



Minutes
LCC Curriculum Committee Regular Meeting
Thursday, September 4 @ 1:00 pm
Google Meet

- I. **Call of Meeting to Order and Establishment of Quorum**
 - A. Roll Call (Voting: Nichole Collins, Gene Sandoval, Denise Fox, Andrea Yee, Billie Matthews, Aaron Smith, Rachael Lucero (Ex-Officio), Dr. Henretta Romero (Ex-Officio))
 - B. Guests: Karen Torres, Sierra Fernandez, Erick Wright
 - a. Establishment of Quorum
 1. Call to Order at 1:08 pm
- II. **Approval of Agenda**
 - A. Motion to approve with edits of Allied Health being added to the list of Action Items by Aaron Smith, and seconded by Denise Fox
- III. **Approval of Minutes from last Meeting (5/16/2025)**
 - A. Motion to Table- Billie Mathews made a motion to table, seconded by Denise Fox
- IV. **Informational/Discussion Items:**
 - A. General Meeting Discussion
 - a. Committee Updates- Education has been combined because the departments have been combined, and both departments are understaffed with Faculty. This change will only be temporary. Membership now includes
 - i. Andrea Yee- Nursing
 - ii. Dr. Billie Mathews- Humanities
 - iii. Denise Fox- Allied Health and Public Service
 - iv. Nichole Collins (Chair) -STEM
 - v. Aaron Smith- Business and Education
 - vi. Gene Sandoval- CTE
 - vii. Dr. Henrettia Romero
 - b. Program Learning Outcomes - There is no documentation for an approval process for the PLOs posted on the website. We will provisionally approve the PLOs that were not posted online, as there is no centralized paperwork for these PLOs. We will provisionally approve today with the expectation that we will recertify all PLOs across all departments throughout the AY25-26. We will create a PLO documentation sheet, and Dr. Romero would like a document attached explaining how we want them submitted for approval, where to upload, and how to upload once approved. We have some issues to address after completing the initial draft of the PLO documentation, and we will review all current PLOs to ensure they are measurable. Moving forward, all PLOs will be processed and



reviewed through the curriculum committee, and once approved, will be centrally stored with the Registrar.

- i. Allied Health and Public Service- CNA and Community Health Worker
 - ii. Business- None
 - iii. CTE- Welding, Auto Technology, Cosmetology, Barbering
 - iv. Education- None
 - v. Humanities- General Education Cert.
 - vi. STEM- Computer Information System Cert. and Cyber Security Cert.
 - vii. Nursing - None
- B. Program update for Dental: tabled for next meeting. Motion by Aaron Smith and second by Denise Fox
- C. Procedures for updating, creating, and deleting courses and programs, including PLOs and CLOs- procedure for updates- Going forward, we have a new documentation process for the approvals and Curriculum change procedure. Will have more information on updating, creating, and deleting courses and Programs, including changing PLOs and CLOs. We also want to set up a timeline. A schedule will be proposed that allows all departments to bring their PLOs to the committee for review and will be discussed at the next meeting and shared with directors.

V. Action Items

- A. Vote on the following PLO updates: Provisional Approval, Adoption, Main motion by Denise Fox, Second motion by Aaron Smith
- a. Allied Health and Public Service- CNA and Community Health Worker
 - b. Business- None
 - c. CTE- Welding, Auto Technology, Cosmetology, Barbering
 - d. Education- None
 - e. Humanities- General Education Cert.
 - f. STEM- Computer Information System Cert. & Cyber Security Cert.
 - g. Nursing - None
- Roll Call Vote:
- i. Aaron Smith- Aye
 - ii. Denise Fox- Aye
 - iii. Billie Mathew- Aye
 - iv. Nichole Collins-Aye

VI. New or Follow-up Items for Next Meeting's Agenda

A. Next meeting October 17th, 2025

- VII. Adjournment meeting-** Motion made by Aaron Smith, seconded by Billie Mathews, and adjourned at 1:51 pm.