



Curriculum Committee Meeting Minutes

Date: November 16, 2018
Present: Kem Barfield, Mark Comeau, Kathleen Gray, Interim Dean Jukoski, Kevin Kelly, Dov Kugelmass, Ed Muenzner, Will O'Hare, Lili Rafeldt, Sarah Selke, Roxanne Tisch, Susan Topping, Kacey McCarthy-Zaremba, Terry Delaney – Chair; Patrick Burton, Presenter; Aaron Dahlen, Presenter; James O'Shea, Presenter; Cheryl Salva - Recorder
Absent with cause:

Topic	Discussion	Action
1. Audio Recording	It was requested that meetings be taped for clarity in transcribing. There was no dissent.	Meetings will be recorded for transcription purposes.
2. Approval of Minutes from October 19, 2018	Motion made and seconded (EMuenzner/WO'Hare) to approve minutes from October 19 th meeting as written.	Unanimously approved
3. Consent Items	<p>Motion made and seconded (WO'Hare/EMuenzner) to approve the consent items with the pulling of First Run Online Business Law II (EdTech had not yet vetted it).</p> <ul style="list-style-type: none"> CJS*K225 – Removal of CJS 101 prerequisite - It was indicated that there was no clarity on what a 200 level course requirements were - the proposed catalog change for CJS K225 indicated it would be a 200 level course without a prerequisite. Common standards of a 200 level course was on the agenda a few years ago but it was never covered. Question raised on First Run Online IDS K105 - prereq indicated the student would need knowledge of the online platform vs. when a ground student takes this course they would not need prior knowledge of it but would be learning it. This online course is needed because, as a college, we are offering Gen Studies online and it is needed for the degree. 	Information

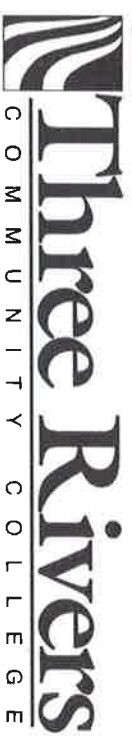


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4. President Jukoski	Wished the group a Happy Thanksgiving and questioned if a Pot Luck Luncheon should be on 12/7 or at the beginning of spring semester.	It was indicated that a Pot Luck on both dates was preferred.
5. New first-Run Online/OLCR Course Proposal – BIO 111	BIO K111 has been vetted through EdTech. Motion made and seconded (RTisch/WOHare) to accept BIO K111 as an online course. Roxanne Tisch is the DC for this course area and gave verbal approval for the proposal as it was another Department Chair that had signed off on it.	Unanimously approved
6. New Course Proposal – Data Structures & Introduction to Algorithms	Patrick Burton presented the proposed Data Structures & Introduction to Algorithms course which will be part of the upcoming POS change for Computer Sciences. The course comes from an advisory board consisting of industry, academia as well as past students. It will be for the career path. Motion was made and seconded (WOHare/EMuenzner) to approve this as a new course for Fall 2020. It will be a 3 credit course for 5 (3 lecture, 2 lab) contact hours - it was noted that it could be loss of money if it becomes a trend to have students pay for 3 credits while the college has to pay 5 contact hours for teaching it.	Unanimously approved.
7. New Course Proposal – Software Engineering	Patrick Burton presented the proposed Software Engineering course which is also industry approved and includes more writing and group work - more classroom than lab time. It will be 3 credit hours and 4 contact hours. Motion was made and seconded (WOHare/EMuenzner) to approve this as a new course for Fall 2020.	Unanimously approved.
8. New Course Proposal – Computer Science Capstone	Patrick Burton presented the proposed Computer Science Capstone course. Will be very hands on in R & D environment. Questioned if it could be compared content wise to a 400 level course at a 4 year institution. Phraseology will be changed from a comparable course to a unique course offering specific to the work force demands of the industry. This will be a 3 credit, 3 contact hour course and should have been listed as "Other" instead of "Lecture". Motion was	Unanimously approved.

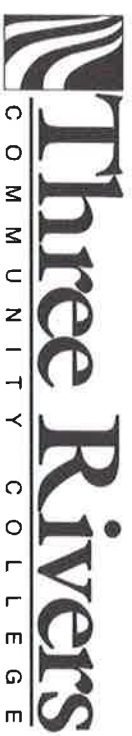
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	made and seconded (WO'Hare/EMuenzner) to approve this as a new course for Spring 2021.	
9. Plan of Study Change – Computer Science Technology	Plan of Study change - Computer Science Technology - Semester II - Delete CST K145, Move CSC K223 and CSC K233 to Semester II; Semester III - Delete CSC K215, Add new course Data Structures & Introduction to Algorithms, Add new course Software Engineering, Change MAT K254 to Technical Elective; Semester IV - Delete CSC K216, Delete CSC K224, Add new course Computer Science Capstone, Change MAT K256 to Computer Science Elective, Update list of Technical Electives. It was suggested moving one of the 3 credit courses from Semester II to Semester III which would tally both semesters at 15 credits each. Motion was made and seconded (Sselke/WO'Hare) to approve all program changes within Computer Science Technology.	Unanimously approved. BOR Modification Form will be completed and sent to BOR for approval.
10. New Course Proposal – Electronic CAD and Fabrication	Aaron Dahlen presented new course Electronic CAD and Fabrication. It currently exists at NVCC. Once program population grows would like to see it offered every semester. KGray noted that it could find a following of students based on those that need a 1 credit course. Motion was made and seconded (LRafeldt/EMuenzner) to approve this as a new course for Fall 2019.	Unanimously approved.
11. New Course Proposal – Electronic Circuits II	Aaron Dahlen presented new course EET K114 Electronic Circuits II. It currently exists in the system at GWCC and NVCC. Motion was made and seconded (LRafeldt/WO'Hare) to approve this as a new course (4 credit hours, 5 contact [3 lecture, 2 lab] hours) for Spring 2020.	Unanimously approved.
12. New Course Proposal – digital Electronics	Aaron Dahlen presented new course EET K252 Digital Electronics. It currently exists in the system at GWCC and NVCC. Motion was made and seconded (WO'Hare/EMuenzner) to approve this as a new course (4 credit hours, 5 contact [3 lecture, 2 lab] hours) for Spring 2020.	Unanimously approved.



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13. Plan of Study Change – Electrical, Laser, and Robotics Engineering Technology	Plan of Study Change - Electrical, Laser and Robotics Engineering Technology - These changes will need to go through the Board with a modification form because the amount of changes are over 15 credits. Notation (Item 14) needs to be removed indicating Tech Writing satisfies the Fine Arts Elective. Motion was made and seconded (LRafeldt/MComeau) to approve all program changes within Electrical, Laser and Robotics Engineering Technology.	Unanimously approved. BOR Modification Form will be completed and sent to BOR for approval.
14. Plan of Study Change – Visual Fine Arts	Changes made to meet non tap degree requirements. Change MAT K137 to MAT 1**, Change Social Science Elective to be the range of Social Phenomena Courses from Gen Ed, Change the Liberal Arts, Art of Graphics Elective to be an Open Elective, Change Natural Science Elective to be a Gen Ed course in Scientific Knowledge. Motion made and seconded (WOHare/DKugelmass) to approve the program changes within Visual Fine Arts.	Unanimously approved.
15. Plan of Study Changes – Technology Studies- Biomolecular Science Option, Technology and Engineering Education Option, and COT Degree	Change MEC K150/MEC K151 to CAD K141. Motion made and seconded (WOHare/EMuenzner) to approve the program change within Technology Studies - Biomolecular Science Option, Technology Studies, Technology and Engineering Education Option, and Technology Studies Degree.	Unanimously approved.
16. Plan of Study Change – Business Administration	James O'Shea presented the following degree changes: Semester I - Delete HSP K100, Semester II - Change wording to MAT K123 to add OR MAT K167, Delete BMG K202, Delete HSP K108; Semester III - Change GRA K140 to GRA K151, Delete HSP K243, Delete HSP K111 and Delete BBG K210 - BMG K210 or BBG K232; Semester IV - Delete the Hospitality Management: Hotel Option Concentration and Delete the Hospitality Management: Restaurant Option Concentration. Motion was made and seconded	Unanimously approved.



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	(EMuenzner/LRafeldt) to approve the program changes within Business Administration Degree.	
17. Items that are approved with changes	It was requested by the Chair that for all documents that are approved with noted changes, clean copies of those documents with inclusion of the noted changes must be turned into the recorder, Cheryl Salva.	
18. Proposed Catalog Change – EET K105 Electric Circuits & Systems	Course description, prerequisite and corequisite changes to EET K105 - Electric circuits & Systems. Motion made and seconded (DKugelmass/WO'Hare) to approve requested catalog changes to EET K105.	Unanimously approved.
19. Discontinuation of Certificate – Lean Manufacturing	Lean Manufacturing Certificate - Motion made and seconded (STopping/EMuenzner) to discontinue program	Unanimously approved. Will be sent to BOR
20. Discontinuation of Certificate – Supply Chain Management	Supply chain Management Certificate - Motion made and seconded (SSelke/STopping) to discontinue program	Unanimously approved. Will be sent to BOR
21. One College Gen Ed Proposal	Motion was made and seconded (MCombeau/LRafeldt) to discuss the assessment reports for Social Phenomena and Aesthetic Dimension Competencies that will be going to FIRC and are in the requested FIRC template. The following sentence was created by Dov Kugelmass to be added onto the Social Phenomenon Assessment: <u>Additionally, as constructed, outcomes A-D may not be appropriate to all be assessed from a single course.</u> Motion made and seconded (SSelke/STopping) to include the additional sentence. Any additional responses/input will be needed by Monday. Assessments are due on the 21st.	Unanimously approved.



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22. COM 202 – TAP Additional GenEd Course Mapping for Global Knowledge	<p>Motion made and seconded (SSelke/LRafeldt) to discuss adding COM 202 to TAP Gen Ed for Global Knowledge – Sarah Selke indicated this will be part of Appendix 1 which is on a 1 year calendar update. Anything forward that gets updated here needs to go to your departments - advisors need to be aware that Appendix 1 is growing. TAP policy is regardless of when the student took the course, as long as it is vetted when they do the audit it will count.</p>	<p>Unanimously approved.</p>
23. Gen Ed Task Force	<p>Committee discussed statement on the one college 21 credit general education task force proposal. Chair also distributed a copy of the curriculum committee resolution of non-support for the "one college" General Education core document based on responses he received for input. Some changes were made to the document which will be updated and sent to the Committee and forwarded to the recorder (statement will be included with the November meeting documents) as well as to Michael Stutz who will bring the documents to the group as our TRCC representative. Motion was made and seconded (STopping/LRafeldt) to endorse the GenEd statement on GenEd. Motion was made and seconded (WO'Hare/STopping) to endorse the revised Curriculum Committee statement of non-support for the proposed "One College" General Education Core.</p>	<p>Both were unanimously approved.</p>
24. FIRC	<p>Selke gave a FIRC overview. Current 21 credits not fitting into the Framework 30 – there will be some negotiations and modifications will be happening. FIRC issued a statement indicating that "FIRC does not support the current proposal because it does not fit into the Framework 30. They also gave GenEd a template and we look forward to working with you." GenEd met directly after that meeting.</p>	
25. LAS/GS	<p>Presented the Global/Intercultural Competence Course Rubric which was vetted by the committee. Motion was made/seconded (EMuenzner/WO'Hare) to</p>	<p>Unanimously approved.</p>



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	<p>endorse the rubric. Neufeld had indicated that if the rubric was endorsed by Curriculum the POS will need to be changed to reflect the new courses. Due to the amount of work the department will have in readying the POS change and the amount that will already be included into the December meeting, there will be a January meeting (1/25/19) to include catalog changes along with a discussion and definition of what encompasses a 200 level course.</p>	
26. Curriculum Agenda	<p>Original agenda that was emailed to Academic Division included links to agenda items.</p>	<p>Conclusion was that working drafts will not be open to the college community – only once it is refined, completed and approved.</p>
27. Co-Chair	<p>Having a Co-Chair will allow meetings to continue if something were to happen to the Chair. The Chair will make sure the nominations are accepted and voted on in December.</p>	<p>Requested nominations by email 2 weeks before the December 21st meeting.</p>
28. Congress	<p>Congress will allow Curriculum to establish 3 subcommittees. There are currently 3 task forces that have asked to become subcommittees: GenEd, EdTech and LAS/GS. Also Congress entertained a motion about Curriculum that would write into the Governance Document that the chair will be selected at the first meeting of the AY – it will be requested that they let Curriculum be with the process we currently have (elections in May to get up to speed before the beginning of the AY) that is working quite well. Congress also wants to set term limits on Curriculum Chair and members as well. That may not work as it</p>	



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	takes time to get up to speed and could become disruptive if half the body is changed out at one time.	
29. Non Tap GenEd	Out of 23 programs - 16 have turned in completed charts. Four – Early Childhood, Exercise Science, Nursing, and Sports and Leisure Management have not yet submitted. Exemptions – COT, MFG (Laser Manufacturing) and Nuclear Engineering Technology.	GenEd will get the completed charts and we will wait for their review.
30. Substitutions and Waivers	Kevin Kelly questioned if there are restrictions/limits for substitutions and waivers per student? With the number his office reviews as they begin certification for graduation they want to maintain the integrity of the degrees. Previous places he works had a limit of no more than 10%. This body does not determine matters such as this and it will fall under venue of new Academic Dean.	

MEETING ADJOURNED AT 12:48 pm on motions by Sselke/Emeuzner