

CCRI CURRICULUM REVIEW COMMITTEE MEETING

March 24, 2023 2:00-4:00 PM
Knight Campus, Board Room 4090

MINUTES

1. CALL TO ORDER

Chairperson Stargard called the meeting to order at 02:04 PM.

2. ROLL CALL

3. APPROVAL OF MINUTES

Motion to Approve: Sandra Sneesby, 2nd Kathy Blessing

The committee voted 9 to 0, with 1 abstention to **APPROVE** the minutes from the February 2023 Curriculum Review Committee Meeting.

4. NON-ACTION/ANNOUNCEMENTS

5. ACTION/VOTING ITEMS

NON-ACTION/ANNOUNCEMENTS

COMMITTEE ANNOUNCEMENTS:

1. 2023-2024 CRC Timeline
 - a. The proposed 2023-2024 meeting timeline was unanimously approved.
 - i. Leslie Killgore voted in favor – and others agreed – to invite new members of the CRC to the fourth spring meeting for training purposes.
 - b. Cathy Tessier and Cindy Arce will work on timeline of expected course and program implementation following CRC approval.
2. Work-Based Learning Criteria on Course and Program Proposal Forms
 - a. Beth Anish and Yamel Chinchilla presented and participated in discussion with the Curriculum Committee Members:
 - i. Work-Based Learning (WBL) Certification Form:
 1. The WBL form is meant to help departments development WBL curriculum.
 2. The WBL form would be used to revise a current course or to propose a new course with a WBL learning element.
 3. Sandra Sneesby asked if the WBL form will be vetted through the Faculty Senate – Beth Anish confirmed yes
 4. The WBL form will be shared with faculty as soon as possible.
 5. The main goal is for students to have the experience to meet and interact with the industry.
 6. Beth Anish and Yamel Chinchilla are working with departments who are missing WBL components in their programs to launch fully in 2024.
 7. Sandra Sneesby asked if there could be a “dummy” course to account for WBL done outside of course requirements – Beth Anish to work with Cathy Tessier

- ii. CIM implications:
 - 1. There will be questions added to the CIM forms about the WBL learning component – goal is to implement WBL component on the CIM form for fall 2023
 - a. Cathy Tessier mentioned she and Liz Del Sesto will need to discuss the CIM workflow and have all courses that may already have a WBL component be submitted through CIM
 - b. The WBL courses that go through CIM will check off a WBL attribute that will be showcased in the catalog; there will be carrots in superscript in the course titles for transcript purposes
 - c. Sandra Sneesby asked if there is a standard WBL SLO – Lauren Webb replied that it will need to be program specific.
- 3. Course and Program Review Process – *not discussed*

ACTION/VOTING ITEMS

New Course Proposal: Introduction to Events Management
ADAS 2430, 3 credits
Originator: Cheryl Amantea

RATIONALE:

NOTE - This course was originally an elective in the Travel Tourism Hospitality Certificate program. It was course TRVL 1135. We are simply changing the course prefix and number to be ADAS 2430. The reason is that the Travel Program and Courses are being suspended and re-designed. However, Executive Administrative Assistant students take this course in their degree program.

This course provides a critical foundation to the design and implementation of a variety of events, both large scale and small. Events are a key part of business, nonprofit, and government organizations and include annual meetings, fundraising events, expositions, community events, and more. Events management also fits in well with business and professional studies courses because it includes these key components: project management, risk management, resource development, revenue streams, strategic relationships including sponsorships, and more.

CATALOG DESCRIPTION:

This course introduces the process of planning, designing, and implementing a wide range of events from a meeting with just a few attendees to major expositions with thousands of visitors. Strategic planning, risk management, the event program, and event planning are key components of the course. Students will learn the food and beverage aspects of events as well as site planning and event promotion.

Motion to Approve: Cynthia Johnson, 2nd Sandra Sneesby
The committee voted 10 to 0, with 0 abstentions to **APPROVE** the proposal.
