**Date: January 25, 2019**

**Present:** Kem Barfield,Mark Comeau, Dean Robert Farinelli, Kathy Gray, Kevin Kelly, Dov Kugelmass, Kacey McCarthy-Zaremba, Ed Muenzner, Steve Neufeld, Will O’Hare, Lili Rafeldt, Sarah Selke, Roxanne Tisch, Susan Topping, Terry Delaney – Chair, Cheryl Salva - Recorder

| Topic | Discussion | Action |
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| 1. Approval of Minutes from December 21, 2018
 | Motion made and seconded (WO’Hare/RTisch) to approve minutes from December 21st meeting. | **Unanimously approved** |
| 1. Curriculog
 | Amy Carney from College of Southern Maryland gave a video presentation of Curriculog – an electronic process for routing and approving forms such as program and catalog changes. The software communicates with Acalog (the software that is used to update the TRCC website). |  |
| 1. Consent Items
 | Motion made and Seconded (LRafeldt/WO’Hare) to accept the list of consent items.* Pre/Corequisite Change – CHE K121
* Pre/Corequisite Change – CHE K122
* Pre/Corequisite Change – MAT K095
* Pre/Corequisite Change – MAT K095I
* Pre/Corequisite Change – MAT K167
* Pre/Corequisite Change – MED K112
* Pre/Corequisite Change – MED K170
 | **Information** |
| 1. Plan of Study Change – Liberal Arts and Sciences and General Studies
 | Steve Neufeld presented proposed changes they made to the new global cultural diversity requirement – many are still in the vetting process so the list will grow. Under the Liberal Arts and Sciences list CJS K172 needs to be removed from the proposal. The grand total on the proposed General Studies POS needs to be changed to read 60-61 credits. Motion made and accepted (EMuenzner /STopping) to accept the proposed POS changes as an update as of this date. Next month the new courses that have been vetted in February will be brought back to Curriculum delineated at the bottom of the grid. | **Approved and carried.**  |
| 1. Plan of Study Change – Human Services
 | Motion made and seconded (EMuenzner/LRafeldt) to accept the change to the Human Services POS. The MAT K135 course has been changed to MAT 1XX or higher which can include MAT K123. Students will be advised into the correct math course based on whether they are intent on pursuing a career after graduation or transferring to another college. | **Approved and carried.** |
| 1. Plan of Study Change – Certified Medical Assistant
 | Motion made and seconded (EMuenzner/LRafeldt) to accept the change to the Certified Medical Assistant POS. Proposed change was to delete HIM K155 from Semester III and move MED K216 (which used to be in Semester IV) to its place. COM K173 will take the place of MED K216 in Semester IV. | **Approved and carried.** |
| 1. 200 Level Course Discussion
 | Lily and Susan teamed up to evaluate the higher order thinking component of 200 level syllabi. They picked 15 syllabi across the disciplines. They read them and looked for a higher order thinking in the course description. They looked at whether prerequisites were listed on the syllabi and then used Bloom's taxonomy and looked at learning outcomes and categorize them according to the new version of Bloom. 13 of the 15 had course description related to higher order learning. Some syllabi’s course descriptions did not match what is on the web. 9 of the 15 did not list prerequisites. There were many variations in style, formatting and outcome measurability. They distributed their findings in a grid. Roxanne, Sarah and Dov worked on the status of prerequisites. They distributed a list from IR and found many inconsistencies. Some indicated permission of instructors while another did not. Some courses had the same course listed as both the Pre and Corequisite. Another had “latest CAD release working knowledge” as a prerequisite. This is not enforceable.Ed and Mark worked on the on the expectations of course work portion of the 200 level courses. They emailed 20-25 specific instructors that teach both 100 and 200 level courses asking what their expectations of work was from the students for each level. They distributed a handout of what responses came in. | **- Departments will need to vet the syllabi to make sure descriptions are the same with what is on the web.** **- Boilerplate front page of the syllabi that includes mandatory information.****- Professional development subject – learn how to write a syllabi** |
| 1. Other
 | Next meeting will be on February 22nd. | **Agenda items to Terry by Tuesday, February 19th as the 18th is a State Holiday.** |

**MEETING ADJOURNED AT 11:43 am on motions by EMeuzner/STopping**