**Date: May 17, 2019**

**Present:** Kem Barfield,Patrick Burton**,** Mark Comeau, Aaron Dahlen, Dean Robert Farinelli, Michael Gentry, Kathleen Gray, Kevin Kelly, Dov Kugelmass, Kacey McCarthy-Zaremba, Ed Muenzner, Steve Neufeld, Will O’Hare, James O’Shea, Lillian Rafeldt, Sarah Selke, Sheila Skahan, Roxanne Tisch, Susan Topping, Terry Delaney – Chair, Cheryl Salva - Recorder

| Topic | Discussion | Action |
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| * Approval of Minutes from April 26, 2019
 | Motion made and seconded (WO’Hare/ RTisch) to open discussion of minutes from meeting of April 26th. Minutes approved as written. | **None** |
| * Deans Report
 | * Attended the alignment and completion math and English workgroup at Southern this week. The 4 state universities indicated they would not be told what to do. Data from Fall 2015 through Spring 2019 (Three Rivers only) showed that 74 students transferred to CSU, 264 to ESU, 45 to SSU, 1 to WSU and 148 to UCONN. Seems like we are spending a lot of time making sure things line up for less than 20% of in-state transfers.
* There is a meeting in June Kathleen Gray and Dean Farinelli will attend regarding transferability and private colleges within CT. They want in and will be more receptive to accepting transfer credits from the CCC system.
* Email went out to Academic Division yesterday indicating reserving 4 dates – 1 which will be at the end of fall semester and another at the end of spring semester. The topic will be open ended - curriculum/assessment (curriculum masters, curriculum outcomes, etc) - whatever needs to be done within the departments at that time. Could be different for each department or discipline or division wide.
 | **None** |
| * Consent Items
 | Motion made and seconded (RTisch/SSelke)to accept the list of consent items.* Catalog Update: EET\* K298 – Special Topics in Shipboard Electrical Power Systems
* First-Run Online Proposals:
* ECE\* K215 – The Exceptional Learner (Bassett)
* HIS\* K201 – U.S. History I (Seckla)
* PSY\* K111 – General Psychology I (Weiss)
 | **Information** |
| * New Course Proposals
 | * Motion made and seconded (EMuenzner/LRafeldt) to accept the new course proposal EET\* K262 – Electric Machinery and Controls. It was noted it was similar to the special topics course that was in the consent items. One of the two courses will be retracted or changed but they are readying a course for EB needs and trying to be flexible. It was noted that the Section 2 description noted there were no corequisites which is not part of the requested data in the section topper but should be.
* Motion made and seconded (RTisch/LRafeldt) to accept the new course proposal MAT\* K1XX - Elements of Data Science. Needed for the Computer Science Certificate but the course will be housed in the math department.
 | **Unanimous****Unanimous** |
| * Catalog Change – ARC K241 & L\* K223 –Site Analysis & Lab
 | Motion made and accepted (EMuenzner/LRafeldt) to accept the credit hour change for ARC K241 & L\* K223 –Site Analysis & Lab. There is duplicate content from this course being offered in GIS which will become a required 3rd semester course. Removing the duplicate content from ARC 241 will reduce its class hours and, thus, its credit hours. | **Unanimously approved.** |
| * Course Deletion – ENG K250 – Studies in Ethnic Literature
 | Motion made and accepted (RTisch/EMuenzner) to accept the course deletion of ENG K250. This is a weeding out of 200 level courses. Has not run when offered. | **Unanimously approved.** |
| * POS Change – Construction Technology
 | Motion made and accepted (RTisch/EMuenzner) to accept the POS change for Construction Technology. Surveying class has not run in a few years. GIS is more appropriate in the Construction Technology track. It will be removed from the elective list and replaced with ENV K163 (Geomatics) and will be a required course in the third semester. | **Noted that in the Proposed column Revit was incorrectly listed as CAD K116. Will correct to CAD K118 and forwarded to Cheryl. Unanimously approved with noted change.** |
| * POS Change – Early Childhood Education
 | Motion made and seconded (WO’Hare/RTisch) to accept the POS change for Early Childhood Education. FYE was replaced by Public Speaking. Norwalk and TRCC are the only colleges within the system requiring FYE in their ECE Degree Program. Research done by KMcCarthy-Zaremba found that the Faculty Senate passed a motion to remove FYE as a mandatory course only if strongly advised. It came to Curriculum which approved the motion. No record of a negative response received back after that, so we are going forward with the process that it can be removed. STopping wanted to correct the record: LAS did bring a request to drop FYE to this body and it was approved, then they were told from somewhere they could not. TDelaney noted it was believed that had happened before the Faculty Senate resolution and that it was President Jones that rejected it. There are other programs within TRCC (including TAP courses) that do not have FYE as a requirement. While Curriculum sees value in this course with student success, we realize that it is not a good fit for all professional career programs.  | **Unanimously approved.** |
| * POS Change – Graphic and Communication Arts
 | Motion made and seconded (RTisch/KGray) to accept the POS change for Graphic and Communication Arts. Changed GRA K140 (course had been removed from college inventory) to GRA K151. | **Unanimously approved.** |
| * Concept Paper – Data Science
 | Motion made and seconded (LRafeldt/EMuenzner) to accept the Data Science Concept paper. Field has had major growth in all sectors. | **Unanimously approved.** |
| * Discontinuation of Existing Program – Laser and Fiber Optic Technology Certificate
 | Motion made and seconded (EMeunzner/LRafeldt) to accept the discontinuation of Laser Fiber Optic Technology Certificate. Very limited enrollment. We are too far away from laser companies to have student interest. | **Unanimously approved.** |
| * Discontinuation of Existing Program – Manufacturing Eng Tech: Laser Mfg Option
 | Motion made and seconded (EMuenzner/LRafeldt) to accept the discontinuation of Manufacturing Engineering Technology: Laser Manufacturing Option. | **Unanimously approved.** |
| * Program Review – Accounting Career
 | Motion made and seconded (MComeau/RTisch) to endorse the Accounting Career Program Review.  | **Unanimously endorsed.** |
| * Program Review – Accounting Certificate
 | Motion made and seconded (MComeau/RTisch) to endorse the Accounting Certificate Program Review. Typically students that start in this certificate program move onto the career program. The Advisory Board surveys and student surveys included within the certificate and career program reviews were acknowledge and commended. | **Unanimously endorsed.** |
| * Program Review – Environmental Engineering Technology
 | Motion made and seconded (LRafeldt/EMuenzner) to endorse the Environmental Engineering Technology Program Review. There were inconsistencies with numbers. On page 45 it notes a Director position under the last bullet – unclear what the position is and who it belongs to. A motion was made and seconded (WO’Hare/Stopping) to oppose the endorsement. Will be sent back for rework – including the areas of employer data (local employment/state labor board numbers needed – not national numbers); “Director” clarification or removal (P 45); inconsistencies in numbers (ex: P. 41 indicates degree graduate numbers of 2, 6, 1 and 2 for the past 4 consecutive years but the next page indicates meeting a minimum threshold of an average of 8 graduates per year); measurable directions needed (P 44) under Directions for the Future heading; a change happened 3 years ago – how was it addressed; student surveys needed for future reviews. Discussion ensued on transferability of students that graduate from this program. Appeared to be data from an old ABET report that showed cause. | **Endorsement opposed. Will be sent back for rework.** |
| * Program Review – Manufacturing Engineering Technology
 | Motion made and seconded (STopping/LRafeldt) to endorse the Manufacturing Engineering Program Review. Presenter MGentry noted it was lacking data as there was only one graduate in the past 5 years. The data for people in program is skewed because EB apprentices were added. This report is more of a reflection of the past 5 years. The Industrial Advisory Board has disintegrated into EB making demands and the rest of the companies not inputting. It was noted that the certificates designed this year at industry request have deleted all Gen Ed requirements. They skill based. With the hiring of a new faculty member to head the department this will be a pivot point to realign the manufacturing program. A grant has been received to replace the machinery in the lab. | **Endorsed with one abstension.** |
| * Program Review – Marketing Certificate
 | Motion made and seconded (MComeau/EMuenzner) to endorse the Marketing Certificate Program Review. It was questioned why on P 22 it was noted that graduation rates were not applicable to the certificate program. Over the last 5 years 5 students were awarded certificates. Noted that the reason for the enrollment surge in the 2015-2016 timeframe was because when the Marketing AS was eliminated and bundled together with the other business degrees the PC at that time steered students that wanted a marketing credential into this certificate. There will be more students graduating within the next few years. Looking at an automatic awarding of certificates when the students complete requirements. JO’Shea looking at using linked in to track students and MComeau tracking students in his own area another way. Why is this not being done institutionally? It had been discussed in the past that possibly Institutional Advancement/Alumni could be the spearhead for this. | **Unanimously endorsed.** |
| * Governance Document Change
 | With the amount of distance learning courses growing (over 160 this review cycle) it was decided to break it in half and assess 80 this academic year and the remaining next fall. The Educational Technology Task Force has also requested a position as a standing subcommittee of the Curriculum Committee. The Curriculum Committee has the ability to create four subcommittees – there are three that would like to be – Gen Ed, Ed Tech and LAS/GS. Motion made and seconded (EMuenzner/LRafeldt) to accept these groups as subcommittees of Curriculum.  | **Unanimously passed.** |
| * Election for Curriculum Chair
 | New members in September will include SNeufeld in Social Sciences. STopping will be here in the fall then MStutz in the spring. TDelaney was the only individual nominated for Chair and RTisch was the only nomination for Vice Chair. As there was only one nomination for each position paper ballots were not needed. | **TDelaney elected as Chair and RTisch elected as Vice Chair.** |
| * Gen Ed Update
 | May 20th will be the meeting where they evaluate Critical Thinking (and possibly Quantitative also) across the disciplines. Everyone is welcome. Will start with coffee and breakfast items at 9:00 AM, include lunch, and end at 3:00 PM. RFarinelli noted that we need to figure out a systematic repository for all this information – that is what the accrediting bodies will be looking at – when are we doing it and how are we maintaining it? |  |
| * TAP Update
 | * 2019 will have the first 3 TAP grads from the 4-years – 2 from Central and 1 from Southern – 120 credits each.
* Economics Pathway – has been reviewed by FIRC and will be coming to Three Rivers for the approval process in the fall.
* FIRC and system wide GenEd task force are working together as the proposed 21 credit GenEd core did not perfectly align. FIRC was asked to alter the 30 credit core and at meeting last week they did that. Here are the changes that were voted on to go into effect in 2023 as part of the consolidated college:

1. Continued Learning information literacy will be designated instead of embedded. 2. Social Phenomena - change to Social and Behavioral Science. Competency only include courses with designators: ANT, ECN, GEO, POL, PSY and SOC. Courses will still go through vetting process.3. Rename Aesthetic Dimensions to Arts & Humanities.* Two members of FIRC have taken all the assessment reports and synthesized an executive report. It will be made available to the public and when SSelke is sent the link she will send it out college wide.
* Voting happened for co-chairs next year. SSelke was elected as FIRC Co-Chair for the 2-year slot and Terry from Southern was elected for the 4-year.
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| * LAS/GS Update
 | Minimal draft was developed for the LAS AA program system work group. There were categories where there were agreement, but others still need to be worked on. Issues were raised – lack of a governance structure – how will it be ratified and improved? Distinction needed between 100 and 200 level courses. It was noted that the 4-years have different requirements of what they will accept – a more cooperative process is needed. It is hoped to have a POS by February of next year. |  |
| * Other
 | * Meetings for the Fall Semester will be 9/20; 10/18; 11/15 and 12/20.
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**MEETING ADJOURNED AT 11:26 am on motions by EMuenzner/LRafeldt**