College Curriculum Committee (CCC)

Minutes of September 15, 2015 Meeting (DRAFT)

Kelly Commons, Room 3.04

MEMBERS PRESENT:

ARTS: Rebecca Kern, Jennifer Edwards

BUSINESS: Mary Michel (Fall 2015 and now Dongh Lee in Spring 2016); New Member needed

EDUCATION: Corine Fitzpatrick; Ted Keating

ENGINEERING: Nand Jha; John Leylegian

SCIENCE: Jianwei Fan

CFA: Carol Hurwitz

ABSENT: None, but there are vacant positions in the School of Business and Scient

The meeting convened at 3:45 PM in Kelly Commons 3.04

1. The agenda for the meeting was unanimously approved.
2. The minutes from the May 21, 2015 Meeting were unanimously approved.
3. Elections were discussed after duly noting Jeff Horn’s outstanding leadership during the prior academic year.
	1. **New Chairperson:** Rebecca Kern was nominated and is willing to serve as chair for the first half of the year. She is appropriately firm about not being able to continue during her sabbatical in Spring 2016. Members were asked to consider taking over as chairperson second half of the year. It was also noted that we still need replacement members from the School of Business and School of Science. Jennifer Edwards made a motion to elect Rebecca Kern as Chairperson for Fall 2015 and to reopen discussion of spring chair election in October meeting. The motion was seconded by Corine Fitzpatrick and unanimously approved.
	2. **New Secretary:** Ted Keating. Mary Michel made a motion to elect Ted Keating as Secretary for the Fall 2015-Spring 2016 academic year, which was seconded by John Leylegian and unanimously approved.
4. Current Secretary Report
	1. **College Wide Core Competencies Commission (CWCC)**. Rebecca Kern discussed the planned CWCC established by the Educational Affairs Committee (EAC). The CWCC will meet for one week in January before the Spring 2016 semester to define the ALL the core competency goals across schools. The committee members will be paid $1,500. The committee will consist of Jeff Horn (Chair), David Mahan (Executive Director, Institutional Research and Assessment) and one member from each school. The Provost requests that two of the members be from the College Curriculum Committee (CCC). These two members should be from different schools. This discussion must happen before further consideration of the 24 credit hours shared by all Manhattan College students.
	2. **Review of the Annual Report**. The committee reviewed the following items from last year’s annual report.
		1. Based on draft language for revision of the bylaws, the EAC unanimously suggested the following version for consideration of the CCC in the fall. The motion will be voted on during our next meeting.

“If a new program or a major change to a program is not submitted for state registration within three years of approval by the CCC, it must go through the campus approval process before it can be sent to the state.”

* + 1. We discussed the Provost’s suggestion that about whether to add the registrar *ex-officio* to the CCC. We will vote on this after a fuller discussion in the fall, but most members expressed that the faculty-only status of the Committee was an important element of its effectiveness and cohesiveness
		2. The CCC awaits the EAC’s action on establishing a policy for the conversion in terms of delivery from traditional to digital. The CCC will continue this discussion after EAC’s action. The CCC remains unequivocally convinced that such a transition should be evaluated by some faculty body other than the affected department such as the curriculum committee of the relevant school.
		3. The CCC will consider the discussion of the administration’s interest that all students have a research or internship if further action occurs.
1. Old Business -None
2. New Business -None

The next meeting was scheduled for Tuesday, October 20, 2015, at 3:30 PM. The room will be announced, although 3.04 Kelly Commons is expected.

Notetaker: Mary Michel