



## **Curriculum Council Minutes Thursday, April 13, 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, Todd Laufenberg, Dr. Jeanne McDonald, Jessica Moreno, Sue, Murray, Dr. Diane Nyhammer, Dr. Ruth Anne Rehfeldt, Jason Rochon, Patricia Saccone, Ne'Keisha Stepney, Jo Lynn Theobald

**Voting Members Absent:**

Shawn Ballee, Adam Burke, Imelda Koehler, Dr. Mary Beth Hutches

**Ex-Officio Members Present:**

Laura Cronan, Marc Dale, Denise Halverson, Terry Lyons

**Ex-Officio Members Absent:**

Mary Greenwood, Dr. Lisa Richardson

**Guests Present:**

John Baker, Dan Franklin, Mark Gloudeman, Stephanie Hansen, Paloma Holloman

**Vice President of Educational Affairs**

Dr. Diane Nyhammer

No new business was presented.

**Learning Outcomes, Curriculum and Program Development**

Dean: Dr. Kathleen Gorski

Gorski announced that the draft for the proposed changes to the 2023-2024 Curriculum Council manual will be sent to the Council soon and voted on at the April 27 meeting.

**Academic Support**

Dean: Jessica Moreno

No Submissions

**Business, Technology, and Workforce Education**

Executive Dean: Ne'Keisha Stepney

**DECISION for WLD 226:**

Nyhammer moved for a motion to vote on the minor course revision for WLD 226. Christensen so moved and Theobald seconded the motion. The vote was called and passed. The minor course revision will be **effective fall semester 2023**.

Minor Course Revision: Originator – Mark Gloudeman

***WLD 226 Gas Tungsten Arc Pipe Welding***  
(2 lec/ 2 lab) 3 sem hrs

*Summary of Changes:* Removal of WLD 130 and addition of WLD 225 to the prerequisite. Terminology defined in the course description.

*Rationale:* The course prerequisite is being updated with the new course WLD 225; as the most advanced course in the Gas Tungsten Arc Pipe Welding sequence, the content better meets the needs for success in WLD 226.

*Impact:* WLD 226 is only a required course in the discipline of Welding 890A and 895B. It is an elective option in the disciplines ABR 700B, AMT 735A, AUT 711A, CAD 200A, HVA 800A, and MTT 840A.

**DECISION for WLD 225:**

Gloudeman provided details on how the new course content would create a sequence with WLD 130 and WLD 226, similar to the sequence for shielded metal pipe welding. WLD 225 will be a new required course in the AAS and certificate programs.

Nyhammer moved for a motion to vote on the new course WLD 225. Christensen so moved and Theobald seconded the motion. The vote was called and passed. The new course is now approved by Waubensee Curriculum Council on the second reading and will be submitted to the ICCB. If approved it will be **effective fall semester 2023**.

New Course: Originator – Mark Gloudeman

***WLD 225 Gas Tungsten Arc Welding II***  
(2 lec/ 2 lab) 3 sem hrs

*Summary of Changes:* New course

*Rationale:* WLD 225 (Advanced GTAW - 2) is needed to increase proficiency in GTAW and to prepare for WLD 226 (GTAW Pipe welding). It would be a similar sequence as our WLD 120 (SMAW -1), WLD220 (SMAW -2), and WLD223 (SMAW Pipe welding)

*Impact:* See program revision. This new course will require ICCB approval. Please see the program revisions which detail how WLD 225 is being incorporated into the programs of study.

**DECISION for WLD 890A:**

Gloudeman indicated that the changes were tied to the name change for WLD 130; changing the prerequisite for WLD 226 from WLD 130 to WLD 225; and adding WLD 225 to the program requirements.

Nyhammer moved for a motion to vote on the minor program revision for WLD 890A. Christensen so moved and Theobald seconded the motion. The vote was called and passed. The minor program revision will be **effective fall semester 2023**.

Minor Program Revision: Originator – Mark Gloudeman

***Welding Technology, A.A.S., Major Code 890A***  
60 sem hrs

*Summary of Changes:* Incorporation of new the title for WLD 130, Gas Tungsten Arc Welding I. New course WLD 225 added as major program requirements adding 3 semester hours. 3 semester hours have been reduced from elective requirements to maintain the AAS at 60 semester hours for completion.

*Rationale:* WLD 225 (Advanced GTAW - 2) is needed to increase proficiency in GTAW and to prepare for WLD 226 (GTAW Pipe welding). It would be a similar sequence as our WLD 120 (SMAW -1), WLD220 (SMAW -2), and WLD223 (SMAW Pipe welding).

*Impact:* One less elective option for the program. Providing students with greater expertise in gas tungsten arc welding.

*After discussions with internal stakeholders and ICCB it was determined that a revision to the major code number was not needed for the WLD 895B program revision. The major code will remain WLD 895B.*

**DECISION for WLD 895D:**

Nyhammer moved for a motion to vote on the major program revision for WLD 895D. Fuller so moved and Theobald seconded the motion. The vote was called and passed. The major program revision is now approved by Waubensee Curriculum Council and will be submitted to the ICCB. If approved it will be **effective fall semester 2023**.

Major Program Revision: Originator – Mark Gloudeman

***Advance Welding, Occupational Certificate, Major Code 895BD***  
~~27~~30 sem hrs

*Summary of Changes:* Incorporation of new title for WLD 130, Gas Tungsten Arc Welding I. New course WLD 225 added as major program requirement. 3 semester hours will be added to the certificate total. The major program revision from 895B to 895D is needed to maintain the historical content within the framework of 895B.

*Rationale:* WLD 225 (Advanced GTAW - 2) is needed to increase proficiency in GTAW and to prepare for WLD 226 (GTAW Pipe welding). It would be a similar sequence as our WLD 120 (SMAW -1), WLD220 (SMAW -2), and WLD223 (SMAW Pipe welding).

*Impact:* 3 additional semester hours to complete the program. Providing students with greater expertise in gas tungsten arc welding. This major program revision will require ICCB approval.

## **Health Professions and Public Service**

### **DECISION for EMT 124, EMT 125, EMT 126, EMT 127, EMT 128, EMT 130, EMT 131, EMT 230, and EMT 231:**

Franklin indicated the withdrawal of the courses will help students progress through the new courses. McDonald made motion to vote on waiting to withdraw the courses until after the new courses were approved by ICCB. Christensen asked if there could be a risk in the new courses not being approved. Halverson indicated that due to the program restructuring, the strong rationale for the changes, and the outcome alignment and rigor in the new courses, there is minimal risk that the courses will not be approved. Nyhammer asked for a second to the motion. None was made.

Nyhammer moved for a motion to vote on withdrawing these EMT courses. Christensen so moved and Theobald seconded the motion. The vote was called and passed. The withdrawal of these EMT courses are now approved by Waubensee Curriculum Council and will be submitted to the ICCB. If approved they will be withdrawn **effective spring semester 2024**.

Course Withdrawals: Originator – Daniel Franklin

***EMT 124 Paramedic Skills***

***EMT 125 Paramedic I***

***EMT 126 Paramedic II***

***EMT 127 Paramedic III***

***EMT 128 Paramedic IV***

***EMT 130 In-Hospital Clinical Exp-Paramedic I***

***EMT 131 Field Clinical Exp for Paramedic I***

***EMT 230 In-Hospital Clinical Exp-Paramedic II***

***EMT 231 Field Clinical Exp for Paramedic II***

*Summary of Changes:* All EMT courses except EMT 120 and EMT 299 are being withdrawn due to the program revision for this discipline.

*Rationale:* The Emergency Medical Technician (EMT) Paramedic Program faculty is initiating changes to the EMT Paramedic Program based on the announcement of licensure exam changes by the National Registry of Emergency Medical Technicians (NREMT). Illinois Department of Public Health (IDPH) requires a National Registry certification prior to a state paramedic license being issued to practice here in Illinois. When a Waubensee Paramedic Program Student obtains an NREMT Paramedic Certification, the general public, employers, and state licensing authorities know that the individual has demonstrated the appropriate competencies to perform the duties of a paramedic in 46 states, including Illinois. These changes to the National Licensure exam provided the opportunity to review and revise the current program curriculum to further align with local and national educational standards. A recent peer review conducted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) provided the opportunity to review other program structures and better serve our students, here at Waubensee. All proposed changes align with The Commission on Accreditation of Allied Health Education Programs (CAAHEP), CoAEMPS and IDPH.

*Impact:* The withdrawal of EMT 125 removes an elective option in the Fire Science Technology AAS, major code 610A. Once EMT 225 has been fully approved, Fire Science will bring forward

a program revision to remove EMT 125 and add EMT 225 as an elective. These withdrawals will require ICCB approval.

### **DECISION for EMT 299:**

Nyhammer moved for a motion to vote on the major course revision for EMT 299. Christensen so moved and Theobald seconded the motion. The vote was called and passed. The major course revision now approved by Waubensee Curriculum Council will be submitted to the ICCB. If approved it will be **effective spring semester 2024**.

Major Course Revision: Originator – Daniel Franklin

#### ***EMT 299 Paramedic IV – Internship*** (02 lec/ ~~9.52~~ lab) 3 sem hrs

*Summary of Changes:* All EMT courses except EMT 120 and EMT 299 are being withdrawn due to the program revision for this discipline. The revised EMT 299 is the final course in the new sequence. The course title, lecture/lab ratio, description, prerequisites, outcomes, assessment of learning, and the topics are being revised.

*Rationale:* See course withdrawals for rationale.

*Impact:* This course revision will need to be approved by ICCB due to the title and lec/lab hour changes.

### **DECISION for EMT 225, EMT 235, and EMT 245:**

Nyhammer moved for a motion to vote on the new courses EMT 225, EMT 235, and EMT 245. Christensen so moved and Theobald seconded the motion. The vote was called and passed. The new courses are now approved by Waubensee Curriculum Council and will be submitted to the ICCB. If approved they will be **effective spring semester 2024**.

New Course: Originator – Daniel Franklin

#### ***EMT 225 Paramedic I*** (11 lec/ 2 lab) 12 sem hrs

*Summary of Changes:* All EMT courses except EMT 120 and EMT 299 are being withdrawn due to the program revision for this discipline. EMT 225 is the first course in the new sequence.

*Rationale:* See Rationale under EMT course withdrawals.

*Impact:* The withdrawal of EMT 125 removes an elective option in the Fire Science Technology AAS, major code 610A. Once EMT 225 has been fully approved, Fire Science will bring forward a program revision to remove EMT 125 and add EMT 225 as an elective. This new course will require ICCB approval.

New Course: Originator – Daniel Franklin

***EMT 235 Paramedic II***

(6 lec/ 6 lab) 9 sem hrs

*Summary of Changes:* All EMT courses except EMT 120 and EMT 299 are being withdrawn due to the program revision for this discipline. EMT 235 is the second course in the new sequence.

*Rationale:* See Rationale under EMT course withdrawals.

*Impact:* This new course will only impact the EMT programs. This new course will require ICCB approval.

New Course: Originator – Daniel Franklin

***EMT 245 Paramedic III***

(4 lec/ 4 lab) 6 sem hrs

*Summary of Changes:* All EMT courses except EMT 120 and EMT 299 are being withdrawn due to the program revision for this discipline. EMT 245 is the third course in the new sequence.

*Rationale:* See Rationale under EMT course withdrawals.

*Impact:* This new course will only impact the EMT programs. This new course will require ICCB approval.

**DECISION for EMT 400C:**

Nyhammer moved for a motion to vote on the major program revision. Fuller so moved and Christensen seconded the motion. The vote was called and passed. The major program revision is now approved by Waubonsee Curriculum Council will be submitted to the ICCB. If approved it will be **effective spring semester 2024**.

Major Program Revision: Originator – Daniel Franklin

***Emergency Medical Tech – Paramedic, Associate in Applied Science, Major Code 400BC***

60 sem hrs

*Summary of Changes:* See Addendum 1 to this agenda. This is a major program revision due to the change in the overall framework of the program, the content is being updated to align with licensing revisions. The major program code is being changed from 400B to 400C. The major code change is needed to maintain the historical content within the framework of 400B.

*Rationale:* See Rationale under EMT course withdrawals.

*Impact:* This revision benefits students by aligning the program with the licensing revisions. This major program revision will require ICCB approval.

**DECISION for EMT 405B:**

Nyhammer moved for a motion to vote on the major program revision for EMT 205B. Christensen so moved and Theobald seconded the motion. The vote was called and passed. The major program revision is now approved by Waubensee Curriculum Council and will be submitted to the ICCB. If approved it will be **effective spring semester 2024**.

Major Program Revision: Originator – Daniel Franklin

***Emergency Medical Technician – Paramedic, Occupational Certificate, Major Code 405AB***

3830 sem hrs

*Summary of Changes:* This is a major program revision due to the revision in the total number of semester hours and the change of the major program code from 405A to 405B. This is needed to maintain the historical content within the framework of 405A.

*Rationale:* See Rationale under EMT course withdrawals.

*Impact:* This revision benefits students by aligning the program with the licensing revisions. This major program revision will require ICCB approval.

**DECISION for PLG 100, PLG 110, PLG 200, and PLG 210:**

Holloman indicated that aligning the course description and outcomes assisted in developing new modular learning outcomes (MLO). The MLOs will be used to create a Master Canvas Shell for content consistency in teaching within this adjunct only program. Halverson explained that a student ePortfolio is included in the program revision. Holloman expanded on the artifacts that will be used to create the eportfolio. Additionally, the ePortfolio will allow students to validate their proficiency in writing when entering the workforce.

Nyhammer moved for a motion to vote on the minor course revisions for PLG 100, PLG 110, PLG 200, and PLG 210. Christensen so moved and Theobald seconded the motion. The vote was called and passed. The minor course revisions will be **effective fall semester 2023**.

Minor Course Revision: Originator – Paloma Holloman

***PLG 100 Intro to the Paralegal Profession***

(3 lec/ 0 lab) 3 sem hrs

*Summary of Changes:* Updated Course description, outcomes, assessment of student learning, and course topics.

*Rationale:* 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 is being mapped to ensure program, institutional, course learning, and modules 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:* The paralegal program revision will impact the Paralegal AAS 560A or Post-Associates Certificate 562A.

Minor Course Revision: Originator – Paloma Holloman

***PLG 110 – Legal Research and Writing I***

(3 lec/ 0 lab) 3 sem hrs

*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 structured to assess the new course outcomes.

*Rationale:* 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 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. The paralegal program revision will impact the Paralegal AAS 560A or Post-Associates Certificate 562A.

Minor Course Revision: Originator – Paloma Holloman

***PLG 200 Professional Responsibility and Legal Ethics***

(3 lab/ 3 lec) 3 sem hrs

*Summary of Changes:* Updated Course description, outcomes, assessment of student learning, and course topics.

*Rationale:* 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 is being mapped to ensure program, institutional, course learning, and modules 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:* The paralegal program revision will impact the Paralegal AAS 560A or Post-Associates Certificate 562A.

Minor Course Revision: Originator – Paloma Holloman

***PLG 210 Legal Research and Writing II***

(3 lec/ 0 lab) 3 sem hrs

*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.

*Rationale:* 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:* The paralegal program revision will impact the Paralegal AAS 560A or Post-Associates Certificate 562A.

### **DECISION for PLG 105:**

Holloman indicated the need to have two courses covering Civil Litigation. PLG 105 will be the first course in this sequence and the new course PLG 106 will complete the content. This will allow students the opportunity to engage with this critical practice area and produce several artifacts for the ePortfolio.

Nyhammer moved for a motion to vote on the major course revision. Fuller so moved and Murray seconded the motion. The vote was called and passed. The major course revision is now approved by Waubensee Curriculum Council and will be submitted to the ICCB. If approved it will be **effective fall semester 2023**.

Major Course Revision: Originator – Paloma Holloman

***PLG 105 ~~The Legal Process and Litigation~~ Civil Litigation I***  
(3 lec/ 0 lab) 3 sem hrs

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

*Rationale:* The name change accommodates the new course PLG 106 Civil Litigation II. 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 is being mapped to ensure program, institutional, course learning, and modules 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:* The paralegal program revision will impact the Paralegal AAS 560A or Post-Associates Certificate 562A. 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 initially consulted with for this course. A former adjunct at Waubensee, Dr. Matich raised concerns about the lack of depth the program had for this key practice area of law. This major course revision will require ICCB approval.

### **DECISION of the first reading for PLG 106:**

Holloman indicated that the emphasis in the new PLG 106 Civil Litigation II course will be preparing a trial binder. This will provide the students with an overview knowledge of the trial and a paralegal's role during this critical event.

This is the first reading of this new course and it will be voted on at the April 27 meeting.

New Course: Originator – Paloma Holloman

**FIRST READING FOR:**

***PLG 106 Civil Litigation II***

(3 lec/ 0 lab) 3 sem hrs

***Effective date: Fall 2023***

*Summary of Changes:* This is a new course.

*Rationale:* 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:* The paralegal program revision will impact the Paralegal AAS 560A or Post-Associates Certificate 562A. 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 initially consulted with for this course. A former adjunct at Waubensee, Dr. Matich raised concerns about the lack of depth the program had for this key practice area of law. Please see the program revisions which detail how PLG 106 is being incorporated into the programs of study. This new course will require ICCB approval.

**DECISION for the first reading for PLG 235:**

Baker indicated that PLG 235 will replace CRJ 220, a current program requirement. The CRJ 220 course outcomes were not designed to meet the needs of a paralegal student. This new course presents criminal law with outcomes structured to help the paralegal student understand their role in the criminal law process, from intake to resolution.

This is the first reading of this new course and it will be voted on at the April 27 meeting.

New Course: Originator – John Baker

**FIRST READING FOR:**

***PLG 235 Criminal Law for the Paralegal***

(3 lec/ 0 lab) 3 sem hrs

***Effective date: Fall 2023***

*Summary of Changes:* This is a new course

*Rationale:* 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:* Currently CRJ 220 is required for both the paralegal AAS and certificate. The outcomes of CRJ 220 are designed for a criminal justice student and they do not meet the outcomes needs for the paralegal program. CRJ is an adjunct only program and the impact will be discussed by Sue Murray, Acting Dean for Health Professions and Public Service. The paralegal program revision will impact the Paralegal AAS 560A or Post-Associates Certificate 562A. Please see the program revisions which detail how PLG 235 is being incorporated into the programs of study. This new course will require ICCB approval.

**Liberal Arts and Sciences - LAS**

Executive Dean: Sharon Garcia

No Submissions

**Liberal Arts and Sciences - VPAES**

Dean: Dr. Ruth Anne Rehfeldt

No Submissions

With no further agenda items, Nyhammer moved to end the meeting at 3:18 p.m. Hearing no objections, the meeting was adjourned. The next meeting of the Curriculum Council will be held on Thursday, April 27, 2023 at 2:30 p.m. via Zoom.