

HSH Division Curriculum Meeting Minutes
 Friday, March 8, 2024
 12:00 PM – 1:00PM
 HSH Division Conference Room 5203

Item	Action	Notes	Presenter(s)
Welcome and check in			Draper
1. Approval of HSH minutes 2/9/24	Action	Approved by consensus	
2. Deactivation Exemption for HORT F060G	Action	Motion to approve M/S (Campbell, Leicht) Approved	Draper
3. Title 5 COR Review	Information	<p>Courses in RT, RSP, HORT, EMS, DA, DMS, PT, VT are up for Title 5 review for 2025-26 academic year (a total of 103 courses). PD's have received the list of courses.</p> <p>Campbell gave a tutorial of how to access the COR through Course Leaf and how to begin and submit revisions and edits. She described the process and workflow.</p> <p>COR revisions should also be made with an equity mindset. Each COR must include a statement on how the principles of equity are addressed. There are many ways this can be accomplished, especially in health care courses. Draper will send the newly approved CCC tips for including equity in the COR to the PDs to assist in the process. Title 5 CORs must be approved by HSH CC no later than Friday, June 21.</p>	Draper, Campbell
4. Title 5 COR updates RT 5053D	Action	Updates are still in progress. No action was taken	Campbell

RT F063A RT F063B RT F063C			
5. Title 5 COR Edits and Revisions Timeline	Discussion	<p>May 10th- final day to start workflow for CORs.</p> <p>May 17th- 12:00pm in room 5203: HSH Curriculum Committee Meeting to review all Title 5 COR updates for all programs.</p> <p>June 21st : All revised and approved CORS are due to Mary Vanetta</p>	Draper/Campbell
6. Additional Discussion Topics		4/19/24 Curriculum Sheets due for 2024-2025 catalog	
7. Next meeting Adjourn		<p>April 12, 2024, 12:00PM, Room 5203</p> <p>1:20PM</p>	

Attendees: Cathy Draper, Instructor Health Department, HSH Curriculum Committee Representative
 Rachelle Campbell, Program Director, Radiologic Technology Dept
 Nicole McSweeney, Instructor, Diagnostic Medical Sonography
 Shaelyn St Onge-Cole, Program Director, Veterinary Technology
 Jennifer Leicht, Instructor, Dental Hygiene
 Glenn Kurisu, Program Director, EMS department

Minutes recorded by: Glenn Kurisu