

CALL TO ORDER/ROLL CALL

J. Murphy called the virtual meeting to order on Thursday, September 5, 2024 at 2:33 p.m.

Members present: (virtual voting) J. Murphy, S. Campos, T. Moran, J. Bartley, P. Hadjimitsos, J. Lobianco-Bartalis, G. Jablonski, A. Miller, M. Flaherty, L. Finch, J. Cody, R. Connor and W. Justiz

Members absent: (voting) D. Jones, A. Sharris, W. Griffin and T. Wright

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

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

Agendee(s): D. McNamara, P. Jaswilko and J. Murphy

Visitor(s): B. Sola-Perkins, M. Crenshaw, T. Perkins

APPROVAL OF COLLEGE CURRICULUM MINUTES

M. Flaherty made a motion, seconded by G. Jablonski, to approve the minutes of May 2, 2024, passed unanimously with a virtual vote, by a show of hands.

J. Murphy reminded the attendees that only CCC voting members are allowed to vote on items. T. Moran inquired how would someone know if they are a CCC member. J. Murphy shared a screen of CCC Members and TRC members, which can be accessed in BlackBoard under Organizations > Curriculum Committee > Members, along with CCC Dates & Deadlines, CCC Recordings, Power Point Presentations and Watermark Login. Non-voting members (Resource Members) are also Technical Review Committee (TRC) members. If someone cannot access, please contact J. Murphy or S. Misasi Maratto.

OLD BUSINESS

Item No.	Course/Curr No.	Proposals	Readings	Action Taken
			1 2 3	

24-37	SPE 135 Stagecraft	delete crs	X	tabled
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D. McNamara was not present to represent this item, therefore, item number 24-37 was tabled to the October 3, 2024 meeting, due to no representation. J. Murphy stated that if the submitter cannot attend the meeting, they can ask a proxy to represent their item(s).

M. Flaherty made a motion, seconded by G. Jablonski to approve item 24-37. Due to no representation, item number 24-37 was tabled to the October 3rd meeting.

NEW BUSINESS

Item No.	Course/Curr No.	Proposals	Readings	Action Taken
			1 2 3	

24-38	C217D Respiratory Care AAS	rev curr	X	approved by virtual
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vote

J. Murphy noted that a virtual vote was taken for the program description revision, noting the acceptance of the program from the accrediting body, from temporary to approved. The accrediting body mandates the approval be listed in the online program. A virtual vote was taken and S. Misasi Maratto updated the online program with a note 'Pending Board Approval' (Triton).

A virtual vote was taken on Auguste 20, 2024, for item number 24-38, was approved by majority vote of 11 Ayes with 6 NA.

J. Murphy shared the Fall 2024 CCC Dates & Deadlines and noted that the Deans' Submission Deadline is September 9, 2024 for the October 3rd meeting, and reminded the Committee that items should be submitted prior to the Deans' Submission Deadline, which will allow ample time for deans to review.

OTHER:

A) INACTIVE PROGRAMS – J. Murphy

J. Murphy proposed that programs on Inactive status change to 5 or more years, as opposed to the current 3 years of Inactive status, and should either be revised and reactivated, if viable, or withdrawn. Department chairperson would meet with the dean to discuss viability to inactivate or reactivate and offer. Students in the programs can complete the coursework in a set time determined by the dean/faculty. No new students are able to enter into the program once inactivated. The department chairperson needs to ensure there are no longer active students in the program by obtaining a report from Research and communicate with students whether they intend to pursue program completion or not. The chairpersons were asked to review the inactive program list included in today's packet. If the decision is to withdraw a program, the Orderly Withdrawal process would be followed, which includes: a memo brought to the CCC with stated intent and rationale for withdrawal. A Study Committee, a sub-committee of Curriculum, is formed who will submit their Recommendation to either revise and reactivate or to withdraw. All students would be contacted by email/mail. A plan to sunset the program is made if recommendation is to withdraw the program. The final decision will be brought to Curriculum for a vote. Email J. Murphy or S. Misasi Maratto with questions or updates.

B) COURSES NOT OFFERED IN 5 YEARS – J. Murphy

J. Murphy asked that faculty review the Excel file included in today's packet for courses that have not been offered in 5 or more years, to either revise and offer or delete them if no longer viable. J. Murphy asked the deans and chairpersons to share the list of courses with other faculty in their area. W. Justiz stated that the EMP courses 101 and 102 are now FIR 101 and 102 and are showing in this list. **S. Misasi Maratto will check on this.**

C) PROGRAMS OF STUDY-IDENTIFY TRANSFER CAREER PROGRAMS – J. Murphy

J. Murphy stated that this topic is a continuation of discussion that occurred at the May 2nd meeting. F. Figg raised a concern that the Career programs are not noted as transferable, when in fact many programs have Articulation

Agreements. The students are not aware that some career programs transfer. It was suggested to add an asterisk (*) to the transferable programs with articulation agreements in the Catalog stating to *Contact your advisor or the Transfer Center for program transferability information. M. Flaherty stated that we would need to be very specific, as students may think they can just go to the 4-year school. They must talk to their advisor and make sure course transfer information is correct. J. Murphy stated that her program has direct transfer agreements to certain schools and is included in the program description. M. Flaherty stated that the AA and AS degrees can transfer anywhere, as almost all courses are IAI courses and stressed we need to be specific, i.e. 'this school will accept...'. J. Murphy suggested a Note stating 'These schools may accept transfer degree.' M. Flaherty also suggested, 'This degree *will* transfer to...' to have accurate information. S. Campos suggested stating, 'This degree transfers to....' Faculty need to make sure Agreements are current. J. Murphy added always note *may* as the 4-year school may have other requirements as GPA etc. If department wants listed should keep current information. S. Campos stated to check with Transfer Center to be fully transparent. J. Murphy stated that the 'Note' **'May be transferable with certain universities. Check with the Transfer Center for Official Articulation'**. M. Flaherty agreed with J. Murphy and added that we cannot add the transfer note on all AAS degrees to protect us from false advertising, and the language should be the same. Some credits do transfer and some will not, i.e. AP courses. J. Murphy will follow up with F. Figg. S. Campos asked if the transfer programs are noted in the Schedule. S. Misasi Maratto replied that Schedule lists only Transfer Programs and Career Programs, and nowhere does it state that Career Programs are transferable. S. Campos will email page from Schedule to J. Murphy. J. Murphy suggested adding an asterisk (*) to those programs that may transfer, and they should contact the Transfer department. P. Hadjimitsos added that the Programs of Study list is on Page 8 and 9 of the Class Schedule. S. Misasi Maratto stated that list comes from the Catalog and she suggested adding a link to either the department or Transfer Center to access the Articulation Agreements. P. Hadjimitsos stated that on Page 9 of the Schedule, no Career Program is noted as transferable. P. Hadjimitsos added that students do not look in the Catalog, but in the Schedule and if they search for *transfer program* in the Career Programs they would not be captured. J. Murphy asked if S. Misasi Maratto can update the Catalog? S. Misasi Maratto responded that she could add to the subtitles and use whichever verbiage we choose. **P. Hadjimitsos suggested adding 'If you have any questions, please stop by the Front Desk or contact a counselor, Transfer Center or an Advisor.'** M. Flaherty added that he agrees we need to add to the Note **'...check with the Transfer Center or your advisor.'** S. Misasi Maratto stated that the Note found in the Schedule is not in the Catalog and does not know where that originated from. **J. Murphy stated we can further discuss at the October 3rd meeting and vote on the Pathway, verbiage and *Note to add to certain Career Programs in the Catalog, i.e. Transfer AAS and Schedule.** P. Hadjimitsos stated that the Programs of Study can be located on Page 40 in the 2024-2025 in the Catalog. S. Campos will check with Sam as he distributes the Schedule.

D) ALL REVISIONS NEED TO BE MADE IN WATERMARK (Course,

Curriculum, Outcomes) – J. Murphy

J. Murphy stated that all revisions to courses and programs made in Watermark are the faculties responsibility. S. Misasi Maratto will update and push through changes that do not require CCC approval, i.e. updating Gen-ed Outcomes, textbooks, Instructional Strategies, Formative/Summative Assessment, Indirect Assessment. All items that need CCC approval are to be submitted by the faculty in Watermark and will go through the Curriculum process.

E) CRITICAL THINKING GEN-ED LEARNING OUTCOME ASSESSED, along with PLOs and CLOs – J. Murphy

J. Murphy stated that this year Critical Thinking Gen-Ed Learning Outcomes will be assessed. Every program and course should be reviewed annually. Review in Watermark or let S. Misasi Maratto know of any changes to be made.

F) RATIONALE ON ALL WATERMARK FORMS – J. Murphy

J. Murphy stated when completing the 'Rationale' for submission in Watermark to include, 'what' is changing and 'why', with supporting evidence, if available, to ensure that all changes made are captured.

G) GUIDED PATHWAYS – J. Murphy

J. Murphy requested that this was discussed at the May 2nd CCC meeting. J. Bartley asked if all faculty have access to Watermark. J. Murphy replied that with the inception of Watermark, all faculty at that time were given access. Since then, if there are new faculty that may need access, to contact S. Misasi Maratto. This fall all the programs need to be reviewed for: program pathways, including the sequence of courses, old and new courses and Catalog layout. For example: changing Semester One: Fall to Semester One, etc., so that students can begin the programs when entering Triton, either in Fall or Spring. M. Flaherty added this makes more sense and asked if adding a note to the courses that are only offered in a specific semester would better serve the students. J. Murphy agreed by adding an asterisk (*) with a Note: stating when those courses would be offered. We will work on the verbiage for the '*Note:'. J. Murphy stated if faculty wish to add a *Note to their program(s), send an email to S. Misasi Maratto to add in which programs.

L. Finch inquired when faculty make changes in Watermark do all faculty have access. J. Murphy replied they do and if people were hired since then S. Misasi Maratto will give them 'rites', after sending her an email request and the same for access to BlackBoard.

Catalog page...Make sure Advisors and Administrators know. Send S. Misasi Maratto note if minor change that don't need vote. If sequence changes then that would require going through the Curriculum process.

Adjournment: M. Flaherty made a motion, seconded by G. Jablonski to adjourn the meeting at 3:21 p.m., passed unanimously with a virtual vote, by a show of hands.

**Triton College
District #504**

**College Curriculum Committee
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Submitted by: J. Murphy, Chairperson

Recording Secretary: Susan Misasi Maratto