



Curriculum Committee Meeting Minutes

February 19, 2021

Present: Kem Barfield, Carol Emmerthal, Aaron Dalen, Kathleen Gray, Kevin Kelly, Ed Muenzner, Steven Neufeld, Sarah Selke, Daryl Simmons, Michael Stutz, Roxanne Tisch, Susan Topping, Dan Ware, Betty Williamson, Heidi Zenie, 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 (CEmmerthal/RTisch) to open discussion of minutes from meeting of December 18, 2020. Minutes were accepted with two typographical corrections – page 5, 1 st bullet under Sport and Leisure Management – MATA should be MAT and page 6, 7 th bullet withing should be within.	Carried (two abstentions) with two corrections.
2. Dean’s Report	<ul style="list-style-type: none"> • TRCC will be removing some courses from the CCP listing. Willing to listen to feedback if anyone has any issues with the removals, but changes need to be made. Timeframe is impending as we are already receiving requests from high schools for next year and it needs to be finalized before agreements are made. • System is asking the deans to work on policies for the one college. They were broken up to 3 groups and the deans were each tasked to a section: <ul style="list-style-type: none"> ○ Grading and Student Assessment Group ○ Ways to Earn Credit/Transfer Group ○ Program Requirements/Graduation Group (KBarfield assigned to this one) 	
3. New Course Proposals	<ul style="list-style-type: none"> • Event Management - Motion made and seconded (RTisch/SSelke) to open discussion. <ul style="list-style-type: none"> ○ Noted that Sport and Leisure Management is a low enrolled program and adding a new course was questioned – will there be population? HZenie indicated she has been working to develop courses that will transfer well and 	Carried with 3 abstentions. Form will be updated and sent to Cheryl



Curriculum Committee Meeting Minutes

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	<p>give students a broader view of the school - Enrollment Management is one of these courses and will be an asset to the program.</p> <ul style="list-style-type: none"> ○ Noted that the entry regarding if it was replacing an existing course needed to be removed as the question refers to the course replacing another course within the department, not replacing a course within a program. ○ RTisch questioned if a course tied to a singular low enrolled program would be able to run. HZenie indicated she has been working with 4-year colleges and hoping enrollment will increase due to transferability. It will run once a year maximum with other courses that are also program specific. KKelly suggested it may fit in with open electives within Marketing and that the course may be of interest to the Business Department. STopping indicated the prerequisite of RLS 110 may hinder other programs from using it. HZenie will re-evaluate the prerequisite choice and consider using BMG 202 instead. ○ Questioned if this program was at any other college or if this course was part of any other college's hospitality program. No other 2-years have it. Gateway is in conversation with Southern regarding a Sports Management Certificate, but it will be more business than sports and Southern is more interested in a Degree Program than Certificate. Norwalk is considering a degree program but awaiting curriculum alignment. Manchester has a Therapeutic Management Degree – not the same thing, but some course commonality. ○ HZenie indicated this proposal was built off of Southern's form for transferability and they are pleased with the course content. 	
4. Program of Study Change	<ul style="list-style-type: none"> • Sports and Leisure Management - Motion made and seconded (EMuenzner/CEmmerthal) to open discussion. After discussion closed it was noted that the wrong form was submitted, and a motion was made and seconded (EMuenzner/CEmmerthal) to reopen discussion. 	Unanimously carried. Corrected form will be sent to Cheryl



Curriculum Committee Meeting Minutes

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	<ul style="list-style-type: none"> ○ The correct changes are: <ul style="list-style-type: none"> ▪ Delete BIO K111 – Intro to Nutrition and replace with RLS 2XX – Event Management (new course just approved) ▪ Delete HPE K247 – Aspects of Strength and replace with HPE K218 - Lifetime Fitness. 	
5. Catalog Change	<ul style="list-style-type: none"> ● HPE* K128 – Lifetime Fitness - Motion made and seconded (EMuenzner/ADahlen) to open discussion. <ul style="list-style-type: none"> ○ Form has a typo – shows course number as 218 and should be 128. ○ Course description change to be more reflective of current content. 	Carried. Corrected form will be sent to Cheryl
6. New Program Proposal	<ul style="list-style-type: none"> ● Industrial Automation Technology Concept Paper- Motion made and seconded (EMuenzner/RTisch) to open discussion. <ul style="list-style-type: none"> ○ ADahlen outlined the new program proposal. Industry and his advisory board echo the need for people that understand automation with mechanical and electrical skills. This proposal merges the two programs into a common program. ○ Noted that Public Speaking was not part of the curriculum, but ADahlen indicated that although it was not a course unto itself it was part of other courses such as the Capstone course. ○ Questions arose if it should first be brought before COT – noted that it was built on the initial COT cohort structure, but it is unique. 	Carried
7. Gen Ed Update	<ul style="list-style-type: none"> ● In fall 2020 the General Education Subcommittee completed the AY19-20 assessment of Written Communication and Continued Learning and Informational Literacy, which had been postponed in the spring due to COVID. The assessment was conducted virtually and with the participation of faculty volunteers. The report is currently being written and will be reviewed by Gen Ed in March and then sent to be Curriculum Committee for final approval. 	



Curriculum Committee Meeting Minutes

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	<ul style="list-style-type: none"> The subcommittee will be conducting the AY20-21 assessment of Historical Knowledge and Oral Communication this spring. The assessment will be conducted virtually and will be concluded this spring. A report will be written and sent to the Curriculum Committee in the fall for final approval. 	
8. TAP Update	<ul style="list-style-type: none"> SSelke, Heidi Lockward and Stephen Marcelynas met with Fran Rosselli-Navarra and Mike Stefanowicz because they were concerned about what was happening at system office regarding student learning outcomes. They were reassured the FIRC charge (to oversee the Framework 30 SOLs) had not changed and acknowledged FIRC ownership of the learning outcomes. They asked for this in writing and received a letter from Michael Rooke (Interim Provost of the consolidated college) that will be forwarded to the faculty. 	
9. LAS/GS Update	<ul style="list-style-type: none"> Committee gave feedback on the draft of alignments for General Studies and LAS that were released – have not received anything back. Seemed to be making General Studies more of a workplace-oriented degree which was something that had been discussed previously, but they made curricula changes to reflect this. Another big change was that the General Studies Degree would require five 200 level courses and the LAS degree could be completed without taking any 200 level courses. Working on program review that will be circulated. Noted that it will be submitted to Curriculum for April meeting for discussion at May meeting. 	
10. APRC Update	<ul style="list-style-type: none"> There are a number of degrees that have been approved (the ones that affect us are Criminal Justice and the Homeland Security Certificate) and are out for response. The feedback that she has received is that our institution is not participating in the consolidation. APRC meets every two weeks and things are ramping up as to what they are expected to endorse. SStopping asked if she should report that her college will not endorse the programs that have been 	



Curriculum Committee Meeting Minutes

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	<p>approved. TDelaney noted that as a Committee Curriculum has always taken items from our faculty or departments and presented to us. A lengthy discussion ensued regarding procedure and if the individual department will not endorse should Curriculum at least review for serious problems? EMuenzner asked if One College was more likely than not to come to fruition. If so, don't we have some responsibility to degree content? TDelaney indicated that form review is one thing, but he will not weigh in on someone else's discipline as to courses that may be equivalent or regarding content. RTisch noted that with what was presented in the program proposals the learning outcomes were not student learning outcomes at all, but instead were program outcomes – measurement of program success. SStopping noted "the lack of consistency of the way the forms are filled out" and will bring it back to APRC. TDelaney asked that the Committee consider the procedural question (will we accept APRC material as information only or will Curriculum actively engage with the documents themselves). It will be discussed at the next meeting and we will determine the position curriculum will take.</p>	

MEETING ADJOURNED AT 11:34 AM on motions by RTisch/EMuenzner