

Curriculum Committee Meeting

Thursday, February 19th, 2026

1:00PM- Building 4, Room 41

Attendees: Happy Gingras (CAO), Leslie Bond, Erica Caracoglia, Hunter Millard, Vickie Murphy, Christine Somerville, Ryal Watkins (James Kennedy, Allison Stalls) (Non-voting members)

1:03 Meeting called to order.

1. Approval/Additions to Agenda-None

Motion to approve: Leslie Bond
Second to Motion: Ryal Watkins
All in favor: Yes
Opposed: None

2. Approval of Minutes from Last meeting

Motion to approve: Christine Somerville
Second to Motion: Vickie Murphy
All in favor: Yes
Opposed: None

3. Attendance Agreement: Happy brought forth an email from the system office stating that the system office does not require colleges to do both the Census Certification and the Attendance Agreement. The system office stated in an email “ We believe the Census Certification option is the easiest for everyone since there is only one time setup needed and not setup completed each term, it is easy for faculty to know that they signed their rosters (and which do not have a signature) via the Census Certification tab in Self-Service”. We called a vote to do away with the Attendance agreement.

Motion to approve: Ryal Watkins
Second to Motion: Vickie Murphy
All in favor: Yes
Opposed: None

4. Adding ASL option as a Foreign Language: Happy discussed the potential addition of American Sign Language (ASL) as a second foreign language option within the AA and AAS degree programs. It was noted that most institutions do not currently offer instruction in this subject. A question was raised regarding whether ASL would qualify for DPI credit at the high school level. The course can be delivered in either an online or face-to-face format; in the online format, students would record and submit assignments through the LMS. If approved, a program of study change form will need to be completed.

Motion to approve: A Change of program packet needs to be sent out.

Second to Motion:

All in favor:

Opposed: None

5. Adding suffix to Medical Office Administration: James discussed that the medical office administration degree needs to be split into 2 **Medical billing and Coding** and **Patient Services Representative**. Mrs. Vickie Murphy had also already done a change of program packet. The program was built right in the system office College but was never split into 2 child programs with different suffixes preventing students from graduating with both degrees.

Motion to approve: Erice Caracoglia

Second to Motion: Hunter Millard

All in favor: Yes

Opposed: None

6. Adding Prerequisites to Certificates: James discussed after his meeting with the Director of Curriculum Management at the system office that all prerequisites for a certificate but be included in the certificate. James will be adding the prerequisites while doing Programs of study.

Motion to approve: Ryal Watkins

Second to Motion: Christine Somerville

All in favor: Yes

Opposed: None

Happy called the meeting adjourned at 1:34PM