**Date: April 26, 2019**

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

| Topic | Discussion | Action |
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| 1. Approval of Minutes from March 22, 2019 | Motion made and seconded (EMuenzner/WO’Hare) to open discussion of minutes from meeting of March 22nd. Corrections requested: In blocks 5, 6 and 7 the subject codes for the courses mentioned were all incorrectly listed as ENG – each needs to be changed to the correct subject. | **Unanimously approved with noted corrections.** |
| 1. Deans Report | At the last meeting at the BOR it was noted that QVCC had a program that was approved for 1 year then needed come back for accreditation but it slipped through the cracks – now they have students ready to graduate from it. Kudos to Kacey as she keeps a close eye on our courses. | **None** |
| 1. Consent Items | It was noted that special topics ANT course for Intro to Japanese Culture should also have been within the consent items listing. Motion made and seconded (RTisch/SSelke) to accept the list of consent items. It was noted that many of the course descriptions for the First-Run proposals did not match what is online. EdTech’s responsibility is to ensure instructor BB understanding/online content – it is up to the Instructor/department needs to oversee academic integrity.   * First-Run Online Proposal – ACC\*K115 * First-Run Online Proposal – ACC\*K118 * First-Run Online Proposal – BBG\*K232 * First-Run Online Proposal – CAD\*K106 * First-Run Online Proposal – CSC\*K108   + Noted that instructor was new to this course and the box should have been checked. * First-Run Online Proposal – CSC\*K223 (Burton) * First-Run Online Proposal – CSC\*K223 (Sahoo)   + Noted that the outcomes were different for each proposal although for same course. Should be reviewed to make sure content is in sync. How it’s taught is up to the instructor but outcomes need to be the same. Burton stated that Sahoo’s outcomes will be corrected to align with his. Burton has met with industry just this morning that gave the thumbs up to the objectives he has outlined. Aligned objectives will be an item on next month’s agenda. * First-Run Online Proposal – CSC\*K233 * First-Run Online Proposal – ECE\*K241   + Questions were raised regarding the online video – what are the legalities/waiver permissions and/or restrictions? * First-Run Online Proposal –MAT\*K167 * First-Run Online Proposal – PSY\*K200   + Additional resources on page 4 indicates the day care center at TRCC being used as an outside resource. How will TRCC online vet outside centers that will be used for field research? * Special Topics Proposal: ANT 1XX – Introduction to Japanese Culture   + Discussion was held on the ENG 096 prerequisite. Will be part of courses students can take that have not met the English requirements.   + Eastern indicated they would accept it as a 200 level transfer.   + Content fine and will run as is as a special topics. Proposal will be resubmitted with fixed typos. | **Information**  **Will be resubmitted with typos corrected.** |
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| 1. Credit Course Proposal – ENG KXXX – LGBTQ+ Literature | Motion made and seconded (RTisch/SSelke) to accept the proposed ENG KXXX – LGBTQ+ Literature course. Was tabled from previous meeting over concerns of too many 200 level courses. They have paired down the rotation issue. It will be a summer course. | **Unanimously approved.** |
| 1. Catalog Change – CSC\* K223 – Java Programming I | Motion made and accepted (SSelke/RTisch) to accept the course description change for CSC\* K223 – Java Programming I. It is better aligned to the content we currently offer. | **Unanimously approved.** |
| 1. Catalog Change – CST\* K153 | Motion made and accepted (SSelke/RTisch) to accept the course description change for CST\* K153. It eliminates content we no longer teach. | **Unanimously approved.** |
| 1. Catalog Change – ENV\* K208 | Motion made and accepted (EMuenzner/WO’Hare) to accept the name change (Long Island Sound Ecology to Long Island Sound Conservation), course description change and prerequisite change (from 3 credit hours to 4 credit hours) for ENV\* K208. | **Unanimously approved. Will be resubmitted with typo corrected.** |
| 1. Discontinuation of Existing Program – Women’s Studies Certificate | Motion made and accepted (WO’Hare/EMeunzner) to accept the discontinuation of Women’s Study Certificate for discussion. This is not a stand along program and has had no course demand as no/low enrollment in program. Many 4 year institutions are discontinuing their Women’s Studies and changing it to Women and Gender Studies. | **Approved with one abstension.** |
| 1. Program Reviews | Program reviews for Accounting Career, Accounting Certificate, Environmental Engineering Technology and Marketing Certificate were turned in. Others are still being worked on and will be in before the next meeting on 5/17. Individuals that submitted reviews will be invited in case there are any questions. A motion made by EMuenzner and seconded by SSelke was made to amend last month’s minutes to reflect that no floor time would be given to those individuals to justify their review – the document would be their explanation. It was discussed putting all programs on an update schedule. | **Programs that have not turned in their reviews need to do so asap. They will be reviewed at the 5/17 meeting and committee will need time to review beforehand.** |
| 1. Gen Ed Update | Mike Stutz attending meeting in Hartford today. Internal Gen Ed - our assessment day will be May 20th from 9-3. Will be assessing quantitative and critical thinking. | **None.** |
| 1. TAP Update | At a stalemate – not productive.  Discussion ensued on the English Pathway – Asnuntuck wants to formally withdraw but were told they could not. Policy states any CSCU transfer degree must be offered by all of the 12 community colleges if it can be offered. Proctical is that there have been exemptions made to the policy if the pathway has equipment requirements that would prevent it from being offered on a campus or if it goes against the residency requirement.  Kevin Kelly noted a TAP student issue – student completed TAP program in August but did not apply for graduation until his course had completed (had a December grad date with a conferral). Started at Eastern the end of August and not recognizing his TAP plan because his conferral date was not before his matriculation date at Eastern. Ken needs to know about this. Sarah will follow up. | **None.** |
| 1. LAS/GS Update | Meeting next Friday. | **None.** |
| 1. Distance Learning Clarification | Discussion was held regarding once someone is vetted to teach online what is the reason to have them do the same for each online course they’d like to teach? Once you pass the bar should there not be reciprocity to the next course? It was noted that it did give a good course of review for checks and balances as well as course content and possible legalities. | **Will be reviewed by Ed Tech.** |
| 1. Other | * New members will be elected this upcoming month – new electees should come to the May meeting. * The Curriculum Chair will be elected next meeting. * Next meeting will be on May 17th in B214. | **New electees will be invited to May meeting.** |

**MEETING ADJOURNED AT 11:36 am on motions by RTisch/EMuenzner**