

CALL TO ORDER/ROLL CALL

J. Murphy called the virtual meeting to order on Thursday, March 2, 2023 at 2:45 p.m. This hybrid meeting was offered in the Center for Teaching Excellence (CTE), with some faculty attending virtually, and voted on as follows.

Members present: (virtual voting) J. Murphy, S. Campos, P. Harmon, J. Bartley, J. Davidson, D. Jones, G. Jablonski, A. Miller, M. Flaherty, A. Sharris, W. Griffin, J. Cody, and W. Justiz

Members absent: (voting) J. Lobianco-Bartalis, L. Finch, R. Connor and T. Wright

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

Resource Members absent: D. Salinas-Lazarski and D. Krzykowska
(non-voting)

Agendee(s): F. Figg, A. Sharris and J. Murphy

Visitor(s): K. Gagliardi, T. Perkins, F. Ghauri, K. ?, S. Brown, S. Tiwari, S. Khan, J. Taha, S. Khan and J. Taha

APPROVAL OF COLLEGE CURRICULUM MINUTES

M. Flaherty made a motion, seconded by J. Cody, to approve the minutes of February 2, 2023, passed unanimously with a virtual vote, by a show of hands.

OLD BUSINESS

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

NEW BUSINESS

Item No.	Course/Curr No.	Proposals	Readings	Action Taken
			1 2 3	
23-2	COT 142 Construction Contract Documents delete crs		X	approved

J. Murphy noted that COT 142 is not attached to any program and will no longer be offered, therefore, it has been deleted and content incorporated into COT 248.

J. Griffin made a motion, seconded by M. Flaherty, to approve item number 23-2, passed unanimously with a virtual vote, by a show of hands.

23-3	C448Z ENT/Robotics Welding	new curr	X	approved
23-4	ENT 209 Robotic Welding Fundamentals	new crs	X	approved
23-5	ENT 211 CNC Plasma Fundamentals	new crs	X	approved

J. Murphy noted that the new two-semester, 22 credit ENT/Robotics Welding Certificate, includes two new courses, ENT 209 and ENT 211. A. Sharris added that this certificate was developed to offer students the opportunity to have a robotics and a welding background. It is stackable into the

Mechanical Design and Mechatronics Degrees. Welding or Mechatronics completers can take this certificate. J. Murphy thanked A. Sharris as she was the first submitter to use the Watermark Curriculum platform.

J. Cody made a motion, seconded by M. Flaherty, to approve item numbers 23-3 through 23-5, passed unanimously with a virtual vote, by a show of hands.

OTHER: Watermark – J. Murphy

J. Murphy stated that Watermark is working to fine tune the platform to fit our needs. There is a small issue when submitting new courses needs attention. Email S. Misasi Maratto, J. Murphy or S. Brown if you are having issues. Adding a Comment is currently not working and Watermark is still attempting to fix this issue for two months.

F. Ghauri stated that he is developing 8 new courses under the EGR (Engineering) prefix. S. Misasi Maratto needs to first add a temporary course into the Catalog in order for the information to be pulled when creating a Master Course Syllabus. J. Murphy suggested to login in via the Portal to access Watermark. J. Murphy demonstrated this process on the white board. J. Bartley stated that she currently cannot login. S. Misasi Maratto suggested that she clean her browser history and cache. J. Bartley replied that she did and still does not let her in. F. Figg changed her password and she can now access the platform, but cannot comment, only review. The sign-on is supposed to be set up as a single sign-on, whereas if you are signed into the portal and/or email, you should be able to access Watermark.

J. Murphy stated there are 4 forms to use for Curriculum:

- Course Form/Curriculum Form - pulls information from the Catalog;
- Master Syllabus - includes the topics and Course Learning Outcomes, which are not in the Catalog and also pulls information from the Course Form. Both forms need to be submitted to CCC, Academic and the State and also for articulation. The Course Form and Master Syllabus replaced the old Course Outline.
- Sectional Syllabus - pulls information from the Master Syllabus and is used so the faculty can add their own personal information to handout to the students.

J. Murphy reviewed the process for a Revised Curriculum, using the Curriculum Management tab and the tabs at the top of the page that list the Curriculum/Course forms. Much information is pulled from the Catalog. S. Misasi Maratto created fields in the Catalog to feed the field in the forms. The *Program Learning Outcomes* field is currently being added to the forms by Watermark.

A. Sharris asked if the 'Upload' field on the 'Revised Curriculum Form' is used for documents to upload and J. Murphy replied that is correct. F. Figg wants to delete one required class and add it to the Program Electives for more flexibility. S. Misasi Maratto suggested using 'Preview' to ensure the changes are listing correctly. F. Figg asked how to list an 'OR' situation or 'take Program Electives', etc. for courses. S. Misasi Maratto replied that 'narrative courses' can be found in the 'NAR' prefix in Course Description dropdown. There were questions regarding adding 'Notes' to assist with registration, and there are fields that can be accessed.

J. Murphy is still maintaining the Blackboard shell and will transfer soon to Ultra. 'Watermark Tips' can be accessed in the Blackboard shell. When completing forms remember to 'Save' and 'Submit'. If you are the submitter and the chairperson you must 'Save' and 'Submit' information, then 'Approve' twice to move through the workflow. In the Fall, only items going to CCC will show, as currently there are

other items in the Dashboard that were submitted for Course Learning Outcomes (CLOs) and Instructional Strategies, which should all be completed by then.

J. Murphy stated that the email notifications should not be turned on yet, as there are items submitted for the CLOs and Instructional Strategies updates that do not require going through Curriculum. J. Murphy added that if something is not working, please notify S. Misasi Maratto, S. Brown or herself.

F. Ghauri was having issues with accessing the new proposed new EGR courses. S. Misasi Maratto stated that the new courses need to be created and added to the Catalog, so that the Master Syllabus can be created, as that is where the information is pulled from.

The Guided Pathways created the original Catalog layout, which was revised to accommodate the Watermark fields. A. Sharris and F. Figg inquired about adding information regarding registration to the Catalog page. **J. Murphy suggested listing as an 'Other' item on the April agenda to discuss further and submit some examples of what they would like to add.**

J. Murphy stated that when submitting a course, a Course Form and Master Syllabus is required, unless you are only revising a course description, only the Course Form is needed and vice versa. In the case of submitting a new course, S. Misasi Maratto has to approve and put the course in the Catalog, to not show or publish until approved, so that the faculty can create the Master Syllabus that pulls the information from the Course Form. Watermark was contacted to change this, but the forms are not set up this way.

F. Ghauri asked about making changes to a course that effect another program and would those programs need to come forward. S. Campos replied that the courses that effect other areas would automatically change. **(Side Note: if the credits change for a course, or deleting a course, the other departments need to be notified. If the course credit change effects the total program credits, those programs would need to go to Curriculum and ICCB for approval.)** J. Murphy added contacting and working with the other department(s) effected. Contact S. Misasi Maratto to see which programs are affected by the change(s).

J. Taha stated that the Master Syllabus is too long. He had spoken with a representative from Watermark at a seminar. The Master Syllabus is very long and we are working on getting a Word output that emulates our Course Outline.

F. Figg stated that Assessment was not pulling into the Master Syllabus. J. Murphy stated the information in those fields were previously not saving. S. Misasi Maratto contacted Watermark and they now save the Instructional Strategies and Assessments, but is not retroactive to those courses that were previously submitted.

A. Miller requested adding .5 to the Curriculum forms dropdown, as some programs have .5 credits. S. Misasi Maratto will put in the request to Watermark.

F. Ghauri asked if the information from the Master Syllabus can be exported to an Excel file. J. Murphy replied that hopefully when all courses/programs are in Watermark, we will save the courses/programs as a PDF file in the Portal. We have put in the request with Watermark in the past. J. Murphy added that when Watermark was asked prior to contract agreement if Assessment (Self-Study) module would communicate with the Curriculum Management module, they replied it would, but it does not. Assessment has to be hand entered in Self-Study and then again in Curriculum

Management.

S. Brown asked how can Curriculum be approved if assessment is not completed and is it ok to approve course without an assessment plan. J. Murphy replied currently we can enter the program/course on the curriculum side and the Assessment Chair would be responsible to upload the program/course on the Assessment platform in Self-Study module. J. Murphy added that the Assessment plan exists before the course/program goes to Senate, etc. S. Brown stated that it may be beneficial to have an Assessment Plan prior to the course/program getting approved by the Curriculum Committee to streamline the process. A. Sharris added that the program does not exist until published in the Catalog. S. Brown added that the program/course may not be assessed, but to have a plan in place and possibly store it in Blackboard. J. Murphy stated that this topic can be brought up to the Assessment Committee. F. Ghauri suggested after the courses are approved by the ICCB to forward to the Assessment Committee to enter. J. Murphy stated that some courses are missing on Assessment Platform.

M. Murphy will email the CCC and TRC members to inform them of what courses/programs to review in CCC/TRC workflow. She demonstrated the 'Compare' feature. Rationales are needed to describe what action is being taken. D. Jones asked if Colleague talks with Watermark. S. Misasi Maratto replied that we were told it would, but it does not and she has to go into Colleague to manually update. D. Jones asked if there are changes to be made in the front part of Catalog automatically change? S. Misasi Maratto replied those would not automatically change. You would need to request changes made to the non-curricular portion of the Catalog. J. Murphy added that S. Misasi Maratto has to develop and give User Roles to each person on what pertains to them. J. Bartley asked for information on the workflow chart.

Watermark and our IT program will be contacted to figure out access to sign on.

Adjournment: Hybrid meeting was adjourned at 4:07 p.m.

Submitted by: J. Murphy, Chairperson

Recording Secretary: Susan Misasi Maratto