

**Quinsigamond Community College
Minutes of the Academic Affairs Committee
October 12, 2010**

Members Present: Andria Schwartz, Bill McCarthy, Charlene Mara, Eric Mania, Flo Lucci, Jim Brown, Jane June, Jane Shea, Jim Rice, John Stazinski, Kathy Rentsch, Leslie Horton, Linda LeFave, Mark Bates, Martin Muyunberg, Maureen Woolhouse, Meg Yoder, Nancy Schoenfeld, Nicole Currier, Philomena D'Alessandro, Steve Rayshick, Tara Fitzgerald-Jenkins

Members Not Present: Brenda Marshall, Jane Gauthier (excused), Jean McLean (excused), Ken Wong (excused), Laraine Sommella (excused), Mary Newman (excused), Pat Creelman(excused)

Guests: Betsy Zuegg, Dadbeh Bigonahy, Donna Kilgore, Lee Duerdan

1. Curriculum

Note: Due to a scheduling issue, the proposal to approve New Courses HVC 101-HVC 105 was considered out of order and first on the agenda. For the purposes of clarity and organization of the minute, the summary of that action appears under the Business & Technology Division section.

HUMANITIES DIVISION

Course Revisions - ENG 095, ENG 096, ENG 100

Note: The following three course revision proposals were considered together and voted upon as one motion.

Proposal 1: The Dev. Eng. work area revised the evaluation procedures for final exit exams in ENG 095 and ENG 096 from a NUMERIC grade on the exam to a pass /fail grade. This, therefore, necessitates a change in the prerequisites for Eng 095, Eng 096 and ENG 100. We request to change ENG 095 to the following: *To continue to the next level of English courses, students must pass the departmental final examination (or appropriate placement on the placement exam).*

Proposal 2: The Dev. Eng. work area revised the evaluation procedures for final exit exams in ENG 095 and ENG 096 from a NUMERIC grade on the exam to a pass/fail grade. This, therefore, necessitates a change in the prerequisites for ENG 095, ENG 096 and ENG 100. We request to change ENG 096 to the following: *To continue to the next level of English courses, students must pass the departmental final examination (or appropriate placement on the placement exam).*

Proposal 3: The Dev. Eng. work area revised the evaluation procedures for final exit exams in ENG 095 and ENG 096 from a NUMERIC grade on the exam to a pass/fail grade. This, therefore, necessitates a change in the prerequisite description for ENG 100.

Motion was made to approve these 3 proposals, effective Fall 2010.

Motion was seconded.

Discussion: There were several questions and clarifications regarding the proposed changes.

Vote: Approved; Yes (19); No (1); Abstentions (0)

BUSINESS & TECHNOLOGY DIVISION

New Courses HVC 101, HVC 102, HVC 103, HVC 104, HVC 105

Note: The following five proposals were considered first. They were taken together and considered as one motion.

Proposal 1: To introduce new course HVC 101 Basic Refrigeration Systems & Heat Theory

Proposal 2: To introduce new course HVC 102 Basic Electricity

Proposal 3: To introduce new course HVC 103 Air Conditioning Systems

Proposal 4: To introduce new course HVC 104 Massachusetts Refrigeration Code

Proposal 5: To introduce new course HVC 105 Massachusetts Electrical Code

Motion was made to approve all 5 new courses, effective AY 2011.

Motion was seconded.

Discussion: There were several questions regarding the Mathematics and English language requirements necessary for student success. After much discussion, the proposal was withdrawn for further consideration. It will be resubmitted at November AAC meeting.

Proposal was withdrawn.

New Degree Option – Basic Engineering/Associate in Science/Biomedical Engineering Option

Motion: To create a new Option, Biomedical Engineering, effective Spring 2011.

Motion was seconded.

Discussion: There was discussion about the Program Footnote which refers to WPI's policy of not accepting courses for transfer credit if the courses were taken on-line. It was suggested that this policy be amended since there are several colleges that maintain similar policies. Since this is not a governance matter, the issue will be referred to the Catalog Committee for development of a college-wide statement and appropriate placement in future Catalogs.

Vote: Unanimous; To approve as presented.

Curriculum Revision – Energy Utility Technology– EUT 101 Replace EUT 100

Motion: EUT 101 Fundamentals of the Energy Industry was approved at the 4/13/2010 meeting of the Academic Affairs Committee. This course replaces EUT 100 Introduction to Energy Industry. At that time, appropriate changes were not made in the program grid for the Energy Utility Technology Certificate to reflect the replacement of EUT 100 with EUT 101 as a co-requisite for EUT 110 Electrical Principles I and a prerequisite for EUT 120 Industrial Safety. This document corrects that oversight.

Effective: Immediately; Replaces July 26, 2010 emergency approval.

Motion was seconded.

Discussion: None

Vote: Unanimous; To approve as presented.

Course Description Revision – MNT 101

Motion: To approve a change course description to include topic areas addressed in the Massachusetts Drafting/CAD Articulation Agreement. New topic areas will also align QCC's MNT 101 content with that of other Massachusetts community colleges.

Effective: Spring 2011

Motion was seconded.

Discussion: None

Vote: Unanimous; To approve as presented.

2. Policy Review

The Core Curriculum and Class Attendance policies subcommittees were not ready to make recommendations today. They plan to do so at the November AAC meeting. Meg Yoder suggested that the AAC develop a timeline for policy review in order to manage the review and recommendation process through the year.

The meeting was adjourned at 2:46 pm.

Addendum, November 9, 2010:

October 2010 Minutes Amendment

An amendment to the October 2010 AA Committee meeting minutes was proposed and unanimously approved at the November 9, 2010 meeting of the AA Committee. The suggested amendment was to make the following change to the wording of the proposals from the English department: **instead of “from a letter grade, it should read “from a numeric grade”**.

Therefore the 3 proposals for Course Revisions - ENG 095, ENG 096, ENG 100 will read as follows:

Proposal 1: The Developmental English work area revised the evaluation procedures for final exit exams in ENG 095 and ENG 096 from a NUMERIC grade on the exam to a pass/fail grade. This, therefore, necessitates a change in the prerequisites for Eng 095, Eng 096 and ENG 100. We request to change ENG 095 to the following: *To continue to the next level of English courses, students must pass the departmental final examination (or appropriate placement on the placement exam).*

Proposal 2: The Developmental English work area revised the evaluation procedures for final exit exams in ENG 095 and ENG 096 from a NUMERIC grade on the exam to a pass/fail grade. This, therefore, necessitates a change in the prerequisites for ENG 095, ENG 096 and ENG 100. We request to change ENG 096 to the following: *To continue to the next level of English courses, students must pass the departmental final examination (or appropriate placement on the placement exam).*

Proposal 3: The Developmental English work area revised the evaluation procedures for final exit exams in ENG 095 and ENG 096 from a NUMERIC grade on the exam to a pass/fail grade. This, therefore, necessitates a change in the prerequisite description for ENG 100.