

**CALL TO ORDER/ROLL CALL**

J. Murphy called the virtual meeting to order on Thursday, December 7, 2023 at 2:32 p.m.

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

**Members absent:** (voting) D. Jones, A. Sharris, L. Finch and T. Wright

**Resource Members present:** S. Misasi Maratto and J. Yoon  
(non-voting)

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

**Agendee(s):** W. Griffin, B. Decker (absent), A. Staunton and N. Gray

**Visitor(s):** B. Sola-Perkins, M. Loucks, P. Jensen, J. Taha, D. Krzykowska and M. Crenshaw

**APPROVAL OF COLLEGE CURRICULUM MINUTES**

*M. Flaherty made a motion, seconded by W. Griffin, to approve the minutes of November 2, 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	

23-77	C206J	Human Resources Management AAS rev curr	X	approved
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W. Griffin stated that Program Learning Outcome (PLO) #5 was eliminated, with #4 revised. Several courses were moved within semesters.

***M. Flaherty made a motion, seconded by W. Griffin, to approve item number 23-77, passed unanimously with a virtual vote, by a show of hands.***

23-78	HUM 160	Introduction to LGBTQ Studies new crs	X	pulled
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***M. Flaherty made a motion, seconded by W. Griffin, to approve item number 23-78. A second motion to was made to rescind the original motion, due to no representation for item number 23-78, passed unanimously with a virtual vote, by a show of hands.***

23-79	C220A	Early Childhood Career Pathway, Gateways to Opportunity Level IV Credential AAS Early Childhood Associate	rev curr	X	approved
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In Arts Transfer Pathway,

23-80 U224A14 Level II Credential AA rev curr X approved

A. Miller stated that the titles were revised, at the request of the accrediting body, to remove the Levels and Credential wording for C220A and U224A14, as the accrediting body awards the credentials, not the college. We provide the degree and/or certificate. J. Murphy stated that the updated titles are correct on the screen and added that the 'Note' for ECE 253 in C220A program was updated for better clarification. ECE 153 would be taken after completing the degree, if seeking the advanced certificate. ECE 153 is not a requirement or elective for C220A. Currently it is worded to elude that ECE 253 is a suggested elective for that program.

***M. Flaherty made a motion, seconded by W. Griffin, to approve item numbers 23-79 and 23-80, passed unanimously with a virtual vote, by a show of hands.***

23-81 C417E Nurse Assistant Certificate rev curr X approved

P. Harmon stated that the Nurse Assistant Certificate was submitted at the November 2<sup>nd</sup> meeting for revisions and afterwards realized that RHT 099 listed in the Program Prerequisites had been withdrawn. The revision submitted today was to replace RHT 099 with RHT 101 as a Program Prerequisite.

***M. Flaherty made a motion, seconded by W. Griffin, to approve item number 23-81, passed unanimously with a virtual vote, by a show of hands.***

**OTHER:**

**A) COURSES OFFERED at HIGH SCHOOLS, BUT Not Offered at Triton – S. Campos**

S. Campos stated the analysis of courses, which only five are offered specifically at the High Schools. We need justification to continue on with this process of offering course(s) only at the High Schools. We will not be addressing issue at this time. Assessment of these courses are needed. Chairpersons need to facilitate at the High Schools for the Assessment of those courses. We are not sure at this time regarding the Annual Review. M. Flaherty stated that he has one course that is only offered at the High School and has met with the High School teachers. They would need to assess at the High Schools that they need to assess and they agreed. He will notify other English faculty. S. Campos stated that we need to know who will be responsible for these courses and who would enter the assessment into our Watermark platform. M. Flaherty suggested the process should emulate our faculties' process. He does not believe it to be too cumbersome. Work the same with the High School faculty as with our faculty. S. Campos stated that this effects Watermark, BlackBoard, and/or email systems and the High School faculty are not in our BlackBoard system, but they would be able to access our Watermark platform through email. M. Flaherty concurred with S. Campos. J. Yoon added that she presented at the chairpersons meeting the day prior to this meeting and noted there is a new tool in Watermark that does not require training or accessing Watermark. The tool has all information we are asking. J. Yoon has made the feature accessible yesterday. An email request, brings data directly to Watermark. M. Flaherty stated that he would touch base at the appropriate time. J. Murphy stated that she also has courses only taught at the High Schools, as M. Flaherty. She will email the High School faculty, but use J. Yoon's suggestion. J. Murphy does meet with the High School faculty twice per semester and has oversight meetings with them.

**B) REVIEW WATERMARK MASTER SYLLABI – J. Murphy**

J. Murphy stated, as this semester ends and Spring will begin soon, please review the Master Syllabi forms for accuracy. If the deans can disseminate the information to the chairperson to review their Master Forms and Master Syllabi in Watermark. Items already submitted for the February 1<sup>st</sup> meeting. HUM 160, which was pulled from the Agenda, will be presented at that meeting. S. Misasi Maratto noted that HUM 160, after approved, will become effective Fall 2024 and that course will also be submitted for IAI approval. M. Flaherty raised a concern that the IAI will not accept HUM 160. He is not sure why this course was developed and if it is a Humanities course. J. Murphy stated that HUM 160 would need to be approved internally first. The course description follows the IAI's closely. M. Flaherty agrees with following the IAI's course description.

J. Taha stated that BIS 240 will be submitted for the February 1<sup>st</sup> meeting, along with BIS 241, that will be done by January. J. Murphy stated that BIS 240 was not on today's Agenda due to the course content being split into BIS 240 and BIS 241. The Committee wants to ensure that all the topics are covered, so they will be presented together.

J. Murphy noted that the Deans' submission deadline is January 8, 2024 for the February 1<sup>st</sup> meeting. She suggested allowing enough time for the deans to review the items prior to January 8<sup>th</sup>. There are HIA items, HUM 106 and some PED items that will be coming to the February 1<sup>st</sup> meeting.

**Adjournment:** M. Flaherty made a motion, seconded by W. Griffin to adjourn the meeting at 2:55 p.m., passed unanimously with a virtual vote, by a show of hands.

**Submitted by:** J. Murphy, Chairperson

**Recording Secretary:** Susan Misasi Maratto