



## Curriculum Committee Meeting Minutes

**Date:** December 20, 2019

**Present:** Kem Barfield, Patrick Burton, Mark Comeau, Jeff Crouch, Dean Robert Farinelli, Kathleen Gray, Kevin Kelly, Kacey McCarthy-Zaremba, Ed Muenzner, Steve Neufeld, Jeff Nixon, James O’Shea, Edith Ouellet, Lillian Rafeldt, Sarah Selke, Roxanne Tisch, Betty Williamson, Terry Delaney – Chair, Cheryl Salva - Recorder

Topic	Discussion	Action
<b>Approval of Minutes from November 15, 2019</b>	Motion made and seconded (EMuenzner/SNeufeld) to open discussion of minutes from meeting of November 15th. There was a typographical error in the action box for the first consent item – “replaced with” will be changed to “replaced with”. Minutes approved with correction.	<b>Correction will be made to minutes.</b>
<b>Dean’s Report</b>	Data Analytics Certificate passed through the Academic Council yesterday. The Mechatronics Concept Paper received mostly favorable reviews from the Council and was asked to go through the COT for review.	
<b>Consent Items</b>	<p>Motion made and seconded (EMuenzner/RTisch) to accept the list of consent items.</p> <ul style="list-style-type: none"> <li>• Pre/Corequisite Changes               <ul style="list-style-type: none"> <li>○ CSC* K273 – Innovation</li> <li>○ MED* K112 – Medical Insurance and Billing</li> <li>○ MED* K133 – Clinical Medical Assisting</li> <li>○ MED* K141 – Laboratory Principles for Medical Assisting</li> <li>○ MED* K170 – Law &amp; Ethics for Health Professionals</li> <li>○ MED* K216 – Electronic Medical Records Management</li> <li>○ MED* K241 – Laboratory for Medical Assisting II</li> <li>○ MED* K250 – Principles of Pharmacology</li> <li>○ MED* K280 – Medical Assisting Externship</li> </ul> </li> <li>• Course Deletions:               <ul style="list-style-type: none"> <li>○ ENG* K284 – Advanced Creative Writing</li> <li>○ ENG* K296 – Work Experience in English</li> </ul> </li> </ul>	<b>Information.</b> <b>It was noted that listed prerequisites that are pre-existing in other prerequisite courses will be stricken.</b>



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	<ul style="list-style-type: none"> <li>○ ESL* K062 – Sentence Structure</li> <li>○ MAT* K167 – Principles of Statistics</li> </ul>	
<b>First Run Online – New Instructors</b>	<p>Motion made and seconded (SSelke/RTisch) to accept all First Run Online proposals.</p> <ul style="list-style-type: none"> <li>● CSC* K108 – Introduction to Programming (Kennedy)</li> <li>● CST* K153 – Web Development &amp; Design I (Summers)</li> <li>● MAT* K095 – Elementary Algebra Foundations (Gallegos)</li> <li>● MAT* K137 – Intermediate Algebra (Petranek)</li> </ul>	<b>Carried unanimously.</b>
<b>New Course Proposal – CJS* K102 – Introduction to Corrections</b>	<p>Motion made and seconded (EMuenzner/LRafeldt) to accept the new course proposal for CJS* K102 – Introduction to Corrections. This is a reintroduction of the course. It was dropped but is still needed for TAP students. It was noted that the credits should be 3 contact hours with 45 lecture hours.</p>	<b>Carried unanimously.</b>
<b>New Course Proposal – CJS* K285 – Introduction to Forensic Science w/Lab</b>	<p>Motion made and seconded (RTisch/LRafeldt) to accept the new course proposal for CJS* K285 – Introduction to Forensic Science w/Lab. It is a more robust course than CJS* K225. Already in the system at HVCC and MXCC. The grade portion of the Corequisites will not be included in the catalog. The course is 1/3 chemistry, 1/3 physics and 1/3 bio. Nobody on staff currently can teach all 3 components. It was noted that while it is not listed as a science course, the content is science based, and of all the 200 level science courses taught at TRCC only one (which is under departmental review) does not have a 100 level introductory science course as a prerequisite. Questions arose if there will need to be a schoolwide cataloging of equipment if this class will be cross-departmented. Additional resources were also discussed as the first sentence under that heading indicated “lab safety training”. Michael Carta is the Science Lab Safety Coordinator - has it been communicated with him?</p>	<b>Carried unanimously.</b>
<b>New Course Proposal – CST* K180 – Networking I</b>	<p>Motion made and seconded (EMuenzner/SNeufeld) to accept the new course proposal for CST* K180 – Networking I. Hoping to run first time Summer 2020.</p>	<b>Carried unanimously.</b>



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<b>New Course Proposal – EET* K136 – Electronics I</b>	Motion made and seconded (SNeufeld/EMuenzner) to accept the new course proposal for EET* K136 – Electronics I. It will replace EET* K134 and will align TRCC’s program with GCC and NVCC. Discussion ensued regarding the words “from memory” under the heading “Learning Objectives”. It was noted that while the objectives will not be part of the catalog there is opportunity for refinement.	<b>Carried unanimously.</b>
<b>New Course Proposal – EET* K256 – Microprocessors</b>	Motion made and seconded (LRafeldt/EMuenzner) to accept the new course proposal for EET* K256 – Microprocessors. It will replace EET* K258 and will align TRCC’s program with GCC and NVCC. It was noted that the checkmark on the front page should indicate that it is a 200 level course and not a 100 level course.	<b>Carried unanimously.</b>
<b>New Course Proposal – EET* K2XX – Shipboard Electronics</b>	Motion made and seconded (LRafeldt/EMuenzner) to accept the new course proposal for EET* K2XX – Shipboard Electronics. Transferrable course that gemimates from specific needs for Electric Boat and will be target both EET and NUC students. It was noted that the prerequisites will need to have the ( ) removed.	<b>Carried unanimously.</b>
<b>New Course Proposal – MET* K101 – Introduction to Meteorology</b>	Motion made and seconded (EMuenzner/SNeufeld) to accept the new course proposal for MET* K101 – Introduction to Meteorology. This was once a special topics course and we would like to bring it back as a 3 credit non-lab science course. It will meet the GenEd requirement of Scientific Reasoning. It is currently being offered at TXCC.	<b>Carried unanimously.</b>
<b>New Course Proposals (stackable) – MFG* K115 – Safety in the Workplace, MFG* K124 – Blueprint Reading, MFG* K153 – Manufacturing Machinery: Benchwork, MFG* K166 – Manufacturing Machining: Benchwork</b>	Motion made and seconded (EMuenzner/LRafeldt) to accept the new course proposals for MFG* K115 – Safety in the Workplace, MFG* K124 – Blueprint Reading, MFG* K153 – Manufacturing Machinery: Benchwork, and MFG* K166 – Manufacturing Machining: Benchwork. These 4 courses are either 1 or 2 credits and are stackable. After discussion it was agreed that the “l” will be added to the prerequisites.	<b>Carried unanimously.</b>



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<b>Course Deletion – CJS* K225 – Forensic Science</b>	Motion made and seconded (EMuenzner/LRafeldt) to delete the course CJS* K225 – Forensic Science.	<b>Carried unanimously.</b>
<b>Program Name Change – Construction Technology</b>	Motion made and seconded (EMuenzner/LRafeldt) to discuss program name change from Construction Technology to Architectural Design Technology. Department Chair was requested years ago to change the name of the program to Construction Technology based on framework needs and a mandate to include a civil track. 75% of current students within this program transfer to professional degrees in Architecture. It is also presenting an identity problem for this program as many students do not realize we have architectural courses. It is an architectural program and the civil tract does not have any students in it and needs to be eliminated. Will be effective Fall 2020. Current students in Construction Technology that want to graduate with the Architectural Design wording will compete a Plan of Study Change form. This will also assist with transferability.	<b>Will be sent to BOR for January Academic Council Agenda</b>
<b>POS Change – Architectural Design Technology Associate</b>	Motion made and seconded (EMuenzner/LRafeldt) to discuss POS Changes to Architectural Design Technology Associate. Proposal is to delete the civil tract since there are no students. Semester III - replace CIV* K150/51 Surveying I w/Lab with GIS* K146 in the CM track. In directed electives in the Construction Management Concentration replace GIS* K146 – Intro to GIS with ENV* K163 – Geomatics Spatial Analysis.	<b>Carried unanimously.</b>
<b>POS Change – Business Administration Associate</b>	Motion made and seconded (LRafeldt/ EMuenzner) to discuss POS Changes to Business Administration Associate. Semester II -delete the “or MAT K167” and add “or BMK *K208 – Social Media Marketing to the first group of electives.	<b>Carried unanimously.</b>
<b>POS Change – CJ – Enforcement Associate</b>	Motion made and seconded (SNeufeld/ EMuenzner) to discuss POS Changes to CJ - Enforcement Associate. Remove CJS* K225 – Forensic Science and replace with CJS* K102 – Intro to Corrections and Remove the Science Elective and replace with CJS* K285 - Forensic Science with Lab.	<b>Carried unanimously.</b>



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<b>POS Change – Electrical Engineering Technology Associate</b>	Motion made and seconded (EMuenzner/LRafeldt) to discuss POS Changes to Electrical Engineering Technology Associate. Semester I – add MFG* K115 – Safety in the Workplace OR Laser and Lab Safety.	<b>Carried unanimously.</b>
<b>POS Change – Engineering Science (COT)</b>	Motion made and seconded (MComeau/SNeufeld) to discuss POS Changes to Engineering Science (COT). Proposal is a course swap – MAT* K285 will now be in Semester IV and MAT* K268 will now be in Semester III.	<b>Carried unanimously.</b>
<b>POS Change – Marketing Certificate</b>	Motion made and seconded (EMuenzner/LRafeldt) to discuss POS Changes to Marketing Certificate. Delete BMG* K202 – Principles of Management, delete ECN* K101 – Principles of Macroeconomics, add BMK* K208 – Social Media Marketing, delete BMK* K103 – Principles of Retailing, add GRA* K151 – Graphic Design I, delete BMK* K123 – Principles of Customer Service.	<b>Carried unanimously.</b>
<b>POS Change – Technology Studies (COT)</b>	Motion made and seconded (LRafeldt/EMuenzner) to discuss POS Changes to Technology Studies (COT). Semester II – Add “or MAT* K165 – Principles of Statistics w/Computer Applications”. MAT* K167 – Principles of Statistics cannot be removed as it is a COT degree and that course is available at other colleges.	<b>Carried unanimously.</b>
<b>Catalog Change – EET* K274 – Electronics of Communications</b>	Motion made and seconded (SNeufeld/SSelke) to discuss catalog change for EET* K274 – Electronics of Communications. Course description and prerequisite change was noted. We are changing to be part of the Gateway/Naugatuck Valley congruency.	<b>Carried unanimously.</b>
<b>Catalog Change – ENV* K101 – Principles of Environmental Studies</b>	Motion made and seconded (EMuenzner/SNeufeld) to discuss catalog change/reactivation for ENV* K101 – Principles of Environmental Studies. This has not gone through the Math/Science Department and it was thus tabled.	<b>Tabled.</b>
<b>Catalog Change – SOC* K278 – Community Research</b>	Motion made and seconded (LRafeldt/EMuenzner) to discuss catalog change for SOC* K278 – Community Research. This course will have a name change from Community Research to Learning through Community Service. The course will focus more on service learning.	<b>Carried unanimously.</b>



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<b>Discontinuation of Program – Technology Studies: Biomolecular Science Option, Technology Studies: CAD Option, and Technology and Engineering Education Option</b>	Motion made and seconded (LRafeldt/EMuenzner) to discuss discontinuation of the following programs: Technology Studies: Biomolecular Science Option, Technology Studies: CAD Option, and Technology and Engineering Education Option. The students listed as enrolled in the CAD program have transferred out and graduation rates have been minimal to none since 2015.	<b>Will be sent to BOR for January Academic Council Agenda</b>
<b>2018 Ed Tech Biennial Review</b>	Motion made and seconded (LRafeldt/EMuenzner) to accept the 2018 Ed Tech Biennial Review. The review was finished at the end of the Fall 2019 semester and discussions with faculty that do not appear to have met best practices will happen in the spring. The PC/DC will be in the loop if any problems were found in their department’s online courses.	<b>It was suggested the chair will contact Todd and Kevin and ask them to contact the faculty that they are going to make suggested changes to as soon as possible so they will have a chance to work on it over break.</b>
<b>GenED Update</b>	CJS* K285 – has been reviewed by the Science Department and does meet the scientific reasoning as well as knowledge and understanding. Great content. Motion made and seconded (EMuenzner/SNeufeld) to add the course to the list.	<b>Course will be added to the scientific reasoning and knowledge and understanding lists. Unanimously carried.</b>
<b>TAP Update</b>	<ul style="list-style-type: none"> <li>• They are beginning the process for student learning outcomes revision. It will be wide open and anyone that wants to be involved can assign themselves to one of the outcome groups. The orientation kickoff will be on February 28<sup>th</sup>.</li> <li>• 3 jobs of the TRCC FIRC Rep this fall:               <ul style="list-style-type: none"> <li>○ Oversee the Econ Pathway – done</li> <li>○ Assessment Report – done</li> </ul> </li> </ul>	<b>Meeting will be scheduled in the spring.</b>



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	<ul style="list-style-type: none"> <li>○ Hold cross-functional team to meet on every campus - will be held in the spring – has not happened as the information is being presented regularly at curriculum. Will take an hour and need to work within Ken’s calendar.</li> </ul>	
<b>LAS/GS Update</b>	<ul style="list-style-type: none"> <li>• Committee is working on coming up with advising guidelines.</li> <li>• Gave a presentation at the last Dean’s meeting regarding global and cultural awareness diversity requirements.</li> <li>• Next meeting will present additional courses that had been vetted – will include Meteorology which was approved at today’s meeting.</li> </ul>	

**MEETING ADJOURNED AT 11:02 AM on motions by SNeufeld/LRafeldt**