



Curriculum Meeting Minutes

Date: September 17, 2021
Location: WebEx
Time: 9:30 a.m.
Present: Elizabeth Allen, Kem Barfield, Michael Carta, Carol Emmerthal, Janet Hagen, Kathleen Gray, Kevin Kelly, Edwin Muenzner, Steven Neufeld, Leticia Orozco, Edith Ouellet, Sarah Selke, Michael Stutz, Roxanne Tisch, Susan Topping, LuAnn Wolff, Terrence Delaney, Chair, Marie Hoffman, Recorder

Topic	Discussion	Action
<ul style="list-style-type: none"> Call to Order and Approval of Minutes 	<p>The meeting was called to order at 9:30 a.m. Terry Delaney taped this WebEx and it will be used to record the minutes accurately.</p> <p>Motion was made and seconded (SSelke/EMuenzner) to open discussion of minutes from May 21, 2021. Minutes were accepted unanimously.</p>	
<ul style="list-style-type: none"> Dean's Report 	<ul style="list-style-type: none"> The System has approved the job description for the Campus Dean of Faculty and Students. This job will be posted in Spring. This Dean will report to the campus CEO. <ul style="list-style-type: none"> Discussion was held that once this position is filled there will no longer be an Academic Dean on each campus. Academic Deans will all be at System Office. There was a taskforce created at System Office to review the Criminal Justice programs at all the community colleges. The taskforce was created because of many high-profile incidents between officers and African American people in many communities. The taskforce found that diversity was included in all the programs, but there is no anti-racism training involved in the program. The taskforce has made some recommendations. If you would like to see the full report email Dean Barfield and he will send it to you. President Jukoski is continuing to work with System Office on the Standard 6 report for NECHE. Stranded credits and transcript holds – discussion is taking place on if transcripts should be released to students when they have a hold on their account for nonpayment. Also being discussed is if this debt should be erased for the students. 	



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	<ul style="list-style-type: none"> • TRCC received recognition in The Day for the Summer STEPS Program which was for students in New London County. The Dean thanked all who participated in this program. • Digital Accessibility Policy for all programs is being discussed system wide. There is a task force on each campus for this. • President Cheng will be on the TRCC campus on 10/19. He will be meeting with different constituency groups. His schedule will be posted soon. The Dean encouraged all to attend one of the meetings. <ul style="list-style-type: none"> ○ Discussion was held that 10/19 is a Reading Day and many faculty and students may not be on campus. Can meetings be virtual too? Alycia Ziegler is working on getting students on campus to meet with President Cheng. • There is a new CSU copyright guide that has been produced and posted to the web. An email will be coming from System Office on this. 	
<ul style="list-style-type: none"> • Consent Items 	<p>Motion made and seconded (SSelke/EMuenzner) to open discussion of consent items.</p> <ul style="list-style-type: none"> • Consent Items <ul style="list-style-type: none"> ○ Prerequisite changes <ul style="list-style-type: none"> ❖ MED* K133 – Clinical Medical Assisting ❖ MED* K141 – Laboratory Principles for Medical Assisting ❖ MED* K216 – Electronic Medical Records Management ❖ MED* K241 – Laboratory Principles for Medical Assisting II ❖ MED* K250 – Principles of Pharmacology ○ First-Run Online <ul style="list-style-type: none"> ❖ MED* K111 – Administrative Medical Assistant ○ LuAnn Wolff gave an overview regarding these requests. Discussion was held and it was agreed that LuAnn would take off the “with a “C” or better” after the prerequisite change request form for MED*133 and MED*250. She will send revised Proposed Catalog Change forms to Cheryl Salva and Marie Hoffman. 	Info only



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<ul style="list-style-type: none"> • New Course Proposal 	<p>Motion made and seconded (EMuenzner/EAllen) to open discussion on the new course proposals.</p> <ul style="list-style-type: none"> • MAT* K175 – Algebra & Trigonometry <ul style="list-style-type: none"> ○ Roxanne Tisch gave an overview of this new course proposal. ○ MAT 175 is being taught successfully at GCC. ○ MAT 175 is on the list of specialized courses for the consolidation. <p>This was approved unanimously.</p>	<p>Approved</p>
<ul style="list-style-type: none"> • Catalog Changes 	<p>Motion made and accepted by CEmmerthal/Emuenzner to open discussion of catalog changes.</p> <ul style="list-style-type: none"> • Certified Medical Assistant – Program Learning Outcomes Update <ul style="list-style-type: none"> ○ LuAnn Wolff summarized the changes made to the Program Learning Outcomes for this degree. 	<p>Carried</p>
<ul style="list-style-type: none"> • Gen Ed Update from Mike Stutz 	<ul style="list-style-type: none"> • The General Education Committee will be conducting two assessments in AY 21-22. In the fall, Historical Knowledge and Oral Communication will be assessed. In the spring, Scientific Knowledge and Scientific Reasoning will be assessed. The committee plans to gather faculty assessment groups that will work on both the fall and spring assessments. A call for volunteers went out in the spring and twelve members of the faculty have volunteered to participate. The committee is still seeking additional faculty volunteers to help with the assessment. • The other work for the committee this academic year will be to continue to review Gen Ed/TAP course mapping proposals and to assist in the NECHE self-study as requested by the NECHE self-study committee. 	
<ul style="list-style-type: none"> • TAP Update. New SLOs, Draft – from Sarah Selke 	<ul style="list-style-type: none"> • Feedback on draft SLOs was gathered in April and May 2021 from faculty and staff at the 17 CSU institutions. FIRC co-chairs consolidated the feedback into one document which can be accessed at Feedback on Spring 2021 Draft of Framework30 SLOs - Google Docs This fall, FIRC will review the feedback and revise the draft SLOs accordingly. • This fall, FIRC will also create a process for endorsement of the Framework30 SLOs. FIRC is concerned that colleges and universities will not participate in the endorsement process. 	



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	<ul style="list-style-type: none"> • It is unlikely that system-wide endorsement of the new SLOS will occur before December 2021 which is the deadline for the CSCC College Catalogue for 2022-2023. Members discussed the consequence of having different timelines/deadlines and what it means for vetting of Gen Ed classes for the One College for inclusion in the catalogue. • Sarah asked that committee members share the information in her report with their departments, and that they encourage their colleagues to read the feedback document, especially for the SLOs in their areas of expertise. Sarah will informally receive additional comments on the feedback document up until the next FIRC meeting (10/8/21). 	
<ul style="list-style-type: none"> • LAS/GS Update 	<ul style="list-style-type: none"> • Steve Neufeld presented, but did not provide a summary. 	
<ul style="list-style-type: none"> • APRC Update from Susan Topping 	<ul style="list-style-type: none"> • Discussion was held regarding APRC, programs needing to be reviewed, and Curriculum's formal role. Should Curriculum conduct an official discussion and vote of all the proposed changes. Discussion was also held on: <ul style="list-style-type: none"> ○ APRC's timeline of completing this work by the end of this semester in order to prepare the AY 2023-24 Catalogue, it seems unrealistic to expect Curriculum to put in place a meaningful process even if the members voted to address issues pertaining to the aligned curriculum. ○ Susan wants to continue to present on APRC as an informational item at future Curriculum meetings and other venues that are appropriate. ○ Susan will continue to encourage individual faculty members to review any proposals that may be of interest to them and continue to relay any feedback to APRC. • This will be a discussion item at the October Curriculum Meeting. 	

MEETING ADJOURNED AT 11:54 a.m. on motions by SNeufeld/CEmmerthal