**Date: October 19, 2018**

**Present:** Jodi Calvert, Mark Comeau, Kathleen Gray, Interim Dean Jukoski, Kevin Kelly, Dov Kugelmass, Ed Muenzner, Will O’Hare, Lili Rafeldt, Sarah Selke, Mike Stutz, Roxanne Tisch, Kacey McCarthy-Zaremba, Terry Delaney – Chair, Cheryl Salva - Recorder

**Absent with cause:** Susan Topping

| Topic | Discussion | Action |
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| 1. Approval of Minutes from September 21, 2018 | Motion made and seconded (EMuenzner/RTisch) to approve minutes from September 21st meeting with one notation   * RTisch noted that the individual who presents should have their name on the minutes vs. the department representative that submitted the item for the agenda. | **Unanimously approved** |
| 1. Consent Items | Motion made and Seconded (WO’Hare/RTisch) to accept the list of consent items with the removal of First-Run Online ECE\*K215 from the agenda. EMeunzner noted that when ECE\*K215 was reviewed the grading policy on page 7 should be revisited as it was not consistent with school policy.   * LIB\*K116 – removal of LIB\*K123 prerequisite – noted that although prerequisite course number was higher in was inconsequential as course content was not sequential –the removed prerequisite no longer has course content needed for LIB\*K116. * Credit Course Proposal - Special Topics – Advanced Broadcast/TV Production to be run Fall 2019. This course might fit into the TAP Degree. It was questioned if special topics course should be held to the same new course criteria as regular courses, but decided that they did not need to as they are only a trial course looking for a student base. * Course Deletion – CAD\* K107 – Lab, Computer Aided Drafting. Kudos were given to using the form that included rationale with the deletion intent. This is especially important on consent items. It was noted that the extranet has the most updated Academic Division forms and these forms are the one that should be used each time. Forms saved to folders on your computers should not be used as they may not be the most recent. | **Information** |
| 1. New first-Run Online/OLCR Course Proposal – BIO 100 | BIO 100 has been vetted through EdTech. Motion made and seconded (RTisch/EMuenzner) to accept BIO 100 as an online course for Spring 2019. | **Unanimously approved** |
| 1. New Course Proposal – EAS K102 – Earth Science | This course is actually a reactivation. Adjustments were made to make this a non-lab version of Earth Science. It will be transferable as a general science and will be vetted for GenEd outcomes. Motion was made and seconded (WO’Hare/RTisch) to approve EAS K102 as a new course. | **Unanimously approved.** |
| 1. Plan of Study Change – Environmental Health and Safety Management | Remove ENV K101 (Environmental Studies) and replace with BIO\*K180 (Principles of Environmental Science – both 3 credits. Also add BIO 289 (Environmental Science Seminar) as a cross list for ENV\*K295 (Environmental Issues Seminar) – both 3 credits. Motion was made and seconded (RTisch and MComeau) to accept the proposed changes. | **Unanimously approved** |
| 1. Meeting dates for March 2019 and April 2019 Curriculum Meetings | The third Friday of the month in March and April 2019 will fall respectively during spring break and on a day of reflection when the college is closed. It was decided the meetings for those months would be pushed back a week. | **March 2019 meeting will be held on March 22nd. April 2019 meeting will be held on April 26th.** |
| 1. One College Gen Ed Proposal | Mike Stutz gave a Gen Ed overview. Is this Gen Ed proposal what this committee believes makes sense? Any changes? Public comment period will end on 12/1/18. Sara Selke stated that Gen Ed hierarchy of outcomes may be broad at the start then refined to course outcomes which will reinforce the Gen Ed outcomes. Lily Rafeldt noted that Gen Ed course syllabi will need to be updated to reflect the 2/3 category content outcomes. Mark Comeau noted that we also need to answer to the people that drive our curriculum – program advisory boards and industry. Mike Stutz asked to have departmental and industry advisory board thoughts forwarded to him – they are valuable.  Delaney – Non Tap Gen Ed – Any Plan of Study that is a NonTAP Pathway needs to have forms filled out by December Meeting indicating the POS is GenEd compliant. Forms have been sent out to PCs. | **The Curriculum Committee notation on the Gen Ed proposal will be on the November 16th agenda.** |
| 1. Review of TAP Geography Pathway | Was reviewed favorably by FIRC as a flexible pathway. Affirmed by Humanities/Social Science Department. TRCC will only have to add 1 course. Motion was made and seconded (SSelke/EMeunzner) to endorse. | **Unanimously approved.** |
| 1. TAP Students | An email from Kem Barfield showed a snapshot of TAP students, there are 5,729 in the system with TRCC registering 562 of them. Psychology department has the majority with 96, then Business with 90 and Bio with 67. Except for Art someone is enrolled in every program we offer. Working on possible communication and advising issues – out of the 23 in English last year they were almost all developmental. Did they understand what they were registering for? Out of 12 transfer graduates 7 did not graduate in the transfer degree they believed they did. |  |
| 1. Voting Membership | Questions were raised on voting privileges if you are a member of a subcommittee of Curriculum. Because of the size of the campus it was indicated that if you are a member of a subcommittee you are allowed to vote on Curriculum. | **If a member serves on College Congress they cannot be a voting member of Curriculum Committee.** |
| 1. Mid-Terms Grades | Marc Comeau noted the time it takes to create a new Bb column. Dov Kugelmass found it frustrating and indicated it interfered with grading. Sarah Selke uses an independent weighting of the grade using a weighted averages strategy. Lily Rafeldt uses the 1000 point systems where students know all along the way where they are. It was noted that mid-terms have a psychological effect on the students – especially those online that you do not talk with or see. Jodi Calvert indicated that there can be flexibility with the date – it is a way for students to be informed and get feedback which is important before the start of next semester’s registration. Roxanne Tish indicated the date for mid-term grades should be on the academic calendar. |  |

**MEETING ADJOURNED AT 10:57 am on motions by EMeuzner/LRafeldt**