as written	Motion: Tori 2nds: Emilie 5 in favor – 0 opposed – 0 abstains

MTH 105Z Math in Society (Opt-Out Request)	Motion: approve as written	Motion: Robert 2nds: Tori 5 in favor – 0 opposed – 1 abstains
MTH 105Z Math in Society (Course Revision)	Motion: approve as written	Motion: Emilie 2nds: Mimi 6 in favor – 0 opposed – 0 abstains
Discussion Items: 1. Contact Hour Definitions	<p>Pam, Kristen, & Jarett explain what their committee has come up with after the extensive research of how other colleges define contact hours in different modalities.</p> <p>The group created a fillable spreadsheet that they hope the committee can help them finish. The spreadsheet is to be a key/tool for instructors to use if they need guidance on how to build a class to make sure they are providing enough contact hours for their students. This will also be helpful to instructors to find possible different activities or tasks that they can use in their courses.</p> <p>Discussion & explanation on how the group defines the rate of equivalency in the shared data table. And if this is just a baseline or the actual amount required.</p> <p>Action Item: Kristen, Pam, & Jarett ask the committee to take this spreadsheet back to their departments and ask each instructor to take a max of 15 mins to fill out one or two examples in the spreadsheet. The group would like to see this completed by Wednesday February 28th so it can be discussed at the February 29th Curriculum Committee Meeting. Any help on this is appreciated by the group. If departments have any questions Kristen, Pam & Jarett are happy to help answer them.</p>	
Meeting Adjourned: 4:40pm	Kristen motioned to end the meeting, Andrea seconded to end the meeting. The meeting ended at 4:40pm. All in favor.	Next Meeting: February 29, 2024