

CURRICULUM DEVELOPMENT & REVIEW COMMITTEE

Meeting Minutes - November 14, 2024

Attended: A. Auldridge, C. Baer, O. Bamiduro, C. Brereton, T. Burge, R. Campbell, J. Davis, A. Drumgoole, M. Grahl, M. Hendrickson, R. Hill, K. Jordan-D'Ambrisi, T. Mimiaga, D. Poole, S. Reikowsky, D. Schoenenberger, K. Smith, J. Suminski, R. Westmeyer

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

II. Course & Program Proposals for Review & Approval:

DEVELOPMENTAL EDUCATION AND ADULT LITERACY SERVICES					
CC#	Tied to CC#	Course or Program	Proposal Type	Description	Action
NOV-101		SDV-102: Transition to College Success	Course Modification	Course Number: From SDV-102 to SDV-089/ Changing from credit to developmental	Approved

ENGLISH & HUMANITIES DIVISION					
CC#	Tied to CC#	Course or Program	Proposal Type	Description	Action
NOV-102		AA.FLA: Foreign Language Concentration	Program Modification	Program Title: From "Foreign Language Concentration" to "World Languages Concentration"	Approved

III. Discussion Topics:

1. MHEC Regulation Changes

D. Schoenenberger shared with the committee that articulation agreements must be in completed for associate program modifications that are substantial, as well as an articulation agreement for new programs when submitted to MHEC for approval prior to coming to the committee as a new program notification. Additional suggestions by Rebecca Westmeyer was to request preliminary approval for program modification contingent upon receiving a completed articulation agreement. This will be further discussed.

D. Schoenenberger also announced that MHEC made us aware their substantial modification percentage is cumulative from the last approved substantial modification and that they may be increasing the substantial change percentage from 33% to 50% soon. C. Brereton developed a spreadsheet of all associate and certificate programs and their current percent of change since the programs last substantial modification approval on record and distributed the listing to division directors. D. Schoenenberger suggests to faculty if they want to review their programs current percent of change to contact their division director and advised divisions if they are close to 50% to consider waiting on submitting additional changes for the program if it is possible.

2. Curriculum Committee Member Expectations

D. Schoenenberger reminded the committee that faculty/division directors should ensure curriculum is relevant and meets the needs of the occupation, continuing education, workforce training, accreditation, and transfer institutions. Before submitting forms, divisions should ensure impacted divisions have been notified of the changes. Forms are to be submitted by the document due date signed by both the faculty and division director. The CCAS reviews the documents and distributes the preliminary agenda to division directors, committee members, and uploads it to the Curriculum Development & Review webpage one week prior to the division meetings. Divisions are to thoroughly review all documents at their division meeting with faculty and bring any concerns to the official curriculum meeting. A representative of the division (division director, faculty member, or curriculum member) must present at the official curriculum meeting to discuss their divisions proposed change and official members will take a vote. If no one from the division is there to present their change it gets tabled to the next meeting. Additionally, the Curriculum Committee leadership has the responsibility to share curriculum information with the committee as it is known.

3. Curriculum Committee Webpage Review

C. Brereton shared that the Curriculum Development & Review Committee webpage can be located by searching "Curriculum" in the HCC website search. The link to the Curriculum Development & Review Committee webpage is also included in email correspondence regarding document deadlines, meeting invites, and minutes. The website shows the current curriculum timeline, due dates, manuals, word format forms for those not piloting the new software, resources, listing of current members, and past minutes. A current agenda area will soon be added to the website to allow anyone signed in to the webpage to access.

4. Curriculum Software

C. Brereton shared that the piloting divisions (Developmental Education and Adult Literacy Services Division, Health Sciences Division, Nursing Division, and Business & Technology Division) should now have access to submit documentation and remaining divisions should now have access to review and sign off (as needed) on submitted documentation. A Curriculum software manual was drafted, however, we are working on bugs and continually updating the manual as needed.

5. Letter Program Reviews

D. Schoenenberger asked that Divisions review the letter options within programs to determine if they are significant enough for students to secure employment or have other identified value. If not, we should look at inactivating those letters.

6. Next Meeting: December 12, 2024 at 2:30PM in STC-182