Call to Order
Approval of Minutes  September 3, 2009

New Business

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Action</th>
<th>Author(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-32</td>
<td>PHL 107 Introduction to Religion</td>
<td>Tabled at Meeting</td>
<td>V. McCullum</td>
</tr>
<tr>
<td>09-34</td>
<td>C336A Personal Trainer Certificate</td>
<td>First Reading</td>
<td>J. Murphy/T. Doyle</td>
</tr>
<tr>
<td>09-35</td>
<td>U230A36 Health, Sport &amp; Exercise Science Degree</td>
<td>First Reading</td>
<td>J. Murphy/T. Doyle</td>
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<tr>
<td>09-36</td>
<td>HTH 120 Principles of Nutrition</td>
<td>First Reading</td>
<td>J. Murphy/T. Doyle</td>
</tr>
<tr>
<td>09-37</td>
<td>WEL-Study Committee Recommendation for OW</td>
<td>First Reading</td>
<td>A. Sharris</td>
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Innovative Ideas: -----

Other:  
A) AA/AS/AAS General Education Requirements – E. O’Connell/K. Anderson
B) Program Improvement – K. Anderson

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

Printed:  9/24/2009
CALL TO ORDER/ROLL CALL

K. Anderson called the meeting to order at 2:35 p.m.

Members present: (voting)  K. Anderson, E. O’Connell, M. Flaherty, E. Bell, F. Heitzman (for J. B. Halpin), S. Martella, R. Connor, C. Pignataro, A. Baldwin, J. Frye (for L. Roberts), C. Antonich, S. Collins and M. R. Moore

Members absent: (voting)  L. Manno, T. Porebski, J. Wager, E. Charneia, L. Dodt and A. Latham

Resource Members present:  P. Hadjimitsos, N. De Mayo, D. Domin and C. Allcorn

Resource Members absent:  V. Howard, D. Baness-King, P. Jensen and Sujith Zachariah

Agendee(s):  V. Giamba (for A. Sharris), J. Murphy/T. Doyle and K. Anderson

Visitor(s):  None

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes September 3, 2009, passed unanimously by voice vote.

OLD BUSINESS

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Course/Curr</th>
<th>Proposals</th>
<th>Readings</th>
<th>Action Taken</th>
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</thead>
<tbody>
<tr>
<td>09-32</td>
<td>PHY 107 Intro to Religion</td>
<td>new crs</td>
<td>X</td>
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K. Anderson tabled item number 09-32 till further notice.

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<td>rev curr</td>
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J. Murphy noted that revisions were made to HTH 120 for consideration by the IAI Life Science general education panel. This course currently fulfills a Life Science requirement at various colleges in the area. The credits and lecture were increased to four, as other courses that are currently listed under Triton’s Life Sciences electives are four credits. These courses include a lab, whereas HTH 120 does not. Other schools offer as three credits. T. Doyle and J. Murphy asked the Committee for their recommendation to offer the course as a three- or four-credit hour course. T. Doyle stated that currently a new three-credit hour course is being developed to be offered as a Life Science gen-ed. T. Doyle stated that the hours would be adjusted back to three, per the recommendation of the Committee. P. Hadjimitsos stated that we need to do what is best to make transferring easier for our students. We are remiss in not having a three-credit hour Life Science course, as there is no benefit to the student to offer four-credit hour courses, just as there is no benefit to the student to offer one-, two-credit hour courses. We need to look at how the transfer schools will accept our courses and look at how many credit hours the course is at those colleges. Students will not get extra credit for a four-credit hour course if they only accept three hours for this course. Course articulation is not a guarantee, it is an enabler. C. Antonich, who is
currently working with program articulation, concurs with P. Hadjimitsos. We do not wish to make the students jump through hoops. If the course content can be covered in a three-hour course, then offer the course for three credits. N. DeMayo stated that there are several courses that have an IAI code in the descriptions portion of the catalog and are not listed in the AA and AS degrees catalog pages. S. Maratto stated that the current process is that the submitter is notified of the approval/disapproval by the IAI, and if approved the request to have the course added to the AA and AS Degrees is brought back to curriculum. M. R. Moore suggested that adding to the AA and AS Degrees should happen automatically and not be brought back to curriculum. J. Frye suggested adding that request to the course proposal. T. Doyle stated that request is included on the course proposal form. K. Anderson stated that the process to request adding a course to the AA and AS degree catalog pages is new and those courses, once approved by the IAI, will now automatically be added to the AA and AS Degrees. She added that the revisions made to HTH 120 to be reviewed by the Life Science Panel will be a great addition, especially for the Health Careers area. K. Anderson noted that items numbered 09-34 and 09-35 will be withdrawn as there will be no change to the course credits and item number 09-36 will be tabled for changing the credits and lecture hours back to three, and will be on the agenda at the November 5th meeting.

*Motion to withdraw item numbers 09-34 and 09-35, and table item number 09-36, passed unanimously by voice vote.*

09-37 WEL-Study Committee Recommend delete curr X approved

V. Giamba represented item number 09-37 for A. Sharri. K. Anderson noted that the dean has submitted a recommendation to withdraw the remaining welding courses and certificate at the September 3rd meeting. Included in this packet is the recommendation from the Study Committee, which is in favor of withdrawing C448G, Mig & Tig Certificate and WEL 121, 132, 253 and 284. The effective date for course and program withdrawal will be Spring 2010. No courses will be offered in Spring and all students have been notified and will have finished the welding courses at the end of fall 2009. E. Bell stated that, currently in the discussion stage, that some of the welding courses may be resurrected under the Engineering Technology area in the future.

*Motion to approve the withdrawal of the remaining active welding courses (WEL 121, 132, 253, 284 and C448G, Mig & Tig Certificate, passed unanimously by voice vote.*

**OTHER:**

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

**AA/AS Degrees**

K. Anderson stated that courses have been submitted for inclusion in the ‘Special Electives’ category. There are additional courses that can be submitted that would be beneficial for the students, but they have not been submitted to date. Information previously brought forth by N. DeMayo to automatically add the IAI approved courses to the AA and AS degree catalog pages will be integrated into the revision of the AA and AS degrees. E. O’Connell stated that as an option she and S. Maratto have looked at how the AA and AS Degrees are listed in catalogs at other schools and some schools have combined both degrees on one page, designating the extra Math requirement for the AS Degree. It would be beneficial to have both degrees on one page. C. Pignataro liked the idea, as this would be easier for the students to read and for counseling. N. DeMayo questioned how the students would know what is the difference between an AA or AS Degree. M. R. Moore inquired about the AFA and the AAT degrees, would they also be integrated on one page. E. O’Connell stated that the requirements for the AA Degree are the same as the AS Degree with an additional three credits of Math required for the AS Degree. A. Baldin questioned how other schools list the AAT and AFA Degrees. K. Anderson replied that the requirements for the AAT and AFA degrees are strictly delineated by the State and we cannot differentiate, whereas, the State is more flexible with course offerings in the AA and AS Degrees as long as the general education courses are IAI approved. S. Maratto added that according to the ICCB models, the requirements for both the AA and AS degrees are identical. The additional three-credit hour Math requirement is Triton’s requirement for the AS degree. N. DeMayo questioned if the degrees were combined on one page, how would we differentiate what is an AA or AS Degree, i.e. Criminal Justice. S.
Maratto replied that the AA and AS degree emphasis would still be listed. C. Pignataro reiterated that she would like both degrees combined on one page because that would help greatly with counseling, as opposed to flipping back and forth to the AA and AS degrees when counseling students. M. R. Moore questioned if P. Hadjimitsos would be interested in conducting a focus group on this topic. P. Hadjimitsos replied that there has not been one, but he can if needed. C. Antonich questioned if that would be necessary. M. R. Moore stated that a small group of the CCC could meet. E. O’Connell stated that we have not yet discussed that option. She had sent out two emails to the faculty requesting them to submit courses that would be beneficial to the students for the ‘Special Electives’ category and only twenty two courses were submitted, with rationales. These submissions should have been read by the Committee so that we can move ahead. N. DeMayo questioned why call them ‘Special Electives’. E. O’Connell replied that we have looked at how our neighboring colleges have listed their electives and many of them list them as ‘Special Electives’. A concern was raised that EDU 110, SPE 111, 112 were submitted as ‘Special Electives’ even though they are an occupational requirement. E. O’Connell replied that courses will be included in the ‘Special Electives’ category if they are currently listed as electives in the AA and AS degrees and are articulated. M. Flaherty stated that these courses need not only be articulated but transferable courses. P. Hadjimitsos demonstrated on the board with ‘buckets’ showing what students are required to take here and how they would transfer. He requested that we be considerate of the students’ transferability. N. DeMayo stated that we currently award four credits for students who transfer in and have taken RHT 101 for four credits. C. Antonich stated that is us granting credit, not the four-year schools. P. Hadjimitsos stated that the students will have to take another three-hour course at the four-year school if we offer a one- two- or four-credit hour course here. E. O’Connell added that we offer one-hour Humanities courses and two-hour PED courses. PED may make their courses three-hour courses if they choose to do so for inclusion as part of the ‘Special Electives’ category. P. Hadjimitsos stated that we must make a best effort to have three-credit hour courses. N. DeMayo stated that her daughter took ENG 170 here and Northern did not accept it. She added if we have two- or four-credit hour courses to offer students to be well-rounded, then that is what we should do. C. Antonich added that just because a course is offered for more credits does not necessarily mean that it will make the student well-rounded. The issue is when the students have to take additional courses at the four-year schools. J. Murphy questioned if this suggestion is only for new courses. P. Hadjimitsos replied that when designing or revising a course, the course credits should be four credits to either accommodate the course content or for transferable purposes. He added that he understands it is our wish to have well-rounded AAS graduates, but if those graduates continue on to receive a bachelor’s degree; they would, in most cases, need to re-take the one- two- and four-credit hour courses that they took here. P. Hadjimitsos addressed his concern at this time, as it is apropos with the AA/AS/AAS Degrees being revised. Three-credit hour courses are most beneficial for transferability. E. O’Connell inquired about the recommendation for two- to four-credit requirement, if that requirement should be changed to a three-credit hour requirement for ‘Special Electives’, as the number of electives listed are what we currently require. N. DeMayo stated that COL 101, 102 and CSG 150 are not listed under the ‘Special Electives’. E. O’Connell stated that all faculty was notified twice and if they did not submit their ‘Special Elective’ with rationale, they would not appear on the catalog page. E. O’Connell added that the ‘Special Electives’ list of courses would replace the ‘AA/AS Applicable Courses’ page in the catalog. The Foreign Language Department also has not submitted any courses. J. Frye raised a concern with listing HUM 296 as a ‘Special Elective’. The 296-level courses were developed for flexibility to use as a trial for a certain topics, and if the course was successful, a full course would then be developed, therefore a 296-level course should not be listed under ‘Special Electives’ list as the topics vary. E. O’Connell agreed and added that the electives to be listed under ‘Special Electives’ category have to currently be listed as an elective in the AA/AS degrees. A. Baldin inquired if the Committee would be voting on the ‘Special Elective’ list all at once. Courses can be submitted at any time to be added to the list, keeping in mind that courses approved in the fall will be printed in the catalog. If courses are submitted in spring, they would be added to the addendum and subsequent catalog. M. Flaherty stated that he teaches three sections of a 296 course and he informs those students that course would probably not transfer. N. DeMayo questioned why is ‘Interdisciplinary Studies’ listed under Humanities and Fine
Artic area. S. Maratto replied that Interdisciplinary Studies is an new option on the ICCB AA/AS Degree models. E. O'Connell suggested removing this from the catalog page. C. Antonich raised a concern to listing both EDU 206 and ECE 110 as they contain similar content. N. DeMayo stated that degree audit would also need to be adjusted. A. Baldin stated that we should not base our decisions on updating software. D. Domin questioned what would be the problem with listing both courses. C. Antonich replied that we are only addressing ‘Special Electives’ that would benefit all students. J. Frye concurred with C. Antonich and added that the intent of ‘Special Electives’ is to list courses that would be a general benefit to the largest audience. There would be no advantage to list both ECE 110 and EDU 206 under ‘Special Electives’. M. R. Moore reiterated that would be an overlap of content and students would take both ECE 110 and EDU 206 if listed. C. Antonich added that non-ECE majors could take ECE 110 and nursing students could take EDU 206 as electives. P. Hadjimitsos suggested adding a note in catalog that both courses cannot be taken to fulfill the ‘Special Electives’ category. N. DeMayo questioned if the two-hour requirement for PED in the ‘Special Electives’ category is in addition to another two hours of PED requirement and if so, number 4, under ‘Approved Electives’ should reflect ‘Up to four hours of PED activity courses may be used...’. The AA Degree, Page 4 will be revised to read ‘up to four hours of PED activity courses, below 150...’ Also, veterans are awarded two hours for HTH 104 and four hours for PED 100 for basic training. The student would still need to fulfill the ‘Special Electives’ requirement if the student had the course waived, as they do not receive credit. The student must fulfill the ‘Special Elective’ requirement in order to graduate. K. Anderson reiterated the process of the addition to have a ‘Special Electives’ category in the AA and AS degrees for J. Frye, since he is new to this endeavor. E. O’Connell stated that the intent to adding a ‘Special Elective’ category is to highlight courses that are not listed in the general education listing and to bring forth stronger contemporary, life skills electives. M.R. Moore inquired how important it is that students take ‘Special Electives’. M. Flaherty questioned if students received credit for passing the AP exam. M.R. Moore replied that students receive credit when successfully passing a AP exam, i.e. RHT 101. E. O’Connell gave an example of a course that is waived, but the student still needs to make up the credit. C. Antonich stated that the decision to waive or grant credit is up to coordinators, chairpersons and deans. T. Doyle noted that he receives numerous petitions to waive courses, which means they don’t have to take the course and inquired if the same petition would be used if a student requested credit. M. R. Moore clarified that when a course is ‘waived’ the student does not have to take the course and does not receive credit, whereas if a student is requesting credit granted he/she would need to specify that request on the general petition. C. Pignataro added that students quickly learn that they can petition to waive a course and she informs them that they still need to make up credit. C. Antonich stated that we need to understand how to handle the situation. P. Hadjimitsos added that students can also receive credit by successfully passing a proficiency exam. M. R. Moore inquired if the requirement for Group 6 (‘Special Electives’) could be waived. M. Flaherty stated that whether by transfer credit or waiver, the student should have fulfilled the requirement. C. Allcorn added that students would need to make up the hours somewhere else. M. R. Moore added that this is the first time creating a new category and if it’s so important to add, then we should not waive the requirement. E. O’Connell proposed not waiving the requirement. M. Flaherty stated there needs to be a good reason for waiving a requirement because the student has accomplished the course content. C. Antonich concurs with M. R. Moore to not waive courses that are listed in ‘Special Electives’ category. V. Giamba stated that these courses are more of a requirement, not an elective. J. Frye stated if we require a ‘Special Electives’ category and the requirement is waived, the student is then required to make up those hours by taking another course, i.e. Marketing, so what is the benefit of having a ‘Special Electives’ category. C. Antonich replied that other community colleges have added courses to benefit the students, i.e. COL 101 and CIS 101. J. Frye added if that category is that important, then it should be required and not waived. N. DeMayo inquired if electives list at other schools is as broad. E. O’Connell replied that it is. E. Bell added that the list is broad so the student has the opportunity to pick what course is most appropriate for him/her. C. Antonich stated that the course listing would be what persons would need to function and be a well-rounded. E. O’Connell added that we instituted the diversity requirement, which is similar. T. Doyle stated that the terminology he liked at other schools is ‘Life Skills’, which is the concept behind this category. P. Hadjimitsos discussed the challenge with career programs, in that the State’s
general education requirement is fifteen hours and does not specify courses. There are currently five disciplines set as a requirement and to take six disciplines would be creating another new obstacle for students. E. O’Connell stated that the idea was a positive one to offer students the opportunity to strengthen them. A. Baldin added that all ‘Special Electives’ need to be transferable and would not be an obstacle when transferring. Some career departments on campus submitted courses to be included on the ‘Special Electives’ list, as they believe the students would benefit by taking them. T. Doyle added this is also a way for some areas to get recognized and be listed on the degree ‘pages’, which was part of his motivation. The PED and HTH courses currently are only listed in the descriptions part of the catalog. N. DeMayo cited another issue on Page 4 and should read ‘Groups 1-6 from the A.A. or A.S. degree.’; as all three courses in Communications, Group 1, are required, so that should read ‘Groups 2-6….’. She added that the ‘AA/AS Applicable Courses’ are very helpful to students. #3 Note on Page 4 will be deleted. ‘Transfer Major and Electives’ should read 20-22 hours on Page 5. P. Hadjimitsos stated that the courses to be listed only reflect who was more alert to put them on the list. This is a very challenging new barrier that is being introduced. A. Baldin stated that courses can be added to the list at any time. E. O’Connell stated that faculty are welcome to bring their courses to CCC and added that there is old curriculum on campus that needs revamping, which is the instructors’ responsibility. C. Antonich raised a concern that some persons do not agree that this should be a category. E. O’Connell replied that a sub-committee was held for six-to-eight months and it is the will of the faculty. N. DeMayo stated that we are coming full circle, similar to requirements in the 70s. E. O’Connell stated there was a vote of 3 to 1 in favor of, with a 20-25% of the faculty who did not want the ‘Special Electives’ category. J. Frye understands what everyone is saying and he posed the question which seems to be ‘Do we have rigid or more loose curriculum?’ We are perfectly legitimate in offering either. Down the road, in five or ten years we could again revise the degree requirements. N. DeMayo suggested if the students wish to take a less rigid track, they could follow the requirements for an AGS Degree. T. Doyle commended E. O’Connell on the great job in attempting to pass value to the students. He does not perceive the ‘Special Electives’ category to be an obstacle or barrier. E. O’Connell added that B. Olson in Research conducted a study of how many credits our students graduate with, not including developmental education courses, and they graduated with 78 credits on the average. This would not be intended to ask the students to take additional hours. P. Hadjimitsos compared Triton’s with for-profit schools and those students graduate with the required 68 hours, unless students are taking additional courses to explore options. D. Domin stated that the students can benefit by P. Hadjimitsos’ argument for having a ‘Special Electives’ category. Those students who did take extra courses would be able to use them to satisfy this requirement and that is why we should offer a broad elective list. C. Antonich added that as a part of ‘Achieving the Dream’ we need to look at why students are taking 78 hours to graduate. N. DeMayo added that students in Health Careers are usually over the minimum credit hour requirement, as they are taking prerequisite courses to get into the programs. M. R. Moore clarified the statement made by E. O’Connell that research numbers only pertain to students who graduated with an AA or AS Degree, not the AAS Degree. It would be interesting to know if those students who took additional courses, if those courses are listed in the ‘Special Electives’ category. C. Allcorn noted that a ‘Special Electives’ category would have helped him when he went to community college. K. Anderson stated that today’s discussion was a wonderful discussion, which is what this Committee is charged with, and there will be more discussion in the future regarding this subject. M. R. Moore requested removing ‘transfer specialist’ on Page 4.

**AAS Degree**

K. Anderson stated that due to the lengthy discussion of the AA/AS Degree, this item will be discussed at the November 5th meeting.

**B) Program Improvement – K. Anderson**

K. Anderson stated that due to the lengthy discussion of the AA/AS degree, this item will be discussed at the November 5th meeting.
Adjournment: K. Anderson adjourned the meeting at 4:36 p.m.

Submitted by: [Signature]

K. Anderson, Chairperson

Susan Misasi Maratto
Recording Secretary