May 6, 2010

Call to Order

Approval of Minutes April 15, 2010

New Business

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<td>U224A01 Undergraduate Center, Interdisciplinary Studies</td>
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Innovative Ideas: -----

Other: A) Course Outline and Course Syllabus Board Policies – K. Anderson
       B) IAI GECC and Major Panel Representation – K. Anderson
       C) Course Outline/Course Syllabus Consolidation – C. Antonich

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

Printed: 4/30/2010
CALL TO ORDER/ROLL CALL

K. Anderson called the meeting to order at 2:33 p.m.


Members absent: (voting) J. Wager

Resource Members present: V. Howard

Resource Members absent: P. Hadjimitsos, N. De Mayo, D. Baness-King, P. Jensen/J. Grigalunas, D. Domin and Sujith Zacharias

Agendee(s): A. Johns (for L. Samra), E. Brindise, E. Bell, C. Allcorn, A. Salzman, K. Anderson and C. Antonich

Visitor(s):

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes April 15, 2010, passed unanimously by voice vote.

K. Anderson read a memo from the President that was presented at Academic Senate by K. Anderson and provided by E. O'Connell regarding the electronic poll that was taken for the recommendation to withdraw programs due to fiscal constraints. The majority voted to retain the programs. The deletion of the two Nuclear Medicine courses was supported. Information regarding Program Improvement was not included in the President’s recommendation. The President does not support the Academic Senate’s recommendation to retain the RSC, ACR, INT, MKT and Leadership for Paramedics programs. The electronic vote by the CCC was ten to retain and four to withdraw the RSC and Leadership for Paramedics programs; and six to retain and three to withdraw the ACR, INT and MKT programs.

OLD BUSINESS

All changes recommended at the April 15, 2010 meeting were submitted and included in this packet.

M. Sudduth noted that the ‘Department’ listed on the course outlines for technology should be consistent. A. Baldin stated that all of the course outlines should be consistent and will be updated.

NEW BUSINESS

<table>
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<tr>
<th>Item No.</th>
<th>Course/Curr No.</th>
<th>Proposals</th>
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<tr>
<td>10-103</td>
<td>U224A15</td>
<td>rev curr</td>
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A. Johns represented item number 10-103 for L. Samra. S. Maratto notified L. Samra that SPE 294 was listed as a fulfilling a gen-ed requirement, and would need to be removed as it is not an IAI approved gen-ed course. SPE 294 was moved from the gen-ed listing and to the recommended electives list. There is an extra Physical Science group of courses showing on the catalog page that S. Maratto will...
E. O’Connell suggested also listing recommended math courses under Science and Mathematics as Social and Behavioral Sciences, Humanities and Fine Arts are listed. M. Sudduth added that the courses that are specifically listed were reviewed and determined to be the best choice of electives for the students. T. Porebski stated that any of the Physical Science or Math courses listed in the AA Degree would fulfill those requirements. A. Baldin suggested adding ‘we recommend’ under Physical Science and Math for clarity. M. Sudduth added that if the student is pursuing an AA Degree and the course is not listed on Page 45 of the catalog, they would not be eligible for the degree. She inquired if other electives could be used other than the ones listed on Page 45. V. Howard stated that she only uses this list. A. Johns stated that she did not design the curriculum, but is only representing this item for L. Samra and she cannot speak for her in regards to these questions. The only change being made at this time is moving SPE 294. C. Antonich stated that a committee had designed this program. K. Anderson stated that A. Johns could take the suggestions back to her department for further discussion and submit those changes to curriculum@triton.edu, as this would not be a major change. T. Porebski noted that the new HUM 170, Introduction to Women’s and Gender Studies, was rejected three times by the IAI. The first time there was not enough Fine Arts component, etc. K. Anderson stated that there are panels that still need representatives from Triton so our voice is heard.

Motion to approve item number 10-103, passed unanimously by voice vote with the removal of the duplication of the Physical Science elective list.

10-104 U230A30 Pre-Profession Degree rev curr X approved
10-105 EGR 103 Engineering Graphics delete crs X approved
10-106 EGR 152 Engineering Statics delete crs X approved
10-107 EGR 211 Engineering Dynamics delete crs X approved

E. Brindise reviewed the entire Pre-Profession Degree, changed some course sequence, replaced BIS 107 with BIS 151 and removed the EGR courses in the Pre-Engineering subset. E. Brindise also represented the deletion of the three Engineering courses for E. Bell. V. Howard stated that there are nine hours of Communication gen-ed that is required and there is not nine hours listed. Usually the specific gen-ed category is listed in the degree, not only ‘general education’. E. O’Connell suggested adding the additional Communication elective to the second semester, as it is light on hours. M. Sudduth asked if the Pre-Profession program was developed to follow the IAI recommendations. E. Brindise replied that she is not aware because this program was developed before she was the Chairperson. A. Baldin suggested that E. Brindise update the program to remove the EGR courses, change the BIS courses and bring back to curriculum in the fall to complete the changes. E. Brindise will have had time to further review and address the concerns and asked if the IAI has a guide to follow. K. Anderson stated that she should look at the IAI website and the panel requirements for the courses. She also stated that she should specify what discipline Humanities/Fine Arts, Social & Behavioral Sciences, etc. in the degree listing. E. O’Connell stated that this program was developed when MAT 111 and MAT 131 met the gen-ed requirement, but no longer does and also would need to be replaced. M. Enich questioned if it depends on what area the student goes into, does that affect which gen-ed they take. M. Sudduth replied that it does. A. Baldin questioned what the difference is between the Pre-Profession curriculum and an Associate in Science Degree. Further discussion is needed, but the EGR courses need to be removed now. K. Anderson asked E. Brindise if she would further revise the program in the fall, as it does not currently meet the gen-ed requirement.

Motion to approve item numbers 10-104 through 10-107, passed unanimously by voice vote, with the department looking at entire degree and make modifications in the fall.

10-108 U224A01 Interdisciplinary Studies inactive curr X approved

J. Paver represented item number 10-108 for A. Salzman. The Undergraduate Center, Interdisciplinary Studies emphasis was written to reflect the Undergraduate Center as a separate department, which is no longer in existence due to the recent changes. Dialogue has occurred with A. Salzman to inactivate
the program now and remove it from the catalog so that no new students can enter and then revise it in the future to make more Interdisciplinary in the fall. J. Paver added that he and A. Salzman would have further dialogue in the fall to see which way to go.

Motion to approve item number 10-108, passed unanimously by voice vote.

INNOVATIVE IDEAS: ----- 

OTHER: 

A) Course Outline and Course Syllabus Board Policies – K. Anderson
   (see Other C)

C) Course Outline/Course Syllabus Consolidation – C. Antonich
   Other A) and C) are being discussed as one item, as the topics both interrelate. K. Anderson referred to the current Course Syllabus Board Policy and questioned if the course outline and course syllabus should be combined. K. Anderson noted #4, which refers to listing the course objectives. She suggested that the course objectives be broken out into lab/lecture and clinical objectives, as Nursing has, for better student understanding for all the courses at the college. She explained that this is now required by the ICCB for all AA/AS courses. #7 Grading Policy, the course outline includes Assessment. All are asked to add Academic Support resources so that students are aware of CAAS, which is why #4 says requests any other ideas. L. Dodt stated that she would like to have the course syllabi in electronic format and stored online for accessibility and to have the opportunity to review them with the students. K. Anderson stated that it would be possible if every class was enhanced. J. Paver added that Blackboard has this capability. Discussion would need to occur to see if we want every section included, and that some departments may not use Blackboard. M. Enich asked if those students who do not have access to a computer would need to access one in the Library and print it out. J. Paver replied, ‘yes’, that those students would need to access a computer. E. O’Connell concurred with putting the course syllabi on Blackboard, although someone would need to monitor it to ensure the most recent version is listed. C. Nicholson added that the old syllabi should be dumped. J. Paver added that Blackboard does dump and one person can monitor. M. Flaherty liked the idea to accommodate the ICCB with the required information; however we are no where near eliminating the paper handouts yet. We should look at storing them in Blackboard as a supplement, rather than a replacement. M. Sudduth agreed not leaving the responsibility of acquiring the course syllabus entirely up to the students. E. O’Connell stated that the course syllabus can be distributed at the first class and maybe evolve to totally online in the future. A. Baldin added that it is up to the department as how to distribute the syllabus, not at college-wide level at this time. K. Anderson noted that these are some good suggestions. E. Brindise agrees that is a good idea as the faculty in the Biology department use the syllabus as a contract, which the student signs and would need to be in hard copy form or it would not have the same impact. K. Anderson also liked the idea of storing the course syllabi on Blackboard. C. Antonich advocates to merge both the course syllabus and course outline. The ICCB mandates a document is provided that contains the information included in our course outline. Triton’s Board Policy mandates the information included in the course syllabus, which could be merged, as much of the information on both documents are the same and this change would simplify things. S. Maratto stated that the course syllabus is required for review by the IAI and by four-year schools for course transfer articulation. There currently is a struggle to obtain the
Merging the two documents is really a formatting issue and still would contain the faculties’ own content. DePaul is now asking for 100 syllabi for evaluation. We do not want to negatively impact our articulation. E. O’Connell questioned how would we determine whose syllabus is used to send out for articulation as each teacher has a unique style and requirements. C. Antonich replied they should not matter as long as the objectives, description, etc. are the versions approved by the ICCB. T. Porebski added that the teachers include their own grading scale, etc. The four-year schools are now requiring the course syllabus. He added that he would love a syllabus template that would streamline the process. E. O’Connell gave an example of RHT courses, in that some faculty assign three papers, some assign four papers, and so on. This would look different when presented and which one would be selected to send out. C. Antonich replied that would be up to the department to choose. M. Flaherty questioned what are they looking at when reviewing the course. S. Maratto replied they are looking at the lecture, lab weekly topics, textbooks (year), objectives, etc. M. Flaherty questioned if everyone had to use the same textbooks? S. Maratto replied they do not, that as long as the content that was approved on the course outline is covered. E. O’Connell questioned if they require a weekly breakdown of topics. S. Maratto replied that they do, especially for courses that include a lab. J. Paver stated that it would be beneficial to have examples to use. It may be challenging with multi-section courses, therefore each department would work on the same sample template. E. O’Connell stated for example a generic template can be developed for MAT 055. A. Baldin questioned what happens when we modify the course outline or develop a new one. K. Anderson replied that the template would have to be changed, and all suggestions are welcome. She would like to propose a modification of the Course Syllabus policy to the Board. A. Baldin questioned if we would begin using the new format in the Fall. C. Antonich replied that we would use the current forms right now. K. Anderson stated that we can discuss further at the first meeting in September, as it is not usually busy. This would need to be brought back to the Committee as an action item to be voted on. We should anticipate changing in the fall. J. Paver questioned if the acceptance of late work is covered in the graduation policy, as it should be. M. Flaherty added that the department should encourage that. As previously suggested by J. Frye, we should include only the minimum information required by the ICCB. J. Paver concurred with M. Flaherty. M. Sudduth stated that we move forward to develop a process and inquire how to approach this endeavor, as we still need to go beyond our current system so that S. Maratto can obtain the course syllabi that are needed. K. Anderson stated that we currently provide the dean, chairperson/coordinator a copy of the syllabus each semester. She asked the Committee to encourage their departments to send them electronically. M. Enich stated that the Nursing department has their own drive or line (i.e. ‘N’ drive). E. O’Connell asked if the deans have electronic copies on file. A. Baldin replied that her department has all syllabi electronically on file. M. R. Moore questioned how far in advance the syllabi are available. A. Baldin replied two weeks after the semester begins. M. R. Moore stated that students ask for the syllabus up front and that would be too late. K. Anderson stated that a template of last semester could suffice. A. Baldin added that the syllabi do not vary much. M. Sudduth stated that a student told her that a four-year school would not accept the course because of the textbook that was used. K. Anderson thanked everyone for their suggestions. The Course Outline and Course Syllabus Board Policies will be presented as an action item at one of the early curriculum meetings this fall, and will go to the Board before the end of the Fall semester.

B) IAI GECC and Major Panel Representation – K. Anderson
K. Anderson stated that the list of representation for the IAI Gen-Ed and Major Panels is
quite large and she would try to simplify by noting only those panels that are in need of representation. Some of Triton’s members listed are either retired or no longer here. K. Anderson questioned who is Triton representative C. Groelinger. J. Paver was not familiar with the name and will check. K. Anderson stated that Social and Behavioral Science Panel needs a replacement for C. Fuller, the Early Childhood Major Panel needs a replacement for D. Rosenbrock., Social Work Major Panel needs a replacement for J. Darst. Additional panels that need representation are Physical and Life Science, Math, Chemistry, Computer Science, History, Mass Communication, Physics and Theatre Arts. There is different memberships from different schools. K. Anderson looked at panels that need community college members and she noticed very little representation from Triton College. We need to have voice. L. Dodt stated that J. Frye sent a request for a Mass Communication representative, which she submitted K. Navilio’s name to the Vice President of Academic Affairs and has not heard anything. T. Porebski stated that he may have a couple of people interested. A. Baldin stated that she would follow through for a Computer Science rep. K. Anderson stated that there are many coordinators, chairperson now aware of the requirement and asked them to please mention the requests for representatives. E. O’Connell suggested if anyone is interested to forward their intent to the dean and he/she will forward to Vice President of Academic Affairs. T. Porebski added that this is encompassed under the Vice President’s budget. C. Antonich stated that it would be a good idea to gather all interested parties and send one notification to the IAI. K. Anderson stated that it would be great if the names could be sent prior to the IAI’s first meeting in October. K. Anderson noted that the Institutional Contact also needs to be changed.

K. Anderson noted that this is the last meeting of fiscal year 2009, which was very productive but also sad due to changes made because of fiscal constraints. She hopes all that is going on with protests in Springfield, the State will give us and everyone else affected what they deserve so that we can effectively educate our students. She requested everyone send letters to your State Representative and Senators. They do pay attention to letters from constituents.

K. Anderson stated that E.O’Connell was a long-time member of the CCC and an enormous contributor to the Committee. She took K. Anderson under her wing as a mentor, started the Assessment Committee, was the chairperson for the Academic Senate and she is retiring in August. She will be missed very much at the college and K. Anderson would like to wish her all the best, as she will be a true loss to Triton College. E. O’Connell stated that this is the ‘Best Committee on Campus’, which gets the most done and the discussion allows us to see each other’s different views. She has seen the pendulum swing back and forth. That is how education is and no one should be afraid to make curricular changes. K. Anderson thanked E.O’Connell personally for all her service and support, and she received a standing ovation by the entire committee.

Adjournment: K. Anderson adjourned the meeting at 3:50 p.m.

Submitted by: 

K. Anderson, Chairperson

Susan Misasi Maratto
Recording Secretary