

**MONTGOMERY COLLEGE**  
**OFFICE OF THE SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS**

**Collegewide Curriculum Committee**  
Rockville Campus: SC 152, 2:00 - 4:00 pm  
September 20, 2019

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The meeting called to order at 2:05 p.m.

**Voting members present:** Leah Allen, Eva Brown, Chris Harrison, Carol Holness, Vedham Karpakakunjaram, Muhammad Kehnemouyi, Brenda Knopp, Erin Marcinek, Tuere Marshall, Harry Singleton, Anthony Solano, Usha Venkatesh, Page Whittenburg

**Resource members present:** Rose Aehle, Joanne Carl, Ernest Cartledge, Catalina Cetina, Pam Jones, Betsy Leonard, Angela Rhoe, Judy Taylor, Carolyn Terry, Beth Thoms, Alla Webb, Carla Witcher, Kim Yost

**Absent:** Rodney Redmond, Ed Roberts, Dorothy Umans

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#### Approval of Agenda

- [9/20/2019](#) Agenda Approved

#### Approval of Meeting Minutes

- [5/3/2019](#) Meeting Minutes Approved

#### Open Comments

- There was a comment regarding new certificate requirements; certificates should demonstrate student employability.

#### Proposals

- None

#### Consent Calendar

- None

#### 9/16/2019 Newsletter Review

- [GDES 210 - Graphic Design I](#) (course revision, fall 2020); adding new pre-requisites to the course
- [GDES 220 - Typography I](#) (course revision, spring 2020); adding new pre-requisites to the course

#### Reports

- **General Education Report**
  - Representatives from English and communications recently joined the GESC. The committee is still seeking a co-chair.
  - The GESC has two new Gen Ed webpages: an internal site for faculty and staff and an external site for students.
  - The new online Gen Ed course substitution form is available on the GESC external site for students.
  - The committee won a Make It Happen Grant titled MoCo Connects: Student, Near-Peer, and Career Networking. The grant provides students with opportunities to develop and show case skills learned in Gen Ed courses.
- **CAP Reports**
  - Rose Aehle
    - GDES 210 and 220 were on the 9/16/19 newsletter; pursuing dean approval
    - ENGL 205: changes to course title, description, and outcomes. Kim Yost will assign a Gen Ed CAP to assist the end user with Gen Ed certification.

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- Physical Therapist Assistant AAS: 580: upcoming edits, proposal in the 9/30/19 newsletter
- Diagnostic Medical Sonography AAS: 530: remove PHYS 010
- Catalina Cetina
  - Engineering programs 405 and 413 will be suspended
  - Two ENEE courses are changing prerequisites
  - Construction Management course changing outcomes and another course adding one lab hour
  - Two physics courses changing outcomes
  - MATH 150 course description change
  - Delete MUSC 187; replaced by MUSC 188
- Alla Webb
  - PHOT 3-credit course to 4-credits
  - Networking to Cloud Computing Networking title change: use MHEC short form
- Carla Witcher
  - ENGL 223: shelved course
  - ENGL 101 + ENGL 011: modifying for financial aid
  - International Studies AA: 152: changes
  - Technical Writing Certificate:143: changes to program description
  - Three new STSU courses are in the 9/30/19 newsletter
- **Co-Chair Report**
  - Discussed the need for revised language in [Academic Regs:](#)
    - 53001, 2.4, D.: General Education Requirements, Completion through Substitutions for Students without Disability
    - 53001, 2.6., C.1.: Non-General Education Course Substitutions, Criteria for Course Substitutions
    - 53001, 8.3, D.1.Requirements for Associates Degree, Curriculum Requirements

**New Business**

- Shelving List: need to determine the length of time reactivated courses can remain off the shelving list.
- Chair Representation on CCC: Vedham Karpakakunjaram will attend the dean's meeting to gather feedback.
- CCC Manual: still in progress.
- Degree Evaluation Program: a meeting is set for 9/27/2019.
- Program Degree Description: discussed the need for standardized catalog language for fully online programs, as these programs and courses do not indicate an online or hybrid option. Are new DL or H designators needed?
- Course Order Initiative: for Ad Astra. Betsy is organizing course sequence information for Carolyn.

**Old Business**

- None

**Next Meeting**

- October 4, 2019, 2-4:00 pm, SC 152

**Adjournment**

- The meeting adjourned at 3:57 pm.