



## Curriculum Council Minutes

**Thursday, February 2, 2023**

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

**Voting Members Present:**

Keith Bickley, Dr. Nancy Christensen, Robert Cofield, Dani Fischer, Teri Fuller, Sharon Garcia, Lisa Giese, Dr. Kathleen Gorski, Elier Iseli, Imelda Koehler, Todd Laufenberg, Dr. Jeanne McDonald, Sue Murray, Dr. Diane Nyhammer, Dr. Ruth Anne Rehfeldt, Jason Rochon, Patricia Saccone, Jo Lynn Theobald

**Voting Members Absent:**

Shawn Ballee, Adam Burke, Jessica Moreno, Ne'Keisha Stepney

**Ex-Officio Members Present:**

Laura Cronan, Marc Dale, Mary Greenwood, Denise Halverson, Sara Kocunik, Terry Lyons, Dr. Lisa Richardson

**Guests:**

Paloma Holloman, Denise Nakaji

**Ex-Officio Members Absent:**

None

**Vice President of Educational Affairs**

Dr. Diane Nyhammer

Dr. Diane Nyhammer called the meeting to order.

There was no new Business to report.

**Learning Outcomes, Curriculum and Program Development**

Dean: Dr. Kathleen Gorski

Announcements: None

**Academic Support**

Dean: Jessica Moreno/ Dean Moreno will be absent through March 2023. Bob Cofield will represent Academic Support as the voting member on Curriculum Council during this period.

No Submissions

### **Business, Technology, and Workforce Education**

Executive Dean: Ne'Keisha Stepney

No Submissions

### **Health Professions and Public Service**

1. New Course, Second Reading: Originator – Denise Nakaji

TMS 160 Anatomy and Physiology for the Massage Therapist  
(3 lec/2 lab)                      4 sem hrs

*Summary of Changes:* TMS 160 is a new course proposal, and this is the second reading.

*Rational:* This course will provide massage therapy students with massage therapy anatomy and physiology content knowledge. Currently, BIO 260 doesn't fully address the content needs for the remainder of the program. TMS 160 will allow complete alignment of content across the program and provide students with the needed knowledge to be successful massage therapists. Additionally, for those who would like to seek additional education opportunities in this field, TMS 160 provides a strong anatomy and physiology foundation.

*Impact:* This is a course specifically designed for the students enrolled in the Massage Therapy Program 472B.

Nakaji indicated that a course was needed that included more detail in anatomy and physiology which this course will provide.

Iseli moved to approve this new course and Christensen seconded the motion. Hearing no objections, this course will be **effective fall semester 2023**.

2. Minor Course Revisions: Originator – Denise Nakaji

TMS 110 Professional Foundations of Therapeutic Massage  
TMS 120 Massage Techniques I  
TMS 125 Massage Techniques II  
TMS 130 Massage Techniques III  
TMS 136 Clinical Preparation  
TMS 140 Massage Clinical I  
TMS 146 Massage Clinical II  
TMS 150 Business Practices for Massage Therapists  
TMS 162 Neuromusculoskeletal-Massage Therapist  
TMS 164 Pathology for the Massage Therapist

*Summary of Changes:* TMS 110 enforced prereqs BIO 260 or BIO 270/272 removed and enforced coreq TMS 120 removed; TMS 120 enforced prereqs BIO 206 or BIO 270/272 removed and enforced coreq TMS 110 removed; TMS 125 enforced prereq TMS 136 removed; TMS 130 enforced prereq TMS 136 added and enforced prereq TMS 140 removed; TMS 136 enforced

prereqs BIO 260 or BIO 270/272 removed and enforced prereq TMS 120 added; *TMS 140* enforced prereqs TMS 110, TMS 125, and TMS 162 added and enforced prereq TMS 120 removed; *TMS 146* enforced prereqs TMS 110, TMS 125, and TMS 162 removed; *TMS 150* enforced prereqs TMS 125, TMS 136, and TMS 162 added; *TMS 162* enforced prereqs BIO 260 or BIO 270/272 removed; *TMS 162* enforced prereq TMS 136 added and enforced prereq 140 removed.

*Rational:* Pre-req changes were made to align the new sequence of the course due to the addition of the new course TMS 160 and the deletion of BIO 260 from the program. The co-requisites are not necessary because this is a cohort program, which requires students to take all fall courses and all spring courses at the same time.

*Impact:* Given the cohort structure of this program, there will not be any impact on student completion due to these changes.

Nakaji indicated that the pre-reqs and co-reqs needed to be aligned. There was much discussion regarding whether “Program Admission” and/or pre-reqs should be listed on the courses. It was decided that “Program Admission” will be listed on the first semester courses and the pre-reqs, including “with a C or better,” will be listed on the second semester courses.

Christensen moved to approve these minor course revisions and Theobald seconded the motion. Hearing no objections, these minor course revisions will be **effective fall semester 2023**.

3. Minor Program Revision: Originator - Denise Nakaji

TMS 472B – Massage Therapy Occupational Certificate

*Summary of Changes:* BIO 260 will be deleted as a program prerequisite and replaced by TMS 160, a new course. Program enrollment information has been updated to reflect the course changes.

*Rationale:* This program revision will provide massage therapy students with massage therapy anatomy and physiology content knowledge. Currently, BIO 260 doesn’t fully address the content needs for the remainder of the program. TMS 160 will allow complete alignment of content across the program and provide students with the needed knowledge to be successful massage therapists. Additionally, for those who would like to seek additional education opportunities in this field, TMS 160 provides a strong anatomy and physiology foundation.

*Impact:* The creation of a massage therapy specific anatomy and physiology course will strengthen the cohesion of the program content. Additionally, it will provide students with a stronger foundation in massage therapy specific anatomy and physiology content.

Christensen moved to approve this minor program revision and Theobald seconded the motion. Hearing no objections, this minor course revision will be **effective fall semester 2023**.

4. Minor Course Revision: Presenters Paloma Holloman and Kathleen Gorski

PLG 100 – Intro to the Paralegal Profession

*Summary of Changes:* The course outcomes are being updated to better aligned with the program learning outcomes. The assessment of student learning has been structured to assess the new course outcomes.

*Rational:* The paralegal program curriculum is being revised in consultation with legal professionals, all of whom are adjunct faculty at Waubonsee. This is part of a curriculum development pilot. The curriculum was mapped to ensure program, institutional, and course learning outcome alignment. This pilot is also incorporating Open Educational Resources/and or Inclusive Access course materials and creating Quality Matters (QM) aligned master course shells in Canvas.

*Impact:* This is a course is the introductory course in both the A.A.S. and the Post-Associates Certificate. It is not a prerequisite for any course.

5. Major Course Revision: Presenters Paloma Holloman and Kathleen Gorski

PLG 105 - ~~The Legal Process and~~ Civil Litigation I

*Summary of Changes:* The course title, description and outcomes are being updated to better aligned to the program learning outcomes aligned to ABA and to better prepare students for higher level courses. The assessment of student learning has been structure to assess the new course outcomes.

*Rational:* The paralegal program curriculum is being revised in consultation with legal professionals, all of whom are adjunct faculty at Waubonsee. This is part of a curriculum development pilot. The curriculum was mapped to ensure program, institutional, and course learning outcome alignment. This pilot is also incorporating Open Educational Resources/and or Inclusive Access course materials and creating Quality Matters (QM) aligned master course shells in Canvas.

*Impact:* PLG 105 is being split into two courses Civil Litigation I and II. This decision was made under the guidance of Dr. Lisa Matich, the subject matter expert consulted with for this course. A former adjunct at Waubonsee, Dr. Matich raised concerns about the lack of depth the program had for this key area of law. PLG 106 is a new course that will be proposed later this spring. Program changes will be presented at the same time.

6. Minor Course Revision: Presenter Paloma Holloman

PLG 110 – Legal Research and Writing I

*Summary of Changes:* The course description and outcomes are being updated to better prepare students for higher level courses. The assessment of student learning has been structure to assess the new course outcomes.

*Rational:* The paralegal program curriculum is being revised in consultation with legal professionals, all of whom are adjunct faculty at Waubonsee. This is part of a curriculum development pilot. The curriculum was mapped to ensure program, institutional, and course learning outcome alignment. This pilot is also incorporating Open Educational Resources/and or Inclusive Access course materials and creating Quality Matters (QM) aligned master course shells in Canvas.

*Impact:* PLG 110 is a prerequisite for PLG 200/205/210/215/220/225/230. Given this course is foundational for the remainder of the program, careful analysis was done to ensure that the outcomes meet the need going forward.

7. Minor Course Revision: Presenter Paloma Holloman

PLG 210 – Legal Research and Writing II

*Summary of Changes:* The course description and outcomes are being updated to align with and build upon the new outcomes for PLG 110. The assessment of student learning has been structure to assess the new course outcomes.

*Rational:* The paralegal program curriculum is being revised in consultation with legal professionals, all of whom are adjunct faculty at Waubensee. This is part of a curriculum development pilot. The curriculum was mapped to ensure program, institutional, and course learning outcome alignment. This pilot is also incorporating Open Educational Resources/and or Inclusive Access course materials and creating Quality Matters (QM) aligned master course shells in Canvas.

*Impact:* PLG 210 is not a prerequisite for any other course.

Holloman explained the paralegal program revision has two goals: outcomes alignment with current employment needs and future application for ABA program approval. Holloman indicated that Open Educational Resources are being researched to provide course learning materials to support the modular learning outcomes created for the courses. McDonald recommended that the following words be replaced: “mandatory” in the course description for PLG 110, “computer-aided in the course objectives for PLG 210, and “deconstruct” in the course outlines for PLG 210. Nyhammer mentioned that if the words are appropriate for this field, they should stay. Theobald mentioned that the course description for PLG 105 lists only one sentence and more should be added. It was decided that these minor and major course revisions will be tabled and brought before the Council at the April 13, 2023 Curriculum Council Meeting.

8. Minor Course Revision: Presenter Sue Murray

NAS 101 – Basic Nurse Assistant Training

*Summary of Changes:* The prerequisite is being revised.

*Rational:* A recent review and evaluation of several short-term certificates in HPPS found prerequisite discrepancies for enrollment that could not be justified. The certificate prerequisite should be the same as they have the same reading and writing expectations. Additionally, students who work on multiple short-term certificates, should not have to retest, and have different reading and writing levels that we cannot rationalize or quantify.

*Impact:* This change allows for equity when students enroll in short-term certificates within HPPS that have the same reading and writing expectations.

Christensen moved to approve this minor course revision and Theobald seconded the motion. Hearing no objections, this minor course revision will be **effective fall semester 2023**.

9. Minor Course Revision: Presenter Lisa Giese

PBT 105 – Theoretical and Clinical Aspects of Phlebotomy

*Summary of Changes:* The prerequisite is being revised.

*Rational:* A recent review and evaluation of several short-term certificates in HPPS found prerequisite discrepancies for enrollment that could not be justified. The certificate prerequisite should be the same as they have the same reading and writing expectations. Additionally, students who work on multiple short-term certificates, should not have to retest and have different reading and writing levels that we cannot rationalize or quantify.

*Impact:* This change allows for equity when students enroll in short-term certificates within HPPS that have the same reading and writing expectations.

Giese indicated that clean-up work of the pre-reqs needed to be done.

Christensen moved to approve this minor course revision and Fuller seconded the motion. Hearing no objections, this minor course revision will be **effective fall semester 2023**.

### **Liberal Arts and Sciences - LAS**

Executive Dean: Sharon Garcia

No Submissions

### **Liberal Arts and Sciences - VPAES**

Executive Dean: Sharon Garcia

Dean: Dr. Ruth Anne Rehfeldt

1. Minor Course Revision: Originator Tracey Dosch; Presenter Dani Fischer

#### BIO 102 – Human Biology

*Summary of Changes:* Change in course scheduling notes and Course Topics, specifically as to the content needed for IAI compliance.

*Rational:* This is a corrected proposal due to incomplete entry in Curricunet when the proposal was originally presented at the September 22, 2022 Curriculum Council meeting.

*Impact:* BIO 102 is not a prerequisite or corequisite for any course.

Fischer indicated that the correct course topic outline has been provided. Christensen asked for clarification for the correct placement of the comma after the word “Science” in the course topic Human Biology, Science, and Society. Dani researched and found that the placement of the comma is correct per the textbook outline used for the course.

Christensen moved to approve this minor course revision and Theobald seconded the motion. Hearing no objections, this minor course revision will be **effective fall semester 2023**.

### **Adjourned:**

Christensen motioned to adjourn and Theobald seconded the motion. The meeting was adjourned at 3:43 p.m.