

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

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

February 21, 2020

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The meeting called to order at 2:02 pm.

**Voting members present:** Leah Allen, Eva Brown, Chris Harrison, Carol Holness, Vedham Karpakakunjaram, Brenda Knopp, Erin Marcinek, Harry Singleton (proxy for Tuere Marshall), Anthony Solano, Dorothy Umans (proxy for Fiona Glade, Muhammad Kehnemouyi, and Rodney Redmond)

**Resource members present:** Rose Aehle, Catalina Cetina, Justin Edgar (for Angela Rhoe), Jennifer Gottwald (for Pam Jones), Betsy Leonard, Judy Taylor, Carolyn Terry, Beth Thoms, Alla Webb, Carla Witcher

**Guests:** Jana Anderson, Laura Anna, Jennifer Dobbins, Fabian Drain, Maureen Edwards, DJ McCullough, John Riedl, Tori Schneider, Jim Sniezek

**Absent:** Joanne Carl, Ernest Cartledge, Fiona Glade, Pam Jones, Muhammad Kehnemouyi, Tuere Marshall, Rodney Redmond, Angela Rhoe, Ed Roberts, Page Whittenburg, Kim Yost

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#### Approval of Agenda

- 2/21/20 Agenda approved

#### Approval of Meeting Minutes

- 2/7/20 Meeting Minutes approved

#### Open Comments

- None

#### Proposals

- [BIOL - 105 - Environmental Biology](#) (course revision)
  - Update course description to address changes in BIOL 106
  - Change effective date from fall 2020 to summer I, 2020
  - Approved
- [CHEM - 131 - Principles of Chemistry I](#) (course revision)
  - Update prerequisite: Either appropriate score on the chemistry placement test; concurrent enrollment in CHEM031; grade of C or better in CHEM 099 within the past two years, or consent of department
  - Effective fall 2020
  - Approved
- [NWIT 127 – Microcomputer Essentials](#) (course revision)
  - Update course description
  - Add three new course outcomes
  - All campus designator
  - Effective fall 2020
  - Approved
- Treat two STSU courses as a group

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- [STSU 102 - Mindfulness and Resilience in College](#) (new course)
  - New course, coping skills for students
  - Transfers as a one-credit elective
  - Effective fall 2020
  - Approved, one abstention
- [STSU 124 - Happiness and Well-Being](#) (new course)
  - New course, encourages gratitude, compassion, etc.
  - Transfers as a two-credit elective
  - Effective fall 2020
  - Approved, one abstention
- [Ethnic Social Studies Certificate: 241](#) (program revision)
  - Remove the following courses from the list of electives: HIST 209, SOCY 250
  - Add the following courses to the list of electives: HIST 245, HIST 250, HIST 266, ANTH 256, SOCY 208, SOCY 214, and POLI 205.
  - Update advising note: Select three from the following twelve courses ...
  - MHEC approval is required with above program revisions
  - Tabled to review program for possible alignment with General Studies INTG program
- [HMGT 220 – Hotel Operations](#) (course revision)
  - Change course title from Property Security & Facilities Management to Hotel Operations
  - Update course description
  - Update course outcomes
  - Effective fall 2020
  - Approved
- [Food and Beverage Management Certificate: 055](#) (program revision)
  - Remove NUTR 101
  - Add HMGT 250
  - Update program outcomes
  - Effective fall 2020
  - Tabled to review outcomes and resolve issue with 2-credit elective in 347A
- [Management/Supervision Area of Concentration, Hospitality Management AAS: 347B](#) (program revision)
  - Remove HMGT 207
  - Add HMGT elective @ 3 credits
  - Effective fall 2020
  - Tabled to review outcomes
- Treat seven TVRA courses as a group
- [TVRA 129 – Concept and Story](#) (course revision)
  - Change course title from Writing for Broadcast and New Media to Concept and Story
  - Update course description
  - Update course outcomes
  - Remove typing speed prerequisite
  - All campus designator
  - Effective fall 2020
  - Approved
- [TVRA 134 – Media Appreciation](#) (course revision)
  - Update course description
  - Add one new course outcome
  - Effective fall 2020
  - Approved
- [TVRA 210 – Audio and Video Podcasting](#) (course revision)
  - Change course title from Audio Documentary to Audio and Video Podcasting
  - Update course description
  - Change course outcomes

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- Update prerequisite: A grade of C or better in TVRA 125 and TVRA 129 or consent of department.
- Effective fall 2020
- Approved
- [TVRA 220 – Radio Production](#) (course revision)
  - Remove TVRA 105 from the prerequisites (deleted course)
  - Effective fall 2020
  - Approved
- [TVRA 227 – Broadcast Journalism](#) (course revision)
  - Remove TVRA 105 from the prerequisites (deleted courses)
  - All campus designator
  - Effective fall 2020
  - Approved
- [TVRA 236 – Video Production Portfolio](#) (course revision)
  - Update prerequisite: A grade of C or better in TVRA 129 and TVRA 140 or consent of department
  - All campus designator
  - Effective fall 2020
  - Approved
- [TVRA 239 – Broadcast Management](#) (course revision)
  - Update prerequisite: A grade of C or better in TVRA 134 and either TVRA 120 or TVRA 125
  - All campus designator
  - Effective fall 2020
  - Approved
- [Audio Production Certificate: 208A](#) (program revision)
  - Replace the word radio with audio throughout the program description
  - Delete TVRA 105 (deleted course)
  - Change the course title for TVRA 210
  - Credit count decreased: 23 to 20
  - Effective fall 2020
  - Tabled to resolve hidden prerequisites
- [Broadcast Journalism Certificate: 207](#) (program revision)
  - Update program description
  - Delete TVRA 105 (deleted course)
  - Add TVRA 134
  - Effective fall 2020
  - Approved
- [Broadcast Media Production: Radio: 309A](#) (program revision)
  - Update program description
  - Delete TVRA 105 (deleted course)
  - Add COMM 250
  - Change course title for TVRA 129
  - Change course title for TVRA 210
  - Remove GEEL status from MUSC 131
  - Add new program requirements: MUSC 131 or TVRA 280C or TVRA 140
  - Update advising notes
  - Change to blended course delivery
  - Effective fall 2020
  - Tabled to request 3-credit GEEL exception (vs 4-6 credits)
- [Television Area of Concentration, Broadcast Media Production: 310A](#) (program revision)
  - Update program description
  - Delete TVRA 105 (deleted course)
  - Add COMM 250
  - Change course title for TVRA 129

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- Update program outcomes
- Update advising notes
- Change to blended course delivery
- Effective fall 2020
- Approved
- [Video Production Certificate: 209A](#) (program revision)
  - Update program description
  - Delete TVRA 105 (deleted course)
  - Total credits decreased: 26 to 23
  - Effective fall 2020
  - Approved

### Consent Calendar

- [MGMT 220 - Organizational Behavior](#) (delete shelved course, fall 2020)
- [MGMT 225 - Legal Issues in Labor Management](#) (delete shelved course, fall 2020)
- [TVRA - 105 - Introduction to Electronic Media](#) (course deletion, fall 2020)
  - Tabled until the course deleted from several programs
- [LGST - 250 - Paralegal Internship](#) (admin, fall 2020) Outcomes, all campus designator)
- [TVRA 140 – Video Editing](#) (admin, fall 2020) All campus designator
- [Mental Health Associate AAS: 560](#) (admin, fall 2020) Program suspension.
- Consent Calendar approved except TVRA 105 course deletion

### Newsletter Review

- **February 10, 2020 Newsletter**
- [PHOT 267 - Imaging and Fine Art Printing](#) (new course, fall 2020)
- [PHOT 270 - Product Illustration Photography](#) (new course, fall 2020)
- [PHOT 277 - Advanced Concepts in Digital Capture](#) (new course, fall 2020)
- [PHYS 103 - Introduction to Physics](#) (new course, fall 2020)
- [PHYS 262 - General Physics II: Electricity and Magnetism](#) (course revision, fall 2020)
- [PHYS 263 - General Physics III: Waves, Optics, and Modern Physics](#) (course revision, fall 2020)
- [Bioengineering Area of Concentration, Engineering Science AS: 411A](#) (program revision, fall 2020)
- [Fire and Emergency Services Management Certificate: 240](#) (program revision, fall 2020)
- [Photography AAS: 342](#) (program revision, fall 2020)

### Reports

- **General Education Report**
  - The committee is soliciting documents to be included in the Gen Ed manual.
  - The Intro to Gen Ed video is linked on the [internal Gen Ed page](#) for faculty and staff and the [external Gen Ed page](#) for students.
  - The committee is updating the 2020-2021 Gen Ed course list
- **CAP Reports**
  - **Rose Aehle:** Fire science
  - **Catalina Cetina:** PHYS 010, two more PHYS courses, PHOT courses
  - **Alla Webb:** About ten proposals for 3/6 agenda: new business communications certificate, LGST 250
  - **Carla Witcher**
- **Co-Chairs Report**
  - Is anyone interested in being a CCC co-chair?

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- Carla's CAP position terms spring 2020; the renewal was put forward to the Faculty Council
- Editorial proposals, effective spring 2020
- [BIOL - 105 - Environmental Biology](#) (clarify NSLD language in course description)
- [GDES - 211 - Graphic Design II](#) (remove reference to School of Art and Design)
- [GDES - 221 - Typography II](#) (remove reference to School of Art and Design)
- [Computer Science Area of Concentration, Computer Science and Technologies AA: 107](#) (correct parenthesis placement in advising notes)
- [Photographic Techniques Certificate: 194](#) (add PHOT 269 to the program to total 13 credits)

**New Business**

- Vote: Standardized language for suspended programs
  - This program is suspended effective [summer 2020]. Students may not enroll in suspended programs. Students enrolled in this program prior to [summer 2020] will not be able to graduate with this degree after [spring 2023].
  - Approved
- Vote: Revised language for [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
- Language for the shelving list
- Chair Representation on CCC
  - Vedham attended the department chair's meeting and they do want representation on the CCC. Vedham will draft the language for a CCC vote.

**Old Business**

- CCC Manual
- Degree Evaluation Program
- Program Degree Description: Standardized Language for Fully Online Programs
- Course Order Initiative

**Next Meeting**

- March 6, 2020, 2-4:00 pm, SC 152

**Adjournment**

- Adjourned 4:06