



Curriculum Committee Minutes  
Nursing Conference Room  
Oct 27, 2017

Present: Kenneth Bachicha, Vanessa Velasquez, Sara Vigil, Gene Sandoval, Henrietta Maestas, Michael Montoya, Nathan Baker, Betsy Sanchez, Jackie Romero, Chair Susan Grohman and Mary Duran (liaison/recorder)

- Call of Meeting to Order. Chair Susan Grohman called the meeting to order at 10:01 a.m.
  - A sign-in sheet was provided as roll call.
  - A quorum was established.
- Approval Agenda - Chair Susan Grohman entertained a motion to approve the agenda with the addition of Henrietta as "D." under Informational /Discussion Items. It was first by Gene Sandoval and seconded by Sara Vigil.
- Approval of Minutes - Chair Susan Grohman entertained a motion to approve the September minutes with minor corrections. It was first by Kenneth Bachicha and seconded by Betsy Sanchez.
- Informational/ Discussion Items:
  - General Meeting Discussion
    - Bylaws of curriculum committee. Chair Susan Grohman entertained a motion to approve the Bylaws of the Curriculum Committee. It was first by Sara Vigil and seconded by Gene Sandoval.
    - Designation of voting members. Below are the curriculum committee designees - It was noted we still need someone from the Education Department and Business.
    - STEM – Betsy Sanchez
    - Business – need someone
    - Humanities – Sara Vigil
    - Allied Health/ Nursing – Jackie Romero- Arguello
    - Education - *need someone*
    - Registrar (*permanent member*) – Henrietta Maestas
    - Trades – Gene Sandoval
  - B. New Programs and updates
    - Betsy Sanchez distributed a two-page document (Pre-Engineering Requirements). She is asking that under the Pre-Engineering Associate of Science Degree -Math 116/Intermediate Algebra be replaced with Math 180/ College Algebra.

Betsy Sanchez also noted that per advisement from a Pre-Engineering advisor, he would like also like to add two of the three Laboratory Science requirements: CHEM111, General Chemistry I, PHS115 General Physics, and BIO110 General Biology I.

Henrietta Maestas questioned - Under Approved Electives how will they give approval to take certain classes- will it be documented? Answer- Betsy will create a form; if she is not available for signature one of her fellow faculty members can sign off. Henrietta suggested of using Portal. Henrietta also question on Laboratory Science - because of multitude - should student be advised by advisor? Michael Montoya noted: If the student is a first time freshman - trying to get a schedule do they risk not registering the student for a lab science or should they be sent to Betsy. We need direction on which sciences are preferred or language on preferred sciences. Answer: Can say in consultation with academic advisor. It was noted that if the student is in the engineering program this is what they should be registering for; it can be listed as "preferred transferable" or "preferred sciences". Michael noted: Keep in mind the approved elective list is towards your program of study for FA purposes.

- Sara Vigil looking General Studies program update - Sara began by noting that Dr. Sharon Lalla and Dr. Anita Roybal asked that General Study's approval for suspension be tabled. Sara made reference to the Clovis research General Study's program: they have a reason - the General Studies program is set up for students undecided on what degree to seek and hopefully they find their way or for lifelong students or GED students, and gearing student into the Liberal Arts program. Sara feels if it is decided to keep the General Studies program we need to be more specific as to why we are putting students in there. If students come in from other colleges - put in General Studies and transfer over. If they are working on their General Science certificate - fluff up the certificate. The Humanities Department are all for suspending General Studies. Betsy asked - would it be us or directors making that decision? Henrietta noted that the Curriculum Committee will make a recommendation and faculty will make the final decision. It was noted that if we do keep General Studies we need to be purposeful on how we keep the program and what type of students we serve.
- Gene Sandoval - Automotive Technology. Gene had nothing to report.
- Formal Process for program / course changes/ updates deletions/ suspension There were two forms presented: 1) LCC Course Proposal 2) Program or Course change Approval Process. Henrietta suggested to the group that the two forms be combined - making it one form for both. A change to the "NOTE" in the back of the form adding "Registrar will contact" HED for final approval. A change to the "Registrar Office Use ONLY box "sent to Financial Aid".
- Henrietta Course Offerings - Henrietta advised that last Thursday she attended a statewide Registrars meeting and met with HED regarding course numbering. At this point officially we do not have course numbering. When numbers are submitted need to make sure they are processed in our system, therefore we are not sure if we will get the new numbers in the catalog. Will transition over and will meet individually with academic

departments on what was provided to us second process to assure also changed unique courses (only Luna offers) It will take a significant process, it is complex and will take time. Henrietta asked that we all please be patient with her department - will do their best to get it done. Henrietta noted that she has met with President Ricky Serna in terms of printing the new catalog.

- Action Items
  - Vote on Approving Curriculum Committee Bylaws. Chair Susan Grohman entertained a motion to approve the Curriculum Bylaws. It was first by Sara and Seconded by Gene Sandoval.
  - Vote to approve Pre-engineering program updates. Item was tabled until changes are made and corrected form is presented. Will put on next meeting agenda under action items.
  - Vote to approve suspension of General Study's associate degree - Item was tabled. It may be on next meeting's agenda under discussion items.
  - Vote to approve deleting practicum course AUTO 225 in Automotive Technology and revert back to AUTO 295. Chair Susan Grohman entertained a motion to approve the deletion. It was first by Gene Sandoval and seconded by Betsy Sanchez.
  - Vote to approve formal process for program/ course changes updates/ deletions suspensions. Item was tabled and will be presented again next meeting.
  
- New or Follow-up Items for next Meetings Agenda -
  - Catalog changes and updates needed before catalog change in March 2018
  - Course substitutions (timeline and language changes)
  - Catalog of Record (moving forward for benefit of student - no policy exits)
  - Course proposal/change / update form
  - Language on catalog of Record (for moving forward if it benefits the student - process for that)
  
- Next Meeting: Friday, December 8, 2017, 8:00 a.m.
  
- Adjourn meeting - Chair Susan Grohman entertained a motion to adjourn the meeting. It was first by Kenneth Bachicha and seconded by Betsy Sanchez at 11:06 am.

Recorded by- Mary Duran