



## EDUCATIONAL AFFAIRS COMMITTEE

Approved Minutes  
October 5th, 2022  
3:00pm  
MTC 344 or Zoom

Voting Members Present: Andrew Lutz (chair), Justin Dunham (vice chair), Judi Guzzy, Nick Mancini, Terri Teal, Tonia Hughes, Kurt Christiansen, Sam Summerville, Ashley Rader, Jacob Kier, Maureen Fitzpatrick, Mathew Schmeer, Susan Brown, Tim Brown, Charlie Randazzo, Casey Buchanan, Dan Mueller, Theresa McChesney, Doug Patterson, and Amanda Glass

Absent Voting Members: Chris Bell and Scott Craig

Resource Members: Gurbhushan Singh, Valerie Dorsey, Kris Perales, Anne Rubeck, and Cathy Almai-Mahurin

- (1) Call to Order  
Andrew Lutz, chair, called the meeting to order at 3 PM.
- (2) Roll Call  
Roll was taken of voting members.
- (3) Agenda Agreement (consent item)  
The agenda was approved by consent.
- (4) Meeting Minutes Draft from September 21, 2022 (consent item)  
The meeting minutes were approved by consent.
- (5) Curriculum\*

### Career and Technical Education

#### Health Information Systems

Lori Brooks

#### Program Edits

- 5330-CERT: Health Information Systems Specialist Certificate
- 2180-AS: Emphasis in Health Information Systems

Lori Brooks discussed the background of the program and the optional internship course. The main issue with the internship is that it is not required or an option within the program. The course is not financial aid eligible under this model. The



## EDUCATIONAL AFFAIRS COMMITTEE

proposed change to the certificate and the AS will have the option of the Internship course or Culture of Healthcare.

Theresa McChesney motioned to approve the program edits and Matthew Schmeer seconded the motion. The motion passed.

### English and Journalism

#### English

Matthew Schmeer

#### New Course

- ENGL 255: Introduction to Grant Writing

Matthew Schmeer represented the new Grant Writing course on behalf of Anthony Funari. Anthony has been teaching this course as a Special Topics course with success and positive feedback. Matthew noted that a grant professional is required to teach this course. The Continuing Education grant writing workshop is available but is not prep for certification/credential testing. This new course is aligned with credential preparation. Maureen Fitzpatrick discussed some of the requirements to sit for the credential.

Doug Patterson motioned to approve the new course and Tonia Hughes seconded the motion. The motion passed.

### Mathematics

#### Mathematics

Rhonda Barlow, Jennifer Kennett, and Ron Palcic

#### New Course

- MATH 071: College Algebra Support Course

Rhonda Barlow and Jennifer Kennett presented the new College Algebra Support Course. The administration requested the department adopt multiple measures for baseline courses with a corequisite remediation model which led the group to examine institutional practices around the country.

Course software for 071 will have adaptive testing and learning modules based on individual needs. Learning strategies and support resources for success will still be available. The department plans to start with 2 sections in the fall of 2023.

The committee identified a nonmeasurable verb in the outline which was adjusted in the meeting prior to a motion and a vote.



## EDUCATIONAL AFFAIRS COMMITTEE

Matthew Schmeer motioned to approve MATH 071 and Doug Patterson seconded the motion. The motion passed.

### Course Edits, Multiple Measure Adoption

- MATH 165: Finite Mathematics
- MATH 171: College Algebra

Ron Palcic discussed the multiple measures for each course and the impact thus far of the pilot project happening this semester at the high school level. Ron presented the multiple measures chart.

Doug Patterson motioned to approve the addition of multiple measure registration requirements for MATH 165 and MATH 171. Matthew Schmeer seconded the motion and the motion passed.

## Career and Technical Education

### Information Technology

Andrew Lutz

#### New Course

- IT 151: VMware vSphere Essentials
- IT 152: Google Cloud Fundamentals
- IT 153: AWS Cloud Foundations
- IT 207: AWS Cloud Operations

Andrew Lutz handed over chair responsibilities to Justin Dunham while presenting his course and program changes in Information Technology- Networking. The new Cloud Certificate proposed is recommended by the advisory board and four new courses have been created which will be electives in the AAS. The proposed certificate aligns with an industry-recognized credential and stacks into the existing AAS. The edit of the 2-year degree is the addition of the new courses to the elective options. The committee identified nonmeasurable verbs in more than one new course outline which were adjusted in the meeting prior to a motion and a vote. Matthew Schmeer motioned to approve the four new IT courses and Maureen Fitzpatrick seconded the motion. The motion passed.

#### Course Edits

- IT 120: CompTIA A+ Practical Applications to IT 120: CompTIA A+ Core 2



## EDUCATIONAL AFFAIRS COMMITTEE

- IT 155: Microsoft Administration Fundamentals
- IT 223: Azure Administration
- IT 224: Modern Desktop Administrator

The current IT course proposals being edited also track industry credentials which are constantly being updated due to the nature of technology. Andrew explained that the title change to IT 120 is due to a new state program alignment. IT 120 is a common state course that is required to align with specific state standards.

Jacob Kier motioned to approve the IT course edits and Matthew Schmeer seconded the motion. The motion passed.

### New Program

- 4680-CERT: Cloud Certificate

Matthew Schmeer motioned to approve the new Cloud Certificate. Tonia Hugh seconded the motion and the motion passed.

### Program Edits

- 2330-AAS: Information Technology – Networking

Doug Patterson motioned to approve the program edit and Tonia Hughes seconded the motion. The motion passed.

## (6) Subcommittee and Liaison Assignments and Updates

- Cultural Diversity/General Education

Matthew Schmeer presented a PowerPoint presentation pertaining to the draft adoption of the KBOR Systemwide General Education Program at JCCC to the AA, AFA, and AS degrees. Matthew and Gurbhushan Singh will be making the presentations across campus to committees such as the Committee of the Whole and Academic Branch Counsel to spread the word and obtain feedback.

Matthew reported the subcommittee did meet the week prior and reviewed course applications for the general education and cultural diversity designations.

Recommendations for those designations will be on the next meeting's agenda to vote on.

- Procedures

Jacob Kier noted the subcommittee has scheduled to review and update the syllabus template document, Educational Affairs Bylaws, and possibly the course guidelines document.

- ABC



## EDUCATIONAL AFFAIRS COMMITTEE

Judy Guzzy updated the committee on the most recent meeting. Meeting notes are available online.

- OLAC  
No report.
- Faculty Association  
No report.
- Committee of the Whole  
Theresa McChesney reported on COTW.

### (7) Announcements and Updates

Doug Patterson reminded the committee about the upcoming Master Teacher Workshop.

### (8) Adjournment

Justin Dunham motioned to adjourn the meeting and Matthew Schmeer seconded the motion. The motion passed. The meeting concluded at 4:42 PM.

*\*Curriculum updates are effective Academic Year 2023-2024 Catalog which covers Summer 2023, Fall 2023 and Spring 2024 terms.*