Call to Order
Approval of Minutes   May 5, 2011

New Business

11 - 49   C4480 Digital Photography

First Reading   Revised Curriculum   L. Dodt

Page # 23

Innovative Ideas: ----

Other:

A) Technical Review Sub-committee – S. Campos/C. Antonich

B) A.A.S. Degree Revision – S. Campos/C. Antonich

C) Credit Hour Definition, HLC Requirement – S. Campos/C. Antonich

D) Inactive Programs – S. Campos

E) Course-taker Courses (not attached to any active program) – S. Campos

F) IAI Newsletter – S. Campos/C. Antonich

G) Triton Members on IAI Panels – S. Campos/C. Antonich

H) IAI Panel Vacancies – S. Campos/C. Antonich

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

Printed: 8/25/2011
CALL TO ORDER/ROLL CALL

S. Campos called the meeting to order at 2:40 p.m.

Members present: (voting)  S. Campos, C. Nicholson, B. Decker, C. Harris, L. Carvajal, M. Flaherty, E. Bell, J. B. Halpin, S. Martella, L. McGhee, A. Baldin, J. Paver, S. Collins, C. Antonich (for A. Latham) and M. R. Moore

Members absent: (voting)  R. Connor


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

Agendee(s):  S. Campos (for L. Dodt), C. Antonich and S. Campos

Visitor(s):  L. Hunter

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes of May 5, 2011, passed unanimously by voice vote.

S. Campos welcomed new members of the Committee: B. Decker, L. McGhee and D. Hagen-Foley.

OLD BUSINESS

None

NEW BUSINESS

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Course/Curr Proposals</th>
<th>Readings</th>
<th>Action Taken</th>
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<tbody>
<tr>
<td>11-49</td>
<td>C448O Digital Photography rev curr X approved</td>
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The curriculum number will be changed from C448O to C348O to comply with Triton’s in-house rule that programs consisting of thirty hours and over are numbered in the 300s and programs consisting of less than thirty hours are numbered in the 400s.

Motion to approve item number 11-49, passed unanimously by voice vote.

INNOVATIVE IDEAS:

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ILLINOIS ARTICULATION INITIATIVE:  (see Other F, G and H below)

OTHER:  A) Technical Review Sub-committee (TRC) for CCC – S. Campos/C. Antonich

The Agenda Planning Committee convened over the summer to discuss the benefit of developing a Technical Review Sub-Committee, which are designed to include more faculty engagement to ensure a comprehensive curriculum submission and to also eliminate the abundance of review by the Agenda Planning Committee. The College Curriculum Committee meetings would move quicker and allow more time for academic issues to be discussed. There will be three sub-committees, each sub-committee to
include one faculty member from each of the three areas (career, technology, arts and sciences), one counselor, one member of the Agenda Planning Committee plus the submitter, for a total of six people. The sub-committee will use Blackboard online for discussion. A test pilot and training will begin soon and will focus on the top ten curricular review criteria. S. Campos suggested that everyone be patient with implementation of this new process. Training will be available beginning September 27th for a TRC group. The pilot of this process will begin for the November 3rd CCC meeting, therefore the submissions received by October 13th will be forwarded to the TRC group for review. The TRC will have a one-week timeline to work with the faculty and then forward the items to the Agenda Planning Committee for final review, and if correct, will be added to the agenda. The TRC is an additional step in the curriculum process, which prompted the change to the CCC Dates & Deadlines. It is anticipated that by spring, all three TRC groups will be implemented. The deans review timeline has been tightened to allow ample time for the TRC to review as they will have the bulk of the work. The timeframes must be adhered to. If major revisions are required, the items will be returned to the dean/faculty (submitter).

B) A.A.S. Degree Revision – S. Campos/C. Antonich
S. Campos noted a few issues that need attention when reviewing the A.A.S. Degree: 1) there currently are non-IAI general education courses listed, which needs to be replaced with IAI general education approved courses, and 2) the ICCB rules state that fifteen hours of general education are required that are a good fit for the degree. ICCB does not specify which categories of general education they should come from. The specified A.A.S. general education requirement is Triton’s requirement and may not be best fit for all A.A.S. individual degrees. K. Anderson previously developed an A.A.S. Review Subcommittee, which will re-convene. Triton’s degree requirements need to be revised appropriately for each program’s needs. She asked for volunteers. A. Baldin asked if there was a list of members from the previous sub-committee. S. Campos/C. Antonich added that the health requirement was one of those issues. A. Baldin stated that the ICCB’s minimum total hour requirement is 60 (-72) and Triton’s is 64 (-72). S. Campos stated that there should be program specific requirements, e.g. incorporating a technical writing course. M. Flaherty stated that would not be feasible to offer a technical writing course and that students should leave Triton with a transferable course. C. Antonich added that is the type of dialogue which needs to occur in the sub-committee, but we should be mindful that the A.A.S. requirements should largely be determined by career and technical education faculty. The career and technical education areas need to look at the required courses in the A.A.S. Degree, and if they are beneficial to the individual degrees. Everyone’s voice needs to be heard. S. Campos stated that the purpose of the A.A.S. Degree is to: 1) prepare the students to enter into the specified field, or 2) for students who wish to transfer on to four-year schools. M. Flaherty stated that the Automotive Department intended to use a technical writing course, which did not run due to lack of enrollment. He added that if an area requests this course he would agree to run it. J. Paver suggested looking at the general education outcomes, as our purpose as an institution is to offer and prepare the students early-on in the program with foundation courses. This is an educational institution’s purpose and mission, not for enrollment numbers or how many hours are included in the degree. C. Nicholson added that the majority of students in Science transfer to four-year schools and many of those students are now required to take basic Biology there, therefore we need to be aware and correct our requirements if needed. A. Baldin suggested reaching out to the faculty for their input. S. Campos requested contacting her and she would contact the faculty. J.
B. Halpin and C. Nicholson volunteered to serve on the A.A.S. Sub-Committee. (NOTE: J. Murphy called to volunteer on this committee.) C. Antonich suggested, with S. Campos concurring, that faculty from Arts & Sciences should also serve on the committee.

C) Credit Hour Definition, HLC Requirement – S. Campos/C. Antonich
C. Antonich stated that last year the U.S. Department of Education instituted the federal definition of a credit hour. The new definition has implications for course outlines, syllabi and course scheduling. Triton will undergo institutional reaccreditation in either fall 2013 or spring 2014. The visit will include review of the catalog, course outlines, course scheduling practices (e.g. compressed formats) and other academic materials that will demonstrate that Triton meets the intent of the credit hour definition. It would be appropriate now for academic departments to begin to review and update course outlines and other materials that will potentially be looked at by the HLC. The criteria for reaccreditation require that each institution have a formal policy pertinent to the credit hour definition. The policy can be at the institutional level or at the departmental level.

D) Inactive Programs – S. Campos
S. Campos asked for a decision on what to do with the programs that are on inactive status and have students that need to finish. Students cannot be granted a degree if the program has been withdrawn, prior to them completing the degree/certificate requirements. We need to be proactive. **A. Baldin stated that there are many programs that have been on inactive status for three years or longer.** She added that Kitchen and Bath should not be listed, as this program was not inactivated. S. Misasi Maratto will check on the status. V. Howard stated that students are awarded the degree even after the program has been withdrawn. C. Antonich stated that the students must complete their coursework prior to the effective date for withdrawal of the program. M. R. Moore stated that further conversation needs to occur. Students can complete the degree. Many HVAC students are still taking courses to complete the degree. C. Antonich asked how long would a program need to be inactive for the students to complete. A. Baldin stated that the program cannot be withdrawn on RALPH, as the remaining students would not be able to register. S. Misasi Maratto stated that according to the ICCB, a program can be on inactive status for longer than three years and up to ten years, and the time limit is up to the institution. If programs were to remain on inactive status longer than ten years, with intent to re-activate, the program(s) would be treated as new and would require a Form 20. C. Antonich added that the institution needs to make that determination.

E) Course-taker Courses (not attached to any active program) – S. Campos
**A. Baldin noted that the Architecture (ARC) courses will be looked at and cleaned up.**

F) I.A.I. Newsletter – S. Campos/C. Antonich
The I.A.I. Newsletter was included in this packet as informational for the Committee members to read.

G) Triton Members on I.A.I. Panels – S. Campos/C. Antonich

H) I.A.I. Panel Vacancies – S. Campos/C. Antonich
There is a vacancy on the Major Music Panel that was previously held by P. Bhasin. C. Antonich noted that the I.A.I. is currently undergoing their 5-year review of courses and have requested the course outlines and course syllabi. S. Misasi Maratto will email the faculty whose course syllabi are being requested in order to begin the review. S.
Campos added that faculty should contact S. Misasi Maratto for the most current version of the course outlines.

**Adjournment:** S. Campos adjourned the meeting at 3:20 p.m.

**Submitted by:** S. Campos, Chairperson

Susan Misasi Maratto
Recording Secretary