**Date: December 17, 2021**

**Location WebEx**

**Time: 9:30 a.m.**

**Present: Elizabeth Allen, Kem Barfield, Carol Emmerthal, Kathleen Gray, Janet Hagen, Sandra Jeknavorian, Kacey McCarthy-Zaremba, Ed Muenzner, Steven Neufeld, Sarah Selke, Susan Topping, Terry Delaney, Chair, Marie Hoffman, Recorder**

| Topic | Discussion | Action |
| --- | --- | --- |
| 1. Call to Order and Approval of Minutes
 | * The meeting was called to order at 9:30 a.m.
* Motion was made and seconded (CEmmerthal/SNeufeld) to open discussion of the minutes from November 19, 2021. Minutes were accepted unanimously.
 |  |
| 1. Consent Item – First Run Online – ART\*K107-Introduction to Studio Art
 | Motion was made and seconded EMuenzner/SNeufeld) to discuss ART\*K107. This discussion had been tabled at the last Curriculum Meeting in order to get more information. * Sandra Jeknavorian gave an overview of how this course will run online. A good variety of offerings will be given to students to use a wide assortment of media and techniques, such as collage, sculpture, painting and drawing. Each week there will be assignments and lectures. Students will send their work in on a weekly basis using videos or pictures. Students will submit discussions to Blackboard on a weekly basis.
	+ Sandra was able to lower the cost of supplies that students pay for when registering for this course. The same supplies are needed whether a student takes this course online or on-ground.
	+ Sandra plans to set aside some extra time for virtual office hours for students in this class. They will be able to contact her via Web Ex if they have any questions.
* A vote was held on approving ART\*K107 as a First Run Online Course. There were two abstentions from this vote. Everyone else was in favor.
 | **Info only** |
| 1. Announcements from Terry Delaney
 | * Terry Delaney taped this WebEx meeting. It will be used to record the minutes accurately.
* Terry asked everyone at this meeting that if they are listed on the agenda in the future, to please email their updates to Marie Hoffman the week before a Curriculum Meeting. Marie will then put these updates in the Curriculum Teams folder so everyone can read them before the meeting. This way everyone will be prepared to ask questions when the update is given.
 |  |
| 1. Dean’s Report
 | * Dean Barfield was at a NECHE conference last week. The discussions consisted of enrollment, diversity, equity and inclusion, and the pandemic. They discussed the reality of decreased enrollment through the 2020s. There is also the belief that there will be college and campus closings across the country.
* The Dean is working with Advising to find a way to fit all the new Guided Pathways Advisors in the A wing. When phase three of this GPA model is complete next year there will be 19 advisors and staff in Advising. The Testing Center will be remodeled to fit more advisors and the A103 conference room may also be remodeled.
* The Testing Center will be moved to another classroom or computer lab as needed. Discussion is taking place on if TRCC needs a fulltime Testing Center or not.
* Workforce will be moving to the D wing because of this space issue.
* The Food Pantry and the Lactation Station are being temporarily moved to the former childcare space. `
* The Dean is working with the library on some remodeling now that TRCC has received some bond funding for this. Changes to carpeting and furniture will happen. Computers will be moved too to create a better flow. Discussion is being held on possibly having faculty and staff allowed into the library thru the second-floor entrance.
* Discussion has been taking place at the system wide Dean’s Meetings regarding the CSC 101 Student Success course that System Office is creating to replace FYE. There is a meeting in January where the Deans will be able to review this new course. More to come on this.
 |  |
| 1. Consent Items – Course Deletions
 | Motion was made and seconded (EMuenzner/EAllen) to open a discussion on the deletion of the following courses:* + - HSP\*K100 – Introduction to the Hospitality Industry
		- HSP\*K108 – Sanitation and Safety
		- HSP\*K111 – Basic Food Preparation
		- HSP\*K112 - Advanced Food Preparation
		- HSP\*K113 – Baking and Pastry Arts I
		- HSP\*K117 – Beverage Management
		- HSP\*K134 – Hospitality Customer Relations
		- HSP\*K151 – Introduction to Gaming Industry
		- HSP\*K152 – Introduction to Casino Management
		- HSP\*K201 – International Foods
		- HSP\*K243 – Hotel Operations
		- HSP\*K245 – Hospitality Sales and Marketing
		- HSP\*K247 – Travel Agency Operations
		- HSP\*K296 – Cooperative Education
* The teach out phase has ended in the Hospitality Program and these courses will not be taught anymore.
* Everyone at this meeting was in favor of deleting these courses.
 | **Info only** |
| 1. Gen Ed Update from Michael Stutz
 | * The Gen Ed Committee conducted an assessment this fall of Historical Knowledge and Oral Communication. Faculty volunteers were solicited in the spring and early fall, assessment teams were formed, and a training was held on Friday, 11/12 via MS Teams. Each assessment team had 2-3 faculty members and was assigned to assess approximately 10 artifacts for either Historical Knowledge or Oral Communication. After the training, the teams were asked to complete their assessments by Friday, 12/10. The Gen Ed Committee is now in the process of extracting the data from Digication, after which the committee will analyze the data and write a report to submit to the Curriculum Committee in the spring semester. In the spring, the Gen Ed Committee will conduct an assessment of Scientific Knowledge and Scientific Reasoning using the same process.
 |  |
| 1. TAP Update from Sarah Selke
 | * There are no new updates at this time.
 |  |
| 1. LAS/GS Update from Steve Neufeld
 | * Steve had no updates to report at this time.
 |  |
| 1. APRC Updates from Susan Topping
 | * As always, all programs and courses recently approved for APRC will be sent out to campuses for endorsement.
* As the work on the aligned curriculum proceeds, there will be courses or programs that may be affected by decisions made by individual, subject-specific, faculty led work groups that will affect any courses or programs that have already been approved/endorsed. Susan’s understanding is that as the work is completed, all faculty/program leaders will be informed of any impact those decisions may have on already endorsed courses and programs.
* Susan’s understanding is that the initial work on the co-requisite Math and English proposals should be completed during the Spring semester.
* The mandatory CCS 101 course will be presented to APRC in early Spring. Susan urged everyone at this committee to examine the proposed course in detail so that their reactions may be heard.
* APRC will meet weekly at the beginning of Spring and then, hopefully, bi-weekly.
* During Fall 2021, APRC vetted over 100 programs and 600 courses.
 |  |

**MEETING ADJOURNED AT 10:35 a.m. on motions by EMuenzner/CEmmerthal**