

CALL TO ORDER/ROLL CALL

J. Murphy called the virtual meeting to order on Thursday, October 6, 2022 at 2:33 p.m. The items were virtually discussed and voted on as follows.

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

Members absent: (voting) A. Blaylock and L. Finch

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

Resource Members absent: None
(non-voting)

Agendee(s): S. Campos and J. Murphy

Visitor(s): T, Junge, C. Nicholson, J. Dugo, L. Wester, S. Khan, L. Maas, K. Kaferkamp, D. McNamara, P. Jensen, B. Sola-Perkins, F. Ghauri, A. Terrazas, T. Perkins and C. Washington

APPROVAL OF COLLEGE CURRICULUM MINUTES

M. Flaherty made a motion, seconded by R. Connor, to approve the minutes of September 1, 2022, passed unanimously with a virtual vote, by a show of hands.

J. Murphy noted there is no New Business at today's meeting and the submission dates for the last two CCC meetings are October 10, 2022 for the November 3, 2022 meeting and November 7, 2022 for the December 1, 2022 meeting.

OLD BUSINESS

<u>Item</u>	<u>Course/Curr</u>	<u>Proposals</u>	<u>Readings</u>			<u>Action Taken</u>
<u>No.</u>	<u>No.</u>		<u>1</u>	<u>2</u>	<u>3</u>	

None

NEW BUSINESS

<u>Item</u>	<u>Course/Curr</u>	<u>Proposals</u>	<u>Readings</u>			<u>Action Taken</u>
<u>No.</u>	<u>No.</u>		<u>1</u>	<u>2</u>	<u>3</u>	

None

OTHER:

A) Class Seat Time/Class Break Time – S. Campos

S. Campos stated that the topic of class seat time/class break time has come up. There is no formal documentation in Policy Procedure Handbook. We are looking at how to delineate. One hour of class time is equal to fifty minutes of seat time. Classes are currently offered that extend several hours. S. Campos has search through current paperwork and found a formula that after 1 ½ hours

of seat time that there would be a 10- or 15-minute break. There are no ICCB guidelines. S. Campos opened for discussion and the decision will be added to the CCC Handbook for everyone to be on the same page. M. Flaherty stated that some night classes are 3-credit hours for a total of 150 minutes and they add an additional 15 minutes when scheduling, but nothing was ever made official. The night instructors take breaks or some leave 15 minutes early without taking a break. The class is offered from 7-9:45 for a 3-credit hour class, which allows for a break. This formula was always used, but does not mean we should continue to do this way. J. Murphy asked if this class is offered one-day a week. M. Flaherty responded that it is and there should also be verbiage added for course offerings in the Summer semester. S. Campos asked if the additional fifteen minutes are included when submitting their schedules to the Scheduling Office. M. Flaherty replied that it is not broken down, but built in and the instructors are aware. J. Murphy asked if anyone had an example. C. Nicholson stated that a Tuesday and Thursday class runs the same 2 ½ hours, with a 10- or 15-minute break. 1 ½ in lecture, and finish with lab, depending on what is being taught. He added that it has always been taught this way, as a rule of thumb and been doing this way for years. S. Campos stated that we will add a break after 1 ½ hours and if less than 1 ½ hours class time, no break will be taken institutionally. S. Khan, Chemistry faculty, stated that after 1 ½ hours the students aren't focused and need a break. D. McNamara added that three-hour classes equal 245 minutes, which is more than required seat time. How much seat time are students required to spend each day and then calculate in the breaks. Similar to how M. Flaherty schedules. S. Campos added that the key to this issue is that we cannot stack up the classes so as not to run into other classes. Everyone needs to be on the same page. M. Flaherty stated that the break time should be included when scheduling room reservations. S. Campos stated that we have a consensus and something will be written and added to the CCC Handbook. J. Murphy will share with everyone.

B) Part-Time Maps – J. Murphy

J. Murphy stated that everyone should have seen the full-time map templates. K. Gagliardi and S. Tiwari sent an example of a part-time map that J. Murphy shared. She mentioned to S. Tiwari and K. Gagliardi to be sure to capture all requirements in the Associate in Arts Degree. The maps may be modified, as each student is unique. The College's intention is to offer a framework, as a guide to see how long it would take students to complete if taking two courses a semester. Some students may also take summer courses. Student schedules would be personalized to each student. The AA Degree was completed first, as most students enroll in this program. This Committee can review this example that is posted in the Blackboard TRC shell. We will review and present at the November meeting. The College would like to make this example available to the students. W. Justiz asked where would this be housed and accessible to students. J. Murphy replied the part-time maps would be housed in the Catalog. S. Misasi Maratto added that was one of the suggestions made. W. Justiz suggested creating a checklist that would be better than a map for student. J. Murphy will talk with K. Gagliardi about that and bring back recommendations, as we want the best option for students. S.

Campos added that we could never predict all the possibilities students can choose from. One key note is for students to use as a planning tool to gauge how long it would take to complete their program. The challenge in planning is the tool takes a lot of time to create. 75% of our students are part-time. Our goal is to facilitate in some manner. D. Salinas-Lazarski feels like the map is a marketing guide tool, not an Academic Planning tool, that they are trying to increase students use. He would like to know more about the Academic Planning tool. The part-time map looks to be more for new students to see how long it will take to complete a program. J. Murphy asked if the Academic Planning tool is in the portal. S. Campos stated it would be located in the portal. T. Wright added that having done advising role, this seems to be more than a marketing tool, as it would assist the students visually and then the advisors would assist with the Academic Planning, as this would be helpful for students to follow. M. Flaherty had a suggestion for course listing and J. Murphy asked if he would put his suggestion in the TRC. M. Flaherty like the 'next steps' listed. J. Murphy will post in the TRC and asked for any feedback. Students may not know the terminology, i.e. core course and gen-ed until they speak to an advisor. J. Murphy will post in TRC and show next month. She asked everyone to look over so we can finalize the tool.

C) Inactive Programs- J. Murphy

J. Murphy stated that the departments need to look over the inactive programs list in this packet and decide to either reactivate or withdraw the program. A Study Committee would be formed if withdrawing the program. Inactivating the program is the first step to ensure there are no active students before withdrawing the program, so they have the time to complete their coursework and have a sunset plan, or move the students to another program. Once all students are out of the program, the program can then be withdrawn. Contact the Research Office for a list of students who may be attached to that program. A Study Committee would be formed for their recommendation and if approved for withdrawal, will be brought to the CCC. The program can be reactivated within ten years if needed. J. Murphy asked the chairpersons to review the program Inactive list.

D) Watermark Updates – J. Murphy

J. Murphy stated there we have been working on 2 tasks, one of which is Course Learning Outcomes (CLOs) that were completed by assessment fellows in Spring, (by copying and pasting into the Course Forms into Watermark forms to match exactly). We need to ensure the CLOs are numbered as in Assessment module for assessment. K. Reece stated that 1/3 of all the courses need to be assessed every year and are complete after three years. The CLO deadline is toward the end of October. **Review and enter data on Master Syllabus by end of Fall.** December/Spring we will be using Watermark for submissions.

E) Watermark Demo – J. Murphy

J. Murphy demonstrated the process to submit through Watermark. She thanked B. Cliffler for her suggestion to have a centralized location to login to Watermark. J. Murphy gave an example to access Watermark in the Portal: Go to Faculty

Resources, then Watermark Connect, which will bring you to the Watermark Home Page where the Watermark Training link is in Blackboard. The recordings of the CCC meetings and Watermark Tips are also located there. You can auto login if are already logged in to the Triton email (portal). Planning and Self-Study is for Assessment and Curriculum Strategy is for any Curriculum work. If the faculty are copying and pasting, enter the program, go to Curriculum, open course information, see CLOs in Watermark platform. It is self-explanatory. You can open two windows to copy and paste. There are four forms in Watermark: *Curriculum Management*-all Curriculum forms, which pull information from the Catalog; *Syllabus Management* includes: Master Syllabus and Sectional Syllabus. The Curriculum Forms have every field as in the current Curriculum and Course forms. The red 'required' fields must be filled in. The Course Proposal and Course Outline fields are the same fields in Watermark. The Course Outline is now referred to as the Course Form. The Course Outline was split in two. The Course Learning Outcomes field is located in the Course Forms that will be copied and pasted from the Assessment module. J. Murphy reviewed all fields in Course Form. After entering the information, click 'Save' and 'Approve'. An email will be sent to the chairperson for their approval, which will spur an email to be sent to the Dean to review and approve, which will spur an email that notifies the Curriculum Office of the submission. Currently we anticipate Watermark submission for the December meeting.

There is only one approver per step and only the CCC Office will approve the CCC, Academic Senate, Board and ICCB steps. The name of workflow is the Curriculum Dashboard. S. Misasi Maratto approves CLO submissions. The last person to submit and date submitted shows on the left banner. There is a 'Compare Versions' button that shows what was changed. Please read the rationale for accuracy. Any reviewer can add comments that will be shown on the left banner. Chairpersons and deans will be able to hit 'Approve'. The TRC or CCC will only add comments (not approvals). The submitter can hit 'My Items' and see if there are comments. The December meeting, or in Spring we will be able to make comments. Once the CCC votes, S. Misasi Maratto will approve the items, also for the Academic Senate, Board of Trustees and ICCB.

Curriculum Management includes the Curriculum and Course Forms. *Syllabus Management* includes the Master and Sectional Syllabus. The Master Syllabus includes all details on the Course Outline that are not in the Catalog. Over the Summer individuals copied and pasted data from the Course Outlines. J. Murphy asked everyone to please check for accuracy. Information is not editable from the Course Form. Additional fields need to be completed. The new 'Instructional Strategies' also need to be reviewed. J. Murphy also asked everyone to check: the strategies and recommended fields for notes, 'Indirect Assessment' for topics and topical outcomes and total contact hours. The online forms look different but include the same data. Faculty need to review forms for accuracy. After filling in fields hit 'Save' and 'Submit'. If you are making any major changes, email S. Misasi Maratto. L. Maas has copied her information and asked where the GECC Outcomes are housed. J. Murphy replied they are housed in the Revised Course Form. J. Murphy suggested checking the 'Tip Sheet' that is posted in the Portal and she demonstrated on the screen. M. Flaherty completed some of the Course Form. At last month's meeting he was pretty lost, but by using J. Murphy's 'Tip Sheet', it went very smooth. He asked if

J. Murphy could produce a similar document for the Master Syllabus, which would help a lot. J. Murphy added that working with Watermark gets easier the more you work with it. She thanked M. Flaherty for his input. Remember to complete the Rationale for each change made. As a review, use 'Compare Versions'. Remember to approve and comment if you wish. Final Approvals will be done by S. Misasi Maratto. Each approval spurs an email notification to the next person/group to review and/or approve. S. Misasi Maratto approves all TRC and CCC. Syllabus Management works the same workflow. S. Misasi Maratto stated that faculty only need to complete the 'Effective Semester' and 'Effective Year', and she will complete the exact date.

Sectional Syllabus – S. Misasi Maratto needs a syllabus to submit to the IAI and Form 13 articulations. Toward the bottom of this form is where you would find the Topics, Topical Learning Outcomes (TLO) weeks and assignments. After completing, hit 'Save' and forward to chairperson.

J. Murphy asked if anyone had any questions. M. Flaherty reiterated that a 'Tip Sheet' for the Master Syllabus would be helpful. The notification emails have not yet been turned on. We are focused on completing the two tasks so the forms are ready to go live in Spring. There are 800+ courses and forms to complete and approve. Submitting other changes only if needed at this time, otherwise we can postpone submission until Spring. L. Maas did not have access to her courses. D. McNamara asked would each of the adjuncts access Watermark to fill in the syllabi. D.

McNamara suggested they only focus on the Sectional Syllabus. J. Murphy stated that you can access your documents in 'My Items'. J. Murphy demonstrated what a finished Syllabus looks like. Once a Sectional Syllabus is saved you will not have to recreate it, only revise if necessary. S. Misasi Maratto has access to update your permissions if having trouble accessing forms and for any new faculty. Email J. Murphy or S. Misasi Maratto. T. Junge asked if the chairperson and Assessment Fellow are different. J. Murphy responded that chairpersons are responsible for the Course Form and Master Syllabus are accurate every year. Chairpersons can designate other personnel to review for accuracy. The Assessment Fellows were tasked to copy and paste into Curriculum Form. The chairpersons should see what they can complete or have faculty assist. J. Murphy stated if persons need assistance, there are short videos accessible in Blackboard. If having trouble logging in contact J. Murphy or S. Misasi Maratto. There were issues when changing our Triton password. S. Misasi Maratto stated that she could not access Watermark and was suggested by our IT department to clear the 'Cache' in the history of the search engine you are using, i.e. Firefox, Chrome, etc.

The due date for the CLOs to be completed is October 28, 2022. S. Misasi Maratto and J. Murphy assume only CLOs, Instructional Strategies and Indirect Assessment were updated. If there were any other changes notify S. Misasi Maratto and J. Murphy. We want to ensure that faculty are accessing the latest version of the Course Outlines in Spring.

S. Misasi Maratto and J. Murphy are also working on updating the CCC Handbook, but Watermark comes first.

Adjournment: *M. Flaherty made a motion, seconded by T. Wright to adjourn the virtual meeting at 3:53 p.m., passed unanimously with a virtual vote, by a show of hands.*

**Triton College
District #504**

**College Curriculum Committee
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Submitted by: J. Murphy, Chairperson

Recording Secretary: Susan Misasi Maratto