**Date: October 9, 2015**

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

**Recorder: Carole Lee**

| Topic | Discussion | Action |
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| 1. Chair Opening Statement and Call to Order – Dov Kugelmass | As there is quite a full agenda today, Dov noted that the meeting needs to move quickly. | **Special Optional Academic Division Meeting on 10/26 during common hour to discuss and vote on endorsing the Pathways Umbrella and other pathways coming from other disciplines. Sarah Selke will create ballots for those unable to attend meeting. Room D105.** |
| 1. Governance issue – Roxanne Tisch | Roxanne mentioned that the idea of turning more classrooms into “high engagement” classrooms was discussed during Governance. There are currently 29 lecture style classrooms and it has been noted by some faculty that they would like to have some rooms in “pods/group-settings”. It takes up class-time and is tough on the floors to have students’ setup classrooms in a way that would be more efficient for certain classes. | **Perhaps a survey could be done to see how many faculty would like to have more classrooms set up in a different format or stay as they are currently.** |
| 1. Nominations for BOR Teaching Awards – Jen Long | Jen announced that the call nominations and guidelines for the Annual BOR Teaching Awards was just received and she will be forwarding the information to all faculty. She encouraged all to nominate someone or a couple of faculty members. Three Rivers’ nominees have been successful in the last few years. | **Nominations are due to BOR by December 1st. Requests for committee members will be made at the November Curriculum meeting. If interested, please let her know.** |
| 1. Dean’s Report – Dean Branchini | - BOR Academic Council meeting is scheduled for next Wednesday, October 14.  - Thanks to Art Braza for getting the Program Assessment Committee together. They are working through the assessment process.  - Dean Branchini put in a “plug” for the Faculty Co-Chair for Curriculum Committee. She mentioned that at the NEASC conference on Standards she attended in Rhode Island yesterday, they went from nine standards to six. The other three are still there, but they have been consolidated into others. The new standards will not be approved until the annual NEASC meeting in December. There is a significant shift in language from before especially with regards to curriculum/governance.  Thank you for all the good work you are doing and putting students first! | **Dean Branchini stressed that she is fully supportive of the co-chair position and will work with whoever is elected.**  **Will be here to answer any questions about the new division structure.** |
| 1. Division Structure – Tricia Sauter | Tricia shared a handout in which the new division structure was displayed according to departments, tenured, tenure-track, program coordinator and special appointment. It also covered Core Values and Essential Tasks, Leadership Styles, Intra and Cross Division Communication. She also noted that the job description for the Division Director(s) is standard, the faculty could work together to determine preferred qualifications; what are preferred questions for candidates and help construct questions that go to that point/director.  Suggested that a pencil/paper survey color coded by cohort be devised for ideas. Three faculty members volunteered.  Susan Topping suggested that someone take notes during the forums for accuracy; Jen Long suggested perhaps an early retreat with CFT? Possibly by February or during winter intersession. | **She would like to hold two forums for those who wish to participate. Facilitators are needed.**  **Want to create a document that clearly reflects what faculty wants.**  **Terry Delaney – Humanities**  **Nicola Ricker – Science**  **Phil Mayer – Social Science**  **Date and facilitators for forums will be decided before end of semester.** |
| 1. CFT – Pamela Carroll | Statewide CFT is very active. “Practical Professor” is a pamphlet that has been created by CFT that every faculty member should be receiving monthly. Very informative!  Open Classroom Week has been expanded to two weeks this semester 11/2-6 and 11/9-13. This was done to increase the number of observers. It was a great success last year! Participation spreadsheet will be sent out soon. If you are interested in having a class observed by other faculty, please be sure to sign up!  Vicky DiFillipo conducted a workshop on Monday regarding “Difficult Teaching Techniques” created using evidence-based practices. If anyone is interested in seeing the videos, please contact Pamela Carroll.  CFT has met in the past one hour per semester; some faculty asked if it were possible to go back to that. Noted that it was thought to have been voted on previously. Minutes will be checked for vote.  Pamela asked if there is any interest in bringing in a speaker on “Mindless Teaching”. |  |
| 1. Enrollment Projection - Laura Qin | Laura noted that the enrollment projection is to focus on retaining students. Faculty need to Presentation – Laura Qin assist in retention efforts. Information was shared during all college meeting and with Department Chairs in Curriculum Meeting last week. | **If there are specific questions, please call Laura and she will be happy to sit down with you to answer.** |
| 1. Governance Structure – Rick Bennett | Rick noted that during the summer a Governance Task Force of nine faculty and staff met and came up with the current document. Please **read** the document then vote. The new Governance structure as follows is **Advisory only** and does not make policy or decisions; the President is the ultimate decision maker; Cabinet is advisory to the President; College Senate is ½ staff and ½ faculty for a total of 20 advisory positions; there are eight (8) committees currently with 4 openings.  Susan Topping gave Kudos to Rick for undertaking this important issue; Tricia Sauter  urged everyone to please consider voting positively; Terry Delaney noted that a Faculty Senate is needed and would carry more weight. | **Please read the document and then vote. 75% affirmation vote from those voted is needed before the document is sent forward.**  **Noted that if the result of the vote is a negative one, we will default to the last approved document from 2010.** |
| 1. APL Update – Amanda Caffary | Amanda noted that the big changes for APL is to offer more online; info sessions; blackboard shells which will generate a completion certificate to allow student to register; Digication which will allow for 24/7 course access and documentation will now be online and immediately be accessible in the student’s portfolio. |  |
| 1. Curriculum Committee Co-Chair – Dov Kugelmass | It was mentioned during the last division meeting that the Dean would like to have a faculty member be co-chair on the Curriculum Committee. There is a goal set to have someone in place by next semester, ideally, someone with present knowledge or interest in the broad curriculum.  Tricia – Should be someone with tenure  Terry D. – Assessment involved in curriculum also very important to committee. If there is a faculty senate, it needs to be a seamless move.  Dean Branchini – Need to create a bridge from current curriculum to new structure; melding of standards. Done with a different flavor; concurs with Terry Delaney; Decisions are going to be made by all faculty re: programs; co-chair needs to have a deep understanding of program assessment. Dean expressed that she would be happy to provide some guidance. | **Faculty needs to understand total process**  **Motion made and seconded (Neufeld/Selvaggio) that nominee should be a tenured faculty member; 3 abstentions; motion passed.**  **Can nominate others or self-nominate if desired. Need acceptance statement of interest/ability on ballot.**  **Nominations need to be in to Dov by Oct. 23.; candidates statement to Dov for email distribution by Oct. 30.**  **Ballot vote to be held at Nov. 13th Academic Div. meeting.** |
| 1. Ed Tech Committee – Celeste Arrieta/Todd Barry | Powerpoint shared regarding what the EdTech Committee is and does. They also are involved in a Biennial Review of 70+ distance learning courses in accordance with NEASC standards for DL courses.  Announced that we now have an active learning classroom on campus (D107). The Committee provides demonstrations and hands-on exploration for faculty. Faculty are encouraged to learn more about the classrooms (more demos) and increase usage.  15 tablets have been purchased for instructors and students to use. Working on a place to store them (possibly IDEA Center) and process to check them out and track them.  In process of creating a TRCC online faculty evaluation form for those teaching online/hybrid courses.  Will continue discussion on adapting the System guidelines for supervisory evaluation of online & hybrid courses.  Looking for ideas for professional development webinars to sponsor  Appreciate feedback from department/division representatives. | **Invitation extended for any faculty member to join committee.** |
| 1. Gen Ed – Terry Delaney | Terry noted that GenEd is embedded in every aspect of TAP. Still looking for assessment team members for oral communication and historical knowledge. We are working on developing a plan to meet the obligations for the embedded competencies.  We are very much invested in the Multi-State Collaborative program and have reached out to some faculty for help. Laura Qin has information from last year that is in the Academic Division Shared Folder.  Dean Branchini stated that this is the direction in which we need to go; we are not going to be able to have information at this time as we’ve only been doing this for a couple of years. Something to put in place/process. |  |
| 1. Announcements | Terry Delaney announced that MSC (Multi-State Collaborative) is written up in the Journal of Higher Ed. Currently in second year and will be participating also in Spring. One area we are looking at is if all student centered facts come through in Digication. Process has been simplified.  Cindy Arpin – On October 24th, 15 TRCC Nursing students will be participating in a Mobile Flu Clinic with the local Health Department. Adults only.  Steve Neufeld – Kudos to Christine Languth and staff (Deirdre Sebastian) for work done with students.  LAB will be hosting Brown Bag Lunches. The first (Moral Panics) will be held on Oct. 14, from 12-1 in D-128. More information will be forthcoming on other presentations.  Jen Long – While advising for Spring, be sure to pull up summer schedule.  Ronda Charette – Still missing some syllabi for Fall semester. Please send them to her as soon as possible. Thank you. |  |

**MEETING ADJOURNED AT 1:50 p.m.**