



## Curriculum Meeting Minutes

**Date:** Friday, April 8, 2022  
**Location:** WebEx  
**Time:** 9:30 a.m.  
**Present:** Elizabeth Allen, Kem Barfield, William Dopirak, Carol Emmerthal, Kacey McCarthy-Zaremba, Ed Muenzner, Jennifer Nally, Steven Neufeld, Leticia Orozco, Michael Stutz, Susan Topping, Terry Delaney, Chair, Marie Hoffman, Recorder

Topic	Discussion	Action
<b>1. Call to Order and Approval of Minutes</b>	<ul style="list-style-type: none"> <li>• The meeting was called to order at 9:30 a.m.</li> <li>• Motion was made and seconded CEmmerthal/EMuenzner to open discussion of the minutes from the March 11, 2022 Curriculum Committee Meeting. The minutes were unanimously accepted.</li> </ul>	<b>Carried unanimously</b>
<b>2. Dean's Report</b>	<ul style="list-style-type: none"> <li>• Save the date for the morning of 8/26/22 for a CT State Kick Off event. The Dean asked that all department meetings be scheduled for the afternoon of that day, and to keep the morning open for now.</li> <li>• Deans Council news:               <ul style="list-style-type: none"> <li>○ A Second Chance Pell Coordinator will be hired and shared with QVCC. This person will be housed at QVCC. There is currently a Coordinator for the System for Second Chance Pell. Her name is Theresa Bowley.</li> <li>○ The Deans are looking at specialized program accreditations to get set up for the one college. They are putting together affiliation agreements. The one college will need to sign off on these in 2023.                   <ul style="list-style-type: none"> <li>➤ For the coming 2022-2023 year, CCP agreements will be handled like normal. The agreements will be signed in this Summer 2022.</li> </ul> </li> </ul> </li> <li>• Program Coordinators are continuing to complete their crosswalk info for their programs going into the one college. Program Coordinators are looking at the courses that have been approved for the one college and aligning their programs with these courses. The crosswalk info will help advisors and students to know what courses a student can take to graduate from the one college.</li> </ul>	



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	<ul style="list-style-type: none"> <li>○ The link to the website that can help program coordinators complete their crosswalk is listed at the top of the crosswalk form.</li> <li>● An inquiry was raised as to how to now get a course in the upcoming CT State catalog for those courses that hadn't gone through the course/program alignment and vetting APRC process. Kacey relayed that she has seen a pattern in this question arising throughout departments recently, and will be following up with BOR's Amy Feest to help inform and/or refresh on next steps/procedures. This pattern may be due to some faculty having not participated in the APRC process.</li> <li>● Admissions Open House went well on 3/29. Another Open House is planned for 5/4.</li> <li>● Advising Days was successful on 4/4 and 4/5. The number of students who registered on these two days was a bit higher compared to last year's numbers, but the numbers were a bit lower than in 2020.</li> </ul>	
<b>3. Consent Items</b>	<p>Motion was made and seconded EMuenzner/CEmmerthal to approve the EDU* Special Topics Course – Normal and Exceptional Childhood and Adolescent Development, and to approve the deletion of ART*K131 titled Sculpture I.</p> <ul style="list-style-type: none"> <li>● Discussion was held on the pre reqs to the EDU*K220 course. Jennifer Nally explained the goal in choosing the pre reqs was to align the pre reqs with the pre reqs in the Pathway to Teaching Careers degree program.</li> <li>● All were in favor of these two consent items.</li> </ul>	<b>Info only</b>
<b>4. New Course Proposal</b>	<p>Motion was made and seconded SNeufeld/EMuenzner to approve the new course proposal for EDU*K210 – Foundations of US Education</p> <ul style="list-style-type: none"> <li>● Jennifer Nally gave an overview of this proposal. Jennifer and reps from Eastern and QVCC discussed the alignment of the courses that transfer from the Pathway to Teaching Careers degree program. This course number and title will be in alignment with Eastern for transfer credit. This will also work well for being in alignment with the one college too, even though that was not the original reason for this new course proposal.</li> </ul>	<b>Carried unanimously</b>



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	<ul style="list-style-type: none"> <li>• Discussion was held on the pre-req listed as ENG 101 eligibility. Since this is a 200 level course this could become problematic whereby a student who has not completed ENG 101 yet could take the course. Discussion was held on there not being any developmental courses offered in the one college too. Also, this means that a student would be able to take EDU*K210 in their first semester at TRCC without having to completed a college level English course.</li> <li>• A motion was made and seconded SNeufeld/WDopirak for Jennifer Nally to submit an amended course proposal form and change the pre req to ENG 101 completion. All at this meeting were in favor of this amendment and the new course proposal for EDU*K210.</li> </ul>	
<b>5. Results of the 2020 Biannual Online Course Reviews – Jennifer Nally</b>	<p>Jennifer Nally reported on the results of the 2020 Biannual Online Course Reviews on behalf of the Ed Tech Committee. A copy of this report was available to all at this Curriculum Committee meeting.</p> <ul style="list-style-type: none"> <li>• During Spring 2021 and Spring 2022 the committee reviewed 137 online courses. Only two courses were referred to be looked at in more in depth. Feedback will be given to the instructors of these courses.</li> <li>• Instructors were notified before this review was started. They were asked to evaluate their own courses too. Many instructors did not do this. Next time this review is done the committee will give very clear instructions and will have a checklist that the instructors can use.               <ul style="list-style-type: none"> <li>○ It will also be very clearly stated that this review is a requirement for NECHE and is not intended to evaluate the instructor. It is intended to evaluate the distance learning course only.</li> </ul> </li> </ul>	
<b>6. Gen Ed Update from Michael Stutz</b>	<ul style="list-style-type: none"> <li>• The Digication issue has been resolved now. The Gen Ed assessment of Scientific Knowledge and Reasoning will be done in Fall 2022 now instead of this Spring 2022.</li> <li>• There is a statewide assessment committee looking into Digication and other platforms that may be better then Digication. More details to come on this.</li> </ul>	



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	<p><b>Below is the TRCC General Education Committee: Statement on the FIRC New Proposed TAP Framework30 SLOs.</b></p> <p>On March 21, 2022, the General Education Committee met to review FIRC’s New Proposed TAP Framework30 Student Learning Outcomes. The committee agreed that the proposed SLOs were an improvement over the 2012 TAP Framework30 SLOs. The committee appreciated that the new proposed SLOs were based on feedback from faculty over the past ten years and the result of faculty participation in the revision process. The committee believes this faculty-driven work on General Education is essential in academic curricula. The committee is hopeful that a faculty-driven review of the SLOs will continue. The committee unanimously voted to endorse FIRC’s 2022 New Proposed TAP Framework30 Student Learning Outcomes. The TRCC General Education Committee would request that the members of the TRCC Faculty Senate strongly consider voting to endorse these new outcomes.</p>	
<p><b>7. Vote on endorsing the 2022 SLOs or keeping the 2012 SLOs</b></p>	<p>A motion was made and seconded EMuenzner/SNeufeld to endorse the 2022 SLOs. All at this meeting were in favor of this endorsement.</p> <ul style="list-style-type: none"> <li>• If the majority of colleges vote for the new 2022 SLOs then they would become effective in Fall 2022.</li> </ul>	
<p><b>8. FIRC Update and an Update on the Safe Courses Task Force from Sarah Selke</b></p>	<p>Sarah could not attend this Curriculum Meeting, but her updates on FIRC and the Safe Courses Task Force are below.</p> <p><b>FIRC Update:</b></p> <ul style="list-style-type: none"> <li>• The CSUs are reviewing the new proposed SLOs and deciding whether to approve the new version (2022) or choose to stay with the current version (2012). Most institutions will have finished their review by the end of the month. Manchester CC voted to approved the SLOs on 4/7.</li> </ul> <p><b>Safe Courses Task Force Update:</b></p> <ul style="list-style-type: none"> <li>• This is the system-wide group that is composed of 4-year faculty, 2-year faculty and colleagues in student services (transfer advisors, Registrars). The charge is to find courses</li> </ul>	



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	that CC students can take that will be guaranteed to transfer to any of the 4-year. The task force had its second meeting recently which covered background information (Framework30 and the SLOs, Gen Ed core at CT State, etc). At the next meeting, the work will begin to consider specific courses for guaranteed transfer.	
<b>9. LAS/GS Updates from Steve Neufeld</b>	<ul style="list-style-type: none"> <li>• Steve had no new updates at this time.</li> </ul>	
<b>10. APRC Update</b>	<ul style="list-style-type: none"> <li>• Dean Barfield did not have any updates on the APRC because a lot of this work has concluded so the one college can put together the new college catalog.</li> </ul>	
<b>11. Announcements</b>	<ul style="list-style-type: none"> <li>• Terry Delaney congratulated Beth Allen and Carol Emmerthal on their recent promotions!</li> </ul>	

**MEETING ADJOURNED AT 10:25 a.m. on motions by EMuenzner/SNeufeld.**