Call to Order

Approval of Minutes May 7, 2009

Old Business

<table>
<thead>
<tr>
<th>Time</th>
<th>Course</th>
<th>Subject</th>
<th>Reading</th>
<th>Revised Curriculum</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>09 - 27</td>
<td>U224A16</td>
<td>Foreign Language</td>
<td>Second</td>
<td>Revised Curriculum</td>
<td>M. Armas</td>
</tr>
<tr>
<td>09 - 28</td>
<td>CHN 101</td>
<td>Elementary Chinese I</td>
<td>Second</td>
<td>New Course</td>
<td>M. Armas</td>
</tr>
<tr>
<td>09 - 29</td>
<td>SPN 115</td>
<td>Spanish/Heritage Speakers I</td>
<td>Second</td>
<td>New Course</td>
<td>M. Armas</td>
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</tbody>
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New Business

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<tbody>
<tr>
<td>09 - 32</td>
<td>PHL 107</td>
<td>Introduction to Religion</td>
<td>First</td>
<td>New Course</td>
<td>V. McCullum</td>
</tr>
<tr>
<td>09 - 33</td>
<td></td>
<td>Welding Curriculum</td>
<td>First</td>
<td>Orderly Withdraw</td>
<td>A. Baldin</td>
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Innovative Ideas: -----

Other:
A) AA/AS/AAS General Education Requirements
B) IAI – Triton College Panel Members
C) Orderly Withdrawal (Update on Faculty Contract)
D) Programs on Inactive Status
E) Course-taker Courses

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

Printed: 8/31/2009
CALL TO ORDER/ROLL CALL

K. Anderson called the meeting to order at 3:10 p.m. (Note: discussion regarding ‘Other’ items occurred prior to calling the meeting officially to order, due to lack of representation for a quorum.)

Members present: (voting) K. Anderson, T. Porebski, E. O’Connell, M. Flaherty, E. Bell, S. Martella, S. Berryhill (for C. Pignataro), A. Baldin, J. Frye (for L. Roberts), C. Antonich, S. Collins and M. R. Moore

Members absent: (voting) L. Manno, J. Wager, E. Charneia, L. Dodt, J. B. Halpin, R. Connor and A. Latham

Resource Members present: (non-voting) P. Hadjimitsos, N. De Mayo, V. Howard, D. Domin and C. Allcorn

Resource Members absent: (non-voting) D. Baness-King, P. Jensen and Sujith Zachariah

Agendee(s): A. Baldin, V. McCullum, M. Armas, K. Anderson and R. Baxter

Visitor(s): None

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes May 7, 2009, passed unanimously by voice vote.

K. Anderson noted for clarification that the items included in the packet under Old Business are the revisions that were suggested at the May 7th, 2009 meeting.

OLD BUSINESS

<table>
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<tr>
<th>Item No.</th>
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<th>Proposals</th>
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</tr>
</thead>
<tbody>
<tr>
<td>09-27</td>
<td>U224A16</td>
<td>rev curr</td>
<td>X</td>
<td>approved</td>
</tr>
<tr>
<td>09-28</td>
<td>CHN 101</td>
<td>new crs</td>
<td>X</td>
<td>approved</td>
</tr>
<tr>
<td>09-29</td>
<td>SPN 115</td>
<td>new crs</td>
<td>X</td>
<td>approved</td>
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M. Armas has spoken with the counselors regarding the prerequisite requirement for SPN 115, ‘Student must be a native or heritage speaker of Spanish’. M. R. Moore asked for clarification for the registration process, as this is not a normal process. How would the counselors know if the student has met the prerequisite? M. Armas replied that the students would fill out a survey. M. R. Moore required further clarification, as this process does not align with the current process for prerequisites and that a survey is generally used to see the students’ interest. J. Frye stated that he, along with M. Armas would develop another procedure, as it would be impractical to have registration responsible to assess which class the student should take. P. Hadjimitsos suggested looking at a language placement test. M. R. Moore stated that should be noted in the prerequisite, i.e. ‘SPN 104 or successful completion of placement test.’ N. DeMayo suggested adding the placement test information to the SCRUPD page on RALPH, otherwise they would need to physically go to obtain those test results. M. R. Moore replied that SCRUPD would not work in this case and they would need to obtain the scores from the placement office.

Motion to approve item numbers 09-27 through 09-29, passed unanimously by voice vote, with a change to the prerequisite for SPN 115 to read, ‘SPN 104 or successful completion of placement test.’
NEW BUSINESS

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<td>09-32</td>
<td>PHY 107 Intro to Religion</td>
<td>new crs</td>
<td>X</td>
<td>tabled</td>
</tr>
<tr>
<td>09-33</td>
<td>Welding Curriculum</td>
<td>orderly withdrawal</td>
<td></td>
<td>approved</td>
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</tbody>
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K. Anderson tabled item number 09-32 due to non-representation.

K. Anderson noted there was a change of language for Orderly Withdrawal as stated in the faculty contract, in that a program can be brought forth for withdrawal to curriculum at any time of the year.

A. Baldin has submitted a memo stating the intent to withdraw the Welding program. The ‘H’ Building is being shut down, where welding classes are held and there are only six students currently seeking the certificate, which is not cost effective. There is no where to move the lab or to substantiate an expensive lab. A. Sharris is currently the Welding coordinator and also is in agreement to withdraw the program and will work with those students to enter into the ENT program. K. Anderson stated that as we’ve seen last year and again now, the faculty and administration are in agreement regarding curriculum withdrawal. A Study Committee is still required and they have five weeks to make a recommendation to the Committee, which must occur at the October meeting. A. Baldin stated that the Research Office was contacted to see how many students remaining and all four courses are running to allow these students the opportunity to complete the certificate. A. Sharris is working with the Welding instructors to avoid running out of materials. We need to keep in mind the students’ best interest.

**A Study Committee was formed consisting of:** Chairperson – A. Sharris, CCC members- E. Bell, S. Martella, R. Connor, Counselor- L. McGhee and Dean- A. Baldin. A. Baldin volunteered to obtain the Business representative.

INNOVATIVE IDEAS:

K. Anderson noted that, although there are no ‘Innovative Ideas’ listed on the agenda, but she and R. Baxter had dialogue this week regarding the following idea, and K. Anderson asked her to present. R. Baxter stated that as Title III phases out and moves into a campus directive, we need to look at an alternative to address the needs of the students and encourage them to enroll in Learning Communities, which are two courses offered in combination with each other. Many institutions are offering prerequisite and subsequent courses together, which results in good student retention and graduation rates. Some course descriptions may need to be revised to include verbiage if they run concurrently. Input from this Committee would be valuable. K. Anderson added that the prerequisite, i.e. ‘X plus Y taken concurrently’ may need to be revised. Assessment would be completed to see if there is better retention, grades and completion rates. R. Baxter would report the assessment findings back to the Committee, and then discuss how to further expand to different courses. By offering co-requisites gives the student a better bang for their buck. Students would also be assessed on how they perceive these courses. J. Frye suggested that co-requisite be added to the description in the catalog. R. Baxter stated that currently that would not be necessary. P. Hadjimitsos added that the prerequisite could change in the future if the course offerings were successful. R. Baxter discussed how to decipher what courses are Learning Community courses in the schedule and that they are denoted with an ‘X’ after the course number. C. Allcorn asked how we would be ensured that the prerequisite would be overridden if two specific courses are slated to run together. S. Berryhill suggested having a pop-up box during registration that would alert the student to register for the co-requisite. R. Baxter stated that the student would be more motivated to succeed, i.e. by taking Anatomy I and Anatomy II together, which should result in a better understanding for the students. K. Anderson added that this idea meets Goal #5 in the Master Plan and added that she has previously taught a Learning Community course, and the students were really engaged and enjoyed
the format. R. Baxter added that the students gave positive feedback. The idea was brought to the table and would like the Committee to think about it and provide their input.

OTHER: A) AA/AS/AAS General Education Requirements – E. O’Connell/K. Anderson

AA/AS Degrees
E. O’Connell stated that other neighboring institutions were looked at regarding their requirements for the AA/AS Degrees. The AA/AS Committee is considering clarifying the electives category, as this is always a problem. E. O’Connell thanked S. Misasi Maratto for the excellent job she did to provide mock-ups of the AA and AS degrees in a more reader-friendly catalog page. The intent is to provide more guidance to the students. The Special Electives category would include recommended courses, i.e. Health and Fitness, Computer Science, Contemporary Life, which are valuable courses. The College Curriculum Committee is to designate a sub-committee for exact course listings. The idea to reduce the total number of hours for the degrees from 64 to 60 was investigated; however a research report obtained from B. Olson in the Research Office showed that on average, students graduated with 78 or more hours, not counting developmental courses. This is a concern and we need to address why the students are taking more hours than needed. A vote was taken at the faculty workshop, which was 66-21 in favor of adding a Special Electives category. E. O’Connell is now bringing this forward to the College Curriculum Committee. J. Frye questioned if the Committee is thinking of keeping a limited number of special electives or expand to a broader listing. E. O’Connell replied that the list would be broader to give the students better guidance. K. Anderson stated that there are many representatives at this meeting and suggested sending an email to all faculty regarding this discussion, also requesting feedback with rationales. We need to begin this project immediately to complete by December so that these changes are included in the 2010-2011 Catalog. E. O’Connell suggested specifying a deadline for suggestions. K. Anderson stated the faculty would have one month to reply. E. O’Connell added that further discussion regarding this issue will be addressed at next CCC meeting on October 1st.

AAS Degree
K. Anderson distributed the first recommendation. There is no history of why the AAS Degree is at 64 total credit hours, when the ICCB only requires a minimum of 60 hours. The committee came to consensus to revise the total credit hours from the current 64-72 to 60-72, which is what the ICCB requires. There was an issue this summer, regarding previous dialogue that S. Misasi Maratto had two years ago with B. Risse at the ICCB and who is now retired, in which B. Risse stated that all general education courses need to be IAI approved general education courses. However, recent discussion between K. Anderson and T. Broughton at ICCB stated that IAI approved general education courses are not required by the ICCB for the AAS Degree. This is an advisement issue and that required courses are left up to the individual institution. The delineation of IAI general education required courses is not specified for the AAS Degree in the ICCB’s Program Approval Manual. For many programs there are no BA degrees or incentives for students to continue, so requiring only IAI approved general education courses would not benefit those students. K. Anderson encourages all chairpersons/coordinators to offer as many IAI approved general education courses as possible, so that if students are transferring they can use those courses. A. Sharriss stated that the AAS general education courses need to be articulated, not necessarily IAI approved. It depends where the student would transfer, for example, if the students transfer to a school out of state, the IAI does not count. All chairpersons and coordinators are encouraged to work with the four-year institutions in developing 2 + 2 agreements. P. Hadjimitos questioned what if a person with a Master’s Degree comes here. We need to specify what the intended goal is for the fifteen hours of general education. The goal should be to ensure the students have basic general education skills. We need to look at student success. Triton College graduates need to read and write. The AAS Degree needs to be revised so that students have a defined set of general education
skills so that courses are easily assessed. Having a broader list would be difficult to carry out assessment. K. Anderson stated the sub-committee all agreed to keep RHT 101 and 102, or RHT 101 and SPE 101 for the Communications requirements. The program chairpersons/coords need to determine whether SPE 101 or RHT 102 is appropriate for the students. It was not determined whether or not to keep the Health and Fitness as a requirement because career paths are all different. A. Sharris stated that RHT 101 and SPE 101 is standard general education and she requires her students to take additional Humanities elective. K. Anderson suggested keeping Communications, Social and Behavioral Sciences and Humanities and Fine Arts electives the same. The only category being debated is that some of the other schools do not have Health and Fitness and this may replaced with electives. The program coordinator/chairperson would determine what is best for their students OR expand the Health and Fitness to include Wellness. Health, Sport and Exercise Science area is adding more wellness course offerings. Architecture is offered as an AA, AS and AAS degree for students to choose which path they wish to pursue. Wright Community College has a check list for program completion and the subcommittee suggested that we develop a similar checklist. C. Pignataro like the idea of having a checklist. She requested that the Arts and Sciences chairpersons review the courses listed under Social and Behavioral Sciences and Humanities and Fine Arts to see if those courses are still being offered. If they have not been offered in more than ten years, they should be removed from the list. K. Anderson suggested that this issue be brought up for discussion at the chairpersons’ meeting. Eight courses are recommended, an option for 1-3 hours of Humanities, with one hour being mandatory. If the student is transferring or are receiving financial aid, they would need to take a three-hour course. P. Hadjimitsos stated that we can re-assemble the general education list, leaving Communication alone. There is a way to word the requirement to alert the students of what not to take if they plan to transfer, in place of trying to squeeze all areas to require three hours of Humanities. K. Anderson stated that the credit hour requirement for Humanities has already been specified, and many programs only have room for one credit hour. The only debate is whether or not to keep the Health and Fitness requirement. P. Hadjimitsos stated that some four-year schools will accept physical education courses. We are not doing the student justice by offering a one-hour course. Anytime students are asked to take one or three hour course, requires the same amount of traveling and overhead. K. Anderson stated that there was one school that required 23 hours of general education and we only have 15-17 hour requirement. We need to stay with the current Humanities requirement, as the total credit hour requirement for some programs are already at the 72 hour maximum. K. Anderson will email the proposal to the faculty for their feedback. T. Porebski questioned what would be different if the student would take a three-hour Humanities course opposed to a one-hour Humanities course. The one-hour Humanities courses were developed for the AAS programs. K. Anderson replied that she is not sure what the student would take. She suggested adding a note at the end of each two-year program in the Catalog, stating that the one-hour Humanities is not intended for transfer; whereas the three-hour Humanities course is. C. Allcorn suggested listing the Humanities requirement from 1-3 to 1-4 to accommodate the one-hour and the three-hour requirement. K. Anderson replied that is not necessary as the student is to take one or the other, not both. P. Hadjimitsos had hoped eliminating the one to two-hour courses as they do not contribute to student success. How does the recommendation to the Committee translate to what student does. K. Anderson stated that A. Sharris wanted a new program and the students were forced to take extra hours. The 64 credit hour minimum requirement is our requirement, not ICCB’s. We need to give more flexibility for new programs. Panos questioned if all two-year programs would go from 64 to 60. K. Anderson replied that everything stays the same except for Health and Fitness, which may be adding Wellness courses. P. Hadjimitsos stated that it would be nice if the students make a best effort to include only the three-hour course, because less than that only satisfies Triton’s requirement and would not be feasible for transfer students. Students get challenged anyway when go to transfer. Public Law 195 requirement was removed and we now have more flexibility. A. Sharris stated much coursework is subject to scrutiny by four-year institutions. If we put too many disclaimers, the student won’t take unless they get guarantee the courses will transfer. K. Anderson stated that the majority of courses are articulated and some will be IAI approved courses. S. Berryhill added that the students always ask if the course(s) transfers. C. Antonich added that the quandary is when students transfer to the four-year institutions and agreed with
P. Hadjimitsos in that the four-year schools will not look at the one or two-credit courses. We need to look at it from the students’ perspective. He suggested removing one- and two-credit courses from the Humanities general education listing and asked how many schools offer one- or two-hour general education courses. Not many schools offer one- or two-hour general education courses, as it is not beneficial for the students. An articulation agreement is an evaluation, not a guarantee, which is the most common complaint. A large number of credit hours won’t help the student graduate from the four-year school any faster. T. Porebski questioned if P. Hadjimitsos is suggesting doing away with the one- and two-hour Humanities courses. P. Hadjimitsos replied that he is just opening up for discussion as we are now reviewing the degree. T. Porebski stated that the University of Illinois only took six hours of Humanities (years ago). K. Anderson encouraged the faculty to add language to each program in the Catalog.

B) IAI – Triton College Panel Members – K. Anderson
K. Anderson stated that some of the IAI Panel Members are no longer here, i.e.: J. Darst and D. Rosenbrock, who are listed as IAI panel members. Discussion should occur at the departmental meetings for panel representatives. D. Rosenbrock always received great inside information, which she applied to her A.A.T. programs that she developed. **S. Misasi Maratto will email the link to the Committee on how to volunteer to be a rep on the panel.** E. Bell added that by being a member on the panel also gives us a heads-up as to what the four-year universities are thinking.

C) Orderly Withdrawal (Update on Faculty Contract)
(see discussion under item number 09-33, under ‘New Business’)  
K. Anderson noted on Page 46 – identical to previous contract; Page 47 – the Preliminary Review and Steps 1 and Steps 2 are identical. A Study Committee needs to meet within one week of issuance of dean’s report (or within one week of start of semester). The Membership is identical.  
Step 3 – the Study Committee will present a recommendation within five weeks. Steps 5, A and B are revised. #2 – will be provided if faculty need retraining…NEW – Introduction of New Curriculum - developed by the Administration. E. O’Connell stated that these changes were always the case, but now they are in writing. K. Anderson added that a program can be brought up for Orderly Withdrawal at anytime.

D) Programs on Inactive Status – K. Anderson  
K. Anderson stated that C217G and C417D, the Basic Addiction Counseling curricula was put on inactive status last spring. C447F, Home Technology Integrator and C548G, Machine Tool Technology are currently on inactive status. C548G, Machine Tool Technology requires action as this has been on inactive status since Fall 2001.

E) Course-taker Courses – K. Anderson  
K. Anderson noted there is only one course that is not attached to any program, TEC 153, Technical Mathematics II. E. O’Connell inquired if anyone has registered for this course. **S. Misasi Maratto will check on RALPH. (Spring 2003 was the last time that TEC 153 ran.)**

F) Academic Senate Sub-committee Chairpersons’ Retreat  
E. O’Connell arranged a retreat for all Academic Senate sub-committee
chairpersons. Goal #7 of the Master Plan was distributed. #4 – Enhance Triton’s Virtual Campus is envisioned. P. Hadjimitsos and the CCC had previously rallied for the purchase of Curricunet, a software that would enable us to not only upload to the State (ICCB) electronically (which we currently do now), but also has the capabilities to develop reports and tracking, which are currently done manually. In addition, curricular changes could be automated and more easily facilitated. Perhaps monies are now available, as this would enhance the curriculum process. S. Misasi Maratto worked with the ICCB, as one of three schools to have piloted this new process and the kinks have been worked out for the most part. It is more difficult for S. Misasi Maratto to track as we do not have the entire package. The initial cost to purchase the software is $40,000 and $10,000 per year thereafter.

G) Program Improvement
This committee began as a Combination of Assessment and Curriculum Committee Membership. She would like this to be on the October agenda as she would like to have some discussion to meet Goal #5 (help with recruitment and retention), and Goal #6 (continuous program improvement). With D. Domin on board helps move along efforts to improve programs. E. O’Connell stated the need to come up with solutions, not complaints. Goal #7 – mechanism so that faculty is generating new programs. K. Anderson questioned what the status for the process to obtain feasibility studies reports. P. Hadjimitsos replied there is $52,000 allocated to hire an outside agency to complete feasibility studies. There currently is one for Energy Efficient Technician and Library Technical Assistant and Air Traffic Controller. K. Anderson stated that this is one of the initial steps needed to help facilitate new curriculum development. The CCC needs to work with the Master Plan goals and tie those ideas to the goals. E. O’Connell did not receive the High Cost/Low Enrollment report from A. Latham and D. Olson.

Adjournment: K. Anderson adjourned the meeting at 4:29 p.m.

Submitted by: K. Anderson, Chairperson

Susan Misasi Maratto
Recording Secretary