



## Curriculum Council Minutes

Thursday, April 27, 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, Dr. Mary Beth Hutches, Elior Iseli, Imelda Koehler, Todd Laufenberg, Dr. Jeanne McDonald, Jessica Moreno, Sue Murray, Dr. Diane Nyhammer, Dr. Ruth Ann Rehfeldt, Jason Rochon, Ne'Keisha Stepney, Jo Lynn Theobald

**Voting Members Absent:**

Shawn Ballee, Adam Burke, Patricia Saccone

**Ex-Officio Members Present:**

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

**Ex-Officio Members Absent:**

None

**Guests Present:**

John Baker, Paloma Holloman, Mike Moran

**Vice President of Educational Affairs**

Dr. Diane Nyhammer

No new business was presented.

**Learning Outcomes, Curriculum and Program Development**

Dean: Dr. Kathleen Gorski

**DECISION for 2023-2024 Proposed Curriculum Council Manual:**

Gorski mentioned the list of changes to the 2023-2024 proposed Curriculum Council Procedures manual, as well as the manual, were sent to the Council via email on April 18, 2023. Gorski then briefly shared the document with the proposed changes.

Rochon queried via the chat feature as to the lack of the addition of Council Member terms criteria to the manual. Gorski replied that given the lack of consensus on terms, this discussion is being tabled indefinitely.

Theobald asked that additional details on the process for course withdrawals be added to the manual. Gorski indicated that this will be considered for the academic year 2024-2025 and that it has been added to the agenda for the team working on the manual updates.

Nyhammer moved for a motion to vote on accepting the changes to the manual. Theobald so moved and Christensen seconded the motion. The vote was called and passed. The 2023-2024 Curriculum Council Procedures manual will be **effective fall semester 2023**.

### **Academic Support**

Dean: Jessica Moreno

No Submissions

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

Executive Dean: Ne'Keisha Stepney

No Submissions

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

#### **DECISION for FSC 610A:**

Murray presented the change of one program elective due to the withdrawal of EMT 125. This course was replaced with EMT 225.

Nyhammer moved for a motion to vote on the minor program revision for FSC 610A. Theobald so moved and Christensen seconded the motion. The vote was called and passed. The minor program revision will be **effective spring semester 2024**.

Fire Science Minor Program Revision: Originator – HPPS Acting Dean Sue Murray

***Fire Science Technology Associate of Applied Science – Major Code 610A***  
60 sem hrs

*Summary of Changes:* EMT 125 is being withdrawn effective spring 2024 and is being removed as an elective in the Fire Science Technology AAS. It is being replaced by EMT 225.

*Rationale:* EMT 125 is being withdrawn effective spring 2024.

*Impact:* EMT is being replaced by EMT 225 so students will still be able to use EMT 120 and the new course EMT 225 as electives in the FST AAS.

*The order of the agenda was changed as faculty presenter Mike Moran was not present at the time his proposals were called. The Paralegal proposals were called for discussion.*

#### **DECISION for PLG 115:**

Baker mentioned PLG 115 covers some of the same content that CIS 110 covers. PLG 115 covers the use of many common technology platforms with emphasis on how they are utilized in the legal office. Additionally, it covers technology platforms that are used exclusively in the legal field. CIS 110 is currently only a recommended prerequisite so there should be minimal to no impact on student enrollment in CIS 110.

Nyhammer moved for a motion to vote on the minor course revision for PLG 115. Theobald so moved and Christensen seconded the motion. The vote was call and passed. The minor course revision will be **effective fall semester 2023**.

Paralegal Minor Course Revision: Originator – John Baker

***PLG 115 Legal Technology***  
(3 lec/ 0 lab) 3 sem hrs

*Summary of Changes:* The recommended prerequisite CIS 110 is being removed.

*Rationale:* A technology certification from the National Society for Legal Technology is earned during the course. This is a certification that is specifically designed to meet the technology needs of the working paralegal.

*Impact:* This was only a recommended prerequisite and there are no data on how many students were actually taking this course prior to enrolling in PLG 115. This would have required additional expense which is a barrier for many students.

**DECISION for PLG 106:**

Holloman explained that PLG 106 was created to expand the content from PLG 105 over two courses. The sequence will be PLG 105 Civil Litigation I and PLG Civil Litigation II. This sequence will provide greater exposure in this critical content area.

Nyhammer moved for a motion to vote on the new course PLG 106. Theobald so moved and Iseli seconded the motion. The vote was call and passed. The new course will be **effective fall semester 2023**.

Paralegal New Course: Originator – Paloma Holloman

***PLG 106 Civil Litigation II***  
(3 lec/ 0 lab) 3 sem hrs

*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 PLG 235:**

Baker presented the new course PLG 235 indicating it will replace CRJ 220 Criminal Law in both the AAS and Post- Associate Programs. Baker mentioned that CRJ 220 has outcomes which are designed to meet criminal justice students; such as those seeking roles as police officers. The new PLG 235 course has been designed with outcomes to meet the needs of working paralegal.

Nyhammer moved for a motion to vote on the new course PLG 235. Theobald so moved and Christensen seconded the motion. The vote was called and passed. The new course will be **effective fall semester 2023**.

Paralegal New Course: Originator – John Baker

***PLG 235 Criminal Law for the Paralegal***  
(3 lec/ 0 lab) 3 sem hrs

*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.

*After discussions with internal stakeholders and ICCB it was determined that a revision to the major code number was not needed for the PLG program revisions. The major codes will remain PLG 560A and PLG 562A.*

### **DECISION for PLG 560B and PLG 562B:**

Halverson mentioned the program changes reflect the incorporation of the new courses into both the AAS and the Post-Associate Programs.

Nyhammer moved for a motion to vote on the major program revisions for PLG 560B and PLG 652B. Theobald so moved. The vote was called and passed. The major program changes will be **effective fall semester 2023**.

Paralegal Major Program Revision

***Paralegal Associate in Applied Science – Major Code 560AB***  
60 sem hrs

*Summary of Changes:* The new courses PLG 106 and PLG 235 are being integrated into the program. PLG 106 is a required course that increases the major program requirements by 3 credits 21 to 24. PLG 235 replaces CRJ 220 Criminal Law as a required course. The program electives have been reduced from 12 semester hours to 9 semester hours to maintain the AAS at 60 semester hours.

*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 outcomes 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.

Paralegal Major Program Revision

***Paralegal Occupational Certificate – Major Code 562AB***

30 sem hrs

*Summary of Changes:* The new courses PLG 106 and PLG 235 are being integrated into the program. PLG 106 is a required course that increases the major program requirements by 3 credits 21 to 24. PLG 235 replaces CRJ 220 Criminal Law as a required course. The additional certificate requirements will be reduced from 9 semester hours to 6 semester hours to maintain the certificate at 30 semester hours.

*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.

*Faculty presenter Mike Moran joined the meeting. While waiting for his arrival Sue Murray provided some background on the changes to the Human Services Programs. Both Moran's and Murray's comments are noted in the decision.*

**DECISION for HSV 655B:**

Murray summarized the rationale for the withdrawal of HSV 655B indicating that students will have the same options simply under one program. Moran mentioned that the completion of the certificates HSV 655B and HSV 652C will lead to the same result for students currently engaging with HSV 655B. HSV 652C has a preparatory level and an Advanced level. The Advanced level will provide the same outcomes

as HSV 655B. Moran mentioned the withdrawal of HSV 655B will simplify the admissions process for students.

Nyhammer moved for a motion to vote on the program withdrawal of HSV 655B. Theobald so moved and Christensen second the motion. The vote was called and passed. The program withdrawal will be **effective fall semester 2023**.

Human Services Program Withdrawal: Originator – Mike Moran

***Alcohol and Drug Counselor Post-Baccalaureate Certificate – Major Code 655B***

18 sem hrs

*Summary of Changes:* Program withdrawal.

*Rationale:* The original idea for two certificates, to serve the same population, turned out to not be necessary. It is complicated to understand the differences that led to the same industry certification. There have been under 4 completers each year for the last several years. Students will continue to be served with the single certificate and documentation of their degree and/or prior learning will provide a better record.

*Impact:* Students will be able to complete the preparation for the same certification under Major Code 652C: Substance Use Disorder Counseling Certificate. For the students with a baccalaureate degree, HSV 105/110/115/125 course equivalents can be articulated to Waubonsee. This will maintain a total of 18 semester hours for completion under HSV 652C.

**DECISION for HSV 650A and 652C:**

Nyhammer moved for a motion to vote on the minor program revisions for HSV 650A and HSV 652C. Theobald so moved and Christensen seconded the motion. The vote was called and passed. The minor program revisions for HSV 650A and 652C will be **effective fall semester 2023**.

Human Services Minor Program Revision: Originator – Mike Moran

***Human Services Associates in Applied Science – Major Code 650A***

60 sem hrs

*Summary of Changes:* Program description revision.

*Rationale:* The new language more accurately reflects the certification language utilized by the Illinois Certification Board.

*Impact:* Clarity and transparency for students.

Human Services Minor Program Revision: Originator – Mike Moran

***Substance Use Disorder Counseling Occupational Certificate – Major Code 652C***

30 sem hrs

*Summary of Changes:* Program description revision.

*Rationale:* The new language more accurately reflects the certification language and is inclusive of the both the Preparatory and Advanced levels of the certification from the Illinois Certification Board. For the students with a baccalaureate degree, HSV 105/110/115/125 course equivalents can be articulated to Waubensee. This will maintain a total of 18 semester hours for completion under HSV 652C.

*Impact:* Clarity and transparency for students.

**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 3:02 p.m. Hearing no objections, the meeting was adjourned. The next meeting of the Curriculum Council will be held on Thursday, September 7, 2023 at 2:30 p.m. via Zoom.