**Date: September 21, 2018**

**Present:** Mark Comeau, Terry Delaney, Kathleen Gray, Dov Kugelmass, Kacey McCarthy-Zaremba, Ed Muenzner, Will O’Hare, Lili Rafeldt, Sarah Selke, Michael Stutz, Roxanne Tisch, Susan Topping, Betty Williamson, Cheryl Salva (Recorder)

| Topic | Discussion | Action |
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| 1. Approval of Minutes from August meeting. | Motion made and seconded (EMuenzner/Lili Rafeldt) to approve minutes from August 29th meeting after a correction in spelling was noted:   * BWilliamson noted the spelling of Workforce needed correction. | **Unanimously approved** |
| 1. Consent Items | Motion made and seconded (MComeau/Lili Rafeldt) to accept the list of consent items on the agenda with the exception of the Course Deletion of BIO K198 – Tropical Biology. Tropical Biology can be removed as a course, but BIO K198 is an administrative course number and cannot be deleted.   * Minutes Correction: Correct the minutes to reflect deletion of the “Business Administration Certificate” instead of “Business Administration Core”. Corrected paperwork has been filed with the BOR. – M. Comeau   + First-Run Online/OLCR Course – Business Law I starting Spring 2019 – M. Comeau   + Course Deletions     - Genetics (BIO K262) – R. Tisch     - Introduction to Organic Chemistry (CHE K210) – R. Tisch     - Introduction to Lights and Lasers (PHY K103) – R. Tisch     - CIV Coop Work Experience (CIV K295) and Co-op Education Work Experience II (CIV K296 – M. Comeau     - Co-Op Education Work Experience II (ARC K295) and Co-op Education Work Experience (ARC K296) – M. Comeau     - Intro to Fire Technology (FTA K112), Building Construction (FTA K116), Fire Prevention & Inspection (FTA K118), Chemistry for Emergency Responders (FTA K125), Water Supply & Hydraulics (FTA K210), Codes & Standards (FTA K213), Municipal fire Administration (FTA K216), Sprinklers & Fixed Extinguishing Systems (FTA K218), Fire Investigation (FTA K219), Fire Alarm & Communications Systems (FTA K225), Industrial Hazards & Procedures (FTA K240), FTA Cooperative Work (FTA K290), and FTA Co-Op Work II (FTA K291) – M. Comeau   + Pre/Corequisite Changes     - General Chemistry II (CHE K122), Organic Chemistry I (CHE K211), Organic Chemistry II (CHE K212) – R. Tisch     - Human Biology (BIO K115), General Biology I (BIO K121), General Biology II (BIO K122), Introduction to Marine Science (Bio K175), Anatomy & Physiology I (BIO K211), Microbiology (BIO K235), Principles of Genetics (BIO K260) and Ecology (BIO K270) – R. Tisch     - Managerial Accounting (ACC K118), Accounting Computer Applications I (ACC K125), Principles of Cost Accounting (ACC K233), and Intermediate Accounting I (ACC K271) – M. Comeau     - Business Software Applications (BBG K115) – M. Comeau | **Information** |
| 1. New First-Run Online/OLCR Course Proposal – MED K111 – Administrative Medical Assisting | Raymond Ward (Program Coordinator for the Certified Medical Assistant Program) is teaching this course on ground now and has previously taught online at other institutions. The online version will be a late start for Fall 2018 semester. Kem Barfield has been working with Ray in developing the online portion. Motion made and seconded (EMeunzner/Betty Williamson) to accept MED K111 as an online course for Fall 2018. | **Unanimously approved.** |
| 1. Certificate Termination – Basic Business Skills Certificate | There is currently 1 active student in this certificate. Motion made and seconded (RTisch/SSelke) to approve the certificate termination due to no or low enrollment as submitted. | **Approved with one abstention (DKugelmass)**  **TO BE SENT TO BOR FOR ACTION** |
| 1. Certificate Termination – Marketing Certificate | The number of students within the certificate was not listed on the application for discontinuation. Upon viewing the online info in the fact book it showed a 5 year average of 12 with 27 currently enrolled. Explanation in the narrative was that the Marketing Program had been discontinued and there was no parent program for this certificate to feed into. It was questioned if the certificate program could be a stand alone program. A motion was made and unanimously accepted to table the termination of this program to the next meeting. KMcCarthy-Zaremba noted that as this certificate was already on the pending termination list sent to the BOR the Business Department will need to compose a statement to the Board outlining why the termination was not completed. | **Tabled to October Curriculum Meeting.** |
| 1. Catalog Change – PHO 101 – Intro to Light and Lasers | **CHANGE** course description to remove the last sentence of the old description as PHY K103 has been deleted.  Motion made and seconded (RTisch/MComeau) to approve POS change as submitted. | **Unanimously approved.** |
| 1. Approval of Gen Ed Competency Form – GRA 151 | It was noted that the course description was incorrect as well as the prerequisites and measurable outcomes. No motion was made to accept. Item was pulled from agenda. | **Paperwork will be corrected and submitted for a future meeting agenda.** |
| 1. Update on One College Gen Ed | MStutz noted the packet is up for final approval today – nothing to distribute this meeting. It will be based on revised student’s first disciplinary core – 21-23 credits – ENG 101, MAT 100+, Science, Social/Behavioral Science, FYE type course, Fine Art/Written Comm/Oral Comm, and History/Humanities. The document will be forward to the Curriculum Committee once it is received. Comments need to be received by 11/2, so review and get your feedback to MStutz. | **Review document and come to 10/19 meeting with feedback that will be formed into a statement from the Curriculum Committee to Hartford.** |
| 1. March and April 2019 Curriculum Meeting Dates | The third week in March 2019 will be spring break week and the third week in April 2019 the college will be closed. Meeting dates for those months will be finalized during the 10/19 meeting. | **Check with your departments as to which dates will work best.** |
| 1. General Info | * GenEd, LASGS and EdTech will report to Curriculum before Congress. * Registrar will be moving from Student Services to Academics. Will another member of Student Services be needed to fill a seat on Curriculum? * Because Curriculum Committee is meeting during Professional Day today the president will wait to announce promotions at an upcoming all college meeting. * Robert Farinelli has accepted the position and is currently negotiating a starting date. * SSelke – serving on the Choice Architectural Committee (curricula) of CT One College. First meeting is 10/5. * RTisch noted the next One College meeting will be on 11/2. Dean Ice forwarded the email – who will be going? What is our roll? KGray noted that we have transfer agreements with outside schools – we need to make sure to leave pathways open. | **SSelke will report meeting details here to bring back to departments.** |
| 1. OTHER | **Adjournment -** motion made by BWilliamson/RTisch | **Next meeting will be held on Friday, October 19, 2018 in B-214.** |

**MEETING ADJOURNED AT 10:00 am**