

**QCC Governance Meeting
Committee: Learning Council
Regular Monthly Meeting Minutes
November 12, 2013 at 2:00pm in 107A**

Members Present:

Pat Toney, Jane June, Sheri Boisseau, Deb Coleman, Linda LeFave, Brenda Marshall, Meg Yoder, Dadbeh Bigonahy, Carol Murphy, Mary Newman, Jim Brown, Eric Mania, Byron Thomas, Ken Wong, Dagne Yesihak, Leslie Bolinger Horton, Jessica Crowley, Philomena D'Alessandro, Meghan Martin, Dilip Patel, Maureen Woolhouse, Renee Gould, Lisa Palmer, Arpi Payaslian, Steve Rayshick, John Stazinski, Kathie Manning, Andrea MacRitchie, Colleen Doherty, Tara Fitzgerald-Jenkins, Daniel de la Torre, Karen Grant, Linda Grochowalski

Members Absent: Susan Mellace, Judy Colson, Anita Soracco, Mishawn Davis-Eyene, Mary Bailey

Members Excused: Kathy Rentsch, Clarence Ates

Guest Attendees: Jane Shea, Nancy Schoenfeld, Michelle Tufau Afriyie

Guest Speakers: Marilyn Martin, Cheryl Finn, Gaelan Lee Benway, Teresa Varriale Gonzalez, Nancy Donohue Berthiaume

The regular monthly meeting of the Learning Council was called to order by the chair, Philomena D'Alessandro, at 2:00pm on Tuesday, November 12, 2013, at room 107A. Leslie Bolinger Horton, note-taker, was present.

Pat Toney thanked the Learning Council members for attending the NEASC visiting team meeting.

Philomena moved that the order of the agenda be changed to allow the curriculum from the School of Public Service & Social Science to be considered next. The motion was adopted by general consent.

Curriculum: School of Public Service & Social Science

(Course Revision) James Brown moved that the following two courses be retired and removed from the college catalog:

- **GST 110 College Survival Skills**
- **GST 101 – Becoming a Successful Student**

The motion passed, effective Fall 2014.

(New Course Proposal) James Brown moved that the following course be adopted:

- **SOC 201: Global Society and Global Culture**

The motion passed, effective Fall 2014.

Introduction of Student Representative

Philomena announced that the Student Senate selected Mary Bailey to serve on the Learning Council in one of the two student membership positions.

Curriculum: School of Business, Engineering & Technology

(Course Revision) Steve Rayshick moved that the following changes be made:

- **BUS 299**
 - Merge ACC 299 and BSS 299 into BUS 299 course.
 - Add the following pre-requisites to BUS 299: ALH 151 OR BKK 102 OR BSS 104

The motion passed, effective Fall 2014

(Certificate Revisions) Steve Rayshick moved that the following changes be made to the **Business Administration/Career – Medical Office Certificate and Clerical Office Certificate COBB:**

- Remove BSS-299 Administrative Professional Cooperative Work Experience in Semester 2
- Add BUS-299 Career Strategies and Co-op Experience in Semester 2

The motion passed, effective Fall 2014

(Certificate Revision) James Brown moved that the following changes be made:

- **Full Charge Bookkeeper Certificate**
 - Remove BUS 250 Business Admin Capstone Course in Certificate
 - Replace BUS 250 with FIN 111 Personal Financial Planning in Certificate
 - Remove ACC 299 Accounting Cooperative Work Experience and Seminar in Certificate
 - Replace ACC 299 with BUS 299 Career Strategies and Co-op Experience in Certificate

The motion passed, effective Fall 2014

(Program Revision) James Brown moved that the following changes be made:

- **Business Administration/Career-Administrative Professional - Associate in Science**
 - Remove BSS-299 Administrative Professional Cooperative Work Experience in Semester 4
 - Add BUS-299 Career Strategies and Co-op Experience in Semester 4

The motion passed, effective Fall 2014

Curriculum: School of Healthcare

(Course Revision) Jane June moved that the following changes be made to the **EMT 202 Clinical Placement for the Paramedic** and **EMT 203 Field Placement for the Paramedic** courses:

- Add EMT 203 as a co-requisite to EMT 202.
- Add EMT 202 as a co-requisite to EMT 203.

During the discussion of the motion, Tara moved to amend the main motion by striking out the change to the EMT 203 course, which was the addition of EMT 202 as a corequisite to EMT 203. The proposed amendment was adopted.

Then, the following main motion as amended was considered:

that the following change be made to the EMT 202 Clinical Placement for the Paramedic

- Add EMT 203 as a co-requisite to EMT 202.

The main motion as amended was adopted, effective Fall 2014.

(Program Revision) Jane June moved that the following changes be made:

Paramedic Technology Degree – Associate in Science

- BIO 100 to replace BIO 140 as a co-requisite for EMT 108, EMT 109, EMT 110, EMT 112, EMT 114, EMT 115, EMT 116, EMT 117, EMT 118 and EMT 119
- Move EMT 203 into Semester 3 from Semester 4
 - ****Point of information** EMT 202 and EMT 203 will be offered in the Fall and Spring

The motion passed, effective Fall 2014

(Program Revision) Jane June moved that the following changes be made:

EMT Paramedic Certificate

- BIO 100 to replace BIO 140 as a co-requisite for EMT 108, EMT 109, EMT 110, EMT 112, EMT 114, EMT 115, EMT 116, EMT 117, EMT 118 and EMT 119
- Move EMT 203 into Semester 3 from Semester 4
 - ****Point of information** EMT 202 and EMT 203 will be offered in the Fall and Spring

The motion passed, effective Fall 2014

Curriculum: School of Humanities & Education

(New Course Proposal) Renee Gould moved that the following course be adopted:

- **EDU 102: Integrating Theory and Practice: The Elementary School Learner**

The motion passed, effective Fall 2014

(New Course Proposals) Renee Gould moved that the following courses be adopted:

- **EDU 200: Foundations of Reading**
- **EDU 201 Curriculum and Instruction in the Elementary School**

The motion passed, effective Fall 2014

(Program Revision) Renee Gould moved that the following changes be made:

General Studies Elementary Education Transfer Option

- Add EDU 102 to semester 3
- Add EDU 200 and 201 to semester 4
- EDU 101 is moved from Semester 4 to Semester 2
- SPH 101 is moved from Semester 3 to Semester 1
- History electives are designated as: HST 115, HST 116, HST 104, HST 105 or HST 106 (US or World History)
- Change career electives in semesters 1, 3 and 4 to Liberal Arts electives
- Remove Humanities Electives from semesters 1 and 3
- Remove Social Science elective from semester 4

The motion passed, effective Fall 2014

Bylaw Amendment: Strike out “the Associate Director of Admissions” and insert “The Associate Dean of Enrollment Management” will serve as a voting member of the Learning Council.

Current Bylaw: The Associate Director of Admissions will serve as a voting member of the Learning Council.

Bylaw with Amendment: The Associate Dean of Enrollment Management ~~The Associate Director of Admissions~~ will serve as a voting member of the Learning Council.

Notice: In accordance with the bylaws, notice was given that the above bylaw amendment would be considered at the Learning Council meeting on November 12, at 2:00, in room 107A. (For approval, the bylaw amendment would require a two-thirds vote.)

Rationale: Tara Fitzgerald-Jenkins (Registrar) proposed the amendment with the rationale of allowing the director of admissions, whose title is the Associate Dean of Enrollment Management, to serve on the Learning Council.

Effective Date: If approved, this bylaw amendment will become effective December 2013.

The proposed bylaw amendment was adopted by general consent.

Subcommittee Report: Procedure for Course/Program Approval

Ken Wong, chair of the subcommittee, reported that the subcommittee had not met this semester and will reconvene next semester, after they have had a chance to observe a full semester of meetings under the new governance system school structure.

Placement/Inclusion of Procedure for Course/Program Approval in the Guide for Governance Constitution

Steve Rayshick moved that the Procedure for Course/Program Approval be removed from the Governance Constitution. There was a discussion to clarify that taking the procedure out of the governance constitution did not mean retiring the procedure. The procedure would still exist as part of the Learning Council’s bylaws and as such, would only be revised by the Learning Council.

The motion passed

Policy Review: Children on Campus Policy

Philomena asked all Learning Council members to review the Children on Campus Policy, which was attached to the agenda sent out on November 7. Revisions are to be turned in to Philomena by Friday 12/6/13

Announcement- Service Learning Pamphlet on Governance Website

The Diversity Council has formed a pamphlet that outlines a service learning project for students interested in serving on governance. Faculty who offer service learning options are invited to view the pamphlet on the Student Senate page of the college governance website as an option for their students. The website is: <http://www.qcc.edu/college-governance/student-senate>.

Philomena announced that the next meeting would be on December 10, at 2:00pm, in room 107A, and declared the meeting adjourned at 3:00pm.

s/ Leslie Bolinger Horton
Note-taker

Date Approved: 11/15/13

Approved