**Date: September 20, 2019**

**Present:** Elizabeth Allen,Kem Barfield,Patrick Burton**,** Mark Comeau, Kathleen Gray, Kevin Kelly, Kacey McCarthy-Zaremba, Ed Muenzner, Steve Neufeld, Lillian Rafeldt, Sarah Selke, Michael Stutz, Roxanne Tisch, Susan Topping, Terry Delaney – Chair, Cheryl Salva - Recorder

| Topic | Discussion | Action |
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| * Approval of Minutes from May 17, 2019
 | Motion made and seconded (SSelke/EMuenzner) to open discussion of minutes from meeting of May 17th. Changes noted: second sentence within the Program Review – Accounting Certificate discussion needs to be reworded, misspelling in Program Review – Marketing Certificate heading, and rewording of first sentence within LAS/GS Update discussion. Minutes approved with corrections. One abstension. | **Corrections to be made to draft minutes.** |
| * Consent Items
 | Motion made and seconded (RTisch/ EMuenzner) to accept the list of consent items.* Pre/CoRequisite changes:
	+ MAT K095 – Elementary Algebra Foundations
	+ MAT K095I – Elementary Algebra Intensive College Readiness
	+ PHY K221 – Calculus Based Physics I
		- Discussion ensued on the forms not having a date next to the signature.
* First-Run Online Proposals:
* CSA K105 – Introduction to Software Applications (Sahoo)
* CSC K108 – Introduction to Programming (Burton)
* CSC K216 – Intermediate C++ Programming (Sahoo)
* MAT K167 – Principles of Statistics (Keller)
	+ Discussion ensued on how we know online courses contain the same content as on ground courses. It was noted that supervisor observations would be the vehicle for this - Ed Tech’s responsibility is to make sure the course shell is organized in a manner for students to access and the material is readily available.
* Revised Advising – item moved to Additional Items/Announcements
 | **Information****Changes to the forms to include dates will be reviewed.****Instructor New to Course box not checked – will be resubmitted with check mark.****This course is not new to DL format but the instructor is – will be resubmitted with appropriate boxes checked.** |
| * Catalog Change – CSC K223 – Java Programming I
 | Motion made and seconded (RTisch/SSelke) to accept the course description change for CSC K223 – Java Programming I. Course description was changed to align with offerings across the system. | **Unanimously approved.** |
| * Catalog Change – CSC K224 – Java Programming II
 | Motion made and seconded (RTisch/LRafeldt) to accept the course description change for CSC K224 – Java Programming II. Course description was changed to align with offerings across the system. | **Unanimously approved.** |
| * Catalog Change – ECE K215 – Exceptional Learner
 | Motion made and seconded (EMuenzner/STopping) to accept the course description and prerequisite change for ECE 215 – Exceptional Learner. Title of course was questioned – some places it means gifted students and others mean special learning. Course description change was questioned – the last sentence regarding field observation is unclear – are the field observations required as part of the course now or not? Sheila Skahan was called into the meeting to discuss. Last sentence will be changed to: Field observations will be required outside of class.Discussion was had on how we validate that, when course content is changed in any program, it meets the 80% equality ratio. Should the forms be changed so the person making the update will need to indicate how it matches with other system-wide courses? The Academic Division Office has a portal and can tell you what other schools currently have that course that you can reference before making changes. | **Unanimously approved with noted changes. New form will be submitted.****The Proposed Catalog Change Form will be reviewed for possible updating to verify description changes were checked cross system.** |
| * Catalog Change – PHY K222 – Calculus-based Physics II
 | Motion made and seconded (SSelke/LRafeldt) to accept the course description and prerequisite change for PHY K222. As Calculus-based Physics II is not a continuation of Calculus-based Physics I these changes give the students more options of how they finish their physics sequence. | **Unanimously approved.** |
| * New Program Proposal – Data Analytics Certificate
 | Motion made and seconded (LRafeldt/SSelke) to accept the New Program Application for Certificate in Data Analytics. Elizabeth Allen presented. It was noted that there is no English course in the certificate. It was noted that as they believe most students will be pulled from professional positions in businesses an English course would kill the certificate, as they will only need the analytical training. They will be advised that if they wish to pursue a formal degree English courses would be needed. After discussion 3 changes are needed – elimination of program outcome #6 as it is similar to #2, the proforma page needs to be added, and additional language under “program administration” is needed. | **Unanimously approved with corrections. New form will be submitted before it is sent to BOR.** |
| * Gen Ed Update
 | Discussion was held on the 9/13/19 Draft General Education Proposal. Changes are part of the consolidation and not in place until 2023. There will be one last review by Gen Ed (October 11th) before the October vote. Ratification process is that it will go to the individual college’s governance process. For TRCC it would be College Congress. Could an amendment be formed that would indicate academic decisions would be made by the Curriculum body? Language requesting that it be routed through Curriculum Committee vs. College Congress will be generated by Susan Topping and Steve Neufeld and will include the following in its direction: “respectfully requesting this document we know is forthcoming be routed to this table for consideration and vote that represents the college given its importance to everything we do here in terms of academics which we represent.” | **For the sake of feedback, let Mike Stutz know if there is additional information he needs to take back to the committee.** |
| * TAP/FIRC Update
 | * The new CSU co-chair is Robin Gustafson from WCSU.
* Proposed Gen Ed core and Framework30 categories have finally been aligned. FIRC has decided to eliminate Part B of the Framework30 and instead designate CLIL and Oral Communication for all pathway degrees.
* Now FIRC will begin to oversee the process of revising the outcomes and rubrics of each designated category.
* New England Consortium of Private Colleges has reached out to system office asking for our students from within the transfer program – indicating they will offer scholarships and will take the student’s 60 credits without worrying about aligning anything up – made the CT 4 year colleges nervous.
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| * LAS/GS Update
 | System-wide work group will not be meeting further until they receive clarification on issues regarding GenEd and governance structure that they addressed in a letter. For TRCC they feel they need to make the new intercultural diversity requirements more widely known. They are also trying to make the General Studies degree more workplace oriented focusing on work skills. |  |
| * Distance Learning Clarification
 | Item stricken from agenda |  |
| * Other
 | * Revised Advising – Discussion was held on why advising tools are brought to Curriculum. Who is responsible for keeping them up to date when posted on the departmental pages on the web? Many are not up to date and are not viable documents for faculty advisors (some of which have over 100 students assigned to them) to use that are not familiar with a specific articulated program. Questions were raised as to how to advise students that have not declared an articulation cohort. It was suggested that each department, if they have an articulation related program, designate a person that would be noted as the articulation contact person and have their information posted on the web page. In summary the consensus was that, as a body, we do not feel it necessary to have overview of all articulation agreements and advising tools that come with them because of the nature of the relationship between the person that negotiated it and the institution it was negotiated with. Any type of future of these advising tools needs to be under the purview of the person that negotiated it unless it fits into another degree like GS. Advising tools should not be on the web as students can misunderstand them as an internal degree. Designated contact names will be noted for each articulation cohort on the web.
* Due to personnel changes/retirements advising is down 2 ½ advisors.
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**MEETING ADJOURNED AT 11:40 AM on motions by SSelke/RTisch**