

**QCC Governance Meeting
Committee: Learning Council
Regular Monthly Meeting Minutes
November 25, 2014 at 2:00pm in 109A of HLC**

Members Present:

Pat Toney, Jane June, Linda LeFave, Michelle Savrann, Meredith Weston, Dadbeh Bigonahy, Carol Murphy, Charu Trivedi, Jim Brown, Valarie Clemente-Crain, Kristy Glover, Brenda Safford, Jen Arner Welsh, Tetteh Abbeyquaye, Jessica Crowley, Philomena D'Alessandro, Dilip Patel, Maureen Woolhouse, Lisa Palmer, Laraine Sommella, Andrea MacRitchie, Colleen Doherty, Daniel de la Torre, Karen Grant, Mary Newman, Byron Thomas, Steve Rayshick, John Stazinski, Deborah Coleman, Renee Gould

Members Absent (Excused): Leslie Bolinger Horton, Tara Fitzgerald-Jenkins, Clarence Ates, Kathy Rentsch, Meg Yoder, Michelle Tufau-Afriyie, Susan Mellace, Arpi Payaslian, Kathie Manning

Guest Attendees: Jane Shea, Donna Kilgore

Guest Speakers: Dan Daly, Jean McLean, Michael Gonynor, William McCarthy

The regular monthly meeting of the Learning Council was called to order by the chair, Philomena D'Alessandro, at 2:00pm on Tuesday, November 25, 2014, in room 109A HLC.

School of Business, Engineering & Technology

- Jane June moved to recommend the following **Degree Program or Certificate Proposal for Closure- General Studies – Occupational Education Option – Associates in Arts:** Close the AA in General Studies – Occupational Education Option – Associate in Arts
The motion passed (effective Fall 2015).
- Jane June moved to recommend the following **New Course Proposal- BUS 105- Introduction to Business Logistics**
The motion passed (effective Spring 2015).
- Jane June moved to recommend the following **New Course Proposal- MRK 241 – Social Media Marketing**
The motion passed (effective Spring 2015).

- Jane June moved to recommend the following changes to the **Degree Program or Certificate Revision Proposal- Accounting Finance Assistant Certificate**

Remove one Business elective

Add one Humanities elective

The motion passed (effective Fall 2015).

- Jane June moved to recommend the following changes to the **Degree Program or Certificate Revision Proposal- Entrepreneurship and Small Business Management Certificate**

Remove FIN 216: Small Business Finance

Add a Humanities elective

The motion passed (effective Fall 2015).

- Jane June moved to recommend the following **New Course Proposal- CST 208 – Security Threats, Vulnerabilities & Countermeasures**

The motion passed (effective Spring 2015).

- Jane June moved to recommend the following **New Course Proposal- CST 253-Lync Server Administration**

The motion passed (effective Spring 2015).

- Jane June moved to recommend the following **New Course Proposal- CST 254-SharePoint Server Administration**

The motion passed (effective Spring 2015).

- Jane June moved to recommend the following changes to the **Course Revision Proposal- MNT 106 – Manufacturing Quality Assurance & Control Techniques**

Remove pre-requisite MNT 101

The motion passed (effective Fall 2015).

- Jane June moved to recommend the following changes to the **Course Revision Proposal- MNT 110-Manufacturing Processes 1**

Revise course description
Update Student Learning Outcomes

The motion passed (effective Fall 2015).

- Jane June moved to recommend the following changes to the **Course Revision Proposal- MNT 115-Maintenance and Instrumentation in Manufacturing**

Remove pre-requisite MNT 110

The motion passed (effective Fall 2015).

- Jane June moved to recommend the following changes to the **Course Revision Proposal- MNT 217- Process Automation & Robotics**

Remove pre-requisite MNT 110
Add the co-requisite of MNT 115

The motion passed (effective Fall 2015).

- Jane June moved to recommend the following changes to the **Course Revision Proposal- MNT 218-Lean Manufacturing and Six Sigma**

Remove pre-requisites of CIS 111, MNT 110
Add the pre-requisite of MNT 106

The motion passed (effective Fall 2015).

- **School of Health Care**

- Jane June moved to recommend the following **Degree Program or Certificate Proposal for Closure**

Close General Studies Community Health Option degree

The motion passed (effective Spring 2015).

- Jane June moved to recommend the following changes to the **Course Revision Proposal – SUR 250 Perioperative Nursing**

Remove NUR 202 as the co-requisite

Remove RN as the prerequisite

Add Admission to Perioperative Nursing Certificate as pre-requisite

The motion passed (effective Fall 2015).

- Jane June moved to recommend the following changes to the **Course Revision Proposal – SUR 251**

Remove pre-requisite SUR 250 and add it as a co-requisite

Add “Admission to Perioperative Nursing Certificate” as a pre-requisite, instead of “Students Accepted to the Perioperative Nursing Certificate”

The motion passed (effective Fall 2015).

- **School of Public Service and Social Sciences- Dr. James Brown**

- Jane June moved to recommend the following change to the **Course Revision – CRJ 102 – Response to Terrorism**

Change the title from CRJ 102 Response to Terrorism TO CRJ 102 Terrorism and Homeland Security

The motion passed (effective Fall 2015).

- Jane June moved to recommend the following change to the **Course Revision – CRJ 213-Theories in Criminology**

Change the title from CRJ 213 Theories in Criminology TO CRJ 213 Criminology

The motion passed (effective Fall 2015).

- Jane June moved to recommend the following changes to the **Course Revision – CRJ 101-Introduction to Criminal Justice**

Change the pre-requisite:

FROM

- ENG 100 or appropriate placement score. F/S/SU

TO

- Co-requisite of ENG 100 or appropriate placement score. F/S/SU.

The motion passed (effective Fall 2015).

- Jane June moved to recommend the following changes to the **Degree Program or Certificate Revision Proposal-Criminal Justice**
 - Change the current program requirement, CRJ electives and/or Liberal Arts electives (6 credits) to a Criminal Justice Elective (3 credits) and an elective (3 credits).

Update the grid to reflect the change to CRJ 213 and CRJ 101

The motion passed (effective Fall 2015).

- Jane June moved to recommend the following **Course Revision –PSY 157 – Psychology of Management**

Retire PSY 157

The motion passed (effective Fall 2015).

- Jane June moved to recommend the following **Course Revision –PSY 182- Psychology of Consumer Behavior**

Retire PSY 182

The motion passed (effective Fall 2015).

- Jane June moved to recommend the following **Course Revision –PSY 241 – Psychology of Women**

Retire PSY 241

The motion passed (effective Fall 2015).

- Jane June moved to recommend the following **Course Revision –PSY 242 – Psychology of Men**

Retire PSY 242

The motion passed (effective Fall 2015).

- Jane June moved to recommend the following **New Degree Program, Option or Certificate Proposal – Fire Science Certificate Program**

The motion passed (effective Fall 2015).

Learning Council Procedure

- Reformatted and revised Learning Council Procedure for Course/Program/Certificate Approval

Upcoming Meeting

The next meeting will be on December 9, 2014 at 2:00 in room 107A.

Announcement

Statewide Transfer Policy

Philomena declared the meeting adjourned at 2:50pm.

s/ Leslie Bolinger Horton/Philomena D'Alessandro
Note-takers

Date Approved: 12/2/14

LEARNING COUNCIL PROCEDURE FOR COURSE/PROGRAM/CERTIFICATE APPROVAL

Purpose	To provide a procedure for: 1. Creating a new credit course 2. Revising an existing credit course 3. Retiring a credit course 4. Creating a new degree program or new certificate 5. Revising an existing degree program or certificate 6. Recommending the closure of a degree program or certificate
Revision History	Last revised by the Learning Council in November 2014
Reference Documents	Forms: New Course Proposal Course Revision Proposal Course Retirement Proposal New Degree Program or New Certificate Proposal Degree Program or Certificate Revision Proposal Degree Program or Certificate Proposal for Closure http://www.qcc.mass.edu/academicServices/academicGovernance/

Procedure		
Step	Timeline (Estimated)	Description
Month 1		
1		Faculty, or other qualified employees of the college, submit a completed proposal form from the above list of reference documents to the appropriate Dean of the appropriate School.
2		The Dean of the appropriate School will forward the proposal to the appropriate Work Area or Department which shall review and either recommend to approve or recommend to disapprove the proposal. If approved, the Work Area or Department shall return the proposal, along with their recommendation, to the Dean of the appropriate School. If the Work Area or Department does not recommend approval of the proposal, they shall return it along with their rationale for their decision to the Presenting Party. The Presenting Party may resubmit the proposal with changes or may request that the proposal, along with the Department's or Work Area's rationale for disapproval, be forwarded to the Dean of Instruction.
Month 2		
3	2nd Thursday	The Dean of the appropriate School will forward the proposal to all full-time faculty and staff members, as well as adjunct faculty members, within the Academic School.
4	3rd Thursday	The Academic School shall review and comment on the proposal at their next scheduled School meeting. If the proposal is approved by the Academic School, it will be submitted to the Academic Affairs Leadership Team, together with the comments from the Academic School.
5	4th Tuesday	The Academic Affairs Leadership Team shall review and comment on the recommended proposal within fifteen calendar days of receiving it from the

		Academic School. If the proposal is not recommended, the Academic Affairs Leadership Team may return the proposal to the Academic School with a list of concerns or suggestions. Or, the appropriate Dean of the appropriate School may agree to the changes suggested by the Academic Affairs Leadership Team, in order for the proposal to be recommended for approval. If a proposal is returned to the Academic School, the Academic School may resubmit the proposal for consideration at a later date.
Month 3		
6	1st Tuesday	The Vice President of Academic Affairs shall forward a proposal that has been reviewed and approved by both the Academic School and the Academic Affairs Leadership Team to the Learning Council.
7	2nd Tuesday	The Learning Council shall make a recommendation on the proposal and forward the recommendation to the Vice President of Academic Affairs. If a quorum of the Learning Council is not available within thirty days, or the request is urgent, the President or the Vice President of Academic Affairs may give temporary approval of the proposal for one semester.
8		<p>The Vice President of Academic Affairs shall approve or disapprove a recommended proposal from the Learning Council within eight calendar days upon receiving it, together with a rationale if a proposal is disapproved. In the case of a disapproved proposal, the Vice President of Academic Affairs shall make suggestions for modification to the Dean of the appropriate School.</p> <p>In cases of the creation or closing of a degree or certificate program, the Vice President of Academic Affairs shall forward the proposal to the President for approval. The President shall have eight calendar days to make a recommendation on each proposal, together with a rationale if a proposal is disapproved. Approved proposals will be brought by the President to the Board of Trustees for consideration at their next scheduled meeting.</p> <p>After a final decision has been made on a proposal, the Vice President of Academic Affairs will distribute the information to the College Community within eight calendar days.</p>

Note 1: Faculty may seek approval to offer a course on a trial basis without going through the approval process, provided they have the approval of their Dean of the appropriate School and the Vice President of Academic Affairs. The course may only be offered once, and then it must seek formal approval before it can be offered again.

Note 2: The Learning Council must approve a curriculum proposal by the end of December, in order for the change to be included in the catalog and go into effect for the next academic year.