**Date: August 29, 2018**

**Present:** Mark Comeau, Terry Delaney, Jerry Ice, Dov Kugelmass, Kacey McCarthy-Zaremba, Ed Muenzner, Lily Rafeldt, Roxanne Tisch, Sarah Selke, Joe Selvaggio, Susan Topping, Betty Williamson, Heidi Zenie, Cheryl Salva (recorder)

**Absent with cause:** Kathleen Grey

| Discussion | Action |
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| Good beginning to the fall 2018 semester – nonstop enrollment until the first day of classes. |  |
| Nomination ballots for the new Curriculum Committee Chair distributed with a brief description of position duties. Majority of the nominations were for Terrence Delaney who accepted the nomination and position. |  |
| Dates of Curriculum Committee Meetings for the 2018-2019 AY were discussed. | Meetings will continue to be the 3rd Friday of each month beginning with the first meeting on 9/21/18. |
| The possibility of term limits was discussed. Limiting terms may assist with granting more professional development opportunities. It was questioned if there were enough members on the committee to represent the college – should the Library or Workforce Development be included?  | Wil be considered and discussed at a future meeting. |
| Dov Kugelmass suggested an open statement period be put onto each agenda in case community members would like to present – there would be a limited time period allowed that would be divided up by the number of presenters that show. |  |
| Terry Delaney noted that curriculum packets for future meetings would be available electronically but that multiple photocopies would no longer be made and distributed. It was questioned if the meeting material could be available for viewing online a week before the meeting and if it could be available off site.  | Setting up a group folder accessible off site will be researched. |
| Mark Comeau suggested putting a standing “consent motion” as an agenda item which would cover batches of general items instead of reviewing each separately. The Curriculum Chair would have the ability to move any individual item to be vetted. |  |
| Jerry Ice discussed the impact the General Education package that will be part of the community college common degree program may have at an institutional level. Requirements will be decided at the systems level including policy. |  |

**MEETING ADJOURNED AT 1:24 PM**