



**WAUBONSEE**  
COMMUNITY COLLEGE

## **Curriculum Council Minutes**

**Thursday, November 2, 2023**

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### **Voting Members Present:**

David Barreto, Keith Bickley, Dr. Nancy Christensen, Robert Cofield, Dani Fischer, Teri Fuller, Sharon Garcia, Lisa Giese, Dr. Kathleen Gorski, Dr. Mary Beth Hutches, Dr. Jeanne McDonald, Laura Meredith, Jessica Moreno, Sue Murray, Eamon Newman, Dr. Diane Nyhammer, Jason Rochon, Patricia Saccone, Ne'Keisha Stepney, Jo Lynn Theobald

### **Voting Members Absent:**

Adam Burke, Todd Laufenberg

### **Ex-Officio Members Present:**

Laura Cronan, Marc Dale, Mary Greenwood, Denise Halverson, Sarah Kocunik, Terry Lyons

### **Ex-Officio Members Absent:**

Dr. Stacey Randall, Dr. Lisa Richardson

### **Guests Present:**

Nour Al Naber, Andy Clements, Toni Ford, Mario Godoy, Randy Hines, Paloma Holloman, Julie Johnson, Debra Kayes Halpern, Andrea Montgomery, Mary Paton, Dr. Amy Powers, Steven Skaggs, Jo Sobieraj, Keith Spong, Jennifer Vierling

### **Vice President of Educational Affairs**

Dr. Diane Nyhammer

Call to Order: Nyhammer called the meeting to order at 2:32 p.m.

New Business

Nyhammer stated the following CAD proposals will be tabled until the Curriculum Council meeting on November 16: CAD 100, CAD 118, CAD 120, CAD 122, CAD 127, CAD 129, CAD 131, CAD 240, CAD 241, CAD 242, CAD 200A, CAD 209, CAD 211B, CAD 212A.

### **Learning Outcomes, Curriculum and Program Development**

Dean: Dr. Kathleen Gorski

Announcements

## **Health Professions and Public Service**

Dean: Bob Cofield

Course Withdrawal: Originator – Bob Cofield

***PLG 205 – Environmental Law***  
(3 lec/ 0 lab) 3 sem hrs

*Summary of Changes:* PLG 205 is being withdrawn.

*Rationale:* The Paralegal Advisory Committee indicated that this content area is not currently needed in the local legal workforce. Unless a student in the paralegal program is planning on working outside of our district, this course does not prepare students for local employment.

### **DECISION for PLG 205:**

Cofield mentioned to properly prepare students in this region for a paralegal occupation. The Paralegal Advisory Committee recommended to replace this course with courses that align with employment in the Waubensee district. He also mentioned there were only seven students enrolled in the course last year and six in the year prior.

Nyhammer moved for a motion to vote on the withdrawal of course PLG 205. Christensen so moved and Saccone seconded the motion. The vote was called and passed. The course will be withdrawn **effective Fall 2024**.

Minor Course Revision: Originator - Mario Godoy

***PLG 215 – Immigration Law***  
(3 lec/ 0 lab) 3 sem hrs

*Summary of Changes:* The course description, outcomes, ILOs, assessment of student learning, and course topics were revised.

*Rationale:* PLG 215 is being revised based on feedback from the Paralegal Advisory Committee.

### **DECISION for PLG 215:**

Godoy shared there is vast content in immigration law, and although multiple courses could be created, PLG215 serves as a survey to provide an overview for paralegals. Updates were made to the outcomes and the course description to align with the updated content.

Minor Course Revision: Originator – Keith Spong

***PLG 220 – Real Estate Law***  
(3 lec/ 0 lab) 3 sem hrs

*Summary of Changes:* The course description, outcomes, ILOs, textbook, and course topics were revised.

*Rationale:* PLG 220 was revised based on feedback from the Paralegal Advisory Committee.

**DECISION for PLG 220:**

Spong mentioned the course was redesigned to place a greater focus on the fundamentals of real estate laws and residential real estate which is the greatest need in Waubensee's district.

Minor Course Revision: Originator – Julie Johnson

***PLG 225 – Family Law***

(3 lec/ 0 lab) 3 sem hrs

*Summary of Changes:* The course description, outcomes, ILOs, assessment of student learning, and course topics were revised.

*Rationale:* PLG 225 is being revised based on feedback from the Paralegal Advisory Committee.

**DECISION for PLG 225:**

Johnson shared that the course was redesigned as a survey of family law. The original course content included estate planning which is no longer needed due to the development of the PLG240 Estate Planning. This provided the opportunity to expand on family law content which was recommended by the program advisory committee.

Nyhammer moved for a motion to vote on the minor course revisions for PLG 215, PLG 220, and PLG 225. Christensen so moved and Theobald seconded the motion. The vote was called and passed. The course revision for PLG 215 will be **effective Fall 2024**. The minor course revisions for PLG 220 and PLG 225 will be **effective Spring 2024**.

Major Course Revision: Originator – Jennifer Vierling

***PLG 230 – Tort Law***

(3 lec/ 0 lab) 3 sem hrs

*Summary of Changes:* The course title, course description, outcomes, ILOs, assessment of student learning, and course topics were revised.

*Rationale:* PLG 230 was revised based on feedback from the Paralegal Advisory Committee. The course title was revised to accurately reflect legal norms.

**DECISION for PLG 230:**

Vierling discussed the workforce needs that were driving the revisions for the course description and outcomes.

Nyhammer moved for a motion to vote on the major course revision for PLG 230. Christensen so moved and Theobald seconded the motion. The vote was called and passed. The major course revision will be **effective Spring 2024**.

New Course: Originator – Paloma Holloman

***PLG 240 – Estate Law***

(3 lec/ 0 lab) 3 sem hrs

*Summary of Changes:* PLG 240 is a new course, and this is the second reading.

*Rationale:* The Paralegal Advisory Committee identified Estate Law as a desired elective course for the AAS and certificate programs. The committee indicated that this content area would benefit the students by helping to increase employment opportunities in Waubensee's district upon program completion.

**DECISION for PLG 240:**

Nyhammer moved for a motion to vote on the new course PLG 240. Christensen so moved and Theobald seconded the motion. The vote was called and passed. The new course will be **effective Spring 2024**.

**Academic Support**

Dean: Jessica Moreno

No Submissions

**Business, Technology, and Workforce Education**

Executive Dean: Ne'Keisha Stepney

New Course: Originator – Randy Hines

***CAD 296 Special Topics***

(0-3 lec/0-6 lab) 1-3 sem hrs

*Summary of Changes:* CAD 296 is a new course.

*Rationale:* The Computer Design and Drafting program is being updated based upon feedback from industry/advisory council membership. In addition, changes are being made to address student success and completion of critical coursework and competencies necessary for workforce preparation or advanced study. A special topics course will bring flexibility to the schedule to offer on trend content in a timely fashion.

**DECISION for CAD 296:**

Nyhammer moved for a motion to vote on this new course CAD 296 after the first read. Saccone so moved and Christensen seconded the motion. The Council waived their right to a second read. The vote was called and passed. The new course will be **effective spring 2024** pending ICCB approval.

New Course – First Reading: Originator – Randy Hines

***EGR 100 Introduction to Engineering***  
(1 lec/ 2 lab) 2 sem hrs

***Effective date: Fall 2024***

*Summary of Changes:* EGR 100 is a new course.

*Rationale:* EGR 100 Introduction to Engineering is being introduced as a result of reviewing student success in EGR 101 Engineering Graphics, which is a first-year transfer engineering course. It has been observed that students who come into the program without prior engineering coursework (i.e. CAD, EGR or PLTW - Project Lead the Way) are missing fundamentals that impact their success in the engineering pathway. This course will provide the necessary knowledge and skills needed prior to pursuing advanced coursework.

**DISCUSSION for EGR 100:**

Hines mentioned this course is needed for students who have not taken engineering and drafting courses in high school so they can be successful in ENG 101. He also mentioned it is a goal to offer the course as a dual credit.

This was the first read of the new course EGR 100. There will be a second reading and vote at the November 16 Curriculum Council meeting.

Minor Course Revision: Originator – Steven Skaggs

***CIS 110 Business Information Systems***  
(3 lec/ 0 lab) 3 sem hrs

*Summary of Changes:* Course scheduling notes, course objectives, and course outcomes are being revised.

*Rationale:* CIS 110 Business Information Systems is a transfer level course designated by the IAI BUS 902 (Computer Applications for Business Systems Concepts) major code. To maintain alignment with recent changes made by the Business Major Panel, this course is being updated.

**DECISION for CIS 110:**

Skaggs mentioned the scheduling notes listed *Windows PC* but should also list *MAC* and *Chrome*. He also mentioned the third outcome listed three components, so the number of outcomes were changed from three to five.

Nyhammer moved for a motion to vote on the minor course revision for CIS 110. Christensen so moved and Theobald seconded the motion. This new course will be **effective Spring 2024**.

New Course – First Read: Originators – Nour Al Naber and Andy Clements

***MKT 265 Integrated Marketing Strategies***  
(3 lec/ 0 lab) 3 sem hrs

***Effective date: Fall 2024***

*Summary of Changes:* MKT 265 is a new course.

*Rationale:* This new course is required to cover content needed in the certificate. The digital marketing certificate aims to train individuals seeking to acquire the skills and knowledge needed for a successful career in digital marketing, stay current with industry trends, and enhance their professional qualifications.

**DISCUSSION for MKT 265:**

Clements mentioned with the emergence of AI, this course will include digital aspects and coincide with new course MKT 280 Digital Marketing Strategies.

New Course – First Read: Originators – Nour Al Naber and Andy Clements

***MKT 280 Digital Marketing Strategies***  
(3 lec/ 0 lab) 3 sem hrs

***Effective date: Fall 2024***

*Summary of Changes:* MKT 280 is a new course.

*Rationale:* This new course is required to cover content needed in the certificate. The digital marketing certificate aims to train individuals seeking to acquire the skills and knowledge needed for a successful career in digital marketing, stay current with industry trends, and enhance their professional qualifications.

**DISCUSSION for MKT 280:**

Al Naber mentioned this course that will be included in the Digital Marketing certificate will help students get a job in the Digital Marketing field.

New Certificate – First Read: Originators – Nour Al Naber and Andy Clements

***Digital Marketing***  
Certificate 18 sem hrs  
Major Code 160A

***Effective date: Fall 2024***

*Summary of Changes:* 160A is a new certificate program.

*Rationale:* The digital marketing certificate aims to train individuals seeking to acquire the skills and knowledge needed for a successful career in digital marketing, stay current with industry trends, and enhance their professional qualifications.

This is the first read of the new courses MKT 265 and MKT 280 and the new certificate Major code 160A and will be voted upon at the Curriculum Council meeting on November 16.

**DISCUSSION for Digital Marketing Certificate 160A:**

Clements mentioned the certificate will include digital aspects of marketing needed in industry and for a successful career.

Minor Course Revision: Originator – Eamon Newman

***WEB 110 Web Development With HTML***

(3 lec/ 0 lab) 3 sem hrs

*Summary of Changes:* The course description is being revised, course objectives are being revised, and outcomes are being revised,

*Rationale:* The course is being updated to align with current work force needs.

**DECISION for WEB 110:**

Newman mentioned the course description, objectives, and outcomes were updated to align with IAI transfer.

Nyhammer moved for a motion to vote on the minor course revision for Web 110. Theobald so moved and Christensen seconded the motion. This new course will be **effective Fall 2024**.

**Health Professions and Public Service**

Dean: Bob Cofield

Minor Course Revision: Originator – Andrea Montgomery

***FSC 115 Basic Operations Firefighter Module B***

(4 lec/ 0 lab) 4 sem hrs

*Summary of Changes:* The enforced prerequisite is removing a course title and it is being replaced with the course prefix/number FSC 105, and course topics have been added.

*Rationale:* Prerequisites changed to use consistent language; topics changed to match OSFM curriculum.

Minor Course Revision: Originator – Andrea Montgomery

***FSC 118 Basic Operations Firefighter Module C***

(4.5 lec/ 0 lab) 4.5 sem hrs

*Summary of Changes:* The enforced prerequisite is removing course titles and they are being replaced with the course prefix/numbers FSC 105 and FSC 115, and course topics have been deleted.

*Rationale:* Prerequisites changed to use consistent language; topics changed to match OSFM curriculum.

Minor Course Revision: Originator – Andrea Montgomery

***FSC 120 Hazardous Materials Operations***

(3 lec/ 0 lab) 3 sem hrs

*Summary of Changes:* The enforced prerequisite is removing a course title and it is being replace with the course prefix/number FSC 105.

*Rationale:* Prerequisites changed to match needed skill base for the course.

Minor Course Revision: Originator – Andrea Montgomery

***FSC 125 Advanced Technician Firefighter***

(4 lec/ 0 lab) 4 sem hrs

*Summary of Changes:* FSC 105 and FSC 115 are being changed from recommended to enforced prerequisites, FSC 118 or concurrent enrollment is being added to the prerequisite.

*Rationale:* Prerequisites changed to match needed skill base for the course.

Minor Course Revision: Originator – Andrea Montgomery

***FSC 140 Fire Apparatus Engineer***

(4 lec/ 0 lab) 4 sem hrs

*Summary of Changes:* FSC 105, FSC 115, and FSC 118 are being added as recommended prerequisites.

*Rationale:* Language changed to match current OSFM certifications.

Minor Course Revision: Originator – Andrea Montgomery

***FSC 150 Vehicle and Machinery Operations***

(4 lec/ 0 lab) 4 sem hrs

*Summary of Changes:* The course description is being revised, and FSC 105, FSC 115, and FSC 118 are being added as recommended prerequisites.

*Rationale:* Language changed to match current OSFM certifications.

Minor Course Revision: Originator – Andrea Montgomery

***FSC 170 Fire Science Instructor I***

(4 lec/ 0 lab) 4 sem hrs

*Summary of Changes:* The course description is being revised, an FSC 105, FSC 115, and FSC 118 are being added as enforced prerequisite, and the recommended prerequisite is being removed.

*Rationale:* language changed to match current OSFM certifications, prerequisites changed to match needed OSFM certification prerequisites.

Minor Course Revision: Originator – Andrea Montgomery

***FSC 215 Vehicle Operations***

(.5 lec/ 0 lab) .5 sem hrs

*Summary of Changes:* FSC 215 is being added as a recommended prerequisite.

*Rationale:* Recommended prerequisite changed to meet needed base knowledge.

Nyhammer moved for a motion to vote on these minor course revisions for FSC. Theobald so moved and Christensen seconded the motion. The vote was called and passed. These minor course revisions will be **effective Fall 2024**.

**DECISION for FSC 115, FSC 118, FSC 125, FSC 140, FSC 150, FSC 170, and FSC 215:**

Montgomery mentioned the prerequisites were changed to use consistent language. She also mentioned the language in the topics were changed to match OSFM curriculum changes.

Minor Course Revision: Originator – Mary Paton

***NUR 105 Introduction to Professional Nursing***

(3 lec/ 6 lab) 5 sem hrs

*Summary of Changes:* The course description and objectives are being updated.

*Rationale:* These revisions are needed to provide a more accurate reflection of the course content.

**DECISION for NUR 105:**

Paton mentioned the language in the course description and objectives were changed to provide a more accurate reflection of the course content.

Nyhammer moved for a motion to vote on this minor course revision for NUR 105. Theobald so moved and Christensen seconded the motion. The vote was called and passed. This minor course revision will be **effective Fall 2024**.

**Liberal Arts and Sciences – LAS and VPAES**

Executive Dean: Sharon Garcia

Minor Course Revision: Originator – Debra Kayes Halpern

***ART 165 Typography***

(1 lec/ 5 lab) 3 sem hrs

*Summary of Changes:* The enforced prerequisite is being removed.

*Rationale:* The faculty determined that the prerequisite is not needed to be successful in ART 165 thus removing a barrier to enrollment.

**DECISION FOR ART 165:**

Kayes Halpern mentioned no enforced prerequisite is needed to benefit enrollment.

Nyhammer moved for a motion to vote on this minor course revisions for ART 165. Theobald so moved and Saccone seconded the motion. The vote was called and passed. This minor course revision will be **effective Spring 2024**.

Minor Course Revision: Originator – Amy Powers

***HIS 112 Western Civilization Since 1648***  
(3 lec/0 lab) 3 sem hrs

*Summary of Changes:* The course description, course outcomes, and ILOs are being revised.

*Rationale:* The course description of HIS112 is being revised so that it mirrors the changes that were made to HIS121 and HIS102 effective fall 2022. Those changes were approved by IAI last year. These revisions reflect what is done in the classroom. They are more specific and provide students with a better understanding of what the course has to offer in terms of content and skill-building. Outcomes are revised with guidance from the American Historical Association's Tuning Project 2016 History Discipline Core. Details from the IAI's list of suggested outcomes for History are also added. The outcomes for HIS 112 mirror changes made to HIS 121 (American History to 1865) and HIS 102 (World History since 1500). Those changes were approved by IAI last year.

**DECISION for HIS 112:**

Powers mentioned the course description, course outcomes, and ILOs were revised to reflect content and skill building.

Nyhammer moved for a motion to vote on this minor course revision for HIS 112. Theobald so moved and Saccone seconded the motion. The vote was called and passed. These minor course revisions will be **effective Fall 2024**.

**MOTION TO ADJORN**

With no further agenda item, Nyhammer moved to end the meeting at 4:00 p.m. Hearing no objections, the meeting was adjourned. The next meeting of the Curriculum Council will be held on Thursday, November 16, 2023, at 2:30 p.m. via Zoom.