



## *HLC Accreditation Evidence*

Title: Learning, Instruction, and Curriculum  
Committee (LICC)

Office of Origin: Vice President of Instruction

Contact: Dean of Academics, Team Leader

## LICC Membership

Team Member	Title	
Howe, Brian	Dean of Academics	Team Leader
Allen, Randy	Instructor, Psychology	
Chavarria, Marlo	Adjunct Faculty	
Crowther, Lori	Registrar	
Doyle, Mary	Academic Advisor	
Hoff, Sara	Nursing Remediation & Adult Healthcare Programs Coordinator	
Kottas, Dr. Kathy	Dean of Workforce Training & Community Education	
Kratzer, Karen	Advisement Coordinator	
Mack, Johnny	Adjunct Faculty	
Mather, Claudia	Associate Dean of Instruction	
Miller, Lee	Director of Innovation & Compliance	
Mobray, Todd	Director of Institutional Effectiveness	
Schiffelbein, Megan	Instructional Designer	
Schlessiger, Laura	Instructor, Mathematics	
Simmons, Elaine	Vice President of Instruction	
Skelton, Renae	Director of Nursing Education	
Teal, Kurt	Dean of Military Academics, Technical Education, and Outreach Programs	
Vanderlinde, Chris	Instructor, Military Programs	
Riegel, Sarah	Administrative Assistant	Note Taker

Team Charter  
Barton Community College  
Learning, Instruction, & Curriculum Committee  
2020-2021

**Name of Project**

Learning, Instruction, & Curriculum Committee

**Committee Purpose**

This committee functions in an advisory capacity to the Vice President of Instruction. Focusing on academic and curricular matters, the committee's goal is to ensure instructional integrity and to provide quality learning experiences for all Barton students regardless of venue or modality.

**Boundaries & Limitations**

When necessary, the Committee may form additional sub-committees for the purpose of addressing specific issues relevant to student learning. Meetings shall be held on a monthly basis to review agenda items and take action. The Vice President of Instruction, or their designee, shall assist in the facilitation of the functioning of the meetings by working closely with the Administrative Assistant to the VP or their designee, to ensure the management of coordinating activities (i.e., scheduling, agenda, and minutes).

**Expected Results**

Committee members' responsibilities:

- Guard the academic integrity of the college; to assure that all programs, certificates and degrees are of uniformly high quality with current and valid course content
- Evaluate and approve new courses
- Review and approve all curriculum revisions
- Suggest additions, deletions or modifications to course content or Master Syllabi
- Propose and/or approve changes to course, or pre-requisites that enhance transferability
- Set high standards of performance for both teaching and learning
- Serve as a communications link for all changes and updates related to the curriculum
- Make recommendations to the Vice President of Instruction pertaining to such academic and curricular matters

Committee members' informational awareness:

- Proposed or approved new programs of study (transfer & vocational)
- Proposed or approved changes/updates to existing programs
- Proposed or approved changes or updates to the program review process

## **Assets Available**

Budget Authority	None
Human Resources	Appointed Membership
Administrative Support	Sponsor: College President Coach: Vice President of Instruction or designee Standing members of the Committee (i.e., Dean of Academics, Dean of Workforce Training & Community Education, Dean of Military Academics, Technical Education & Outreach Programs, Associate Dean of Instruction, Director of Innovation & Compliance, Registrar)
Other Resources Membership	College mission statement, Committee Charter, related administrative support personnel (i.e., Vice President of Student Services, Vice President of Administration, Director of Institutional Research, Chief Information Officer, Director of Grants, Director of Library & College Archives)
Committee Membership	<p>Membership shall consist of a minimum of nine (9) and maximum of twelve (12) faculty members, chosen from any or all campuses and venues, to represent a broad spectrum of the curriculum both academic and vocational. The new members will come on the committee at the August meeting. The last meeting for the members rotating off will be August.</p> <p>LICC will be divided into sub-teams, of 3 or more people, who will review, discuss and provide feedback for syllabi and other matters upon request. Each member will be placed on a sub-team in which there will be a team lead. The team lead will have the following responsibilities to:</p> <ul style="list-style-type: none"><li>• Facilitate review and discussions of syllabi or additional matters</li><li>• Coordinate a consensus of corrections / edits needed that are approved by the team</li><li>• Communicate the feedback and needed corrections / edits to the author of the syllabi or additional matters</li><li>• Ensure the sub-team adheres to deadlines stipulated by the Administrative Assistant to the VP or their designee.</li><li>• Team leads may be rotated throughout each members' term if desired.</li></ul> <p>A current list of LICC members is available at <a href="https://internal.bartonccc.edu/faculty/licc">https://internal.bartonccc.edu/faculty/licc</a></p>
Terms of Office	Faculty Council shall appoint committee membership from those recommended by their constituencies on a three-year rotation. A member may choose to serve a second consecutive three-year term. Previous members will be eligible to serve for future terms after 1 year.
Evaluation	Members of the Learning, Instruction, & Curriculum Committee shall annually evaluate their activities and accomplishments in a report to the sponsor. Committee charters shall be reviewed annually and revised as needed.

# **LICC Agenda and Minutes**

AGENDA/MINUTES	
Team Name	Learning, Instruction and Curriculum Committee (LICC)
Date	3/9/2022
Time	3:30 – 4:30 pm
Location	Zoom <a href="https://zoom.us/j/5354602075">https://zoom.us/j/5354602075</a>

Facilitator	Brian Howe	Recorder	Sarah Riegel
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Team members								Present X	Absent O
	Team 1		Team 2		Team 3		Additional		Non-voting
x	Brian Howe Team Lead	x	Chris Vanderlinde Team Lead	x	Megan Schiffelbein Team Lead	x	Lori Crowther	x	Kathy Kottas
o	John Mack	x	Todd Mobray	x	Mary Doyle	x	Kurt Teal	x	Lee Miller
x	Rena Skelton	x	Sara Hoff	x	Marlo Chavarria	x	Karen Kratzer	x	Claudia Mather
x	Randy Allen	x	Laura Schlessiger	x	Kristi Mason			o	Elaine Simmons

Guest									
o	Darren Ivey	o	Chris Baker	x	Yuchen Boswell				
x	Mary Foley	x	Roni Wertz						

Action Items	Reporter	New/ Revised	Effective Semester
<b>COMM 1610 Introduction to Social Media</b> <ul style="list-style-type: none"> <li>Team 2 Reviewed</li> <li>New Course</li> <li>One of the core courses for the new Digital Communications program</li> <li>Students will have the opportunity to operate a real social media account</li> <li>Edits discussed in the meeting: <ul style="list-style-type: none"> <li>Competencies G.1. and G.2. replace the first word of each statement with “verify”</li> </ul> </li> <li>Motion to approve by Todd, Karen 2<sup>nd</sup></li> <li>Approved with changes</li> </ul>	Yuchen Boswell	New	Fall 2022
<b>CHLD 1505 Preschool Child</b> <ul style="list-style-type: none"> <li>Team 3 Reviewed</li> <li>Course Title Change; Outcomes and Competencies Change</li> <li>Updated syllabus for KCOG</li> <li>Changed courses title to allow for transferability to universities</li> <li>Edits discussed in the meeting: <ul style="list-style-type: none"> <li>Competency B.1. should read Compare and contrast developmental stages of two or more theorists</li> <li>Competency G.2. should read Demonstrate awareness of cultural differences</li> </ul> </li> <li>Motion to approve by Mary, Sara 2<sup>nd</sup></li> </ul>	Roni Wertz	Revised	Summer 2022

<ul style="list-style-type: none"> <li>Approved with changes</li> </ul>			
Syllabi Submitted to Inactivate	Reporter	Inactivate	Effective Semester
n/a			
Other Items	Reporter		
<p>Bloom's Taxonomy Discussion</p> <ul style="list-style-type: none"> <li><a href="http://docs.bartonccc.edu/iss/documents/licc/july2015june2016/Outcomes%20&amp;%20Competencies%20Matrix.pdf">http://docs.bartonccc.edu/iss/documents/licc/july2015june2016/Outcomes%20&amp;%20Competencies%20Matrix.pdf</a></li> <li><a href="https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Bloom%20Competencies%20vs%20Outcomes.pdf">https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Bloom%20Competencies%20vs%20Outcomes.pdf</a></li> <li>Team uses the Outcomes and Competency Matrix as they are viewing syllabi; it's a good guide and helps keep the reviews consistent – it is very outdated</li> <li>Sub-team will meet to revamp the Outcomes and Competency Matrix: Brian, Karen, Sara, Chris</li> </ul>	Brian Howe		

Absent: \_\_\_\_\_ have no concerns. Voted in advance to approve should majority agree.

**ENDS:**

FUNDAMENTAL SKILLS  
 WORK PREPAREDNESS  
 ACADEMIC ADVANCEMENT  
 "BARTON EXPERIENCE"

REGIONAL WORKFORCE NEEDS  
 BARTON SERVICES AND REGIONAL LOCATIONS  
 STRATEGIC PLAN  
 CONTINGENCY PLANNING

*Barton Core Priorities/Strategic Plan Goals*

**Drive Student Success**

1. Advance student entry, reentry, retention and completion strategies.
2. Commit to excellence in teaching and learning.

**Cultivate Community Engagement**

3. Expand partnerships across the institution.
4. Reinforce public recognition of Barton Community College.
5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.

**Emphasize Institutional Effectiveness**

6. Develop, enhance, and align business processes.
7. Manifest an environment that supports the mission of the college.

**Optimize Employee Experience**

8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.
9. Develop, enhance, and align business human resource processes.

AGENDA/MINUTES	
Team Name	Learning, Instruction and Curriculum Committee (LICC)
Date	8/11/2021
Time	3:30 – 4:30 pm
Location	Zoom <a href="https://zoom.us/j/93618528435">https://zoom.us/j/93618528435</a>

Facilitator	Brian Howe				Recorder	Sarah Riegel			
Team members									Present X Absent O
	Team 1		Team 2		Team 3		Additional		Non-voting
o	John Mack Team Lead	x	Sara Hoff Team Lead	x	Erika Jenkins-Moss Team Lead	x	Lori Crowther	x	Kathy Kottas
x	Brenda Glendenning	x	Todd Mobray	o	Jaime Abel	x	Kurt Teal	x	Lee Miller
x	Karly Little	x	Chris Vanderlinde	x	Marlo Chavarria	x	Karen Kratzer	x	Claudia Mather
x	Randy Allen	x	Laura Schlessiger	o	Mary Doyle	x	Megan Schiffelbein		Elaine Simmons
Guest									
o	ReGina Casper	x	Mary Foley	x	Jo Harrington				
x	Chris Baker	x	Vic Martin						
Action Items						Reporter	New/ Revised	Effective Semester	
WGHT 1106 Weights and Measures Mathematics <ul style="list-style-type: none"> <li>• New Course</li> <li>• Team 2 Review</li> <li>• Created this course for those in the Scale Technician Program (one semester program) who can't take College Algebra or Tech Math due to placement scores</li> <li>• This is not a transfer course</li> <li>• Motion to approve by Chris, Karly 2<sup>nd</sup></li> <li>• Approved</li> </ul>						Vic Martin	New	Fall 2021	
BUSI 1609 Business Statistics <ul style="list-style-type: none"> <li>• Revised Course: Prerequisite change</li> <li>• Team 3 Review</li> <li>• Add MATH 1824 to the prerequisites</li> <li>• Motion to approve by Chris, Marlo 2<sup>nd</sup></li> <li>• Approved</li> </ul>						Jo Harrington	Revised	Spring 2022	
Syllabi Submitted to Inactivate						Reporter	Inactivate	Effective Semester	
MLTR 1001, MLTR 1020						Terri Mebane	X	Fall 2021	
CHLD 1550						Mary Foley	X	Spring 2022	
Other Items						Reporter			
Plumbing Executive Summary						Mary			



<ul style="list-style-type: none"> <li>• Requesting KBOR approval to offer Plumbing at the main campus starting Spring 2022</li> <li>• Previously approved by KBOR and offered at Larned Correctional Facility</li> <li>• Due to the change in the KDOC provider contract we want to move the plumbing program to the main campus</li> </ul>			
<b>Early Childhood Executive Summary</b> <ul style="list-style-type: none"> <li>• Removing CHLD 1550 from the course requirements</li> <li>• CHLD 1550 was designed to assist students to sit for the Child Development Associate (CDA) credential; this credential is no longer needed for students to find employment</li> </ul>	Mary		
<b>Nursing Executive Summary</b> <ul style="list-style-type: none"> <li>• Adding Interpersonal Communications as an alternative to Public Speaking</li> </ul>	Chris		
<b>Team Member Rotations</b> <ul style="list-style-type: none"> <li>• Brenda, Karly, Jaime and Erika will rotate off in August</li> <li>• Megan and Renae Skelton will join</li> </ul>	Brian		

Absent: Mary Doyle have no concerns. Voted in advance to approve should majority agree.

**ENDS:**

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AGENDA/MINUTES	
Team Name	Learning, Instruction and Curriculum Committee (LICC)
Date	9/8/2021
Time	3:30 – 4:30 pm
Location	Zoom <a href="https://zoom.us/j/93618528435">https://zoom.us/j/93618528435</a>

Facilitator	Brian Howe				Recorder	Sarah Riegel			
Team members									Present X Absent O
	Team 1		Team 2		Team 3		Additional		Non-voting
x	John Mack Team Lead	x	Sara Hoff Team Lead	x	Mary Doyle Team Lead	x	Lori Crowther	x	Kathy Kottas
x	Randy Allen	x	Todd Mobray	x	Marlo Chavarria	x	Kurt Teal	o	Lee Miller
x	Rena Skelton	x	Chris Vanderlinde	x	Megan Schiffelbein	x	Karen Kratzer	o	Claudia Mather
		x	Laura Schlessiger			x	Kristi Mason	o	Elaine Simmons
Guest									
o	ReGina Reynolds	o	Mary Foley	x	Yuchen Boswell				
x	Chris Baker	x	Jaime Abel						
Action Items						Reporter	New/ Revised	Effective Semester	
EDUC 1136 Children's Literature for Educators <ul style="list-style-type: none"> <li>• Team 2 Review</li> <li>• Course description change; outcomes and competencies change</li> <li>• Updates from the KCOG meeting last fall</li> <li>• Motion to approve by Karen, Chris 2<sup>nd</sup></li> <li>• Approved</li> </ul>						Jaime Abel	Revised	Fall 2021	
Syllabi Submitted to Inactivate						Reporter	Inactivate	Effective Semester	
n/a									
Other Items						Reporter			
Practical Nursing Executive Summary <ul style="list-style-type: none"> <li>• Adding Interpersonal Communications as an alternative to Public Speaking</li> </ul>						Chris Baker			
Digital Communications and Content Strategy Executive Summary <ul style="list-style-type: none"> <li>• Refresh of the old journalism program</li> <li>• New courses will be coming through LICC</li> </ul>						Brian Howe/ Yuchen Boswell			

Absent: \_\_\_\_\_ have no concerns. Voted in advance to approve should majority agree.

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AGENDA/MINUTES	
Team Name	Learning, Instruction and Curriculum Committee (LICC)
Date	10/13/2021
Time	3:30 – 4:30 pm
Location	Zoom <a href="https://zoom.us/j/93618528435">https://zoom.us/j/93618528435</a>

Facilitator	Brian Howe				Recorder	Sarah Riegel			
Team members									Present X Absent O
	Team 1		Team 2		Team 3		Additional		Non-voting
x	Randy Allen Team Lead	x	Sara Hoff Team Lead	x	Mary Doyle Team Lead	x	Lori Crowther	x	Kathy Kottas
x	John Mack	o	Todd Mobray	x	Marlo Chavarria	x	Kurt Teal	o	Lee Miller
x	Rena Skelton	x	Chris Vanderlinde	x	Megan Schiffelbein	o	Karen Kratzer	x	Claudia Mather
x	Brian Howe	x	Laura Schlessiger	x	Kristi Mason			x	Elaine Simmons
Guest									
x	Mary Foley								
o	Chris Baker								
Action Items						Reporter	New/ Revised	Effective Semester	
n/a									
Syllabi Submitted to Inactivate						Reporter	Inactivate	Effective Semester	
n/a									
Other Items						Reporter			
Cyber Security Executive Summary <ul style="list-style-type: none"> <li>• New certificate program</li> <li>• Effective Fall 2022</li> <li>• Offered completely online</li> <li>• Will transfer to a university</li> </ul>						Mary Foley			
Scale Technician Executive Summary <ul style="list-style-type: none"> <li>• Adding WGHT 1106 for nontraditional students to fulfil the math requirement</li> </ul>						Mary Foley			
KBOR General Education Project <ul style="list-style-type: none"> <li>• KBOR has created a workgroup (Barton is not a part of the workgroup)</li> <li>• Looking for continuity across the state</li> <li>• Using a couple other states as models</li> </ul>						Elaine Simmons			

<p><b>Subscription Learning</b></p> <ul style="list-style-type: none"> <li>• Barton is looking into this as an option</li> <li>• Sanctioned by the Dept of Ed</li> <li>• Provides students the opportunity to pay a price for a block of courses and move through them as they choose</li> <li>• Must complete the block before moving on to another block</li> <li>• Billing, Business Office, Financial Aid, Student Services are all impacted</li> </ul>	<p>Elaine Simmons</p>		
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Absent: \_\_\_\_\_ have no concerns. Voted in advance to approve should majority agree.

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AGENDA/MINUTES	
Team Name	Learning, Instruction and Curriculum Committee (LICC)
Date	11/10/2021
Time	3:30 – 4:30 pm
Location	Zoom <a href="https://zoom.us/j/93618528435">https://zoom.us/j/93618528435</a>

Facilitator	Brian Howe				Recorder	Sarah Riegel			
Team members									Present X Absent O
	Team 1		Team 2		Team 3		Additional		Non-voting
x	Randy Allen Team Lead	x	Sara Hoff Team Lead	x	Mary Doyle Team Lead	x	Lori Crowther	x	Kathy Kottas
x	John Mack	x	Todd Mobray	x	Marlo Chavarria	x	Kurt Teal	x	Lee Miller
x	Rena Skelton	o	Chris Vanderlinde	o	Megan Schiffelbein	x	Karen Kratzer	x	Claudia Mather
x	Brian Howe	x	Laura Schlessiger	x	Kristi Mason			x	Elaine Simmons
Guest									
o	Darren Ivey	o	Chris Baker	x	Cristi Gale				
x	Mary Foley	x	Shawgi Ahmed	x	Kathy Boeger				
Action Items						Reporter	New/ Revised	Effective Semester	
NATG 1205 Liquefied Natural Gas (LNG) Technology and Value Chain <ul style="list-style-type: none"> <li>Team 1 Reviewed</li> <li>New Course</li> <li>Motion to approve by Karen, Sara 2<sup>nd</sup></li> <li>Approved</li> </ul>						Shawgi Ahmed	New	Spring 2022	
NATG 1210 Natural Gas Storage <ul style="list-style-type: none"> <li>Team 1 Reviewed</li> <li>New Course</li> <li>Motion to approve by Karen, Sara 2<sup>nd</sup></li> <li>Approved</li> </ul>						Shawgi Ahmed	New	Spring 2022	
NTKW 1054 Computer Forensics and Investigation <ul style="list-style-type: none"> <li>Team 2 Reviewed</li> <li>Revived Course: Course Description, Prerequisites, Outcomes/Competencies Changes</li> <li>Motion to approve by Sara, Marlo 2<sup>nd</sup></li> <li>Approved</li> </ul>						Cristi Gale	Revised	Spring 2022	
NTKW 1073 Introduction to Cybersecurity <ul style="list-style-type: none"> <li>Team 2 Reviewed</li> <li>New Course</li> <li>Motion to approve by Sara, Marlo 2<sup>nd</sup></li> <li>Approved</li> </ul>						Cristi Gale	New	Spring 2022	
NTKW 1074 Ethical Hacking						Cristi Gale	New	Spring 2022	

<ul style="list-style-type: none"> <li>• Team 2 Reviewed</li> <li>• New Course</li> <li>• Motion to approve by Sara, Marlo 2<sup>nd</sup></li> <li>• Approved</li> </ul>			
<b>BUSI 1602 Introduction to Leadership Concepts</b> <ul style="list-style-type: none"> <li>• Team 3 Reviewed</li> <li>• KCOG Revisions – course description</li> <li>• Motion to approve by Karen, Mary 2<sup>nd</sup></li> <li>• Approved</li> </ul>	Kathy Boeger	Revised	Spring 2022
<b>LEAD 1000 Introduction to Leadership Concepts</b> <ul style="list-style-type: none"> <li>• Team 3 Reviewed</li> <li>• KCOG Revisions – course description</li> <li>• Motion to approve by Karen, Mary 2<sup>nd</sup></li> <li>• Approved</li> </ul>	Kathy Boeger	Revised	Spring 2022
<b>Syllabi Submitted to Inactivate</b>	Reporter	Inactivate	Effective Semester
n/a			
<b>Other Items</b>	Reporter		

Absent: Chris Vanderlinde have no concerns. Voted in advance to approve should majority agree.

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AGENDA/MINUTES	
Team Name	Learning, Instruction and Curriculum Committee (LICC)
Date	1/12/2022
Time	3:30 – 4:30 pm
Location	Zoom <a href="https://zoom.us/j/5354602075">https://zoom.us/j/5354602075</a>

Facilitator	Brian Howe				Recorder	Sarah Riegel			
Team members									Present X Absent O
	Team 1		Team 2		Team 3		Additional		Non-voting
x	Brian Howe Team Lead	o	Chris Vanderlinde Team Lead	x	Marlo Chavarria Team Lead	x	Lori Crowther	x	Kathy Kottas
x	John Mack	x	Todd Mobray	x	Mary Doyle	x	Kurt Teal	x	Lee Miller
x	Rena Skelton	x	Sara Hoff	x	Megan Schiffelbein	x	Karen Kratzer	x	Claudia Mather
x	Randy Allen	x	Laura Schlessiger	x	Kristi Mason			x	Elaine Simmons
Guest									
x	Darren Ivey	o	Chris Baker						
x	Mary Foley	x	Wade Morris						
Action Items						Reporter	New/ Revised	Effective Semester	
WELD 1160 Welding Internship <ul style="list-style-type: none"> <li>Team 1 Reviewed</li> <li>New Course</li> <li>Motion to approve by Randy, Marlo 2<sup>nd</sup></li> <li>Approved</li> </ul>						Wade Morris	New	Spring 2022	
WELD 1362 SMAW II <ul style="list-style-type: none"> <li>Team 2 Reviewed</li> <li>New Course</li> <li>Rework the competencies to be consistent with the other welding syllabi using Blooms Taxonomy</li> <li>Motion to approve by Rena, Karen 2<sup>nd</sup></li> <li>Approved with changes</li> </ul>						Wade Morris	New	Spring 2022	
WELD 1359 GTAW II <ul style="list-style-type: none"> <li>Team 3 Reviewed</li> <li>New Course</li> <li>Motion to approve by Todd, Randy 2<sup>nd</sup></li> <li>Approved</li> </ul>						Wade Morris	New	Spring 2022	
WELD 1361 GMAW II <ul style="list-style-type: none"> <li>Team 3 Reviewed</li> <li>New Course</li> <li>Motion to approve by Randy, Todd 2<sup>nd</sup></li> <li>Approved</li> </ul>						Wade Morris	New	Spring 2022	

Syllabi Submitted to Inactivate	Reporter	Inactivate	Effective Semester
n/a			
Other Items	Reporter		
<b>Welding Executive Summary</b> <ul style="list-style-type: none"> <li>• Due to recommendation from the welding advisory board, student interest, and the receipt of two grants, we are expanding welding program</li> <li>• There will be new courses offered and three exit points</li> <li>• Effective date – Fall 2022</li> </ul>	Mary Foley		

Absent: Chris Vanderlinde have no concerns. Voted in advance to approve should majority agree.

**ENDS:**

ESSENTIAL SKILLS  
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 "BARTON EXPERIENCE"

REGIONAL WORKFORCE NEEDS  
 BARTON SERVICES AND REGIONAL LOCATIONS  
 STRATEGIC PLAN  
 CONTINGENCY PLANNING

*Barton Core Priorities/Strategic Plan Goals*

**Drive Student Success**

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**Emphasize Institutional Effectiveness**

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8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.
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AGENDA/MINUTES	
Team Name	Learning, Instruction and Curriculum Committee (LICC)
Date	2/9/2022
Time	3:30 – 4:30 pm
Location	Zoom <a href="https://zoom.us/j/5354602075">https://zoom.us/j/5354602075</a>

Facilitator	Brian Howe				Recorder	Sarah Riegel			
Team members									Present X Absent O
	Team 1		Team 2		Team 3		Additional		Non-voting
x	Brian Howe Team Lead	x	Chris Vanderlinde Team Lead	x	Marlo Chavarria Team Lead	x	Lori Crowther	x	Kathy Kottas
x	John Mack	o	Todd Mobray	x	Mary Doyle	x	Kurt Teal	x	Lee Miller
x	Rena Skelton	o	Sara Hoff	x	Megan Schiffelbein	x	Karen Kratzer	x	Claudia Mather
x	Randy Allen	o	Laura Schlessiger	x	Kristi Mason			x	Elaine Simmons
Guest									
x	Darren Ivey	x	Chris Baker	o	Wade Morris	x	Carol Murphy	o	Amber Workman
x	Mary Foley	x	Karen Gunther	x	Danika Bielek	x	Rick Sloan	x	Andrea Thompson
Action Items						Reporter	New/ Revised	Effective Semester	
MLTC 1500 Urinalysis and Body Fluids <ul style="list-style-type: none"> <li>Team 1 Reviewed</li> <li>Prerequisite Change</li> <li>Make prerequisites consistent so students can self-enroll</li> <li>Motion to approve by Rena, Karen 2<sup>nd</sup></li> <li>Approved</li> </ul>						Karen Gunther	Revised	Fall 2022	
MLTC 1501 Phlebotomy Clinical Practicum <ul style="list-style-type: none"> <li>Team 1 Reviewed</li> <li>Prerequisite Change</li> <li>Make prerequisites consistent so students can self-enroll</li> <li>Motion to approve by Rena, Karen 2<sup>nd</sup></li> <li>Approved</li> </ul>						Karen Gunther	Revised	Fall 2022	
MLTC 1502 Hematology and Coagulation <ul style="list-style-type: none"> <li>Team 1 Reviewed</li> <li>Prerequisite Change</li> <li>Make prerequisites consistent so students can self-enroll</li> <li>Motion to approve by Rena, Karen 2<sup>nd</sup></li> <li>Approved</li> </ul>						Karen Gunther	Revised	Fall 2022	
MLTC 1504 Clinical Chemistry <ul style="list-style-type: none"> <li>Team 1 Reviewed</li> <li>Prerequisite and Course Description Change</li> <li>Make prerequisites consistent so students can self-enroll</li> <li>Motion to approve by Rena, Karen 2<sup>nd</sup></li> </ul>						Karen Gunther	Revised	Fall 2022	

<ul style="list-style-type: none"> <li>• Approved</li> </ul>			
<b>WELD 1348 Introduction to Welding</b> <ul style="list-style-type: none"> <li>• Team 2 Reviewed</li> <li>• New Course</li> <li>• Created this course for the new welding certificate and AS degree</li> <li>• Motion to approve by Chris, Mary 2<sup>nd</sup></li> <li>• Approved</li> </ul>	Wade Morris/ Mary Foley	New	Fall 2022
<b>MLTR 1029 Unit Movement Officer Deployment Planning</b> <ul style="list-style-type: none"> <li>• Team 2 Reviewed</li> <li>• Credit Hour and Outcomes/Competencies Change</li> <li>• Transportation school at Fort McCoy had a change in computer system (TCAIMS) for deployments which added 2 days of training into this class</li> <li>• Added some outcomes and competencies from TCAIMS syllabus</li> <li>• Changed credit hours because TCAIMS piece is not taught by Chris but by Fort McCoy</li> <li>• Motion to approve by Karen, Marlo 2<sup>nd</sup></li> <li>• Approved</li> </ul>	Chris Vanderlinde	Revised	Spring 2022
<b>DANC 1037 Pointe/Pre-Pointe</b> <ul style="list-style-type: none"> <li>• Team 2 Reviewed</li> <li>• New Course</li> <li>• Part of a larger group of courses being developed to teach dance</li> <li>• Motion to approve by Chris, Karen 2<sup>nd</sup></li> <li>• Approved</li> </ul>	Danika Bielek	New	Fall 2022
<b>ENGL 1191 Foundations of Reading and Writing</b> <ul style="list-style-type: none"> <li>• Team 3 Reviewed</li> <li>• New Course</li> <li>• Motion to approve by Marlo, Chris 2<sup>nd</sup></li> <li>• Approved</li> </ul>	Carol Murphy	New	Fall 2022
<b>ENGL 1195 Integrated Reading and Writing</b> <ul style="list-style-type: none"> <li>• Team 3 Reviewed</li> <li>• Credit Hour and Prerequisite Change</li> <li>• Incorporated the lab portion from ENGL 1196 into this course</li> <li>• Motion to approve by Marlo, Chris 2<sup>nd</sup></li> <li>• Approved</li> </ul>	Carol Murphy	Revised	Fall 2022
<b>GEOG 1823 North American Geography</b> <ul style="list-style-type: none"> <li>• Team 3 Reviewed</li> <li>• New Course</li> <li>• Motion to approve by Renae, Chris 2<sup>nd</sup></li> <li>• Approved</li> </ul>	Rick Sloan	New	Fall 2022
<b>LANG 1934 Spanish for Heritage Speakers I</b> <ul style="list-style-type: none"> <li>• Team 3 Reviewed</li> <li>• New Course</li> <li>• This course is the same as Elementary Spanish I but it is for heritage speakers</li> <li>• Motion to approve by Karen, Chris 2<sup>nd</sup></li> <li>• Approved</li> </ul>	Amber Workman/ Brian Howe	New	Fall 2022

Syllabi Submitted to Inactivate	Reporter	Inactivate	Effective Semester
ENGL 1196	Carol Murphy	X	Fall 2022
Other Items	Reporter		
Bloom's Taxonomy Discussion <ul style="list-style-type: none"> <li>Do we want to limit the use of verbs to the verbs on the Bloom's Taxonomy document posted on our LICC webpage?</li> <li>More discussion to come</li> </ul>	Brian Howe/ Elaine Simmons		

Absent: Todd Mobray have no concerns. Voted in advance to approve should majority agree.

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Guest									
o	Darren Ivey	o	Chris Baker	x	Yuchen Boswell				
x	Mary Foley	x	Roni Wertz						

Action Items	Reporter	New/ Revised	Effective Semester
<b>COMM 1610 Introduction to Social Media</b> <ul style="list-style-type: none"> <li>Team 2 Reviewed</li> <li>New Course</li> <li>One of the core courses for the new Digital Communications program</li> <li>Students will have the opportunity to operate a real social media account</li> <li>Edits discussed in the meeting: <ul style="list-style-type: none"> <li>Competencies G.1. and G.2. replace the first word of each statement with “verify”</li> </ul> </li> <li>Motion to approve by Todd, Karen 2<sup>nd</sup></li> <li>Approved with changes</li> </ul>	Yuchen Boswell	New	Fall 2022
<b>CHLD 1505 Preschool Child</b> <ul style="list-style-type: none"> <li>Team 3 Reviewed</li> <li>Course Title Change; Outcomes and Competencies Change</li> <li>Updated syllabus for KCOG</li> <li>Changed courses title to allow for transferability to universities</li> <li>Edits discussed in the meeting: <ul style="list-style-type: none"> <li>Competency B.1. should read Compare and contrast developmental stages of two or more theorists</li> <li>Competency G.2. should read Demonstrate awareness of cultural differences</li> </ul> </li> <li>Motion to approve by Mary, Sara 2<sup>nd</sup></li> </ul>	Roni Wertz	Revised	Summer 2022

<ul style="list-style-type: none"> <li>Approved with changes</li> </ul>			
Syllabi Submitted to Inactivate	Reporter	Inactivate	Effective Semester
n/a			
Other Items	Reporter		
<p>Bloom's Taxonomy Discussion</p> <ul style="list-style-type: none"> <li><a href="http://docs.bartonccc.edu/iss/documents/licc/july2015june2016/Outcomes%20&amp;%20Competencies%20Matrix.pdf">http://docs.bartonccc.edu/iss/documents/licc/july2015june2016/Outcomes%20&amp;%20Competencies%20Matrix.pdf</a></li> <li><a href="https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Bloom%20Competencies%20vs%20Outcomes.pdf">https://docs.bartonccc.edu/iss/documents/facultyresources/2015-2016%20Web%20Documents/Bloom%20Competencies%20vs%20Outcomes.pdf</a></li> <li>Team uses the Outcomes and Competency Matrix as they are viewing syllabi; it's a good guide and helps keep the reviews consistent – it is very outdated</li> <li>Sub-team will meet to revamp the Outcomes and Competency Matrix: Brian, Karen, Sara, Chris</li> </ul>	Brian Howe		

Absent: \_\_\_\_\_ have no concerns. Voted in advance to approve should majority agree.

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