

**CALL TO ORDER/ROLL CALL**

J. Murphy called the virtual meeting to order on Thursday, September 1, 2022 at 2:35 p.m. The items were virtually discussed and voted on as follows.

**Members present:** (virtual voting) J. Murphy, S. Campos, P. Harmon, J. Bartley, A. Terrazas (for J. Davidson), D. Jones, J. Lobianco-Bartalis, G. Jablonski, A. Miller, M. Flaherty, A. Blaylock, W. Griffin, J. Cody, R. Connor, T. Wright and W. Justiz

**Members absent:** (voting) L. Finch

**Resource Members present:** S. Misasi Maratto, D. Salinas-Lazarski and D. Krzykowska  
(non-voting)

**Resource Members absent:** None  
(non-voting)

**Agendee(s):** A. Blaylock (for A. Sharris), W. Griffin, M. Henson, M. Henson (for M. Sletten), M. Flaherty and J. Murphy

**Visitor(s):** F. Ghauri, M. Elkins, C. Washington, T. Perkins, P. Jensen, K. Gagliardi, M. Musker, P. DeVol, B. Cliffl, T. Junge and C. Nicholson

**APPROVAL OF COLLEGE CURRICULUM MINUTES**

***T. Wright made a motion, seconded by W. Griffin, to approve the minutes of May 5, 2022, 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	
22-123	C446I ENT/Electrical Certificate	rev curr	X	approved
22-124	C448Y ENT/Welding Certificate	rev curr	X	approved

A. Blaylock presented items for A. Sharris. Both ENT/Electrical and ENT/Welding Certificates will be submitted to the ICCB for Permanent Approval status from Temporary Approval status, as both programs are noted to be viable programs for our students.

***M. Flaherty made a motion, seconded by T. Wright, to approve item numbers 22-123 and 22-124, passed unanimously with a virtual vote, by a show of hands.***

22-125	C206J Human Resources (AAS)	rev curr	X	approved
22-126	C306M Supply Chain Management Certificate	rev curr	X	approved

J. Murphy noted a change there was a change in course sequencing for these two programs. W. Griffin added that BUS 150 switched semesters with BUS 240 in the Human Resources degree; and BUS 150 switched semesters with BUS 270 in the Supply Chain Management Certificate for consistency. The Supply Chain Management Certificate is stackable into the Human Resources Degree.

**M. Flaherty made a motion, seconded by T. Wright, to approve item numbers 22-125 and 22-126, passed unanimously with a virtual vote, by a show of hands.**

22-127 CIS 121 Introduction to Programming Windows Client-Server	rev crs	X	approved
22-128 CIS 174 Systems Administration	rev crs	X	approved

M. Henson stated that the prerequisite was removed for CIS 121, as it is not necessary and since this course is an IAI course that frowns upon prerequisites. CIS 174 was revised to replace Microsoft from the old certification with the new certification. J. Murphy added that the old title for CIS 174 was replaced from Windows Client-Server Systems Administration to Administering Windows Server.

**M. Flaherty made a motion, seconded by W. Griffin, to approve item numbers 22-127 and 22-128, passed unanimously with a virtual vote, by a show of hands.**

22-129 LIT 231 Introduction to Shakespeare Freshman Rhetoric	rev crs	X	approved
22-130 RHT 101 and Composition I Freshman Rhetoric	rev crs	X	approved
22-131 RHT 102 and Composition II	rev crs	X	approved

M. Flaherty stated that previously he and B. Greenwald set up a corequisites for registration. Discussion occurred regarding changing the titles for RHT 101 and RHT 102, as 'Freshman' was no longer used by other institutions and needed to be updated. Other adjustments to RHT 101 and RHT 102 were also made. The IAI finally approved both Rhetoric courses that he and S. Misasi Maratto worked on to get approved.

**W. Griffin made a motion, seconded by T. Wright, to approve item numbers 22-129 through 22-131, passed unanimously with a virtual vote, by a show of hands.**

**OTHER:**

**A) Review Instructional Strategies – J. Murphy**

J. Murphy stated that at the May meeting that updated Instructional Strategies were presented and previously reviewed by a Study Committee. The Instructional Strategies will need to be updated in Watermark for each course. J. Murphy requested that faculty review them when updating the Master Syllabus that four staff members assisted in the copy and pasting of the additional information from the Course Outline to the Master Syllabi in Watermark. S. Misasi Maratto noted that she may have entered the old version of the Learning Outcomes before she was aware they were updated and asked the faculty to replace with the new bulleted outcomes. S. Campos thanked the four staff members who assisted in the copy and paste endeavor: S. Hernandez, N. Villasenor, G. Colella and C Ramirez. who worked very hard to accomplish this task.

**B) Dates and Deadlines – J. Murphy**

J. Murphy stated that the CCC Dates and Deadlines are posted in Blackboard

shell and also in the portal under Faculty Resources > Curriculum. September 12<sup>th</sup> is the deans' submission deadline for the October 6<sup>th</sup> meeting. Our goal is by December 1<sup>st</sup> that only Watermark submissions will be accepted. The deans' submission deadline for the December 1<sup>st</sup> meeting is November 17<sup>th</sup>. Faculty and chairpersons should complete training by the beginning of November. We will review Watermark submission and documents later at today's meeting. May take a bit of time to learn system, but will eventually be easier.

**C) Watermark Updates-must enter all Course Learning Outcomes and Review/Enter Data on Master Syllabus – J. Murphy**

J. Murphy showed a Power Point presentation, that can be accessed in the left banner in Blackboard under Curriculum. This session is also being recorded and can be accessed there also. There is a link in Blackboard, 'Watermark login', that will direct you to the link to the Watermark home page. The sign on credentials are the same as the Triton College log in, which you will be asked the first-time logging in. The training materials are posted in Blackboard under 'Watermark Training'. This meeting is being recorded and will be available, along with a step-by-step guide. All submissions for the December meeting will be through Watermark. The deans' submission deadline for the December meeting is November 7<sup>th</sup>. Plan to review the Watermark website.

There are two parts to Watermark: 1) Planning and Self-Study (Assessment) and 2) Curriculum Strategy. Included in the Curriculum Strategy module is: (a) Curriculum Management (everything in the Triton College Catalog); and (b) Syllabus Management (formerly Course Outline, information not found in the Catalog.) and Sectional Syllabus. J. Murphy has emailed everyone the 'Watermark Tip Sheet'.

Work to be completed this fall:

1) enter all course level outcomes from being one long sentence to bullet points for better assessment. The Watermark Assessment Platform currently does not communicate with the Watermark Syllabus Management, but Watermark said it would in the future. So we need to copy and paste from Assessment platform to Watermark;

2) Review Master Syllabus hopefully all approved within one week. S. Misasi Maratto and she are working on approving the those already submitted. If you do not find your course(s) they will be completed shortly. After making any change(s) on the form, hit 'Save'. and then approve. J. Murphy gave demonstration on logging in, Curriculum Strategy and Planning and Self-Study. You can open two windows to copy and paste. You can check if you are logged in by the small box at the top right corner. Do not log out. Only S. Misasi Maratto, J. Murphy and S. Campos have access to the Catalog. (discussion minutes are continued in Other D) Watermark Demo)

**D) Watermark Demo – J. Murphy**

Curriculum Management contains the Curriculum Proposal forms and some information from the course outlines, except the Course Learning Outcomes. S. Misasi Maratto added that information listed in the course description section of the Catalog is included in the Curriculum Management forms. J. Murphy stated that the Course Learning Outcomes are included in the Syllabus Management module. The Curriculum Management forms contain information that is

included in our current forms. J. Murphy continued with a demonstration for the 'Revised Curriculum Form', Certificates, under 'Associate in Applied Sciences'. Everything that is noted 'required' in red means that data is required in that field before you hit 'Save'. Stackable programs can be added. Once the program credits are entered they will auto populate in future submissions. Courses are listed by semester where you can add/delete. The curriculum and/or course description changes use the strikeout feature and then add new verbiage. The Workflow State shows on the left banner. F. Ghauri asked if the credit hours can be adjusted here? J. Murphy replied that you should be able to, but the course needs to be changed first. W. Justiz asked if only the credit is changing in a course will it auto change in program? S. Misasi Maratto responded that she believes once the course is approved it would pull into the program and added that the total program credits are also pulled in from the Catalog. J. Murphy noted that S. Misasi Maratto, who is in charge to approve steps, would check the workflows. Each approval should spark an email notification to the next workflow person(s). The deans requested to see all items even those not in their area. A Rationale is required. You may click 'Compare Version' to see what was changed. Reviewers: Deans click to approve or return to submitter and can add a comment. Curriculum Committee & TRC: add comment(s). Submitters should look at during the week to review. TRC and CCC: only make comments. If S. Misasi Maratto sees everything is completed she will approve and forward. Only one person can approve to move forward in the workflow process. Remember to use 'Compare Version'. When approved the submission is archived. J. Murphy submitted her items to see what they will look like on the website. Items do not go live until S. Misasi Maratto publishes to the web. S. Misasi Maratto only publishes twice a year, end of Spring (May/June) and end of Fall (January/February), same as the regular (printed) Catalog. S. Misasi Maratto enters the 'Effective Date' and other fields in the Catalog that will auto populate with the Course Forms and Curriculum Forms that communicate with the Catalog.

The Course Learning Outcomes need to be completed by end of October. S. Campos added by October 21<sup>st</sup>. J. Murphy completed her CLOs by opening two windows: Curriculum Management and Assessment. Faculty would pick a course, scroll down to Course learning Outcomes, open Planning and Assessment window, enter program, click Curriculum, go to course, enter course information, then Course Learning Outcomes, copy and go to the Course Form, and paste, include completing fields noted 'required'. If only changing Course Learning Outcomes, no need to go to Curriculum. Any other changes (besides a textbooks) will be required to go through the Curriculum process. S. Misasi Maratto and J. Murphy will receive an email each time an item is approved. The deans will not be notified to review the Course Learning Outcomes updates. J. Murphy suggested filling in the Semester and Year for the Effective Date. S. Misasi Maratto added that she would complete the actual Effective Date, which is one day prior to the start of the semester (per ICCB). J. Murphy asked if there are any questions? M. Flaherty commended J. Murphy and stated that everything makes sense and when is the deadline. He added that a checklist would be helpful. J. Murphy responded that she has posted the PowerPoint slides to Blackboard, along with the 'Watermark Training', 'How to Update Courses'; and 'Course Learning Outcomes'. Faculty and chairpersons

need to review the Master Syllabi to ensure for accuracy and fill in any blank fields, i.e. Indirect Assessment, Instructional Strategies, etc. Use the 'Cheat Sheets'. M. Flaherty asked if the 'Watermark Tips' are in the Blackboard shell. J. Murphy replied that they are and she may have also have emailed to everyone. Curriculum and Course Forms information is pulled from the Catalog. We want to ensure that all courses are entered. Faculty should track their courses. When fully approved they will become accessible.

The Master Syllabus will be saved to the Catalog. Sectional Syllabus will be saved and stored for faculty to revise if needed. A Master Syllabus is required for each course. The Master Syllabus is sent to the State for approval. The Sectional Syllabus is sent along with the Master Syllabus when requested by or requesting IAI approval also when Form 13s are sent out for articulation. The Syllabus should all be approved and ready to access about one week. Check all information and complete the Rationale as to why the change(s) were made. **SAVE and SUBMIT** your changes. T. Junge asked if there are instructions for completing the Master Syllabus? If the faculty is the submitter and chairperson, would they need to approve twice? J. Murphy replied, yes, they would. The CCC will not have to review all courses for Instructional Strategies updates. Encourage all to add comment in the Workflow if revising anything. Watermark did not show us how to approve forms, as every school is different. S. Misasi Maratto and J. Murphy talked about having too many 'submit' buttons and may eliminate some. When reviewing do a 'Compare Version' to see what was changed that will show in **red** font. Rationale is a required field.

Three main items to check on the Master Syllabus: 1) Instructional Strategies; 2) Indirect Assessment and 3) check other fields for accuracy. **SAVE & SUBMIT**. Use the Watermark TIP SHEET to find where documents are located. Watermark informed S. Misasi Maratto and J. Murphy how to program the modules, that has taken 1 ½ years and counting. All links are available on Blackboard, that include how to navigate forms. J. Murphy requested that deans, faculty and chairpersons go into Watermark to see where items are located. Contact S. Misasi Maratto and J. Murphy with any questions you may have. This will be self-explanatory, as we are all learning as we go along. Come Spring we will all be experts!

#### **E) Outstanding Courses – J. Murphy**

J. Murphy stated that some of the remaining courses have not been revised in many years. The outstanding CIS courses will be coming to CCC, as there are many and are being submitted in groups at a time. The other outstanding courses will not be offered if there is no course outline and until they are updated. The Course Outline is now referred to as the Master Syllabus moving forward in Watermark.

**Adjournment:** *M. Flaherty made a motion, seconded by D. Salinas-Lazarski to adjourn the virtual meeting at 4:11 p.m., passed unanimously with a virtual vote, by a show of hands.*

**Submitted by:** J. Murphy, Chairperson

**Recording Secretary:** Susan Misasi Maratto