



Curriculum Committee Meeting Minutes

Date: December 18, 2020

Present: Elizabeth Allen, Kem Barfield, Pamela Carrol, Carol Emmerthal, Aaron Dalen, Kathleen Gray, Kacey McCarthy-Zaremba, Ed Muenzner, Sarah Selke, Marie Shaw, James Sherrard, Michael Stutz, Roxanne Tisch, Susan Topping, Dan Ware, 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 9:30 AM. Motion made and seconded (RTisch/EMuenzner) to open discussion of minutes from meeting of November 20, 2020. Minutes were accepted with one correction – Sselke indicated she did not second the motion to adjourn the meeting. STopping indicated she could be noted in the minutes to have seconded the motion.	Carried unanimously with one correction.
2. Dean's Report	<ul style="list-style-type: none"> • Receiving several instances of academic dishonesty – students using tools that they believe help, but we may perceive as dishonest- Quillbot.com for example. Students paste in paragraphs of text and it paraphrases it. • Received a complaint from a student regarding an offensive term that was used within the context of a history class. Communication needed to happen between Academic Office and the department regarding if the term was necessary/relevant within course content. Documentation needs to be created to show it was investigated - cannot dismiss complaints. There is a social context we have to be aware of. Avoiding wrong doing is not enough - we must also avoid the appearance of it. 	



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3. Consent Items	<ul style="list-style-type: none"> • A motion was made and seconded (RTisch/CEmmerthal) 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"> ○ None • Special Topics Course <ul style="list-style-type: none"> ○ None • First Run Online <ul style="list-style-type: none"> ○ ENG* K232 – British Literature II (Topping) ○ PSY* K111 – General Psychology I (Carroll) 	Carried with one abstention
4. New Course Proposals	<ul style="list-style-type: none"> • GRA* K252 – Graphic Design II - Motion was made and seconded (RTisch/EMuenzner) to open discussion on new course proposal – GRA* K252 – Graphic Design II. <ul style="list-style-type: none"> ○ Section 9, Outcome 3 – first word needs to be changed from Foster to Apply. • GRA* K295 – Graphic Design Capstone – Motion was made and seconded (ADahlen/CEmmerthal) to open discussion on new course proposal – GRA* K295. 	Carried with correction. Carried
5. Course Deletion	<ul style="list-style-type: none"> • GRA* K155 – Advertising Design – Motion made and seconded (EMuenzner/RTisch) to open discussion on deletion of course GRA* K155. 	Carried
6. Program/Catalog Changes	<ul style="list-style-type: none"> • Graphic and Communications Arts Certificate POS Change – Motion was made and seconded (CEmmerthal/RTisch) to open discussion. <ul style="list-style-type: none"> ○ Change made replace COM* K291 – Publications Practice I with GRA* K295 – Graphic Design Capstone ○ Change made to replace GRA* K155 Advertising Design with GRA* K252 – Graphic Design II. 	Carried Carried



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	<ul style="list-style-type: none"> ○ Questions were raised regarding clarity of the course descriptions. MStutz indicated he will reach out to Kevin Amenta. ● Graphic Design Associate Degree POS Change - Motion made and seconded (EMuenzner/RTisch) to open discussion. <ul style="list-style-type: none"> ○ Change made replace COM* K291 – Publications Practice I with GRA* K295 – Graphic Design Capstone ○ Change made to replace GRA* K155 Advertising Design with GRA* K252 – Graphic Design II. ● ECE* K231 Early Language and Literacy Development - Pulled 	Item Pulled from Agenda
7. Program Reviews	<ul style="list-style-type: none"> ● Nuclear Engineering Technology <ul style="list-style-type: none"> ○ James Sherrard presented an overview of the Nuclear Engineering Technology Program. ○ STopping noted that on Page 5 Section III ENG* K100 is listed as fulfilling Written and Oral Communications but that course is no longer offered. It should be ENG* K101. ○ Conducts major recruitment efforts for his program. ○ Advisory Committee consists of 34 national members that recruit for our graduates. RTisch indicated she could not find the Advisory Committee on the website. JSherrard will investigate. ○ Documents requested to show contact with students/graduates used for data collection. ○ Discussion on course mapping – is there a date to indicate when the course was mapped/vetted to competencies? MStutz indicated that courses used in multiple programs are dated, but not those that are program specific. A cumulative list can be looked into. 	



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	<ul style="list-style-type: none"> ○ Noted that, while not Nuclear Program specific, data wise we are not getting an accurate student ethnicity description with that form/chart. Patrick Keller is aware. KBarfield indicated from an IR perspective Race will trump Ethnicity if both are given. ○ Out of the 16 full scholarships brought to the program each year Millstone assures that at least 20% are awarded to women/minorities. ○ SStopping – as we try to increase program numbers James Sherrard is a good resource of setting up a program to ensure numbers and degree follow through. ● Electrical Engineering Technology <ul style="list-style-type: none"> ○ Typographical error on page 3 – “an be” in Service Learning paragraph needs to be removed. ○ EET classes vetted to Gen Ed competencies were discussed. MStutz indicated he will meet with ADahlen. ○ MStutz indicated the Continued Learning GenEd outcomes are embedded. ○ Questions were raised regarding prerequisite differences – ie: Gateway has a lower prerequisite than we have. ○ Kudos on clarity ○ Typo – page 3 under service learning “an be” needs to be stricken. ○ One page synopsis needed for BOR – ADahlen noted it is coming. ● Environmental Health and Safety Management Certificate <ul style="list-style-type: none"> ○ RTisch - Page 5 under Transfer – can the students that graduate with just the certificate students fully transfer to Goodwin and enter as a Jr.? ○ Pages 46 and 49 discuss math requirements, but there is no math requirements that is part of this certificate. 	<p>Discussion recorded.</p>



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	<ul style="list-style-type: none"> ○ Rubrics are shown on pages 30-32 for courses that are not part of the certificate. ○ SStopping – Notation on Page 50 notes the grad rate meets the minimum threshold – which threshold is being referred to – her benchmark or the BOR rate? KBarfield indicated the BOR rate is 8 for a degree and 4 for a certificate. ○ Page 15 -noted that some of the instructors named had not taught recently. Questioned how long should they be listed if not active – determined that they would be included if they taught within the span since the last report. ○ Table on page 27 was confusing – is TAC/ABET still relevant? ○ First table on page 29 – should be parity – not parody. ○ Gen Ed context is usually in context of degree program and should be removed from certificate review template. Recommendation will be sent to Academic Dean. ● Sport and Leisure Management <ul style="list-style-type: none"> ○ RTisch – MAT K146 is listed as the gateway course for math. Discussion arose around hidden prerequisites - does MAT K137 prerequisite count as a special prerequisite that should be listed?. MAT K137 is a college course - it effects the GPA and can transfer as a math elective. KGray – within engineering science the gateway is at MAT K254. ○ On the cover page the Nursing and Allied Health Department was listed as “involved in the program review process”. Questioned if it was accurate. CEmmerthal confirmed that it did go through Allied Health and Nursing Department. ○ RTisch – Page 6, 3a – where it lists new courses and updates – RTisch noted that there were some courses/changes she does not remember coming 	<p>Discussion recorded.</p>



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9. First-Run Online, OLCR, LRON and Hybrid Course Proposal Process	<ul style="list-style-type: none"> • First form is departmental, and it was noted that LRON should be removed from the title. • Second form is instructor based. Individual will meet with Ed Tech Director and the Department Chair regarding content and pedagogy. • If a course has run online before it will already have been vetted by the department. Likewise, if an instructor has been vetted to teach one course within a discipline, they should only need to go through the vetting process again if they are scheduled to teach a course in another subject matter. DC will use judgement of whether it is appropriate for a faculty member that has been vetted to teach one course within their area to teach a different one in the same discipline. 	<p>LRON will be stricken from the form and the form will be active beginning Spring 2021.</p>
10. TAP Update	<ul style="list-style-type: none"> • SSelke indicated that they are making progress – FIRC has drafts for about ½ of the outcomes ready for circulation and they should be finished and out to campuses by the end of their February or March meeting. • Outcomes are important for consolidation work. Suddenly getting indirect information from system office that they need those outcomes finished yesterday. They are focusing on Arts and Humanities - letting them know if FIRC is not doing the work, system office will. SSelke requested the membership’s consensus - a year ago FIRC said no – FIRC is not a part of consolidation and are trying to keep them separate – are we at a different place now? It is a year later - should they remain consistent or should they write the outcomes for those 2 remaining sections so they have consistency in the document? <ul style="list-style-type: none"> ○ Change is inevitable, but some afraid how it would make the campuses view FIRC. ○ Outcomes will drive curriculum decisions ○ Will attempt to bring it into Faculty Senate Meeting. 	



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11. Gen Ed Update	<ul style="list-style-type: none"> • Have completed Written Communication and Continuous Learning assessment for last year. Results being analyzed and should be ready for January or February meeting. • In spring conducting assessments for this year which will be for Historical Knowledge and Oral Communication. Will be done the same way – meeting and training online then dealing with the work in pairs. Hoping to have report done before end of year curriculum. • TDelaney provided an item to think about - new rubrics may be coming. Many courses have already been mapped. If the new has 2 or the 4 do we give a pass or make them reapply? Do we give Gen Ed any latitude? 	
12. LAS/GS Update	<ul style="list-style-type: none"> • No update 	
13. Other	<ul style="list-style-type: none"> • SStopping noted the APRC approved Criminal Justice Degree and Certificate. She forwarded draft to Jeff. • Motion made and seconded (SStopping/RTisch) to open discussion for meeting dates for Spring 2021. Suggestions were 2/19 (3rd Friday), 3/12 (2nd Friday as the following week is spring break); 4/16 (3rd Friday); and 5/14 (2nd Friday as the 21st is on college calendar as the tentative graduation date). • KBarfield – posted curriculum alignment process link. <ul style="list-style-type: none"> ○ https://www.ct.edu/curriculum/process • 20-21 Program Reviews – Due April for May discussion • RTisch on Sabbatical Spring 2021. Email will go out for Vice-Chair nominations. 	<p>Carried</p> <p>Kacey will forward list of programs undergoing review. Email regarding Vice-Chair Nominations will be sent out.</p>

MEETING ADJOURNED AT 11:50 AM on motions by RTisch/Emmerthal