



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 (Larissa Arnold), Social Science & Humanities
ASLCC Student Representative

To:	Committee Members	Date:	June 18, 2026
From:	Merry Bond and Henry Brewster, Co-Chairs	Copies to:	Library, Magnus Altmayer, Rosemary Perkins, April Tovar Villa, Britney Deal, Dani Hart
Subject:	Agenda for June 12, 2026, Meeting		

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

Also attended: Sarah Bustamante (TT), Becky Connolly, Mersady Hurley, Magnus Altmayer, Angel Ruvalcaba, Rosemary Perkins, Nicole Buffham (recorder)

The Curriculum Committee met on Friday, June 12, at 2:00 pm via Zoom.

Meeting Commencement:

Opening remarks were made by Merry Bond, including committee introductions, the committee scope for attending guests, and the agenda outline. She shared that the 2026-27 meeting modality was added to the committee business section at the end of the agenda.

Information Items:

INFO 1 – CS DTA/MRP: The state has mandated changes for the CS DTA/MRP. The degree requirements will be adjusted accordingly.

INFO 2 – SUDS 113 Teach Out: There are still students who need SUDS 113, which was retired at the November 2025 meeting, effective summer 2026. To resolve this, the course will be schedulable until summer 2029, when it will be fully retired. The course will be hidden from the catalog.

Proposals:

Proposals from Becky Connolly:

A) Revise Course	ENGL 098, College-Ready English I (description, outcomes)	5 cr, 55 lec
B) Retire Course	ENGL 099, College-Ready English II (description, outcomes)	5 cr, 55 lec

Rationale A-B: The description has been revised to remove the "outcomes-based pathway" language, allowing for different grading approaches. The outcomes have been revised to reflect composition course sequence needs and current practice.

Resolution A-B: Jason made a motion to approve; Jolynn seconded. Motion carried.
Effective Summer 2027

Proposals from Amy Boultinghouse:

C) New Course	NRSG 100, Nursing Assistant Foundational Concepts (new)	4 cr, 44 lec
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Rationale: The course credits will increase from 3.5 to 4 credits to allow additional instructional time for expanded theory content, enhanced student engagement, and improved support for achievement of course learning outcomes and competency development.

D) New Course	NRSG 110, Nursing Assistant Skills/Clinical Application (new)	5 cr, 110 lab
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Rationale: The proposed revision separates the Nursing Assistant Certified (NAC) theory and skills/clinical components into two concurrent courses to improve course organization and clarify expectations for each part of the program. Students will complete theory assignments, exams, skills practice, and competency
NB, OOI, 6/18/26, Word Accessibility Checker

validations during the same quarter, with successful completion of the theory component required before entering the clinical setting. This structure allows theory knowledge and clinical skill performance to be assessed separately while maintaining the required connection between classroom learning, lab practice, and clinical readiness.

E) Revise Certificate	Nursing Assistant COC (description, credits, courses, outcomes)	9 cr total
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Rationale: The proposed revision separates the current Nursing Assistant Certified (NAC) course into two graded courses to better organize theory and skills/clinical instruction, improve course pacing, and support clearer evaluation of student learning and competency development. Separating the courses allows theory content and clinical skill performance to be assessed more effectively while supporting student progression through the program.

The revised structure also supports student success by allowing students who successfully complete the theory course to retain credit for that portion of the program if they are unable to complete the clinical or laboratory requirements. Under the current course structure, unsuccessful completion of the clinical component results in failure of the entire course. With the proposed change, students would only need to repeat the skills/clinical course rather than repeating both theory and clinical instruction, reducing unnecessary coursework repetition and helping minimize additional educational costs.

NRSB 100 (lecture) and NRSB 110 (skills/clinical) courses will replace the previous NURS 100 (effective summer 2026), which currently has all components of the course required within the one course.

In response to a question from registration, Amy and Merry clarified that on-campus and clinical site lab hours take place throughout the quarter. However, students must demonstrate skill competency in the campus lab hours before attending the clinical site lab hours. They must also pass the program's theory component to be eligible for the clinical site lab hours.

Resolution C-E: Tamra made a motion to approve; Jason seconded. Motion carried.
Effective Summer 2027

Proposals from Mark Gaither/Henry Brewster:

F) Human Relations Course	BTEC 165, Cultural Awareness for Care Professionals: DIV (for Human Relations List)	5 cr, 55 lec
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Rationale: Add to the Human Relations List.

Resolution: Ashleigh made a motion to approve; Jason seconded. Motion carried.
Effective Summer 2027

G) Revise Degree	Medical Office Administration AAS (courses, credits)	112 cr total
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- Rationale:** 1) Meets recommendation to reduce total number of credits to complete degree.
 2) Equalizes the number of credits required for each specialization.
 3) Delineates between first and second year courses.

Resolution: Tabled until fall.

Effective Summer 2027

H) Retire Degree

**Administrative Services
 Manager AAS-T for LCC BAS-
 OLTM
 (retire)**

91 cr total

Rationale: Mandated change. Course requirements necessary for transfer to BAS are integrated as an option in the existing AAS.

Resolution: Stefanie made a motion to approve; Gina seconded. Motion carried.

Effective Summer 2027

Committee Business:

- Members report on department discussions regarding the Social Science/Natural Science/Humanities requirement for AAS
 - **Committee member feedback:**
 - Jolynn voiced her department’s concerns regarding the timeline and how the results would be communicated. She stressed the importance of considering students’ future ability to transfer GERs and encouraged keeping them at LCC, if at all possible.
 - Ashleigh shared that her department was concerned about the impact on students who start as professional-technical students and transfer to another pathway or a bachelor's degree program, as they may struggle to meet GER requirements. She also noted that advisory committees recommend focusing on soft skills.
 - Michaela was worried about future transfer credits into bachelor's programs. She advised the committee to consider bachelor's degree GERs when evaluating potential changes to associate degrees, so students won’t face barriers to entry. She also noted that removing the LCC Social Science/Natural Science/Humanities requirements wouldn’t require a reduction in GERs.
 - Mark stated he would like to postpone a vote to assess the impact.
 - Tamra explained that the LCC AAS degrees have additional requirements not required by the state or other colleges in the system. She supported removing the LCC requirements and making requirements optional based on advisory input. Postponing a decision would mean keeping program requirements for the next two years because that is the earliest the changes could be proposed and meet the catalog cutoff (2028-2029 catalog). She also assured the committee that there was no rush to make a decision if the group preferred to take more time to consider the change.

- Corry reported that his department strongly supports removing LCC's additional requirements for Social Science/Natural Science/Humanities. Removing the requirements would allow professional-technical students to graduate and enter the workforce sooner.
- Larissa reported that her department examined the impact the change would have on enrollment and decided it was negligible. They felt it was in the students' best interests to remove those barriers. She recommended that the committee focus on student impact rather than the work required to update degree requirements.
- Stefanie pointed out that those departments that would like to keep their degree requirements as is may do so. Removing the requirement would not mandate program changes. She reported that at the Instructional Council meeting, the chairs said they didn't want faculty to feel rushed to make a decision. Departments wanted more time to make a decision. Ashleigh confirmed that it was accurate.
- Morgan reported that the Natural Science department had no problem with the change.
- Jason said his department felt the same, and they didn't see any red flags.
- Rosemary said that in areas where a course, such as CMST 220, was listed as recommended, it should be moved to the program requirements. If a course is already listed as a Natural Science or Humanities requirement, it wouldn't have to be changed.
- Magnus agreed that removing the requirement wouldn't be an issue.
- **Resolution:** The committee agreed by consensus to table further discussion until the fall to give undecided departments more time to consider.
- Modality discussion
 - Merry explained that future meeting modality was discussed at the October 2025 meeting; however, meeting minutes did not adequately capture the details of the conversation. She asked the committee to consider continuing one in-person meeting per quarter for 2026-2027. She also asked that the chosen meeting be either the one with the highest volume of proposals or the one requiring an in-depth committee discussion.
 - Ashleigh was supportive and stated that she values in-person meetings, especially during the high-volume meetings.
 - **Resolution:** The committee agreed by consensus to continue with one in-person meeting per quarter and to reassess modality in the spring for the 2027-2028 year.
- Standing item: Committee takeaways
 - Committee members were encouraged to contact Merry, Henry, or Nicole for agenda items not covered by course or degree proposals.
 - Merry shared that the committee will have difficult conversations, but our shared goal is always to deliver the highest-quality curriculum possible. She also shared that the intent is always to collaborate, but recognized that intent does not always match impact. She encouraged committee members to let her or Henry know if they ever feel the conversation in the room is not aligned with either of these goals.

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