**Date: December 21, 2018**

**Present:** Mark Comeau, Dean Robert Farinelli, Kevin Kelly, Dov Kugelmass, Kacey McCarthy-Zaremba, Ed Muenzner, Will O’Hare, Lili Rafeldt, Sarah Selke, Roxanne Tisch, Susan Topping, Raymond Ward, Betty Williamson, Terry Delaney – Chair, Cheryl Salva - Recorder

**Absent with cause:**

| Topic | Discussion | Action |
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| 1. Approval of Minutes from November 16, 2018
 | Motion made and seconded (STopping/RTisch) to approve minutes from November 21st meeting. | **Unanimously approved** |
| 1. Consent Items
 | Motion made and Seconded (STopping/L Rafeldt) to accept the list of consent items.* First-Run Online - ACC K125
* First-Run Online – BIO K180
* First-Run Online – CSA K105
* Course Deletion – HIS K244
* Course Deletion – HIS K257
* Course Deletion – MAT K135
* Modification of POS – Electrical, Laser, Robotics Engineering Technology
* Modification of POS – Computer Science Technology
 | **Information** |
| 1. New Course Proposal – ENG K214 - Drama
 | Concerns noted on a new 200 level ENG course – many 200 levels English courses are either not running or running with low enrollment. Course will be compliment to Intro to Theater. This class is a Humanities even though it has an ENG prefix. Any course above 202 with the exception of 281 is a Humanities. Motion made and seconded (LRafeldt/RTisch) to accept the proposed course. | **3 for, 0 opposed, 4 abstensions. Carried.** |
| 1. New Course Proposal – MAT K230 - Applied Calculus with a Modeling Approach
 | Appropriate for transfer path. Motion made and seconded (EMeunzner/WO’Hare) to accept the proposed course. | **Unanimously approved. Carried.** |
| 1. New Course Proposal – MED K133 – Clinical Medical Assisting Lab
 | Ray Ward presented. Course will be in the second part of the two year program and will begin Fall 2019. Will meet Non Tap Gen Ed requirement – critical thinking/logical analysis. Has already gone through Gen Ed. Course will be hands on – 3 lecture, 1 lab. It was noted that system wide there is no LAB in the title. Correction will be made to remove LAB from the title and to remove MED K111 from the prerequisites. Motion made and seconded (LRafeldt/SSelke) to accept the proposed course with the noted changes. | **Unanimously approved. Carried.** |
| 1. New Course Proposal – MED K141 – Laboratory Principles for Medical Assisting
 | Ray Ward presented. Lecture class only – no lab component – all virtual preparation. Will be Fall 2019 offering. Motion made and seconded (EMuenzner/LRafeldt) to accept the proposed course with the removal of MED K111 as a prerequisite. | **Unanimously approved. Carried.** |
| 1. New Course Proposal – MED K216 – Electronic Medical Records Management
 | Ray Ward presented. 200 level course set up to teach students regarding electronic health record and the medical record part of it with billing and coding. It was noted that the 100 level box was checked on the course proposal – needs to be resubmitted with the following changes – 200 level course box, removal of prerequisite MED K111, and removal of the second paragraph of the course description. Motion made and seconded (EMuenzner/LRafeldt) to accept the proposed course with the noted changes. | **Unanimously approved. Carried.** |
| 1. New Course Proposal – MED K250 – Principles of Pharmacology
 | Ray Ward presented. Pharmacology currently offered at QVCC. Employees in medical offices and group homes often do this as part of their job. Motion made and seconded (LRafeldt/SSelke) to accept the proposed course. | **Unanimously approved. Carried.** |
| 1. Plan of Study Change – Human Services
 | Dov Kugelmass presented. Proposed change was to change MAT K135 to MAT K1XX – MAT K137 or Higher. It was indicated that advisors had an issue with this change as MAT K123 would work and is the best course for students that would be taking this program. It was thought that Joyce may have been looking at transfer opportunities, but this is not the degree for social transfer. RTisch noted that MAT K135 is off the books. Motion made and seconded (RTisch/LRafeldt) to not accept the Program of Study change and recommend the Math K135 course be changed to a MAT K1XX which would be for any 100 level math course with the knowledge that students will be advised as to which math course to take based on what they want to do after TRCC graduation. Department Representative Dov Kugelmass will convey the information to the Program Coordinator. | **Opposed – 1 abstention** |
| 1. Plan of Study Change – Teaching Pathways
 | Changed noted in the POS for Teaching Pathways were made in coordination with ECSU and the program changes based on ECSU recommendations – we do not have a lot of choice with content. This degree was created by MCC, TRCC, QVCC and ECSU for Elem and Secondary Ed majors with a direct transfer to ECSU. Add IDS K105, Change MAT\* K143\* from Math for Elementary Education (Secondary Ed) to Math for Elementary Education and elimination of “or MAT\* K146\*, and Change Other Elective wording to (Courses applicable in the intended major. Recommendations are for an additional ENG above 102 for elementary or secondary education). It was noted that the wording indicated for Other Electives on the POS Change Form was different than what is on the web – it states “Recommendations are [ENG\* K211](https://catalog.threerivers.edu/preview_program.php?catoid=5&poid=596&returnto=245#tt6851) or above and other HIS course for elementary education” Motion made and seconded (SSelke/LRafeldt) to accept the POS change for Teaching Pathways Recommendations on the other languages – get back to Dov in email form and they will look at them. | **Motion carried with 1 opposition.** |
| 1. Plan of Study Change – Manufacturing Engineering Technology
 | Sequence change driven by Aaron Dahlen in the Electrical Program. EET K264 – Data Acquisition and Controls (Semester III) switched with MFG K221 – Megatronics (Semester IV). Sequence changes will be consent items in the future. | **Info Only** |
| 1. Proposed Catalog Change – EET K264
 | Course description change and prerequisite change. Noted type of word prerequisite in the first sentence. Motion made and seconded (SSelke/RTisch) to accept the proposed catalog change with the correction of the typo. | **Unanimously approved. Carried.** |
| 1. Proposed Catalog Change – EET K266/MFG K221
 | Course description change and changed prerequisite. Motion made and seconded (SSelke/LRafeldt) to accept the proposed catalog change. | **Unanimously approved. Carried.** |
| 1. Proposed Catalog Change - HIS K201
 | Course description change. Noted that several sentences began with the same wording. Motion made and seconded (EMuenzner/LRafeldt) to accept the proposed catalog change with fix to noted repetitions. | **Unanimously approved. Carried.** |
| 1. Proposed Catalog Change – HIS K202
 | Course description change. Was requested to change the beginning of the new description to “*A survey*..” Motion made and seconded (WO’Hare/LRafeldt) to accept the proposed catalog change with wording change. | **Unanimously approved. Carried.** |
| 1. Proposed Catalog Change – SOC K210
 | Course description change. 80% commonality noted. Recognized that Steve Neufeld did the necessary checking, but want to make sure departments know they need to verify commonality to negate any transfer issues. Motion made and seconded (RTisch/LRafeldt) to accept the proposed catalog change. | **Unanimously approved. Carried.** |
| 1. Proposed Catalog Change – SOC K230
 | Course description change. Motion made and seconded (EMeunzner/SSelke) to accept the proposed catalog change. | **Unanimously approved. Carried.** |
| 1. Proposed Catalog Change – THR K101
 | Course description change. Motion made and seconded (WO’Hare/LRafeldt) to accept the proposed catalog change. Will be forwarded to LAS/GS. | **Unanimously approved. Carried. Forwarding to LAS/GS.** |
| 1. Concept Papers – Manufacturing and Design Foundations NLECO and Manufacturing Foundations EB MDA
 | No English courses as part of the workforce certificate. Aligned for EB students. Certificate is also a partnership with NL High School and magnet school. Was noted under Outcomes to change #1 to include “manufacturing” before engineering and to delete #4. Motion made and seconded (EMuenzner/STopping) to accept the concept paper with noted changes being made and forwarded to Cheryl before sending to the BOR. | **Unanimously approved. Carried.** |
| 1. Concept Papers –Manufacturing Foundations EB MDA
 | Certificate is for Marine Drafters already hired by EB – trying to keep their workforce educated. Was noted under Outcomes to change #1 to include “manufacturing” before engineering and to delete #4. Motion made and seconded (EMuenzner/RTisch) to accept the concept paper with noted changes being made and forwarded to Cheryl before sending to the BOR. | **Unanimously approved. Carried.** |
| 1. GenEd – MED K133
 | Lily Rafeldt reviewed the MED K133 for Non-TAP Gen Ed – Critical Analysis and Logical Thinking. | **Unanimously approved. Carried.** |
| 1. FIRC
 | Sarah Selke indicated that FIRC is a bit sad at being stuck. They have a mandate from the BOR to fix the competencies in the 30 credit framework and they want to do the work, however they now also have a proposed consolidation with a proposed 21 credit general education core that must fit into our 30 credit transfer gen ed core and they need to be working hand in hand with the consolidation gen Ed committee. FIRC feels they have the mandate to design the framework for the faculty to do the work, but at the same time do not know what's happening with the 21 credit Gen Ed core | **Information** |
| 1. LAS/GS
 | Neufeld has put out a call if you want to meet the categories global/cultural/diversity – part of the new course descriptions are related to this. Many submissions, but group ran into some trouble regarding syllabi/course descriptions, etc. Realize it needs to be done before agenda submission for January 25th curriculum. Because the Monday before is Martin Luther King Day, submission deadline will be Tuesday, January 22nd at 5 PM. | **Information** |
| 1. Update on Congress
 | The 3 subcommittees Curriculum will be charged with bringing into existence will be: Gen Ed, Ed Tech and LAS/GS. Based on what Congress indicated on Term Limits, those that brought it back to their departments found they the departments did not want term limits. They felt it corporate knowledge would be lost with too many turnovers. | **Information** |
| 1. System GenEd
 | There has been no response to the resolution we sent in. Word has it that there has been lots of talk, but no revised draft at the System level. | **Information** |
| 1. Co-Chair
 | One nomination for co-chair – Roxanne Tisch – who has agreed to accept the nomination. Motion made and seconded (SSelke/EMeunzner) to accept Roxanne Tisch as the Co-Chair of Curriculum Committee | **Unanimously approved. Carried.** |
| 1. 200 Level Courses
 | Components of 200 Level Courses were discussed and teams were set up that will research them – 1) Status of Prerequisites - RTisch/SSelke 2) Transferability - WO’Hare/KGray/BWilliamson 3) Higher Order Thinking - LRafeldt/STopping 4) Expectations of Course Work EMeunzner/MComeau. The charge is info gathering. What is a 200 level course? Look at the current state of courses to see if there is a pattern.  | **Will be discussed at 1/25/19 meeting. TDelaney will send out email indicating that colleagues know they may be contacted for 200 level course research.** |
| 1. Technology
 | If Dean Farinelli still has access he will show us some software that will make our curriculum jobs easier. Documentation is approved and forwarded electronically at the click of a button. When it is time for catalog it is pulled out automatically. | **Demonstration at next meeting** |
| 1. Other
 | * Selke – on Guided Pathways Choice Architectural committee and not finding a way to communicate the GPS material. Would like to do so via this group (in addition to the bulleted email) – as part of the standing agenda under other.
* Title IX Compliance – due the end of May
 | **FIRC/GPS will be a standing agenda item.****Required but not mandatory** |

**MEETING ADJOURNED AT 11:48 am on motions by WO’Hare/EMeuzner**