**Date: November 15, 2019**

**Present:** Patrick Burton, Mark Comeau, Kathleen Gray, Kevin Kelly, Kacey McCarthy-Zaremba, Ed Muenzner, Steve Neufeld, James O’Shea, Lillian Rafeldt, Sarah Selke, Michael Stutz, Roxanne Tisch, Susan Topping, Betty Williamson, Terry Delaney – Chair, Cheryl Salva - Recorder

| Topic | Discussion | Action |
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| * Approval of Minutes from October 18, 2019
 | Motion made and seconded (SSelke/LRafeldt) to open discussion of minutes from meeting of October 18th. Change noted: Second and fourth sentence within the second bullet of the TAP/FIRC Update box to be updated to: ***Revision of these*** is what FIRC will be doing this year and ***FIRC is*** hoping this fall to design a process….. Minutes approved with correction. | **Correction to be made to minutes.** |
| * Consent Items
 | Motion made and seconded (EMuenzner/SNeufeld) to accept the list of consent items.* First-Run Online Proposals:
* ENG\* K210 – The Novel (Instructor - Topping)
* Course Deletions:
	+ ACC\* K110 – Introduction to Forensic Accounting
 | **Information****Box needs to be checked that it is a new instructor. Course title in system is Fiction not The Novel. Suggested that stress be removed from description and replaced with strengthen. Form will be updated and given to Cheryl for the records.****Class has not run since 2015. Is tied to Accounting Degree as an elective.** |
| * New Course Proposal – MAT\* K165 – Principles of Statistics with Computer Applications
 | Motion made and seconded (SSelke/LRafeldt) to accept the new course proposal for MAT\* K165 – Principles of Statistics with Computer Applications. This course is already in use at Manchester and Tunxis. It is replacing the 3 credit MAT\* K167. Software indicated in the course description may vary (dependent upon cost) so no specific software is named. | **Unanimously approved and carried.** |
| * Concept Paper – Mechatronics Technology Certificate
 | Motion made and seconded (EMuenzner/LRafeldt) to discuss the Mechatronics Technology Certificate Concept Paper. This will be a workforce-oriented certificate that will shoe horn into current programs and EB. | **Unanimously approved and carried. Will be forwarded to BOR for the 12/4/19 meeting.** |
| * Program Change – Marketing Certificate
 | Motion was made (SSelke/EMuenzner to discuss the proposed program changes to the Marketing Certificate. Back from the October meeting. It was noted that a new addition to the POS – Graphic Design I – may be an issue with the prison population as they do not have computer access. Could another course be substituted? This was one of the few certificates they could take. Discussion was held regarding clarity of hidden prerequisites. It was decided to table the POS change for the Marketing Certificate to a future meeting. | **Tabled.** |
| * Gen Ed Update
 | * Most recent version of the Gen Ed Proposal dated 11/13/19 was distributed and reviewed. It will be going to the Consolidation Committee, then to the Consolidation Implementation Committee, then to the 12 colleges for review via their individual governance process. Discussion ensued on the rubrics. It was noted that artifacts are still needed. A motion was made and seconded (EMuenzner/LRafeldt) to endorse the report and send it to FIRC. Motion carried.
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| * TAP/FIRC Update
 | * Economics Pathway ([www.ct.edu/tap](http://www.ct.edu/tap)) was reviewed online and discussed in length. Motion made and seconded (SNeufeld/EMuenzner) to affirm the department’s endorsement. Concerns noted to bring to FIRC was the lack of upper level courses.
* There was a FIRC meeting last week. One of the challenges are the outcomes within the categories. FIRC is writing up guiding principles to be used by the workgroups.
 | **Endorsed with one abstention.** |
| * LAS/GS Update
 | * They have decided to stop working on the state level for lack of a clear governance process.
* On the local level they are focusing on improving faculty advising within the program. They have been having meetings with Edie as so many of the advisees are pre-nursing.
* Working on finishing vetting courses.
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| * Additional Announcements
 | * Requirements for online math courses – Math/Science had concerns regarding online courses – they made a list of requirements that Ed Tech asked them to present to curriculum. Ed Tech will further investigate where to put the requirements so students will be made aware. Motion was made and seconded (STopping/SNeufeld) that the Curriculum Committee recommend to the dean that all students in the admission’s process take the smarter measures test to assess their online readiness. Motion carried with one abstention.
* December 20th meeting has the possibility of being very lengthy.
* DC’s were reminded that POS’s may need to be modified with the new MAT\* K165 course that will be replacing MAT\* K167
* Once the GenEd recommendation for the one-college is affirmed by the SF group they will be coming to us for formal action. The Chair is working on a formal response and it is his understanding that this group’s response is what the College Congress will send back. The response he is working on is to do nothing because we oversee the curriculum for Three Rivers and should not, therefore, oversee the curriculum for a one-college. System office has moved a TAP process into a one-college curriculum process and he finds that problematic. Without a governance process that charges a curriculum committee that puts together content for a one-college this work should not be done. Send responses to him by February 1st.
 | **Will be brought to dean.****January meeting may be needed.** |

**MEETING ADJOURNED AT 11:31 AM on motions by SSelke/STopping**