

**Curriculum, Instruction, and Policy Committee, QVCC  
Academic Year 2016-17 Year-End Report**

**Chair: Mark Lowe**

---

CIP met the first Monday of each academic month except December and January, and with two meetings in May (see below). The following is a summary of approvals or other actions taken by CIP during the 2016-17 academic year.

**Proposals Approved: 9/12/16**

**New MLT Program:** Prior to CIP's first scheduled meeting, a course designation change was required from CLS\* to MLT\* for the new Medical Laboratory Technician program. CIP members conferred ex parte on 9/1/16 and approved the change. The modification was ratified during the 9/12/16 meeting; approved unanimously.

Additional Discussion:

At the request of Alfred Williams, CIP discussed revisions to the existing Course Development and Program Development tracking charts to remove both unnecessary steps and references to groups or entities which had been renamed or which no longer exist. Alfred recommended that a meeting with the Dean of Academic Affairs be the first and last items on a revised Program Development tracking chart.

Senate President Brian Kaufman recommended bylaw revisions to clarify which items approved by CIP should be sent to the Academic Senate for Senate approval, and which only for informational purposes.

CIP continued discussion from the 2015-16 academic year regarding TAP pathways QVCC is required to list but which cannot be completed at QVCC. Alfred Williams discussed a proposal allowing students to take courses that QVCC does not offer at one of the state universities, but which are part of TAP, and still pay the QVCC rate.

**Proposals Approved: 10/3/16**

**History:** Submitted and presented by Jayne Battye. Changes in prerequisites for HIS\* 211 (History of Connecticut) and HIS\* 226 (The U.S. Civil War); changes in prerequisites and content objectives: for HIS\* 254 (History of Religion); changes in prerequisites, catalog description, and content objectives for HIS\* 227 (The Vietnam War). Jayne described these changes as general "housekeeping" changes. Approved unanimously (motions: Heath Hightower, M'lyn Hines).

Additional Discussion:

New tracking charts were approved electronically by CIP members on 9/17/2016, for use by faculty submitting proposals for the 10/3/16 meeting.

CIP continued discussion of the proposed bylaw revision from the 9/12/16 meeting. The recommended change was to the effect of “anything involving a program change or any change having an impact on any other disciplines, programs or departments go to the Academic Senate for voting,” and that on all other matters approved by CIP, Senate approval is not required. Action was deferred until the required annual full review of the bylaws.

Brian Donohue-Lynch discussed new pathways (Foreign Language, Business, Physics, and Computer Science degrees and Early Childhood Teaching Certificate) that will soon come before CIP to either abstain from or affirm. Brian discussed concerns surrounding foreign language courses losing value as various pathways are being created without having a general education requirement of a foreign language. Amy Kacerik mentioned that QVCC is tracking any student that opts to take a TAP degree and that those students are being closely advised as per the unique details of when/where to take courses. Brian will continue to provide updates on TAP as information is released.

### **Proposals Approved: 11/7/16**

**Social Work:** Submitted and presented by Heath Hightower. Addition of a “Suggested Courses” column to the Social Work Studies TAP curriculum sheet. Approved unanimously (motions: M’lyn Hines, Christine Mailhot).

**TAP Competencies:** Submitted and presented by John Lewis. Remove BIO\* 235 (Microbiology) from courses satisfying the Critical Analysis & Logical Thinking competency. Formal assessment is not done in this course, so it does not meet the competency requirements. Approved unanimously (motions: Mark Lowe/ Heath Hightower).

**Environmental Science:** Submitted and presented by John Lewis. New course: EVS\* 114 (Environmental Science). The addition of the EVS\* 114 4-credit science course will help to resolve questions as to whether the currently offered EVS\* 100 (Introduction to Environmental Science) and EVS\* 105 (Environmental Science Field Laboratory) will transfer as a 4-credit science requirement. Currently, QVCC has two courses (EVS\* 100, a 3-credit science course and EVS\* 105, a 2-credit science lab) that students can take to possibly transfer as a four credit science requirement. EVS\* 100 remains on the schedule for non-science majors. EVS\* 105 will remain on the schedule for a teach out period. The course record for EVS\* 114 is a merger of both the EVS\* 100 and EVS\* 105 course records. Approved unanimously (motions: Christine Mailhot/Debora Rimkus).

Additional Discussion:

Brian Donohue-Lynch updated CIP on developments from the 10/14/16 TAP Framework Implementation and Review Committee meeting. The next TAP pathways CIP will need to vote

on are Physics, Computer Science, and Business. Six more TAP pathways should be ready for CIP review in February.

Senate President Brian Kaufman discussed his concerns about the degree to which the Senate President is becoming a liaison between faculty and administration, the extent to which we can expect this to increase, the great power this therefore gives the Senate President, and the possibility that the Senate President's communications to administration might not reflect faculty opinion. Brian proposed creating a formal group within the Senate to act as a mechanism which would require the Senate president to confer with the other faculty leadership on any number of issues, including but not limited to communications with or recommendations given to administration, to prevent future presidents from acting unilaterally for this or any other purpose. CIP voted unanimously to continue discussion regarding the need for such a mechanism at a later date (motions: Heath Hightower/M'lyn Hines).

Upon recommendation by Brian Donohue-Lynch, CIP will create a TAP Pathway Development tracking chart similar to the Course Development and Program Development tracking charts, to keep a more detailed record of all TAP-related changes.

### **Proposals Approved: 2/6/17**

**New TAP Pathways:** CIP voted unanimously to affirm the proposed Business, Computer Science, Spanish, and Physics pathways, after presentations by Jen Oliver, Chris Parden, Elkin Espitia-Loaiza, and John Lewis, respectively. CIP voted unanimously to abstain from the proposed French, German, Italian, Theater, and Exercise Science pathways following presentations by Elkin Espitia-Loaiza (languages) and Brian Lynch. CIP voted to abstain from the latter pathways since QVCC does not offer courses required for the pathways.

Additional Discussion:

The TAP Pathway tracking chart was approved unanimously.

CIP unanimously voted to amend course record templates so that all course records include a field where the TAP competency (if any) satisfied by the course can be listed.

CIP voted unanimously that Brian Lynch, as QVCC representative to FIRC, make a statement at the next FIRC meeting that QVCC does not wish to list pathways on the College web site that cannot be taken or completed at QVCC. CIP authorized drafting of a statement from the committee stating CIP's opposition also to colleges being required to offer pathways which realistically cannot be completed at that college. Motions: M'lyn Hines/Heath Hightower. Text of a statement was approved electronically on 2/10/17 and sent to Brian Lynch for transmittal to FIRC.

### **Proposals Approved: 3/6/17**

**New TAP Pathways:** CIP voted 5/0/1 to affirm the Art Studies pathway following presentation by Annie Joly, and voted unanimously to approve the Early Childhood Teaching Credential pathway following presentation by Sue Spencer and Cindy Shirshac.

**Mathematics:** Submitted and presented by Denise Walsh. The College Catalog is to be updated to reflect that only three credits of the four-credit MAT\* 173S (Intermediate Algebra with Embedded Elementary Algebra) can be applied toward graduation. Approved unanimously (motions: Christine Mailhot/Heath Hightower).

**Biology:** Submitted and presented by John Lewis. Prerequisites for BIO\* 235 (Microbiology) are changed to read “BIO\* 121 or the combination of BIO\* 115 and CHE\* 111, or equivalent.” TAP competency is also removed from the course record (per action at 11/7/16 meeting). Approved unanimously (motions: Christine Mailhot/Heath Hightower).

**Medical Laboratory Technician:** Submitted and presented by Cheri Goretti. BIO\* 235 is added to the program. Changes are made to prerequisites, catalog description, and content objectives for MLT\* 210 (Clinical Lab Internship I). Course credits for MLT\* 212 (Clinical Lab Internship II) are changed from 6 to 4 to better reflect the requirements of this internship. Approved unanimously (motions: Amy Kacerik/Heath Hightower).

**Manufacturing:** Submitted and presented by Jakob Spjut. Added to the catalog are MFG\* 133 (Mathematics for Electricity and Electronics), MFG\* 138 (Digital Fundamentals), MFG\* 140 (Robotics), MFG\* 142 (Electronic Circuits & Devices), MFG\* 143 (Industrial Motor Controls), MFG\* 145 (Electronic Variable-Speed Drive Systems), MFG\* 146 (Programmable Logic Controllers), MFG\* 159 (Industrial Maintenance), MFG\* 162 (CNC Maintenance & Repair I). These courses are related to the new proposed 30-credit Mechatronics Automation Technician Certificate and are required as part of the deliverable for the Connecticut Advanced Manufacturing Initiative (CAMI) grant for this program. All of these courses can be used in Technology Studies as technical electives. Approved 6/0/1 (motions: Christine Mailhot/Debora Rimkus)

### **Proposals Approved: 4/3/17**

**Biology:** Submitted and presented by John Lewis. Prerequisites are changed for BIO\* 211 (Anatomy and Physiology I) and BIO\* 212 (Anatomy and Physiology II) so they can be taken out of order. This allows students to more easily sign into BIO\* 212 without previously taken BIO\* 211. Approved unanimously (motions: Christine Mailhot/Heath Hightower).

**Mechatronics Automation Technician Certificate:** Submitted and presented by Jakob Spjut. The sequence allows for 15 fall credits and 15 spring credits and includes the courses approved at the 3/6/17 meeting. This meets the requirements for the Connecticut Advanced Manufacturing Initiative (CAMI) grant. Approved unanimously (motions: M’lyn Hines/Debora Rimkus).

**English:** Submitted and presented by Brian Kaufman. The College Catalog is to be updated to clarify that while ENG\* 101S (Composition with Embedded Support) is a six-credit course, only three of these credits can be applied toward graduation. Approved unanimously (motions: Christine Mailhot/Heath Hightower).

**Computer Science:** Submitted and presented by Chris Parden. CST\* 120 (Intro to Operating Systems) and CST\* 140 (Intro to Computer Hardware) are introduction-level courses. Both CST\* 120 and CST\* 140 have old prerequisite courses that are no longer offered, but are still required for CST\* 120 and CST\* 140. The prerequisites are to be removed. Approved unanimously (motions: Christine Mailhot/Heath Hightower).

**Cybersecurity:** Submitted and presented by Chris Parden. New Computer Science courses are added to the catalog: CSC\* 124 (Programming Logic & Design with Python), CST\* 163 (Windows Server Administrator), CST\* 247 (Information Assurance and Risk Management), CST\* 263 (Computer Forensics & Network Intrusions), CST\* 266 (Linux Fundamentals), CST\* 267 (Ethical Hacking & Network Defense), CST\* 287 (Cryptography Fundamentals). These courses, except CST\* 163, are related to a soon to be proposed 60-credit Cybersecurity AS degree. CST\* 163 is a three-credit Windows server replacement course for CST\* 237, which is a four-credit Windows server course. Approved unanimously (motions: Christine Mailhot/M'lyn Hines).

**TAP:** The Gen Ed 1 and Gen Ed 2 requirements in some Pathways have been renamed Global and Creativity, and the possible range of courses satisfying them expanded. Alfred Williams has asked faculty to identify courses which satisfy the metrics for the requirements. POL\* 102 (Comparative Politics), POL\* 103 (Introduction to International Relations), POL\* 196 (African Politics), ANT\* 118 (Health, Healing and Culture), and ANT\* 133 (Peoples of the World) have been vetted as meeting the Global metrics. Approved unanimously (motions: Mark Lowe/Heath Hightower). CIP to request to Dean Williams that additional courses to be considered for either the Global or Creativity competency need to be submitted to CIP 10 days prior to the May meeting. Approved unanimously (motions: Mark Lowe/Heath Hightower).

Additional Discussion:

**Proposed Honors Program:** Submitted and presented by Brian Kaufman. An Honors Program is proposed whereby QVCC students can graduate with honors. Students earn honors credit through designated honors courses, or by taking courses which are designated as having an honors option, or by making a course an honors option “on demand.” Students must earn a B or better in 12 units of such courses. Students will complete a one-credit, independent study capstone project conducted with a professor in their major area. Students must also complete 18 hours of a community service or civic engagement activity during their time at QVCC. To graduate with honors, the student must post a cumulative GPA of at least 3.50 upon graduation. Honors designation is noted on the student’s diploma and transcript. Brian is to make revisions in response to issues identified and concerns raised by committee members in discussion, and the proposal returned to CIP for the May 1, 2017, meeting.

**Bylaw Review and Revisions:** Submitted and presented by Mark Lowe. Changes are proposed for Article IV.1.b (Senate Leadership Duties), Article VI.6.a (posting of CIP minutes), Article VI.8.f (CIP executive sessions), Article VI.9 (new article re: duties of CIP Chair and Vice Chair), Article VII.1 and Article VII.3 (deadline for submission of academic proposals; voting on proposals by Academic Senate). Revisions are approved unanimously as amended for Article

VI.5 (duties of CIP Chair), Article VI.6.a, Article VI.8.f (removal of executive session provision and replacement with electronic meeting/voting provision), Article VII.1 and Article VII.3; and new Articles VI.6.c (duties of Vice Chair) and VI.8.h (preserving existing provision of requests for unscheduled CIP meetings). Revisions submitted to Senate President Brian Kaufman.

### **Proposals Approved: 5/1/17**

**Biology:** Submitted and presented by John Lewis and Melissa Philion. Two new Biology courses: BIO\* 105 (Introduction to Biology) and BIO\* 290 (Research Methods in Science). These are non-majors BIO courses, designed as transfer courses. Approved unanimously (motions: Christine Mailhot/Heath Hightower). Course Revisions: BIO\* 111 (Introduction to Nutrition), BIO\* 115 (Human Biology), BIO\* 229 (Recent Discoveries in Biology), and BIO\* 235 (Microbiology). These are changes to the catalog descriptions and course content objectives to better reflect the content/objectives of the courses as currently taught or changes in the discipline, and the purposes for which students take these courses. Approved unanimously (motions: M'lyn Hines/Amy Kacerik).

**Business:** Submitted and presented by Jen Oliver. Modifications to the Applied Management Certificate, Advanced Management Certificate, Applied Accounting Certificate, Advanced Accounting Certificate, and Accounting degree. The modifications align the certificates with the newly modified Business pathway, broaden the requirements to allow for more flexibility for students in Business degrees, and reflect actual current course offerings. Approved unanimously (motions: Amy Kacerik/Mark Lowe).

**TAP:** Submitted and presented by Brian Lynch. In addition to the POL\* and ANT\* courses approved for the Global requirement, Fine Arts courses and an Early Childhood Education course have been offered to meet the Creativity requirement. CIP votes unanimously (motions: Heath Hightower/M'lyn Hines) to defer action in order to discuss with the Program Coordinators of Fine Arts and Early Childhood Education and achieve clarity on whether the Fine Arts and ECE courses meet the Creativity requirement, or a TAP competency, or both.

Addendum 5/3/17: After discussing the above matter with the Program Coordinators of Fine Arts and Early Childhood Education, CIP voted electronically and unanimously, 5/3/2017, to approve the offered courses. Satisfying the Creativity requirement will be: ART\* 107 (Introduction to Studio Art), ART\* 111 (Drawing I), ART\* 121 (Two-Dimensional Design), ART\* 122 (Three-Dimensional Design), ART\* 141 (Photography I), ART\* 151 (Painting I), ART\* 161 (Ceramics I), ART\* 167 (Printmaking I), DGA\* 111 (Introduction to Computer Graphics), ECE\* 103 (Creative Experiences for Children), GRA\* 151 (Graphic Design I), GRA\* 221 (Illustration I), GRA\* 271 (Computer Animation I). Additionally, POL\* 196 was a seminar which is no longer offered; the correct course to be offered for the Global requirement is POL\* 160 (African Politics). Pathway Curriculum Sheets are to be modified to reflect these additions and those from the 4/3/17 meeting.

Additional Discussion:

Nomination and election of CIP Vice Chair for 2017-18 academic year: To permit the committee to resolve its questions regarding the TAP Creativity requirement, elections are deferred to May 16.

Academic Senate President Brian Kaufman thanks the 2017-2018 members of CIP for their leadership, service and hard work performed as members of the CIP committee.

**Meeting 5/16/17:**

Continuing and incoming CIP members nominate and elect Kudzai Zvoma as Vice Chair for 2017-18, pending resolution of scheduling conflicts/concerns.