Call to Order
Approval of Minutes  February 1, 2007

Old Business

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<tr>
<th>Page</th>
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<th>Type of Reading</th>
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Innovative Ideas: ------

Other: 
A) Prerequisites Effecting On-Line Registration  M. R. Moore  
B) AS & AA Degree Programs -- 2 + 2 Agreements  P. Hadjimitsos  
C) CCC Committee  K. Anderson  
D) New Programs  K. Anderson  

Distribution:  Academic Deans, Associate Deans, Department Chairpersons/Coordinators, College Curriculum Committee, Agendees, Executive Assistant to the President and the President  

Printed:  2/22/2007
CALL TO ORDER/ROLL CALL

K. Anderson called the meeting to order at 2:46 p.m.


Members absent: (voting) I. Rodriguez, T. Porebski, J. B. Halpin and J. Jozaitis

Resource Members present: P. Hadjimitsos, N. De Mayo, V. Howard, D. Baness-King and M. Weatherspoon

Resource Members absent: Q. Martin

Agendee(s): C. Fuller, M. Flaherty, T. Porebski, S. Martella, W. Justiz, M. Olson, A. Jajko, M. R. Moore P. Hadjimitsos and K. Anderson

Visitor(s): A. Johns, O. Wong, C. Alcorn and J. Paver

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes of February 1, 2007, passed unanimously by voice vote, with a correction under item numbers 07-6 through 07-9, to read, ‘J. Wager said…’ in place of ‘M. Batai said…’.

OLD BUSINESS

Item Course/Curr Proposals Readings Action Taken
No. No. 1 2 3
07-1 U224A06 Global Studies new emphasis X tabled

K. Anderson tabled item 07-1 to the April 5th meeting as C. Fuller was not present to represent his item.

07-6 ENG 105 Literature of the West Wrld delete crs X withdrawn

07-7 ENG 121 Chief Eng Writ Before 1800 delete crs X approved

07-8 ENG 122 Chief Eng Writ – 19th Cent delete crs X approved

07-9 ENG 123 Chief Mod English Writers delete crs X approved

M. Flaherty rescinded the proposal to withdraw item number 07-6, ENG 105 as the students are interested in the American Literature courses. The remaining courses are being withdrawn, not for lack of qualified instructors as was stated at the February 1st meeting, but for lack of student interest. The department feels there are ample course offerings in the area. 

Motion to approve item numbers 07-7 through 07-9, passed unanimously by voice vote. Item number 07-6 was withdrawn by M. Flaherty.

07-10 HUM 131 Apprec of Dance as Art Frm delete crs X tabled

K. Anderson, by the request of T. Porebski tabled item number 07-10, pending further discussion.

NEW BUSINESS

Item Course/Curr Proposals Readings Action Taken
W. Justiz stated that anyone who wish to become a paramedic must complete the Emergency Medical Technician-Basic course, EMS 131. He has created a one-course, six credit certificate that includes this course. The goal is to list and track current students and attract new students for EMT. A ‘valid CPR card’ has been added to the prerequisite for EMS 131. The Red Cross CPR course offered at Triton is not the same as the American Heart certification required for this program. C. Pignataro suggested listing the specific CPR requirement and asked if there is any review for the EMT exam. W. Justiz replied that the test has recently changed from a national to a state test and the students are having difficulty passing the new exam. E. Charneia stated that a lot of students take CPR at Triton and are not qualified as our CPR course does not fulfill the Health Care Provider CPR requirement. W. Justiz added that many Health Career programs require the Health Care Provider CPR course. E. Charneia stated that the current CPR course should specify that it does not meet the Health Care Provider (CPR) requirement. K. Anderson suggested having discussion with T. Doyle of the Health, Sport and Exercise Science Department as we do not offer a Health Care Provider (CPR) course. This course previously was offered through CECCHP. Health Care Provider (CPR) is a relatively new distinction. All of our health career students are sent off campus, i.e. Gottlieb Hospital and local fire departments to attain certification. We should offer this class on campus. W. Justiz said he will admit the students to the course with the stipulation that they must attain the CPR Health Provider certification prior to mid-term. K. Anderson suggested adding this stipulation to the program, course descriptions and to the rationale. The spelling of the course objectives needs to be checked and the lab objectives need to list action i.e. ‘demonstrate’ for objectives that require performance of a skill. W. Justiz intends to develop an AAS for Paramedic in February/March of 2008.

S. Martella stated that the last sentence has been removed from the course description to bring in line with the current course content.

Motion to approve item number 07-14, passed unanimously by voice vote.

M. Olson stated that the prerequisite has been corrected to ‘Placement into RHT 101’. M. Hahn Wade suggested also adding ‘or ‘C’ or better in RHT 095 or 096'.

Motion to approved item number 07-15, passed unanimously by voice vote, with suggested additional prerequisite.

A. Jajko stated that Fashion/Retail and Sport Marketing have been developed as two new short-term certificates, which were previously housed under the Marketing Management program as concentrations. Due to high student demand, the Fashion and Retail Management concentrations have been removed from the Marketing Management degree and are now stand-alone certificates where students can gain work experience and the certificate simultaneously. All of the courses are currently active and can be utilized in the AAS Degree. A. Jajko is working with T. Doyle regarding the Sports Marketing certificate, which is a great start for an entry-level job. The International Marketing concentration has also been deleted from the Marketing Management degree as the classes were not running and the students can obtain the International Business degree under Business. The Marketing Management degree no longer includes any concentrations. The course number for MKT 269 has been changed to MKT 169 as this class is as a basic entry-level course. J. Wager questioned the number of 200-level Marketing courses...
that we offer, stating he felt they were too few. A. Jajko stated that the four-year schools list this particular course as a 100-level course and she has aligned our course accordingly. A. Jajko will notify the counselors regarding these changes. J. Wager stated that the more we cut back on 200-level courses the students would be transferring with mostly 100-level courses. E. Johnson stated that there currently are ten two-hundred level and eight 100-level Marketing courses.

K. Anderson introduced C. Alcorn, adjunct faculty Resource Member for the CCC. She thanked him for his willingness to serve.

**INNOVATIVE IDEAS**

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**OTHER:**

A) **Prerequisites Effecting On-Line Registration**
M. R. Moore stated the ad-hoc committee needed an additional meeting and she would present their recommendations at the April 5th meeting.

B) **AA & AS Degree Programs – 2 + 2 Agreements**
P. Hadjimitsos asked that this discussion be deferred to the April 5th meeting.

C) **CCC Committee**
K. Anderson developed the Innovative Ideas agenda item to be presented at the last meeting of each semester to enhance and plan for future offerings, as delineated in the Senate procedures for the CCC. Originally, the Innovative Ideas meeting was the first CCC meeting of the semester, but it was changed 2 years ago. The change was made to allow the Academic Senate members more time to review the recommendations. The last meeting each semester for the Curriculum Committee is always the first Thursday of the month, which does not allow much time for the Academic Senate to review the recommendations, as the Senate usually meets on the following Tuesday. The result is that there is one less action meeting each semester, which is problematic, especially when considering new programs. She asked the CCC to revisit the timeline for new curriculum and she suggested that allowing the second reading at the Innovative Ideas designated meetings in May and December in an effort to become more responsive to new program development. The Innovative Ideas are not presented to the Academic Senate. M. Hahn Wade suggested adding one additional meeting in April. J. Wager suggested adding the Innovative Ideas as an item for each meeting. K. Anderson stated that she would like to give the presenters ample time with the full Committee in attendance to present their ideas, and that is not always the case, as some meetings are lengthy. A. Jajko added that she found the Innovative Idea meetings very helpful. J. Wager stated that the meetings have not been too long recently. E. O’Connell stated that the presenters need time limits, around five minutes, and suggested that the Innovative Ideas be listed on the agenda at the beginning of the meetings, as no quorum is needed for discussion. M. Hahn Wade stated that the Committee should maintain no business at the last meeting of each semester, only second readings for new programs due to the narrow window for submission to the Academic Senate and the Board of
Trustees. K. Anderson stated that the Innovative Ideas would be presented at the first and last meetings of the semester, limiting the time provided to present, and only allow the second readings for new programs at the December and May meetings.

D) New Programs
K. Anderson stated that new programs were discussed in the Academic Development Task Force meeting and one suggestion is to develop a Summer Academy. It is difficult for the faculty, after the semester starts, to find the time needed to complete the Form 20, which is required for a new program. The best time to present new programs is in the fall semester as they would be included in the following year’s catalog. I. Rodriguez suggested at the Academic Development Task Force meeting that the faculty meet earlier in the summer. K. Anderson offered to develop a workshop that would be provided this spring. K. Anderson recently provided a plan of topics to I. Rodriguez for the workshops. 1.) Course development procedures including aligning assessment outcomes achieved with the topics and course objectives; 2) how to complete the ICCB’s Form 20 for new programs. I. Rodriguez is absent from today’s meeting to discuss this further. A list has been distributed that includes programs on the “watch list” and programs being considered for ‘Orderly Withdrawal’ this fall. Next Wednesday’s Program Improvement committee meeting is to discuss ‘why’ these programs are on this list and have dialogue with the deans and chairpersons/coordinators. R. Connor suggested adding a curriculum tutorial slide show on-line. E. Johnson added that the PDC could record the training. A. Jajko suggested meeting with a mentor who has completed these tasks prior to coming to the Curriculum Committee. The forms are reviewed at Curriculum Agenda Planning. Previously the philosophy was to move all items forward to the Curriculum Committee, but now items that are not complete are not placed on the agenda. The submissions need to be more polished or they will not be added to the agenda. R. Connor stated that prior discussion with the dean should have already occurred. M. Hahn Wade added that the faculty members want a change, even if the dean does not approve but the proposals come through anyway. R. Connor stated that he has witnessed ambushes at curriculum and it was clear that the dean and faculty member had no dialogue. K. Anderson stated that we are working to change that. E. Johnson added that it varies on the situation and may require this venue to review. E. Charneia stated that the dean did not notify the faculty of being on the watch list. E. O’Connell stated that is a missed opportunity for shared governance. R. Connor added that there has been enormous improvement. E. Bell stated that this is not the forum for either of those discussions.

Adjournment: K. Anderson adjourned the meeting at 3:55 p.m.

Submitted by: K. Anderson, Chairperson

Susan Misasi Maratto
Recording Secretary