

## Academic and Curriculum Committee

Minutes: April 7, 2020

| <b>Next meeting – May 5, 2020</b><br><b>Remote/Zoom Meeting: 11:15 am – 12:15 pm</b>  |                                |
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| Members Present through Zoom: Randy McCormick, Ron O’Brien, Anne Donahue, Greg Johnson, Mel Adams, Darin McGaw, Donna Geel, Liz Sullivan, Linda Levesque, Cindy Moholland, Molly McDonald, Travis Stepan, George Chmielecki, Gil Murphy, and Kelly Peters   |                                |
| <b>MINUTES</b><br>March 3rd Meeting: <ul style="list-style-type: none"> <li>❖ Approved by Committee: Unanimous (Motion: Ron; 2<sup>nd</sup> – Molly)</li> </ul>   | Randy McCormick                |
| <b>NOTIFICATIONS</b><br><b>Approved Proposals &amp; Catalog Changes</b> <ul style="list-style-type: none"> <li>❖ Proposals approved in the last meeting were approved by President Mingo and sent to Robyn digitally and as a hard copy; proposers were notified through email and in person. All ACC changes for the 2020-21 Catalog were given to Robyn.</li> </ul>   | Randy McCormick                |
| <b>ONGOING BUSINESS</b><br><b>Revise ACC Bylaws (Second Read)</b> <ul style="list-style-type: none"> <li>❖ Approved proposal to revise the ACC Bylaws to include the ‘new’ course &amp; proposal forms: Unanimous (Motion: Ron; 2<sup>nd</sup> Travis)</li> </ul>   | Randy McCormick                |
| <b>Add prerequisite to NEC 111 (Second Read)</b> <ul style="list-style-type: none"> <li>❖ Approved the prerequisite; need to update the change in course description. Some discussion about breaking up the lab into one hour intervals: Unanimous (Motion: Ron; 2<sup>nd</sup> Anne)</li> </ul>  | Gil Murphy<br>Darin McGaw      |
| <b>HUS 125 Proposal Change (Second Read)</b> <ul style="list-style-type: none"> <li>❖ Approved changed in title name and updated the changes in course description: Unanimous (Motion: Travis; 2<sup>nd</sup> Cindy)</li> </ul>   | Liz Sullivan                   |
| <b>CTT Program Proposals (Second Read)</b> <ul style="list-style-type: none"> <li>❖ Approved adding a new course, CTT 157 – Introduction to Network Security and approved removing CTT 150 as a prerequisite for the AAS; George withdrew his request for name change of CTT 100 Microcomputer Hardware I. Committee approved the prerequisite changes for CTT 260, CTT 250, CTT 255 &amp; CTT 245: Unanimous (Motion Ron; 2<sup>nd</sup> Molly)</li> </ul>   | George Chmielecki              |
| <b>NEW BUSINESS</b><br><b>ENG 101L – New Course Proposal &amp; Removal of ENG 097 (First Read)</b> <ul style="list-style-type: none"> <li>❖ The new College Composition Lab/ ENG 101L would replace the current ENG 097 class, a corequisite course with ENG 101. ENG 097 does not flow well with scheduling and does not accurately reflect the purpose of a lab.</li> <li>❖ ENG 101L will directly connect to ENG 101 since students will meet immediately after their regular ENG 101 class to work on individual/class writing skills.</li> <li>❖ Students will pay for 1 credit lab hour and received 2 hours of lab instruction per week.</li> <li>❖ Discussion around placement into ENG 101L; currently, students are placed in ENG 097 by Accuplacer/SAT scores; questions about possible self-selection, instructor permission, and/or incorporating an essay placement test.</li> <li>❖ ENG 101L would be a Pass or Fail class; however, students would need to pass both classes, the lecture and the lab, to earn credit for the College Composition.</li> </ul> | Molly McDonald<br>Kelly Peters |

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| <ul style="list-style-type: none"> <li>❖ The Committee requested that the proposal be amended to ensure that the wording in course description of ENG 101L reflects this grading issue, so students understand that they must pass both lecture and lab.</li> </ul>  |                 |
| <p><b>Commercial Fisheries &amp; Marine Technology AAS Program Proposal (First Read)</b></p> <ul style="list-style-type: none"> <li>❖ A new program that would consist of 63 credits combining 12 new courses as well as existing courses.</li> <li>❖ Nichole Sawyer is working on the program with some direction from the Maine Maritime Academy</li> <li>❖ The program would consist of 12 week semesters to accommodate the fishing industry work schedule.</li> <li>❖ Committee had many questions, including credit hour issues, the effect on teaching loads, financial aid issues, promotion of the program, concerns with scheduling of academic course, and new course descriptions and syllabi that have not been created.</li> <li>❖ Another concern is the selective math course – MAT 116; could open up the argument for streamlining math courses for specific programs.</li> <li>❖ Darin put in the proposal to receive feedback from the ACC and to make possible changes as the program is being created. He is not expecting the Committee to approve the program after 2<sup>nd</sup> reading.</li> <li>❖ Program still needs to be approved by Trustees</li> </ul> | Darin McGaw     |
| <p><b>Proposal for Accessible Syllabus Template (First Read)</b></p> <ul style="list-style-type: none"> <li>❖ Course syllabus template needs to be designed to accommodate special needs students</li> <li>❖ Randy asked Committee to review the template, which he will send to the faculty as a <i>Word</i> document.</li> </ul>   | Randy McCormick |
| <p><b>OTHER</b></p> <p><b>ACC Membership Procedure for the 2020-21 school year</b></p> <ul style="list-style-type: none"> <li>❖ Need to first nominate next year's department chairs</li> <li>❖ Darin will work on sending out the ballots</li> </ul>  | Randy McCormick |
| <p><b>ADJOURNMENT – 12:43 Unanimous (Motion: Ron; 2<sup>nd</sup> – Cindy)</b></p>  |                 |