



Curriculum Committee Meeting Minutes

Date: April 17, 2020

Present: Kem Barfield, Patrick Burton, Diba Khan-Bureau, Mark Comeau, Rob Farinelli, Kathleen Gray, Kevin Kelly, Kacey McCarthy-Zaremba, Ed Muenzner, Steve Neufeld, Jim O’Shea, Lillian Rafeldt, Michael Stutz, Roxanne Tisch, Betty Williamson. Terrance Delaney, Chair, Cheryl Salva, Recorder.

Topic	Discussion	Action
1. Call to Order and Approval of Minutes	The meeting was called to order at 9:33 AM. Motion made and seconded (RTisch/EMuenzner) to open discussion of minutes from meeting of April 3, 2020. Minutes were accepted with a notation by Rafeldt that there was a typo of Neufeld’s name on the last page.	Carried unanimously.
2. Consent Items	<ul style="list-style-type: none"> • Pre/Corequisite Change – motion made and seconded (LRafeldt/RTisch) to discuss. <ul style="list-style-type: none"> ○ CAD* K142 – Basic 3D Parametric Modeling Inventor <ul style="list-style-type: none"> ▪ It was questioned if the MAT* K137S was eliminated as part of the prerequisite or left off by accident. Comeau talked with Gentry during the meeting and it should be included. ○ CAD* K214 – Construction CAD (Lecture) ○ CAD* K215 – Construction CAD (Lab) <ul style="list-style-type: none"> ▪ It was noted that the wording for the old prerequisite does not match what was approved at the February meeting. What was approved in February included a date range that may be confusing. Catalog Change form wording submitted in the April Curriculum Meeting is the wording that is desired for the catalog. 	<p>Corrected form will be sent to Cheryl</p> <p>All consent items carried with modifications made during meeting.</p>
3. Program/Catalog Changes	<ul style="list-style-type: none"> • Course Title Change <ul style="list-style-type: none"> ○ CAD* K118 – Revit 3D Software to Revit 3D Parametric – Motion made and seconded (RTisch/LRafeldt) to discuss. 	



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	<ul style="list-style-type: none"> ▪ Notation made that there was a typo in the new title on the proposal. Should be Parametric. ▪ This is a catch up in paperwork to what the BOR has already approved. • Plan of Study Change <ul style="list-style-type: none"> ○ Business Administration – motion made and seconded (EMuenzner/MStutz) to discuss. <ul style="list-style-type: none"> ▪ Jim O’Shea noted that nothing has changed from the required core of courses – the changes requested simplify and give more directed electives in place of the eliminated concentrations. He did note that Graphic Design should be a directed elective listed under the Marketing area. ▪ It was questioned if the 1/3 GenEd requirements were met. It was researched and noted that 21 of the credits listed were GenEd and satisfied the requirements. FYE is not classified as GenEd and was not part of the 21 credit count. ○ Environmental Engineering Technology – motion made and seconded (LRafeldt/EMuenzner) to discuss. <ul style="list-style-type: none"> ▪ Cross-List and add ENV* K101 with BIO* K180 in Semester I. Gray indicated this would be very good for transferability – especially for students entering SCSU. Science Department had not yet met on this. ▪ Semester IV Science option will be BIO* K122 and a notation for a Directed Science Elective with Lab (choice made dependent on where student transferring to). BIO* K235 and CHE* K122 will be removed. <ul style="list-style-type: none"> ➤ It was requested that the rationale for removing BIO* K235 be removed or changed as the course is not geared to nursing students. 	<p>Corrected form will be sent to Cheryl. Carried.</p> <p>Carried.</p> <p>Item tabled to next month for Science Dept to review. Cross listing proposal form will need to be submitted with this POS change for Environmental Engineering Technology in May.</p>



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	<ul style="list-style-type: none"> ➤ It was also noted that CHE K122 was indicated as being changed to Directed Science Elective with Lab, but the course subject and number was still listed in the proposed section. McCarthy-Zaremba noted it would be among changes that would be made when it came back to the table. 	
4. New Program Proposal	<ul style="list-style-type: none"> • Application for Replication of COT Program – Technology Studies: Data Science Option – motion made and seconded (LRafeldt/EMuenzner) to discuss: <ul style="list-style-type: none"> ○ This is the same program they have at NWCC. Tisch noted that Vesligaj has been contacted by Allen via email and is in the loop with this proposal. Dean Farinelli indicated that at last week’s Academic Council Tunxis CC received approval for replication of this same course. ○ Burton indicated he will try to fold the two new courses which will be in the 4th semester into other programs as well. They will be electives in the Computer Science program to encourage students to obtain a dual degree. 	<p>Carried.</p> <p>Paperwork due to BOR by 4/22 to meet their next meeting agenda deadline. Cheryl will forward once she receives the go ahead from McCarthy-Zaremba.</p>
5. Dean’s Review	<ul style="list-style-type: none"> • Dean Farinelli will be reaching out to DCs regarding the summer semester. No answers yet as to what fall semester will look like. • Appreciation was expressed at the faculty’s flexibility and patience. Do not hesitate to reach out to him if you encounter any problems you would like to discuss with him. 	
6. GenED Update	<ul style="list-style-type: none"> • There are no updates. Plan for assessment is still ongoing. 	
7. TAP Update	<ul style="list-style-type: none"> • No changes. Selke is at a FIRC meeting this morning. 	
8. LAS/GS	<ul style="list-style-type: none"> • No changes. 	



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9. Additional Items	<ul style="list-style-type: none"> • Go back to your departments – it is election time – Curriculum terms are up. If you are not the one elected as your department’s representative, invite the new electee to the next meeting. Also, there will be an election for the Chair position at the May meeting for the 2020/2021 year. • Tisch shared her screen to demonstrate how discussions were able to happen on agenda items (to clear up some early questions) within the Curriculum Team folder before the meeting. Open the file folder for the meeting and then open a change you wish to review. The right hand column will show any discussion happening about this item. The box in the upper right will allow you to add comments or to hide the conversation. 	Departmental elections will need to be held before the May meeting.
10. Next Meeting	<ul style="list-style-type: none"> • The next meeting was supposed to be held on 5/8/20, but conflicts with Hartford meetings. Since the May meeting may take time to prepare for as it will include program review it was suggested moving the meeting to a date after grades are due. A motion was made and seconded (RTisch/MStutz) to move the meeting date to May 22nd. <ul style="list-style-type: none"> ○ Dean Farinelli noted that the BOR is delaying delivery of program reviews to them until 12/1/20. It was decided (for those not already completed) the Curriculum Committee would need receipt no later than October for their review at the November meeting before being submitted to BOR on their December 1st deadline. 	Carried. Meeting date for May meeting moved to the 22 nd .

MEETING ADJOURNED AT 10:42 AM on motions by RTisch/LRafeldt