

MEETING MINUTES

Institution-Wide Committee

Monday, March 23, 2020

2:30 p.m.

Meeting by Conference Call

I. **Call to Order**

The meeting was called to order at 2:32 p.m. by Sam Hirsch. He asked that all present introduce themselves. He thanked the IWC members present for being willing to meet by conference call since the College was closed in response to the Covid-19 (Coronavirus) pandemic.

II. **Attendance**

Delegates

Federation: Sean Sauer, Stan Walling, Jalyn Warren
Administration: Carol de Fries, Judith Gay, Samuel Hirsch
Students: None

Alternates

Federation: Roberta Massuch (voting)
Administration: Mary Anne Celenza (voting)
Students: None

Guests

Stewart Avart, Pam Carter, Mark Piazza, Linda Powell

III. **Approval of Minutes of February 24, 2020**

Carol de Fries made a motion to accept the minutes of February 24, 2020 with correction of a minor typo. Sean Sauer seconded the motion. All voted in favor of acceptance. The minutes of February 24, 2020 were approved as amended.

IV. **Old Business - None**

V. New Business

- a. Proposal for an Associate in Arts in Biological Sciences – Curriculum Committee
Mary Anne Celenza said the Biology Department was asked to address a concern that developed after the end of the Culture, Science and Technology degree program. The goal was to have an opportunity for students who are interested in science but are not at the level of math needed for the A.S. in Biology. Linda Powell said that students can transfer to B.A. in Biology programs. The curriculum was created to allow students to move into the A.S. in Biology after 24 credits if they meet the math requirement.

Questions/Comments:

- Stan Walling asked if students would be eligible for employment with the two year degree, even though the degree is a transfer degree. Linda Powell stated that they are creating certificate options for those interested in jobs that do not require the level of competency for the A.S. in Biology. She said the department is creating crosswalks from the certificates to the degrees.
- Stan Walling asked if there was a way for Math 161 to be optional for students who might not want to transfer into a STEM program. Mary Anne Celenza said the Foundational Math and the Math Departments are working on new math courses that will help students move through the math sequence. She said there is currently a disconnect for example between 118 and 161.
- Judy Gay asked how students would be advised about the right choice for them between the A.A. and A.S in Biology. Linda said the faculty in Bio 106 have always advised the students in that course about next steps and that will continue. Also, they are working on a first year experience course for STEM.
- Judy Gay asked whether the transfer institutions listed in the document have the B.A. in Biology as well as the B.S. Linda Powell said most of them do. She said they will work to enhance transfer agreements.
- Judy Gay asked for a clarification on the number of credits. She said it said 60 on the curriculum page and 61 in the document. Jalyn Warren identified another page where it also said 61 credits to complete the program. Mary Anne said the correction will be made to say 60 credits throughout the document.
- Judy Gay said it would be interesting to see the results of the changes in a couple of years. Sam Hirsch said the program may be coming up for an Academic Program Review in a couple of years.

Action:

Sean Sauer made a motion to recommend the Associate in Arts in Biological Sciences for approval. Stan Walling seconded the motion. All were in favor. Sam Hirsch asked for an expedited review of the proposal. Later, Sean Sauer asked what an expedited review meant. Sam Hirsch explained that rather than waiting for an approved set of minutes which delays action on proposals, the president gets draft minutes and is asked to act on proposals immediately. Sean Sauer thanked Sam Hirsch for the explanation.

- b. Business Administration Department Reorganization Proposal – Curriculum Committee
Pam Carter introduced the proposal. She said the current structure with one department head does not provide enough time to work on specific needs in the department. She reviewed the proposed structure which would create three departments.

Questions/Comments

- Judy Gay asked why the document has confidential written on it. She asked whether it has been discussed with the departments and division in addition to the Curriculum Committee. Judy Gay said that if there is disagreement the proposal would have to go to the appropriate committee of the Board. Pam Carter said the proposal had been shared with the department and other departments.
- Stan Walling asked about the placement of Social Corporate Responsibility PC under the proposed Business Leadership, Fashion and Hospitality Department vs. the Business Administration Department. Pam Carter said that is not part of the traditional content for business Administration. She also mentioned that transfer institutions influence the alignment. Finally, she mentioned that transfer institutions like to keep specialized content for their institutions.
- Stan Walling asked why the web page has the proficiency listed as Corporate Social Responsibility versus the wording in the document. Pam Carter stated that the wording in the document was incorrect and would be changed.

Action:

There was no disagreement with the proposal.

VI. Adjournment

The meeting was adjourned at 3:22 pm.