**Manhattan College**

College Curriculum Committee (CCC)

Minutes of November 15, 2016 Meeting (DRAFT)

Chancellor Room, Memorial Hall

**MEMBERS PRESENT:**

**Business**: Fiona Maclaclan; Yassir Samra

**Education**: Corine Fitzpatrick; Tedd Keating

**Engineering**: Goli Nossoni

**Liberal Arts**: Jennifer Edwards (chair), Kimberly Fairchild

**Science**: Edward Brown, Jianwei Fan

**CFA:** Carol Hurwitz

**Guests:** Provost William Clyde, D David Mahan, Susan Astarita, Dora Moreira

**Excused**: John Leylegian

The meeting was called to order at 3:34 PM in the Chancellor Room, Memorial Hall.

1. The agenda for the meeting was unanimously approved.
2. The minutes from the October 15, 2016 meeting were unanimously approved.
3. Guests presented the college-wide core competency measures across the 24 shared credits.
   1. Examples from the English & Psychology departments were presented to illustrate the CWCC Map.
      1. Each course in the department was listed and included the sub-categories for each of the 9 CWCC.
      2. When appropriate, indications of each of the 16 sub-categories of activities was labeled as either introduced, practiced, reinforced, and met to determine the level of the CWCC.
      3. The goal is to be able to pick up a department’s curriculum map and be able to determine which courses match each of the CWCCs and at what level.
      4. Each course does not have to “meet” the CWCC however the CWCCs should be met across the entire curriculum.
   2. More discussion on the 24 shared credits but related to CWCCs.
      1. We still can’t determine the courses where the 24 shared credits are across the curriculum.
      2. We would like to determine where the shared courses are so that the CWCCs can be assessed at the different levels to ensure reaccreditation.
      3. It was suggested that perhaps the CWCCs be assessed across the 24 shared credits but maybe just at the introductory level. The other levels of assessment could be assessed in other courses. While the assignments may differ across different disciplines, the objective(s) would be standard.
      4. It was also suggested that this issue be brought up at the Chair’s meeting so that the 24 shared credits are not increased.
      5. The immediate task is to work with each instructor of these courses to determine what levels of competence are being delivered in the courses that are being offered. We need to make sure that if we expect these CWCCs from our graduating students, then these 24 shared credits are introducing them.
4. Bylaws revision
   1. Vote on moving quorum back to 8 members was unanimously approved.
   2. Language will be drafted for online voting in between formal meetings.
      1. Suggested that online voting be used in between meeting dates when necessary.
      2. Issue will be discussed (and perhaps voted on) at January’s meeting.
      3. Approved language: **Article IV. Organization and Meetings:** The Committee shall meet at least once each semester. Quorum shall require the presence of at least ~~9~~ 8 members of the CCC, with at least one representative from each of the five Schools. Other meetings may be scheduled as needed. If the previous year's chair continues on the CCC, he or she calls the first fall meeting. If the previous chair is no longer on the CCC, the Provost shall call the first meeting of the fall semester.
5. Chair’s Report
   1. Reported that EAC discussed considering whether or not to drop evaluating courses with fewer people.
      1. The concern is that evaluations would not be as anonymous.
      2. It was suggested that students aren’t forced to complete evaluations if that is a concern.
      3. It was also mentioned that instructors do not view the evaluations until after the course is completed.
6. Other business – None at this time. The meeting was adjourned at 4:37 pm.

Respectfully submitted by: *Yassir M. Samra*