



Curriculum Committee Meeting Minutes

Jolynn Amrine, Language & Literature
Merry Bond, Co-Chair, Dean of Instruction
Amy Boultinghouse, Nursing, Allied Health, & Wellness
Henry Brewster, Dean of Instruction
Gina Challed, Performing and Visual Arts, Communications, & Library
Mark Gaither, Business & Information Technology
Stefanie Gilberti, Dean of Instruction & Learning Resources
Tamra Gilchrist, Co-chair, Dean of Instruction
Michaela Jackson, Dean of Instruction
Corry Kile, Industrial Technology
Ashleigh Kruckenberg, Education
Jason Malozzi, Mathematics & Engineering
Morgan Salisbury, Natural Science
Courtney Shah, Social Science & Humanities
ASLCC Student Representative

To:	Committee Members	Date:	February 17, 2026
From:	Merry Bond and Henry Brewster, Co-Chairs	Copies to:	Library, Magnus Altmayer, Rosemary Perkins, April Tovar Villa, Britney Deal, Dani Trimble
Subject:	Agenda for February 13, 2026, Meeting		

Members present: ~~Jolynn Amrine, Gina Challed,~~ Amy Boultinghouse, Mark Gaither, Stefanie Gilberti, Tamra Gilchrist, Michaela Jackson, ~~Corry Kile,~~ Ashleigh Kruckenberg, Jason Malozzi, Morgan Salisbury, ~~Courtney Shah,~~ Henry Brewster (co-chair), Merry Bond (co-chair)

Also attended: Alma Mendoza, Tanya Pisarchuk, Mersady Hurley, Britney Deal, Vicky Soladey, Nicole Buffham (recorder)

The Curriculum Committee met on Friday, February 13, at 1:00 pm via Zoom.

Meeting Commencement:

Opening remarks were made by Merry Bond.

Stefanie Gilberti shared that the Seal of Biliteracy for Spanish will satisfy the diversity requirement for students who earn it because LCC will award transfer credit for SPAN& 121 and SPAN& 122 (10 credits), which are on the DIV list. It will not be counted as DIV for other languages, which will transfer in as FLANG 900.

Information Items:

INFO 1 – EDUC 300 Prerequisite & Removal of Instructor Permission: EDUC 300 will be added to all 300-400 level EDUC courses. Instructor permission to enroll will also be removed from the courses. This will allow students to self-enroll after their first quarter of the program and ensure that only BAS-TE admitted students can enroll in the program courses.

- EDUC 300 added as a pre-/co-requisite:
 - EDUC 320: Language Arts for Teachers
 - EDUC 335: Professionalism, Collaboration, & Classroom Leadership
 - EDUC 345: Curriculum Development & Design
- EDUC 300 added as a prerequisite only:
 - EDUC 315: Equitable instruction for multilingual learners
 - EDUC 319: Anti-bias Education
 - EDUC 325: Intro to Special Education
 - EDUC 330: Math Methods
 - EDUC 340: Concepts of Motor Skills
 - EDUC 401: Reflective Practice I
 - EDUC 402: Reflective Practice I
 - EDUC 403: Reflective Practice III/ Clinical Seminar in ELL Instruction
 - EDUC 410: Inquiry-based Science Methods
 - EDUC 411 Student Teaching I
 - EDUC 412: Student Teaching II
 - EDUC 413: Student Teaching III/ Clinical Applications in ELL Instruction
 - EDUC 414: Guidance Techniques
 - EDUC 420: Social Studies for Teachers
 - EDUC 429: Assessment
 - EDUC 430: Advanced Language & Literacy Methods
 - EDUC 439: Portfolio and Professional Assessment

INFO 2 – EDUC& 240 Approved: EDUC& 240 was proposed in 2018 as a common course. The state has now added the course to its list of approved common courses, and LCC has been approved to offer it. As the course has been running as EDUC 240 in the interim, an equivalency has been added to both courses in ctclink. Only EDUC& 240 will be offered going forward, effective summer 2026, to align with the next catalog.

Proposals:

Proposals from Vicky Soladey:

A) Revise Certificate	Medical Assisting COP (courses)	70-80 cr total
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Rationale: By adding HLTH 105 or HLTH 100 to the degree requirements, it will:

* meet changes in financial aid requirements

* meet core curriculum standards from the Medical Assistant Education Review Board (MAERB)

III. Infection Control:

III.P.1 - Participate in bloodborne pathogen training

I. Anatomy, Physiology, & Pharmacology:

I.P.12 - Provide up-to-date documentation of provider/professional-level CPR

I.P.13 - Perform first aid procedures for: (a) bleeding (b) diabetic coma or insulin shock (c) stroke (d) seizures (e) environmental emergency (f) syncope

B) Revise Degree	Medical Assisting AAS (description, courses)	90 cr total
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Rationale:

Item 1: By adding HLTH 105 or HLTH 100 to the degree requirements, it will:

* meet changes in financial aid requirements

* meet core curriculum standards from the Medical Assistant Education Review Board (MAERB)

III. Infection Control:

III.P.1 - Participate in bloodborne pathogen training

I. Anatomy, Physiology, & Pharmacology:

I.P.12 - Provide up-to-date documentation of provider/professional-level CPR

I.P.13 - Perform first aid procedures for: (a) bleeding (b) diabetic coma or insulin shock (c) stroke (d) seizures (e) environmental emergency (f) syncope

Item 2: To streamline student pathways, we propose retiring the AAS-T and updating the AAS degree to clearly align with the BAS-OLTM. This will provide better opportunities for funding sources and other needs for student success and completion.

C) Retire Degree	Medical Assisting AAS-T (retire)	90 cr total
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Rationale: To streamline student pathways, we propose retiring the AAS-T and updating the AAS degree to clearly align with the BAS-OLTM. This will provide better opportunities for funding sources and other needs for student success and completion.

Resolution **A-C**: Mark made a motion to approve; Jason seconded. Motion carried.

Effective Summer 2026

Proposals from Ashleigh Kruckenberg:

D) Revise Degree	Teacher Education BAS (description, courses)	180 cr total
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Rationale: EDUC& 205/EDUC& 202 was added to the social science distribution list, but not updated in this planner. To ensure students' general education and prerequisite requirements were accurately reflected in the course planner, we needed to update the distribution areas on this planner.

Resolution **D**: Stef made a motion to approve; Jason seconded. Motion carried.

Note: Per Michaela, with committee approval, EDUC 246 was added to the program requirements during the meeting to allow the course to be funded by student financial aid. It is also a prerequisite for the program.

Effective Summer 2026

Committee Business:

The committee reviewed and discussed the committee bylaws, handbook, and suggested improvements to the Curriculum Committee's processes. The following votes occurred:

- Curriculum Committee Bylaws
 - 6.C - The Vice President of Instruction shall designate ~~one of the deans as chair~~ **dean co-chairs** of this committee-, **ensuring that start dates are staggered.**
 - Mark made a motion to approve; Tamra seconded. Motion carried.
 - 8.A.4 - ~~A course may be taught on a one-time basis, using the course number intended, and with approval from the appropriate instructional administrator and the Vice President of Instruction before being submitted to the Curriculum Committee for review.~~
 - Mark made a motion to approve removal; Henry seconded. Motion carried.
 - Corrections to minor grammatical and punctuation errors were approved by consensus.
- Curriculum Committee Handbook
 - III.B.2, regarding marketing and promotion, will be revised pending a conversation with Wendy Hall.
- Committee process discussion
 - More frequent meetings in the fall were suggested and discussed to address the large volume of proposals:
 - The final proposal due date for the subsequent catalog year will remain at the end of October.
 - The volume of proposals submitted will determine the number of meetings for November and if a meeting is needed in early December.
 - Jason made a motion to approve; Mark seconded. Motion carried.

The meeting adjourned at 2:48 pm. The next meeting will be on March 13, 2026, at 1:00 pm, via Zoom.

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