

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

**Collegewide Curriculum Committee**  
Rockville Campus: SC 152, 2:00 - 4:00 pm  
February 7, 2020

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The meeting called to order at 2:03 pm.

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

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

**Guests:** Alvin Trask, Tendai Johnson, Ishrat Rahman

**Absent:** Rose Aehle, Angela Rhoe, Ed Roberts, Judy Taylor, Dorothy Umans, Page Whittenburg

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### Approval of Agenda

- [2/7/20](#) agenda approved

### Approval of Meeting Minutes

- [12/6/19](#) meeting minutes approved, one abstention

### Open Comments

- None

### Proposals

- [Art Area of Concentration, Arts and Sciences AA: 003](#)
  - Revise program description to differentiate Studio Art: 910 and Art: 003
  - Revise program outcomes to highlight 003 AA as a general education program
  - Effective fall 2020
  - Approved
- [BIOL 230 - Molecular Cell Biology](#)
  - Keep current prerequisites to show transparency for students
  - Add BIOL 222 as co/prerequisite
  - Remove prerequisite note: Four hours of chemistry recommended but not required
  - Update course outcomes
  - Effective fall 2020
  - Approved with edits to prerequisite
- [LGST 200 - Cyber Law](#)
  - Merge LGST 200 and LGST 213
  - Delete LGST 213
  - Revise course description
  - Revise outcomes
  - All campus designator
  - Change effective date from fall 2020 to summer II 2020
  - Approved with edits

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### Consent Calendar

- Administrative, all campus designator and minor edits to outcomes
  - [LGST - 102 - Legal Research](#)
  - [LGST - 103 - Legal Writing](#)
  - [LGST - 104 - Interviewing, Investigating, and Communication Techniques](#)
  - [LGST - 122 - Law Office Administration](#)
  - [LGST - 205 - Alternative Dispute Resolution](#)
  - [LGST - 212 - Immigration Law](#)
  - [LGST - 214 - Domestic Relations](#)
  - [LGST - 230 - Criminal Law and Procedure for Paralegals](#)
  - Effective fall 2020
  - Approved
- Course deletions
  - [LGST - 202 - Advanced Legal Research and Writing](#)
  - [LGST - 213 - Intellectual Property Law](#)
  - [LGST - 215 - Domestic Relations II](#)
  - Effective fall 2020
  - Approved
- Reactivated shelved courses
  - [LGST 200 - Cyber Law](#)
  - [LGST 235 - Health Care Law](#)
  - Effective fall 2020
  - Approved
  - [MGMT 220 - Organizational Behavior – Remove from consent calendar](#)
  - [MGMT 225 - Legal Issues in Labor Management – Remove from consent calendar](#)
  - Effective fall 2020
  - Not approved (deleted shelved courses), include on 2/21/20 CCC agenda
- See attached MUSC reactivated shelved courses

### Newsletter Review

- December 16, 2019 Newsletter
- [HMGT - 220 - Hotel Operations](#) (course revision, fall 2020)
- [Food and Beverage Management Certificate: 055](#) (program revision, fall 2020)
- [Management/Supervision Area of Concentration, Hospitality Management AAS: 347B](#) (program revision, fall 2020)
- [TVRA 129 - Writing for Broadcast and New Media](#) (course revision, fall 2020)
- [TVRA - 134 - Media Appreciation](#) (course revision, fall 2020)
- [TVRA - 210 - Audio and Video Podcasting](#) (course revision, fall 2020)
- [TVRA - 220 - Radio Production](#) (course revision, fall 2020)
- [TVRA - 227 - Broadcast Journalism](#) (course revision, fall 2020)
- [TVRA - 236 - Video Production Portfolio](#) (course revision, fall 2020)
- [TVRA - 239 - Broadcast Management](#) (course revision, fall 2020)
- [Audio Production Certificate: 208A](#) (program revision, fall 2020)
- [Broadcast Journalism Certificate: 207](#) (program revision, fall 2020)
- [Broadcast Media Production: Radio: 309A](#) (program revision, fall 2020)
- [Television Area of Concentration, Broadcast Media Production: 310A](#) (program revision, fall 2020)
- [Video Production Certificate: 209A](#) (program revision, fall 2020)

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## Reports

- **General Education Report**
  - A list of HLTH courses with GEIR status and previous HLTH status were not listed with GEIR status during the 2016-2017 catalog year. Dr. Rai approved the list and the Banner specialist will correct student records.
- **CAP Reports**
  - **Rose Aehle:** Absent
  - **Catalina Cetina:** Proposer wants to increase the PHOT 265 credits from 3 to 4 or create a new PHOT 267 @ 4 credits. Carolyn will contact department chair Erik Swanson.
  - **Alla Webb:** Changing program electives is an administrative change. New business communications certificate (12 credits) does not require transferability but may require gainful employment. See Judy Taylor.
  - **Carla Witcher:**
    - Landscape Technology program is pursuing a title change and revisions.
    - International Studies AA program: discussing potential program changes.
    - Technical Writing Certificate edits may require MHEC approval.
    - Three new STSU courses: discipline is revising syllabus/outcomes for two of the STSU courses plus potential title and assessment level changes. One course changing credit hours 1 to 2. These changes need to go through the approval process again and require the new TP/SS Dean of Student Affairs approval (Janee McFadden).
- **Co-Chairs Report**
  - Add Y/N button for BOT and MHEC approval to program revision template.
  - To expedite the BOT and MHEC processes, a final draft BOT resolution and MHEC proposal should be provided to the curriculum specialist before the proposals are added to the CCC agenda. Betsy will meet with the proposal team and provide templates of these documents.
  - [Computer Gaming and Simulation AAS: 360](#)
    - Editorial correction to remove duplicate program elective
    - Effective fall 2020
    - Approved
  - [Computer Gaming and Simulation AAS: 360](#)
    - Editorial correction to add list of programming courses
    - Effective fall 2020
    - Approved
  - Editorials to add ALEKS Math Placement to advising notes, fall 2020
    - [Aerospace Engineering Area of Concentration, Engineering Science AS: 408](#)
    - [Bioengineering Area of Concentration, Engineering Science AS: 411A](#)
    - [Chemical Engineering Area of Concentration, Engineering Science AS: 406](#)
    - [Computer Engineering Area of Concentration, Engineering Science AS: 409](#)
    - [Electrical Engineering Area of Concentration, Engineering Science AS: 402](#)
    - [Fire Protection Engineering Area of Concentration, Engineering Science AS: 403](#)
    - [Materials Science and Engineering Area of Concentration, Engineering Science AS: 413](#)
    - [Nuclear Engineering Area of Concentration, Engineering Science AS: 405](#)
    - Effective fall 2020
    - Approved

## New Business

- Standardized language for suspended programs
  - This program is suspended effective [fall 2019]. Students may not enroll in suspended programs and will not be able to graduate with this [certificate or degree] after [spring 2022]. Please refer to the [Portrait, Fashion, and Photojournalism Certificate].
  - Approved
- 2020-2021 CCC membership

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- Chris Harrison's role ends spring 2020
- Paige Whittenburg may step down
- Carla Witcher's role renews spring 2020
- Co-Chair roles renew annually and are presented to the Faculty Council each spring
- 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
- Length of time courses can remain off the shelving list (See Anthony)
  - Shelved courses have not run for three years
  - Notify in September for fall xxxx deletion
  - Possible 5-year list, i.e., MUSC courses based on instrument interest

**Old Business**

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

**Next Meeting**

- February 21, 2020, 2-4:00 pm, SC 152

**Adjournment**

- The meeting adjourned at 4:03 pm.

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MUSC reactivated shelved courses

- [MUSC 145 APPLIED MUSIC](#)
- [MUSC 146 APPLIED MUSIC](#)
- [MUSC 147 APPLIED MUSIC I](#)
- [MUSC 148 APPLIED MUSIC II](#)
- [MUSC 161 SERIES - SMALL ENSEMBLES](#)
- [MUSC 188 PERFORMING ARTS PROD.](#)
- [MUSC 196 JAZZ IMPROVISATION](#)
- [MUSC 215 ADV APPLIED MUSIC I](#)
- [MUSC 216 ADV APPLIED MUSIC II](#)
- [MUSC 245 ADV APPLIED MUSIC](#)
- [MUSC 246 ADV APPLIED MUSIC](#)
- [MUSC 145I APPLIED MUSIC BARITONE](#)
- [MUSC 145J APPLIED MUSIC TUBA](#)
- [MUSC 145KV APPLIED MUSIC VIBRAPHONE](#)
- [MUSC 145L APPLIED MUSIC HARP](#)
- [MUSC 145R APPLIED MUSIC ORGAN](#)
- [MUSC 145UU APPLIED MUSIC JAZZ VOICE](#)
- [MUSC 146B APPLIED MUSIC OBOE](#)
- [MUSC 146D APPLIED MUSIC BASSOON](#)
- [MUSC 146I APPLIED MUSIC BARITONE](#)
- [MUSC 146J APPLIED MUSIC TUBA](#)
- [MUSC 146KV APPLIED MUSIC VIBRAPHONE](#)
- [MUSC 146L APPLIED MUSIC HARP](#)
- [MUSC 146R APPLIED MUSIC ORGAN](#)
- [MUSC 146UU APPLIED MUSIC JAZZ VOICE](#)
- [MUSC 147I APPLIED MUSIC BARITONE](#)
- [MUSC 147J APPLIED MUSIC TUBA](#)
- [MUSC 147KV APPLIED MUSIC VIBRAPHONE](#)
- [MUSC 147L APPLIED MUSIC HARP](#)
- [MUSC 147R APPLIED MUSIC ORGAN](#)
- [MUSC 147UU APPLIED MUSIC JAZZ VOCAL](#)
- [MUSC 148B APPLIED MUSIC OBOE](#)
- [MUSC 148I APPLIED MUSIC BARITONE](#)
- [MUSC 148J APPLIED MUSIC TUBA](#)
- [MUSC 148KV APPLIED MUSIC VIBES](#)
- [MUSC 148L APPLIED MUSIC HARP](#)
- [MUSC 148R APPLIED MUSIC ORGAN](#)
- [MUSC 148T APPLIED MUSIC COMP.](#)
- [MUSC 148UU APPLIED MUSIC JAZZ VOCAL](#)
- [MUSC 215B APPLIED MUSIC OBOE](#)
- [MUSC 215I APPLIED MUSIC BARITONE](#)
- [MUSC 215J APPLIED MUSIC TUBA](#)
- [MUSC 215L APPLIED MUSIC HARP](#)
- [MUSC 215R APPLIED MUSIC ORGAN](#)
- [MUSC 216B APPLIED MUSIC OBOE](#)
- [MUSC 216I APPLIED MUSIC BARITONE](#)
- [MUSC 216J APPLIED MUSIC TUBA](#)
- [MUSC 216KV APPLIED MUSIC VIBRAPHONE](#)
- [MUSC 216L APPLIED MUSIC HARP](#)
- [MUSC 216R APPLIED MUSIC ORGAN](#)
- [MUSC 245B APPLIED MUSIC OBOE](#)
- [MUSC 245G APPLIED MUSIC TRUMPET](#)
- [MUSC 245I APPLIED MUSIC BARITONE](#)
- [MUSC 245J APPLIED MUSIC TUBA](#)
- [MUSC 245L APPLIED MUSIC HARP](#)
- [MUSC 245O APPLIED MUSIC VIOLA](#)
- [MUSC 245Q APPLIED MUSIC DOUBLE BASS](#)
- [MUSC 245R APPLIED MUSIC ORGAN](#)
- [MUSC 246A APPLIED MUSIC FLUTE](#)
- [MUSC 246B APPLIED MUSIC OBOE](#)
- [MUSC 246C APPLIED MUSIC CLARINET](#)
- [MUSC 246F APPLIED MUSIC FRENCH HORN](#)
- [MUSC 246I APPLIED MUSIC BARITONE](#)
- [MUSC 246J APPLIED MUSIC TUBA](#)
- [MUSC 246L APPLIED MUSIC HARP](#)
- [MUSC 246O APPLIED MUSIC VIOLA](#)
- [MUSC 246Q APPLIED MUSIC DOUBLE BASS](#)
- [MUSC 246R APPLIED MUSIC ORGAN](#)
- Effective fall 2020
- Approved