

Curriculum Committee Meeting Thursday, March 20th, 2025, 1:00 PM

Attendees: Christina Hale (Chair), Happy Gingras (Chief Academic Officer), Ryal Watkins, Marty Flynn, Dr. Dean McCall, Manika Parker, Camille Richardson, Daniel Price, Erica Caracoglia, Madeline Wynn

Christina Hale opened the meeting at 1:00 PM.

1. Approval of agenda.
Motion to approve: Dean McCall
Second the motion: Camille Richardson
All in favor: All agreed
Opposed: None
2. Approval of previous meeting minutes.
Motion to approve: Erica Caracoglia
Second the motion: Ryal Watkins
All in favor: All agreed
Opposed: None
3. ECC and MCC ISA for PTA: Dr. Dean McCall brought forth the ISA for informational purposes and discussed the two seats that the PTA program reserves for Edgcombe Community College students.

Motion to approve: Erica Caracoglia
Second the motion: Manika Parker
All in favor: All agreed
Opposed: None
4. Institutional Policies and Procedures Manual Update: Ryal Watkins suggested revisions be made in references to Faculty Workload (FWU's). The revisions include the specific wording of "per semester" to be added for clarity for total FWU's, specific wording that gives the CAO and Chair the capability to deviate from the required range per semester as long as the yearly average is not exceeded, and specific wording of "simultaneously" and "per semester" for clarity when referring to preps. The committee discussed that class size and prep load should be taken into consideration with the policy – as well as a concrete description of what a "prep" is. Happy is going to reach out to others to see how our policy compares to others.

Motion to approve: Camille Richardson
Second the motion: Marty Flynn
All in favor: All agreed
Opposed: None
5. Industrial Trades Communication Certificate: Ryal Watkins proposed a new certificate to be added effective Fall 2025 for incarcerated individuals, as well as a CCP pathway. This certificate would bring in two new courses, ISC-170 and WBL-110. He also proposed the new courses be added to the AAS degree for Industrials Systems, Mechatronics, Automotive Systems, Applied Engineering, Electrical Systems Technology, Welding Technology, and HVAC.

Programs of Study for the 2025-2026 Catalog Year have already been submitted and approved – the Committee agreed to move forward with the plan, but with a Fall 2026 implementation date.

Motion to approve: Marty Flynn
Second the motion: Erica Caracoglia
All in favor: All agreed
Opposed: None

6. Work-Based Learning for High School Students: Manika Parker discussed the issue with WBL for students under 18 years of age as there is WBL-112 in an Equine CCP pathway. Manika proposed a catalog change in reference to the WBL statement “1. Be at least 18 years of age.” She suggests including a requirement for potential employers to pursue a work permit for the WBL student. A copy of the paperwork would be submitted to the WBL coordinator to be kept in the students' WBL workbook. Manika will create a formal suggested wording, send to Christina, and Christina will send to committee members to vote by email poll. Update 4/24/25 - Christina sent the poll to members by email, members responded anonymously as Christina did not realize the poll was set that way. However, the majority voted in favor.
7. MOA updates: Marty Flynn shared OST course revisions from the NCCCS (OST-136, OST-164, OST-243, and OST-280). Revisions consist of changes in some course descriptions and some requisite changes. The updated course versions will be brought in during the 2026-2027 Programs of Study submission as the submission for the 2025-2026 Catalog Year has already been completed. The current course versions will not expire until the end of Summer 2026.

Motion to approve: Erica Caracoglia
Second the motion: Happy Gingras
All in favor: All agreed
Opposed: None

8. Moving the MCC catalog to a web-based format: Happy Gingras discussed the possibility of moving from a PDF version to the web-based format for the 2026-2027 Catalog Year. She explained that the new catalog would be easier to update, easier to maintain, could be referenced to by links rather than page numbers, and you could easily search using key words. She also explained that past year catalogs would still be assessable, and addendums would still be possible.

Motion to approve: Erica Caracoglia
Second the motion: Happy Gingras
All in favor: All agreed
Opposed: None

Christina Hale adjourned the meeting at 2:32 PM.