



Curriculum Committee Meeting Minutes

Date: September 18, 2020

Present: Kem Barfield, Patrick Burton, Aaron Dahlen, Carol Emmerthal, Kathleen Gray, Kevin Kelly, Jim O’Shea, Kacey McCarthy-Zaremba, Ed Muenzner, Sarah Selke, Michael Stutz, Roxanne Tisch, Susan Topping, Dan Ware, Terrance Delaney, Chair, Cheryl Salva, Recorder.

Guest: Stephen Marcelynas

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 (SSelke/CEmmerthal) to open discussion of minutes from meeting of May 22, 2020. Minutes were accepted as written.	Carried unanimously.
2. Agenda Move – TAP Update	<p>A motion was made and seconded (SSelke/EMuenzner) to move the TAP agenda item to the top of the agenda. Guest Stephen Marcelynas was introduced. He is the Director of the Office of Transfer Articulation. His focus is on TAP program transfer tickets and addressing TAP limitations. Is this program successful? Are graduates moving on to 4-year institutions and graduating with the 60 credits or fewer remaining? How can we make the program more efficient? The main questions he has found that students need answered are: are they making the right choices? Are they on the correct path?</p> <p>Transfer ticket info: census from spring – 6000 students registered in transfer tickets system wide. TRCC is doing well number wise with 577 students registered in these programs.</p> <p>Questions were taken from the group. It was asked if the Early Childhood Transfer Ticket is being eliminated. He had not heard of that but will check into it once the working groups are reconvened. It is an area he believes students are misled by. The Early Childhood transfer is not Education, but ECTC. It does not lead to a teaching certification, but to a teaching credential.</p>	



Curriculum Committee Meeting Minutes

Topic	Discussion	Action
	<p>Frustration was expressed that some Universities have different parameters set from other schools (ie: SCSU) which effects student’s transfer choices. Discussion was held on transparency and flexibility being necessary including within the LAS area. Working with NEBHE to expand the places TAP will go to.</p> <p>Consolidation was brought up and it was indicated that some faculty are linking TAP and consolidation. Mr. Marcelynas acknowledged a trust issue at the top but stated that he wanted it to be clear - in his mind TAP and Students First are separate. He will be sending out an email shortly to reconvene the working groups for each individual TAP program. The tasks being done within the work groups will be to assess the transfer tickets, to discuss any concerns and possible adjustments, and how we can do this better. These tasks will relate to the 577 TRCC students currently within the transfer tickets right now.</p> <p>TAP Update:</p> <ol style="list-style-type: none"> 1. Selke indicated that for 2020-21 FIRC will require assessment reports for the colleges on the current outcomes based on 2019-20 (they would be gratefully received, but not be required). They believe they have already received detailed data from the past 5 years and the data has served its purpose. 2. Student Outcome Revision Process: had the first meeting of the year last week. Will be spending Fall working as a committee looking at current drafts of revised student learning outcomes and reviewing as a package 3. Sselke shared her screen which showed the organization chart of TAP. Above FIRC the TAP Coordinating Council is listed. FIRC (has 17 faculty 	



Curriculum Committee Meeting Minutes

Topic	Discussion	Action
	<p>members – one from every institution in the CSCU body) has a reporting and advisory relationship to the TAP Coordinating Council. The Coordinating Council is supposed to meet once a semester and the work of FIRC is reviewed by the Council. Council membership is comprised of CAOs and Faculty. It has not met regularly, and all the terms of the elected members have expired. Mr. Marcelynas is working on resurrecting the council as the way it is set up any decisions made by FIRC are only recommendations that need to go to the Council. Decisions made by FIRC over the past 18 months such as cross campus consistency and GenEd core are not binding and need to be brought to Council. There are now 7 administrators recruited to the Council so there is technically a quorum, but he really wants to fill the faculty seats. He has gone to FAC for faculty members and they declined to elect/nominate/choose faculty members. If anyone has any concerns, questions, or would like to have a discussion with him, Mr. Marcelynas indicated they were welcome to contact him.</p>	
3. Dean's Report	<ul style="list-style-type: none"> • Dean's Council – New instruction method was brought up by a dean – LRHY (live remote hybrid). It will probably not move forward. • Dean's council is asking for 2 faculty representative for the APR alignment program review committee. They would like faculty with curriculum experience. If anyone is interested let KBarfield know. They would like faculty members to be represented, but there is nothing indicating that it must be faculty – administration could fill the slots. • Over the summer the Data Science program was approved. 	
4. Consent Items	Motion made and seconded (SSelke/EMuenzner) to open discussion on consent items First-Run Online Proposal	Carried unanimously



Curriculum Committee Meeting Minutes

Topic	Discussion	Action
	<ul style="list-style-type: none"> • CHE* K101 – Introduction to Chemistry (Basu) • CSC* K265 – Software Engineering Methods (Burton) • CSC* K273 – Innovation (Burton) • CST* K145 – Digital Circuits and Logic (Burton) • SOC* K101 – Principles of Sociology (Yorks) 	
5. First Run Online	<p>Motion made and seconded (SSelke/EMuenzner) to open discussion on First-Run Online Proposal</p> <ul style="list-style-type: none"> • CSC* K274 – Data Visualization (Burton) 	Carried unanimously
6.	<p>Motion made and seconded (RTisch/SSelke) to open discussion on program of study changes for Business Administration Associate. This change aligns our degree program with our TAP program.</p> <ul style="list-style-type: none"> • Change was made to add BMG 210 (Organizational Behavior) as an “or” option with BMG K202. • It was requested by Advising that BMG 202 (Principles of Management) also be added to the elective list. JO’Shea agreed to make the requested elective addition. <p>Motion made and seconded (EMuenzner/SSelke) to open discussion on program of study changes for Data Analytics Certificate. Split enrollments with “or” options was commented on.</p> <ul style="list-style-type: none"> • Change was made to add MAT K165 as an “or” option with MAT K129. 	<p>Updated POS Change will be forwarded to Cheryl. Unanimously approved with changes.</p> <p>Unanimously approved.</p>
7. GenED Update	<ul style="list-style-type: none"> • MStutz indicated one meeting has been held so far. Assessment on Written Communication and Continued Learning was not conducted for last year. Assessment schedule on the 5-year plan for this academic year includes Historical Knowledge and Oral Communication. They are in the process of determining how 	



Curriculum Committee Meeting Minutes

Topic	Discussion	Action
	it might be conducted with online limitations and the ability of engaging faculty at large. They have heard back from some departments on faculty workload.	
8. LAS/GS	<ul style="list-style-type: none"> It was noted that Steve Neufeld is on sabbatical and questioned who was leading LAS/GS in his absence. 	Chair Delaney will look at a curriculum stand in during his sabbatical.
9. Additional Items	<ul style="list-style-type: none"> Online/LRON Vetting – EdTech reports to Curriculum. RTisch noted that last year the Ed Tech Committee was researching separating the online course proposal form into course vetting and faculty vetting but it became tabled. She indicated that with the online situation we are in now it is more important than ever to vet faculty and course separately – with perhaps even more departmental oversight because some of the things she is seeing is discipline specific. She shared that an item on their agenda for Monday’s meeting was what is their role in the process of approving an instructor to teach online or for a course to be offered fully online. Much discussion ensued. It was noted that the course approval goes through the department, but the chair decides the instructor approval. STopping made a recommendation to create two forms – one to vet the course and other to vet the instructor. Support was given. It was noted that there has been a problem with students taking on ground courses this semester having a hard time getting home for their scheduled LRON course. This is a scheduling problem where students built on ground schedules that got converted to online. This is happening across the system. Rooms will not be opened for them to stay on campus for their LRON courses as we are partaking in efforts to reduce campus capacity. 	<ul style="list-style-type: none"> Chair Delaney will ask to be part of the Ed Tech meeting and bring these ideas and comments there. Email him any content you would like him to include. He will bring back to this body items to recommend to management for approval.

MEETING ADJOURNED AT 12:05 PM on motions by Sselke/RTisch