



Curriculum Committee Meeting Minutes

Date: November 20, 2020

Present: Kem Barfield, Patrick Burton, Carol Emmerthal, Aaron Dalen, Kathleen Gray, Kevin Kelly, Kacey McCarthy-Zaremba, Ed Muenzner, Sarah Selke, Roxanne Tisch, Susan Topping, Dan Ware, Betty Williamson, Luanne Wolff, Terrance Delaney, Chair, Cheryl Salva, Recorder.

Topic	Discussion	Action
1. Call to Order and Approval of Minutes	The meeting was called to order at 9:31 AM. Motion made and seconded (EMuenzner/Roxanne Tisch) to open discussion of minutes from meeting of October 16, 2020. Minutes were accepted with one correction – Topic 4, last sentence will be changed to “The language was changed based on the 5/19 Program Review.	Carried unanimously with one correction.
2. Dean’s Report	<ul style="list-style-type: none"> • The Credit/No Credit policy option sent out by Provost Gates caught campuses by surprise. Many are looking to change their Withdrawal date. We had changed ours to 11/30 but may need to tweak to a later date to be consistent with what other colleges are changing to. The tentative date Credit/No Credit will be available to students for Fall 2020 semester is 12/23. Info has been sent to the division. It will go out to students, but issues need to be worked out first for items dealing with TAP program maxes as well as other programs that do not accept them. • System is still looking for a Curriculum Manager. Let KBarfield know if there is any interest. 	
3. Consent Items	<ul style="list-style-type: none"> • A motion was made and seconded (RTisch/STopping) to open discussion on Consent Items. Course deletion consent item – GRA* 155 Advertising in Design will be removed from this topic and included later in the agenda. • Pre/Corequisite Changes <ul style="list-style-type: none"> ○ MED K133 – Clinical Medical Assisting ○ MED K141 – Laboratory Principles for Medical Assisting 	It was noted that when agenda items are emailed to Cheryl by a DC the email does serve as the DCs signature so not all documents may have full written signatures. Committee



Curriculum Committee Meeting Minutes

Topic	Discussion	Action
	<ul style="list-style-type: none"> ○ MED K216 – Electronic Medical Records Management ○ MED K241 – Laboratory Principles for Medical Assisting II ○ MED K250 – Principles of Pharmacology ● Special Topics Course <ul style="list-style-type: none"> ○ Introduction to Parametric Modeling with Onshape <ul style="list-style-type: none"> ▪ Questions were raised on wording of Pre/Co/Placement in MAT* K137. After discussion RTisch noted it was the same course as CAD* K141 but with different software. MAT* K137 will be named as the prerequisite as it is in CAD* K141. ▪ Questions were raised in section 2 of the proposal - it indicated this course could be a prereq for NX 12 – Advanced Parametric Modeling. It was noted this should have been NX 10 – Special Topics CAD* 298. ▪ Concern was raised over the number of CAD classes being offered and the number of students to take them. Where will students come from? ○ Sports and Culture <ul style="list-style-type: none"> ▪ Request made for course description to be clearer. STopping believed course to be more Western and not Intercultural. ▪ How does it transfer? Will it fulfill graduation or GenEd requirements? KGray indicated that because there was not much to match to it, it would most likely be a 200 level elective. ▪ Will students take this instead of Intro to Anthro? Could, but would not be used within the POS the same way. ● First Run Online <ul style="list-style-type: none"> ○ CSC K244 – Java Programming II (Kennedy) <ul style="list-style-type: none"> ▪ Problem with form was indicated – accentuated the need for two forms. ○ EDU K110 – Teaching in the 21st Century 	<p>in agreement on this submission process.</p> <p>It was noted that changes should not be made onto the official curriculum documents. Any input you would like to make regarding the documents should be part of the conversation tab. Open the file, click Conversation and the conversation for that document will show on the side bar.</p> <p>Noted that Special Topics Course request are consent items.</p>



Curriculum Committee Meeting Minutes

Topic	Discussion	Action
	<ul style="list-style-type: none"> ▪ Questions were raised regarding some components for this course such as site visits. This course is being proposed as Online to adapt to the Covid 19 learning adaptations. There may be no clarity to the site visit question as even if the course was on ground there would be no site visits at this time. It is a separate issue from the online format. 	
4. New Course Proposals	<p>GRA K252* – Graphic Design II - Motion was made and seconded (EMuenzner/RTisch) to open discussion on new course proposal - GRA K252* – Graphic Design II.</p> <ul style="list-style-type: none"> ○ Linked to agenda item GRA* K155 that was forwarded from Consent – over the years software programs change and this course has now morphed into a new course –GRA* K252. Once this new course is accepted, GRA K155 will be deleted. ○ Concerns raised on use of word basic in course description. This is a 200 level course. Basic design thinking skills should have been covered in the prerequisite. “Basic” should be changed to “further develop”. ○ Concerns with wording of Outcomes. They need to be measurable and, for a 200 level course, reflect a higher order of thinking. ○ Concern raised on Aesthetic and Ethical component of GenEd. 	<p>New course addition of GRA* K252 and deletion of GRA* 155 was tabled. KAmenta will be requested to come to the next meeting. Appreciation given to the growth of course content and concerns noted in the form and not for the reason in submission.</p> <p>It was recommended that for future meetings anyone adding agenda content to a meeting attend that meeting in case questions arise.</p>
5. Program/Catalog Changes	<p>ECE* K231 – Early Language and Literacy Development - Motion was made and seconded (RTisch/EMuenzner) to open discussion on course description change.</p> <ul style="list-style-type: none"> ○ Concerns raised with new course description being grammatically incorrect and using sentence fragments. Believed to be word for word what was received from UConn. Documentation was requested that this is what UConn wants. 	<p>Item was pulled from agenda. SSkahan will be invited to the December meeting to present.</p>



Curriculum Committee Meeting Minutes

Topic	Discussion	Action
	<ul style="list-style-type: none"> ○ Much discussion ensued regarding the content of course description wording needing to be identical or the amount of change that is allowed. <p>ENV* K101 – Environmental Studies - Motion was made and seconded (EMuenzner/CEmmerthal) to open discussion on reinstating the course.</p> <ul style="list-style-type: none"> ○ Proposed to be cross listed with BIO* 180 and includes the same course description for transferability purposes. ○ Last sentence in description may be inaccurate due to LAS/GS changes. ○ KGray indicated BIO 180 would meet the Lib Arts and Sci requirement, Natural Science requirement and Global Awareness requirement. ENV 180 being cross listed will meet the same requirements. ○ Wording will be changed to “The Global requirements for LAS/GS”. <p>Course Cross Listing Proposal – ENV* K101 and BIO* K180 – Motion was made and seconded (RTisch/ADahlen) to open discussion.</p> <ul style="list-style-type: none"> ○ The last sentence in description for Course A and Course B wording should be changed to “The Global requirements for LAS/GS”. <p>Accounting Career Associate Degree POS Change – Motion was made and seconded (STopping/RTisch) to open discussion.</p> <ul style="list-style-type: none"> ○ Change made to include BMK* K202 OR BMG* K210 to Semester I ○ Change made to add description “Aesthetic Dimension” to the Fine Arts Elective for Semester III ○ Change made to include “Scientific Knowledge or Scientific Reasoning” to the Natural Science Elective for Semester IV. <p>Computer Science Technology/Elective Updates – Motion was made and seconded (EMuenzner/RTisch) to open discussion.</p> <ul style="list-style-type: none"> ○ PBurton presented. Cleaning up elective list. ○ Computer Science Elective List: removed CSC K216 and added CST K180. 	<p>Carried unanimously. Updated form will be submitted to Cheryl. Catalog change for BIO* K180 also needs to be changed and submitted regarding this last sentence of the course description. TDelaney has indicated he will ask depts to review catalog descriptions for possible corrections to wording.</p> <p>Carried unanimously. Updated form will be submitted to Cheryl.</p> <p>Carried unanimously.</p> <p>Carried unanimously. Updated form including inclusion of MAT 222 will be sent to Cheryl</p>



Curriculum Committee Meeting Minutes

Topic	Discussion	Action
	<ul style="list-style-type: none"> ○ Directed Elective List: removed CSC K216, added CST K180, added DTS K202, added MAT K129, and updated MAT K167 with MAT K165. <ul style="list-style-type: none"> ▪ Request made to add MAT 222 to the directed elective list. P.Burton agreed. <p>Graphic Design Associate Degree POS Change Graphic Design Certificate POS Change</p>	<p>Item pulled Item pulled</p>
6. Discontinuation of Program Proposal – Manufacturing Engineering Technology: Laser Mfg Op	<p>Motion was made and seconded (RTisch/ADahlen) to open discussion.</p> <ul style="list-style-type: none"> ○ It was noted that the discontinuation proposal was on the wrong form – however the content submitted in it was correct. 	<p>Carried Unanimously. Content will be updated to the correct form and turned into Cheryl before it can be sent to Deans Council.</p>
7. Gen Ed Update	<ul style="list-style-type: none"> ● TDelaney indicated GenEd had a session on critical completion and continued learning information literacy. 20 participants consisting of 10 teams reading 5-7 documents participated and have until 11/30 to put scores in. Concerns voiced on the measurability of the rubrics. FIRC indicated we do not need to assess, but we are within our accreditation cycle and the administration feels it important to show our continuing approach to assessment. 	
8. TAP Update	<ul style="list-style-type: none"> ● S.Selke stated they are continuing to work on the student learning outcomes. ● S.Selke highlighted on her work with Steve Marcelynas from the past few months. He comes from Southern as a transfer counselor and has been beneficial in problem solving with students in completing TAP Degrees. He is open to discussions regarding course substitutions. 	
9. LAS/GS Update	<ul style="list-style-type: none"> ● S.Stopping presented: Descriptions: <ul style="list-style-type: none"> ● GS not clearly end-stage/work force focused ● LAS AA/AS and UConn 	



Curriculum Committee Meeting Minutes

Topic	Discussion	Action
	<p>Outcomes:</p> <ul style="list-style-type: none"> • based on Gen Ed outcomes which are problematic. • No QL in Gen Ed • Measurability (see GS working collaboratively...multicultural) • LAS AA AS same outcomes • GS more rigorous than LAS—no critical thinking, but an outcome dedicated to Informational literacy • Reliance on “identify and describe” • Redundant: all communication persuades <p>200 level courses:</p> <ul style="list-style-type: none"> • 5 in the GS/none in the LAS • Prohibitively prescriptive in LAS UConn (see ENG Brit/American and CHILDREN’S LIT which is cross listed at some CCs as an ECE class)—doesn’t reflect current list of transfer courses. <p>Math</p> <ul style="list-style-type: none"> • Old fashioned—why push algebra/calculus? Also isn’t this at odds with new MAT/ENG workgroup recommendations? • Unclear—any 100 but in GS 187 for transfer <p>Science</p> <ul style="list-style-type: none"> • Why two course sequence in both Scientific Reasoning and Knowledge? 	
<p>10. First-Run Online, OLCR, LRON, and Hybrid Course Proposal Process</p>	<ul style="list-style-type: none"> • Confusion voiced on the form submitted by EdTech – only one form was submitted for review, but the division of that form into two separate documents was requested – one for course approval and one for instructor approval. • Instructor qualifications appeared to be in the wrong area – in Part 2 under what will the learner know. 	<p>KAmenta will be invited to the 12/18 Curriculum Meeting.</p>



Curriculum Committee Meeting Minutes

Topic	Discussion	Action
11. Other	<ul style="list-style-type: none"> • Program Reviews <ul style="list-style-type: none"> ○ Two program reviews have been received and included within this month's material for reading and will be presented at the December meeting - Environmental and Nuclear Engineering Technology. <ul style="list-style-type: none"> ▪ Still awaiting Electrical and Sports Management reviews. ○ RTisch indicated that within the review document there is a student breakdown by demographic but suggested the external review board and the faculty also be broken down. It was suggested to submit the recommendation to the dean so it could be incorporated along with other changes underway. • It was noted that RTisch will be on sabbatical in the spring and questioned who would take over the role of Curriculum Co-Chair. <ul style="list-style-type: none"> ○ Elizabeth Allen will stand in as the Math/Science department curriculum representative. 	<p>Outstanding reviews are due to Cheryl at close of business 12/3 so they can be reviewed before 12/18 meeting.</p> <p>An invitation will be sent to Elizabeth Allen to attend the December meeting.</p>

MEETING ADJOURNED AT 11:53 AM on motions by RTisch/STopping