

CALL TO ORDER/ROLL CALL

J. Murphy called the virtual meeting to order on Thursday, September 7, 2023 at 2:30 p.m.

Members present: (virtual voting) J. Murphy, etc.

Members absent: (voting)

Resource Members present:
(non-voting)

Resource Members absent: S. Misasi Maratto
(non-voting)

Agendee(s): J. Murphy

Visitor(s):

APPROVAL OF COLLEGE CURRICULUM MINUTES

J. Murphy noted there are no minutes to vote on today.

OLD BUSINESS

<u>Item</u>	<u>Course/Curr</u>	<u>Proposals</u>	<u>Readings</u>			<u>Action Taken</u>
<u>No.</u>	<u>No.</u>		<u>1</u>	<u>2</u>	<u>3</u>	
None						

NEW BUSINESS

<u>Item</u>	<u>Course/Curr</u>	<u>Proposals</u>	<u>Readings</u>			<u>Action Taken</u>
<u>No.</u>	<u>No.</u>		<u>1</u>	<u>2</u>	<u>3</u>	
None						

J. Murphy stated there are no items to vote on today. There will be items to vote on at the November meeting. Please go in to Watermark to review.

OTHER:

A) Review Program Learning Outcomes (PLOs) for each Curriculum in Watermark – J. Murphy

J. Murphy stated that the PLOs in Watermark were not all correct and did not match those listed in the Catalog. The correct PLOs need to be correct for assessment. She emailed the department chairpersons the step-by-step directions as a guide.

J. Murphy gave a demonstration to access and review the programs. The 'How-To-Review' steps follow these Minutes.

If you cannot access, please email J. Yoon, J. Murphy or S. Misasi Maratto.

In the Portal go to *Faculty Resources > Watermark Connect > Curriculum Strategy or Planning and Self-Study*. Click on *Curriculum Management* and hit *Revise*

Curriculum Form to create a submission. A window will pop up. Select *Curriculum to Revise: Arts & Sciences* or *Applied Sciences*. Select curriculum. The information from the Catalog will populate into the form. Scroll down to about the middle of the screen to find your '*Program Learning Outcomes (PLOs)*'. Check to see if they are the correct outcomes. If accurate, the chairperson will email the dean noting they are accurate or revisions were made. Only update the PLOs. If there are other changes, the form will need to go through the curriculum process. The Rationale should note 'only updating PLOs' or 'reviewed PLOs and are correct'.

S. Campos added if you recognize there are more PLOs than the recommended five or six or if they are not measurable, please revise at this time and state that in the Rationale.

All PLOs are found on the 'Revise Curriculum Form'. The submitter will 'Approve' and 'Submit'. The chairperson will then 'Approve' and 'Submit'. This will now be at the 'Dean' workflow for his/her approval. If the dean notices that revisions are necessary, the dean can revise or 'Send back to Submitter' and ask them to revise.

All certificates are located in the 'Applied Science Programs' dropdown. All 'Selective Admission Programs' are listed under that tab located in the Applied Sciences section.

The information for Master Syllabus auto populates from the College Catalog. All red 'Required' fields need to be complete or the item will not 'Save'.

There is an 'Audit Trail' on the left ribbon for 'Comments' and action taken to the item, i.e. 'approved by chairperson', etc.

J. Cody thanked J. Murphy for the detailed explanation of this process.

J. Murphy suggested to the chairpersons if they do not have the correct PLOs or not sure if they are correct to reach out to the Curriculum and Assessment Office. She encourages the department chairperson to work with their dean and encourages the deans to reach out to their chairpersons.

The deans can share with the chairpersons the Word document, PowerPoint and this recording.

A report will be available on which programs were completed and those that are outstanding.

M. Flaherty asked if he can make changes to the PLOs now to consolidate through this process. S. Campos replied that he can consolidate the PLOs at this time and encouraged everyone to do the same.

PLOs will be updated in a 3-year cycle.

J. Yoon asked M. Flaherty if he was referring to his Course Learning Outcomes (CLOs), as there are only five PLOs listed for his program, which are fine. M.

Flaherty will double-check his outcomes.

Please check the Curriculum Dashboard prior to submitting a new form, to see if your item is there to avoid having duplicate submissions.

W. Griffin asked if he has reviewed all the PLOs in his area, he would just notify his dean if there are no changes. J. Murphy replied that is correct.

J. Yoon stated that another way to review PLOs is to go straight into the online Catalog, where they are pulled from. She added if she already met with your department, refer to the spreadsheet she shared.

Adjournment: M. Flaherty made a motion, seconded by W. Griffin to adjourn the meeting at 3:12 p.m., passed unanimously with a virtual vote, by a show of hands.

Submitted by: J. Murphy, Chairperson

Recording Secretary: Susan Misasi Maratto