

College Curriculum Committee
April 24, 2013
4 p.m. Charter Room

Meeting called to order 4:07 p.m.

Members present: Richardo DelloBuono, Richard Goldstone, Hany Guirguis, Jeff Horn (chair), Michael Judge, Tedd Keating, Sr. Remigia Kushner, Graham Walker, John Wasacz, Janet Rovenpor, Bahman Litkouhi

- I. Approval of Agenda
- II. Approval of Minutes, 27 March.
- III. Chair's Report
 - EAC
 - College-wide Core Possibilities
 - Miscellaneous communications to CCC – new minors
 - New Chair needed for 2013-14. Jeff Horn will call the first meeting of the fall semester.
- IV. Consideration of the proposals for the revision of the BA and BS in Biology

Questions asked by the committee were answered by Prof. Judge. Proposal accepted unanimously.
- V. School of Continuing and Professional Studies –

Committee discussion continued previous concerns about program accuracy, rigor, oversight of teaching and learning, curriculum; inconsistencies in scope, format and credit allotment. Additional resources, more oversight of teaching and learning and better record keeping are among the recommendations for SPCS moving forward. Questions raised about entrance requirements, student progress in program toward degree completion, and assessment of program effectiveness were discussed (and included in the discussion with guests).

4:30 Guests: Provost William Clyde and Director Cheryl Harrison

When the guests arrived, discussion of the above issues continued, Q and A focused on determining appropriate action steps including a) a full reapplication to the State, b) need for adding the resources and oversight common to other schools; c) bringing standards between SCPS more in line with the rest of the College; and e) both ensuring better record keeping and sharing that information

Issues and questions for the Executive Director included the above, the process of ongoing revision of curricula for both core and elective courses; need for monitoring of teaching and learning, especially given that program staffing is solely by adjuncts. The Provost contributed

background and historical information (including the reason the SCPS does not have a Dean), the transition from a degree completion to a degree granting program. The Director responded graciously and fully to all questions and gathered suggestions from the committee.

While much remains to be done, the Director was able to point to **progress** made regarding rewriting of the core course syllabi, preparation to submit application for re-registration by the end of the calendar year; purchase of software (smarthinking®, a live online tutoring program) to assist the working adult population served by the SCPS; more systematic gathering of data both for placement and evaluation; collaboration with admissions bursar, and registrar for a more integrated and smooth operation of the SCPS.

Action Steps in place for the SCPS program include: 1) completion of core course syllabi; 2) reapplication to the State Education Department by the end of the fall semester; 3) each class to receive at least one visit during the fall semester; 4) courses will be reviewed and approved by faculty with expertise in the topic; 5) the curriculum committee of the SCPS will function as those in other schools sending minutes to CCC.

Discussion after the meeting with Provost and Director centered on the need for SCPS to have the resources available to the five other schools, including another full time person to monitor teaching and learning; library resources for SCPS students and the ordinary support services of the college.

In the absence of Old or New Business , the meeting was adjourned at 5:35 pm.

Respectfully submitted: Sr. Remigia Kushner