**Date: February 19, 2016**

**Chair: Dov Kugelmass, Ph.D.**

**Recorder: Ronda Charette**

| Topic | Discussion | Action |
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| 1. Chair Opening Statement
 | Professor Kugelmass called the meeting to order. | **N/A** |
| 1. Dean’s Report
 | Dean Branchini gave kudos to the Department Chairs for the work that has been going through the Curriculum Committee. She appreciates the patience with the processing of paperwork.Dean Branchini reported that on March 1st four candidates for the Interim Dean position will be on campus for interviews. April Hodson is preparing the schedule for the day. Candidate’s curriculum vitae’s will be distributed before the date.Dean Branchini gave the following dates to remember:* March 18 – Statewide PA 1240 implementation: there will be a speaker at Middlesex CC to discuss the beginning of formulating the report to BOR
* May 6 – Update of new NEASC standards: Manchester CC will hold a listening tour on student learning and outcome assessment
 | **N/A** |
| 1. Textbook Committee, Professor O’Hare
 | ProfessorO’Hare addressed HB No. 6117: An act concerning the use of digital open-source textbooks in higher education. Professor O’Hare has looked at textbook cost and how it impacts students. BOR will set up a task force to assess the use and promote the use of open source/open license textbooks. Professor O’Hare suggested that TRCC can proactively conduct a review of our use of course materials, develop our own solution to the high cost, and/or create a model for the system which maintains of standard of excellence. The Textbook Committee is creating both a faculty and student survey in order to help develop informational resources, promote alternatives to traditional text and identify ways to make traditional text affordable. | **N/A** |
| 1. Gen Ed Committee, Professor Stutz
 | Professor Stutz reviewed the NEASC description of the Gen Ed Committee. He stated that TRCC needs to collect artifacts from a wider variety of courses. He used a sample assignment, Forensic Speech Assignment, to show how to map the assignment. He showed how the assignment meets some of the competencies of Scientific Reasoning. Professor Stutz encouraged faculty to have one assignment meet all of the competency areas when completing a blue form. Please try to find other areas your assignments meet.Professor Stutz stated that sometimes there are hiccups with Digication, please let the Committee know when this occurs. It is important to get these artifacts collected. Some faculty are only grading the assignment after it has been submitted and some faculty have been uploading the assignments for their students. | **Faculty will look at their assignments for other competencies they may be meeting.** |
| 1. New Governance Structure, Professor Kugelmass
 | Professor Kugelmass suggested setting up a task force to think about what is coming up with the new changes in the Governance structure and how these meetings will change.Professor Topping asked for a 15 minute presentation from Governance on what the upcoming changes are. Professor Ricker volunteered to create a powerpoint presentation on the changes.  | **N/A** |
| 1. Announcements
 | Guided Pathways – the committee is coming up with an outline and planning Brown Bag luncheonsProfessor Zenie announced the Winter Ball will be held February 27th. It is a lot of fun and raises money for student scholarships. Please consider sponsoring a student. The Basket Raffle goes towards departmental scholarships.Professor Neufeld announced there will be a LAB Brown Bag next Wednesday.Ronda Charette reminded faculty to submit syllabi and office hours. | **N/A** |

**MEETING ADJOURNED AT 1:00 pm**