



Curriculum Council Minutes

Thursday, September 8, 2022

This meeting of Curriculum Council was called to order by Chairperson Dr. Kathleen Gorski at 2:30 p.m. via Zoom.

Voting Members Present:

Dr. Crystal Aschenbrener, Shawn Ballee, Nancy Christensen, Dani Fischer, Sharon Garcia, Lisa Giese, Dr. Kathleen Gorski, Jacki Hartley, Elier Iseli, Imelda Koehler, Todd Laufenberg, Dr. Jeanne McDonald, Sue Murray, Dr. Ruth Anne Rehfeldt, Jason Rochon, Patricia Saccone, Ne'Keisha Stepney, Jo Lynn Theobald

Voting Members Absent:

Adam Burke, Teri Fuller, Jessica Moreno, Dr. Diane Nyhammer

Ex-Officio Members Present:

Laura Cronan, Marc Dale, Denise Halverson, Sarah Kocunik

Ex-Officio Members Absent:

Mary Greenwood, Robert Cofield

Guests:

Steve Kifowit, Mark Popowitch, Kathleen Smith

Learning Outcomes, Curriculum and Program Development

Dean: Dr. Kathleen Gorski

1. Dr. Gorski welcomed all attendees and members.
2. The Curriculum Council Manual changes will be voted on at the meeting on September 22nd.

Summary of Changes:

- Names and positions updated to be current.
- The Justification for Course Reactivation (pg. 8) changed to follow format of other course updates. Previous understanding was that courses could only be reactivated with a program. We recently learned about the reuse process with ICCB which allows us to reactive individual courses to the ICCB master file.
- ICCB Course Proposal Guidelines to include course reactivation based on above.

- IAI information (pg. 15) updated to include approval information and panel agenda deadlines.
- Deleted Appendix C. (pg. 30). The Project Initiation Form is no longer being used at the college. This was used for new program approval along with the new program proposal form.

Academic Support

Dean: Jessica Moreno

No Submissions

Business, Technology, and Workforce Education

Executive Dean: Ne'Keisha Stepney

No Submissions

Health Professions and Public Service

Dean: Dr. Crystal Aschenbrener

1. Minor Course Revision: Originator - Lisa Giese

MLA 150 Basic Administrative Procedures for the Medical Assistant
(2.5 lec/1 lab) 3 sem hrs

Summary of Changes: Program Admission to 422A will now be a prerequisite for enrollment in MLA 150.

Rationale: Program admission will now be an enforced prerequisite to control enrollment in the course.

Impact: Students not admitted to Medical Assistant Program will not be able to enroll without a permit. Recommended prerequisite for HIT 130, which is a requirement for 118E Medical Billing and Coding COA.

Lisa Giese indicated that the prerequisite did not include program admission requirement when the courses were set up. Including the prerequisite will guarantee that only the students who are enrolled in the program are guaranteed a seat.

It was noted that including MLA 150 as an optional recommended prerequisite is incorrect in the catalog. This will be corrected.

2. Minor Course Revision: Originator - Lisa Giese

MLA 230 Medical Law and Ethics
(1 lec/0 lab) 1 sem hrs

Summary of Changes: Program Admission to 422A will now be a prerequisite for enrollment in MLA 230.

Rationale: Program admission will now be an enforced prerequisite to control enrollment in the course.

Impact: Students not admitted to Medical Assistant Program will not be able to enroll without a permit.

Lisa Giese indicated that the prerequisite did not include program admission requirement when the courses were set up. Including the prerequisite will guarantee that only the students who are enrolled in the program are guaranteed a seat.

Nancy Christensen moved to approve the minor course revisions for MLA 150 and MLA 230, and Elier Iseli seconded the motion. Hearing no objections, these minor course revisions were approved effective Spring semester 2023.

Liberal Arts and Sciences - LAS

Executive Dean: Sharon Garcia

1. Minor Course Revision: Originator – Steve Kifowit

MTH 240 Differential Equations
(3 lec/0 lab) 3.0 sem hrs

Summary of Changes: Prerequisite change from MTH 223 to MTH 132.

Rationale: Presently, students in the calculus sequence take MTH 131, MTH 132, MTH 233, and MTH 240 (in sequence). The Illinois Mathematics and Computer Science Articulation [Guide](#) and consequently the IAI recommend MTH 132 as the prerequisite for MTH 240. We are changing the prerequisite for MTH 240 to be in line with those guidelines. Waubensee students will then be able to enroll in MTH 233 and MTH 240 simultaneously. There is demand for this.

Impact: MTH 240 is a prereq/coreq for PHY 223.

Steve Kifowit indicated that changing the prerequisite from MTH 233 to MTH 132 will allow students to enroll in MTH 233 and MTH 240 simultaneously.

Jo Lynn Theobald moved to approve the minor course revision for MTH 240, and Shawn Ballee seconded the motion. Hearing no objections, this minor course revision was approved effective Spring semester 2023.

Liberal Arts and Sciences - VPAES

Executive Dean: Sharon Garcia

Dean: Ruth Anne Rehfeldt

2. Major Course Revision: Originator – Mark Lathan/Presenter - Mark Popowitch

MUS 110 ~~Careers in Music~~ **Introduction to Music Business**
(3 lec/0 lab) ~~2-3~~ **3** sem hrs

Summary of Changes: Change in course description to reflect the new course outcomes. New textbook, new course topics, and deletion of two assessment methods.

Rational: The revision shifts the course from a survey of careers course to an introduction to the music business course with career preparation strategies explored.

Impact: This course is an elective option with an or BUS 140 (3) in the Audio Production Technology COA Major Code 986A. As such it will not impact the overall credits needed for completion.

Mark Popowitch indicated that the current skills needed in the music business industry necessitate updating the subject content for this course. The Music Division's goal for the students is that they will understand the potential careers available upon completion. Given the rapid technology shifts in the industry, a full revision of the course is needed. These revisions will also assist with the current 2x2 negotiations with WIU which will be a benefit for Waubonsee students.

Shawn Ballee moved to approve this major course revision for MUS 110, and Nancy Christensen seconded the motion. Hearing no objections, this major course revision was approved and will be forwarded to ICCB for final approval. If ICCB approves, it will be effective Spring semester 2023.