

---

Members Present:

Pat Toney, Jane June, Stella Adu-Gyamfi, Mary Bruni, Deborah Coleman, Kathy Rentsch, Dadbeh Bigonahy, Jane Joyce, Jen Arner Welsh, Valarie Clemente, Brenda Safford, Ken Wong, Leslie Bolinger Horton, Jessica Crowley, Andreana Grimaldo, Dilip Patel, Clarence Ates, Michael Gormley, Lisa Palmer, Steve Rayshick, John Stazinski, Andrea MacRitchie, Maria Addison, Tara Fitzgerald-Jenkins, Daniel de la Torre, Michelle Tufau-Afriyie, Karen Grant

Members Absent: Linda Lovejoy-Smith, Ana Olivar, Michelle Savrann, Sharron Gillies, Lizette Cordeiro,  
Tetteh Abbeyquaye, Greg Mullaney, Kathie Manning,

Guests: Lee Duerden, Donna Kilgore, Linda LeFave, Liza Smith, Susan Boland-Shepherd

---

The regular monthly meeting of the Learning Council was called to order by Chair Brenda Safford, at 2:00pm on Tuesday, December 13<sup>th</sup> in room 107A.

**School of Business, Engineering & Technology - Kathy Rentsch**

1. Course Revision Proposal – CSC 210 Storage Technologies
  - a. Motion:
    - i. Accept the recommended change to the lecture/lab hours designated in the course description for this course and add note to course description: *Please Note: Two hours lecture, three hours laboratory.*
  - b. Effective Date:
    - i. Fall 2017
  - c. Moved: Dilip Patel
  - d. Motion passed
2. Course Revision Proposal – CST 208 Security Threats, Vulnerabilities & Countermeasures
  - a. Motion:
    - i. Accept recommendations to change the course name from *Security Threats, Vulnerabilities & Countermeasures* to *Enterprise IT Systems Security* and change the course description for the purpose of currency and accuracy for the course.
  - b. Effective Date: Fall 2017
  - c. Moved: Steve Rayshick
  - d. Motion passed
3. Course Revision Proposal – CST 231 Internetworking Principles and Protocols
  - a. Motion:

- i. Accept recommendations to add a prerequisite on this course: *MAT 100 or appropriate placement score*
  - b. Effective Date: Fall 2017
  - c. Moved: Jane June
  - d. Motion passed
4. Course Revision Proposal – CST 253 Lync Server Administration
  - a. Motion:
    - i. Accept the following changes in course name from *Lync Server Administration* to *Unified Communications* and course description for the purpose of better representing course content.
  - b. Effective Date: Fall 2017
  - c. Moved: Steve Rayshick
  - d. Motion passed
5. Degree Revision Proposal – Computer Systems Engineering Technology – Associate in Science (Program Code: SE)
  - a. Motion:
    - i. Accept recommendations to rename the degree program to *Computer Systems Engineering Technology – Enterprise Information Technology (IT) Option* and reorder the coursework to establish a consistent first semester.
  - b. Effective Date: Fall 2017
  - c. Moved: Jane June
  - d. Motion passed
6. New Course Proposal – CST 209 *Ethical Hacking*
  - a. Motion:
    - i. Accept recommendation to create new course: *CST 209 Ethical Hacking*
  - b. Effective Date: Fall 2017
  - c. Moved: Jane June
  - d. Motion passed
7. New Course Proposal – CST 211 *Advanced Topics in Security*
  - a. Motion:
    - i. Accept recommendation to create new course: *CST 211 Advanced Topics in Security*
  - b. Effective Date: Fall 2017
  - c. Moved: Jane June
  - d. Motion passed
8. New Degree Proposal - Computer Systems Engineering Technology - *Cybersecurity Option* - Associate of Science Degree.
  - a. Motion:
    - i. Accept recommendations to create new Computer Systems Engineering Technology - *Cybersecurity Option* - Associate of Science Degree.
  - b. Effective Date: Fall 2017
  - c. Moved: Jane June
  - d. Motion passed
9. New Degree Proposal - Computer Systems Engineering Technology – *Computer Support Option* - Associate of Science Degree.
  - a. Motion:

- i. Accept recommendations to create new Computer Systems Engineering Technology – *Computer Support Option* - Associate of Science Degree.
  - b. Effective Date: Fall 2017
  - c. Moved: Jane June
  - d. Motion passed
10. Course Revision Proposal – ELM 257 Introduction to Programmable Logic Controllers
- a. Motion:
    - i. Change the course prerequisite from ELT 121 to ELT 103, ELT 121
  - b. Effective Date: Fall 2017
  - c. Moved: Jane June
  - d. Motion passed
11. Course Revision Proposal – ELM 260 Industrial Robotics
- a. Motion:
    - i. Change the course description
  - b. Effective Date: Fall 2017
  - c. Moved: Jane June
  - d. Motion passed
12. Course Revision Proposal – ELM 299 Cooperative Work Experience & Seminar
- a. Motion:
    - i. Change the course number and name from “ELM 299 Cooperative Work Experience & Seminar” to “EET 299 Cooperative Work Experience”.
    - ii. Change the course description.
    - iii. Change the number of credits from 3-6 to 3.
  - b. Effective Date: Fall 2017
  - c. Moved:
  - d. Motion passed
13. Program Revision Proposal –  
Electronics Engineering Technology – Biomedical Instrumentation Option (EEBI)  
Electronics Engineering Technology – Mechatronics Option (EEMO)  
Electronics Engineering Technology – Photonics Option (EEPH)
- a. Motion:
    - i. Remove ELT 299 or ELM 299 and replace with EET 299
  - b. Effective Date: Fall 2017
  - c. Moved: Jane June
  - d. Motion passed
14. Course Revision Proposal – MNT 106 – Manufacturing Quality Assurance & Control Techniques
- a. Motion:
    - i. Add pre-requisite of MNT 101
    - ii. Modify the course description to include Lean aspect to the course.
  - b. Effective Date: Fall 2017
  - c. Moved: Jane June
  - d. Motion passed
15. New Certificate Proposal – Applied Manufacturing Certificate (Program Code: AMC)
- a. Motion:
    - i. Accept new Applied Manufacturing Certificate (Program Code: AMC)

- b. Effective Date: Fall 2017
  - c. Moved: Jane June
  - d. Motion passed
16. Degree Revision Proposal - Applied Manufacturing Option - Associate in Science (Program Code: MPA)
- a. Motion:
    - i. Prior to Semester 1: remove “Credentialing of Mass MEP CNC Machine Operator Skills Training & Advanced CNC Machine Operator Skills Training as per articulation agreement”
    - ii. Prior to Semester 1: add Applied Manufacturing Certificate (Program Code: AMC)
    - iii. Prior to Semester 1: add MACWIC Level 4 Certification
    - iv. In semester 1: remove ENG 101, MNT 217, Elective
    - v. In semester 1: add MNT 115, ENG 102
    - vi. In semester 2: remove ENG 102, MGT 101, Mathematics elective, Science elective, and elective
    - vii. In semester 2: add MNT 217, ENG 105
    - viii. FRIENDLY AMMENDMENT:**
      - 1. Show courses on grid for certificate
      - 2. Make the certificate an Admission requirement
      - 3. Semester 2:
        - a. Total – correct total is 12 credits
        - b. Total credits required – correct total is 65 credits
  - b. Effective Date: Fall 2017
  - c. Moved: Jane June
  - d. Motion passed
17. Degree Revision Proposal – Manufacturing Technology - Associate in Science-MP
- a. Motion:
    - i. Remove MNT 101 from semester 2
    - ii. Add MNT 101 to semester 1
    - iii. Remove MNT 115 from semester 1
    - iv. Add MNT 115 to semester 2
    - v. FRIENDLY AMMENDMENT:**
      - 1. Remove language referencing MAT 147 and/or MAT 148
  - b. Effective Date: Fall 2017
  - c. Moved: Jane June
  - d. Motion passed

**School of Health Care - Jane June**

- 1. Course Revision Proposal – CHC 150- Health and Healing
  - a. Motion:
    - i. Remove prerequisite BIO 101
    - ii. Change the current name of the course from Health and Healing to Health and Healing: Mind-Body-Spirit.
    - iii. To change the current course description.
  - b. Effective Date: Fall 2017
  - c. Moved: Steve Rayshick

- d. Motion passed
- 2. Course Revision Proposal – CHC 151 – Fundamentals of Complementary Health
  - a. Motion:
    - i. Change course description
  - b. Effective Date: Fall 2017
  - c. Moved: Dilip Patel
  - d. Motion passed
- 3. Course Revision Proposal – CHC 250 World Medicines: Harmony and Health
  - a. Motion:
    - i. Change current course description.
  - b. Effective Date: Fall 2017
  - c. Moved: Steve Rayshick
  - d. Motion passed
- 4. Course Revision Proposal – CHC 255 Applications in Integrative Health
  - a. Motion:
    - i. Change the current course description.
    - ii. Change the current course name from Applications in Integrative Health to Strategies in Complementary-Integrative Health: Living in Balance.
    - iii. Change the prerequisite.
    - iv. FRIENDLY AMENDMENT:**
      - 1. Prerequisite: ENG 101
  - b. Effective Date: Fall 2017
  - c. Moved: Chip Ates
  - d. Motion passed
- 5. New Course Proposal – NUR 200/ ALH 200 Pathopharmacology
  - a. Motion:
    - i. Approve new course Pathopharmacology
  - b. Effective Date: Fall 2017
  - c. Moved: Chip Ates
  - d. Motion passed
- 6. Course Revision Proposal – RDT 232 Medical Radiography Clinic IV
  - a. Motion:
    - i. Decrease course credit from 4 to 3
  - b. Effective Date: Fall 2017
  - c. Moved: Steve Rayshick
  - d. Motion passed

**School of Humanities and Education - Clarence Ates**

- 1. New Course Proposal – HUM 234: Mathematics and Science in Humanities
  - a. Motion:
    - i. Approve new course HUM 234: Mathematics and Science in Humanities
    - ii. FRIENDLY AMMENDMENT:**
      - 1. Allow as a Literature/Philosophy/Language elective

- b. Effective Date: Fall 2017
  - c. Moved: Chip Ates
  - d. Motion passed
2. Course Revision Proposal – ENG 255 The American Short Story
- a. Motion:
    - i. Table**
    - b. Moved: Sheila Booth
    - c. Motion passed
3. New Degree Option – Liberal Arts English Option
- a. Motion:
    - i. Create a Liberal Arts English Option Associate in Arts Degree program
    - b. Effective Date: Fall 2017
    - c. Moved: Steve Rayshick
    - d. Motion passed
4. Certificate Proposal for Closure – School Age Certificate
- a. Motion:
    - i. Close the School Age Certificate
    - b. Effective Date: September 2016
    - c. Moved: Steve Rayshick
    - d. Motion passed

#### Announcements

N/A

#### Upcoming Meeting

The next meeting will be on February 14<sup>th</sup> at 2:00 in 107A.

Brenda Safford declared the meeting adjourned at 3:20 pm

s/ Leslie Bolinger Horton

Note-taker

## New Information Literacy Student Learning Outcomes

---

<b>INFORMATION LITERACY</b> <b>General Education Goal</b>	<b>EXISTING:</b> Students will be able to locate, evaluate and apply reliable and appropriate information.	<b>REVISED:</b> Students will engage in a reflective process of information discovery, articulate the value of information and its cycle of development, and participate responsibly in communities of learning.
--	--	--

---

Rationale: A new Framework for Information Literacy for Higher Education from the Association of College and Research Libraries was published in 2015. It reflects the transformation Information literacy has undergone since the beginning of the 21st century. Learners at the associate degree level are expected to master more than basic skills of information retrieval, evaluation and application. Three core factors characterize the new framework:

- That information literacy comprises affective dimensions of learning in addition to specific knowledge practices;
- That information is a process, not merely a product; and
- That information literacy informs every stage of the inquiry process, from inception to communication of new knowledge.

This learning goal is one of the broadest and most widely applied in QCC's general education program. Ultimately, the Information Literacy goal is about learners developing a reflexive and adaptable orientation to information processes and products. This learning process requires a revision to the goal language.

QCC's Alden Library Reference Department has been working with the QORE (Quinsigamond Outcomes Research for Excellence) team to develop new General Education Student Learning Outcomes that better reflect the new national frameworks. The proposed change to the goal language itself reflects the new frameworks and better introduces the Information Literacy SLOs.

The QCC Library Reference Department will support the new framework with library instruction and professional development. Information about these is forthcoming.

The Information Literacy team invites feedback on the new student learning outcomes.

Visit <http://www.qcc.edu/general-education-student-learning-outcomes/learning-goals> to view the document and send a comment, or send your thoughts to [MSC@gcc.mass.edu](mailto:MSC@gcc.mass.edu) by November 1st.

## Policy on Participation

Approved by Student Services Council 11-15-2016

<b>Policy on Participation</b>	
1.0	Purpose: This policy defines the regulations governing student participation in extracurricular activities. To enhance the total learning process, the college will provide on-going extracurricular activities to the extent that such activities complement the student's academic development.
2.0	Revision History: last updated 1982 (pending revision 2016)
3.0	Persons Affected: Students
4.0	Policy: The student must be in satisfactory academic standing per individual college entities to participate in extracurricular activities.
5.0	Definitions: <u>Extracurricular Activities</u> : Events or activities outside of the classroom which support and enhance the college experience <u>Academic Probation</u> : Student does not meet minimum requirements for good academic standing and satisfactory progress as outlined in QCC Student Handbook under Academic Dismissal and Probation <u>Satisfactory Academic Standing</u> : Student is not on probation and meets the standard outlined in the QCC Student Handbook under Item 2 of Academic Dismissal and Probation
6.0	Responsibilities: Director of Athletics: Checks eligibility status of student athletes Director of Student Life and Leadership: Checks eligibility status of students per individual entities Dean of Students: Provides the opportunity for counseling services to ineligible students and reviews petitions from students deemed ineligible
7.0	Procedures: 1 - At the beginning of each semester, the Director of Athletics and the Director of Student Life and Leadership will check eligibility status of students as they apply to participate in student activities and will forward this to the Dean of Students. 2 - The Dean of Students will provide the opportunity for counseling services to ineligible students. 3 - Students may petition for reinstatement based upon extenuating circumstances to the Dean of Students.
8.0	Sanctions: None



## **Background**

With the passage of Ballot Question #4, the state has legalized the recreational use of marijuana. According to the new law, persons age 21 and older may possess, use, distribute, and cultivate marijuana in limited amounts and such activities are no longer subject to criminal penalties. It also permits the retail sale of marijuana, marijuana accessories, and marijuana products. Under the law, persons at least 21 years old may possess up to one (1) ounce of marijuana outside of their residences; possess up to ten (10) ounces of marijuana inside their residences; grow up to six marijuana plants in their residences; give one ounce or less of marijuana to a person at least 21 years old without payment; possess, produce or transfer hemp; or make or transfer items related to marijuana use, storage, cultivation, or processing. The law does not affect existing laws regarding the use of medical marijuana or the operation of a motor vehicle while under the influence. Supplying marijuana to persons under age 21 is unlawful. The new law takes effect on December 15, 2016.

In light of the new law, the following system-wide policy has been developed, which would also replace the existing Medical Marijuana policy.

## **Marijuana Policy**

Although Massachusetts law permits the use of medical marijuana and the possession, use, distribution and cultivation of marijuana in limited amounts, federal law, including the Federal Controlled Substances Act of 1970, the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, prohibits the possession, use, distribution and/or cultivation of marijuana at educational institutions. Further, as marijuana remains classified as an illegal narcotic under federal law, institutions of higher education that receive federal funding are required to maintain policies prohibiting the possession and use of marijuana on their campuses. Accordingly, the possession, use, distribution or cultivation of marijuana, even for medical purposes, is prohibited on all Community College property or at College sponsored events and activities. Also prohibited is the operation of a motor vehicle while under the influence of marijuana on Community College property or at College sponsored events or activities. Further, this policy prohibits the possession, use, or distribution of all marijuana accessories and marijuana products. Marijuana accessories shall include, but are not limited to, any device or equipment used for ingesting, inhaling, or otherwise introducing marijuana into the human body. Marijuana products shall include, but are not limited to, products that are comprised of marijuana and other ingredients and are intended for use or consumption, such as, but not limited to, edible products.

Violations of this policy by any student or employee shall result in disciplinary action, up to and including expulsion or termination in accordance with applicable College policies or collective bargaining agreements.

**Revised 11-29-16**

**COMMUNITY COLLEGE**  
**PREFERRED FIRST NAME CHANGE FORM**

The College recognizes that some students may prefer to use a first name other than their legal name to identify themselves. As long as the use of a preferred first name is not for an improper purpose, the College acknowledges that a preferred first name can and should be used where possible in the course of College business and education. Students may use a preferred first name wherever a legal name is not required on internal documents, communications, systems, and web portals. Examples include, but are not limited to:

- Student identification cards;
- Email and calendar entries;
- Class rosters and advisor lists;
- Learning Management Systems; and
- Diplomas, awards, and recognitions.

This form does not change a student's legal name. A student's legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required. Examples include, but are not limited to: financial aid records; student accounts records; student personally identifiable information; student directory information; payroll records; health records; official transcripts; federal immigration documents; and interactions with government agencies. To change your legal name on all College records a court order or other acceptable legal documentation is required.

---

**LEGAL NAME:**

Last Name	First	MI	
Street	City	State	Zip Code
E-mail	( )	Telephone Number	

Student I.D. Number: \_\_\_\_\_

**PREFERRED FIRST NAME:** \_\_\_\_\_

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

Once a preferred first name has been requested, that name will be used by the College as detailed above until the student withdraws his/her request for the use of a preferred first name.

The College reserves the right to modify, change, alter or rescind at any time and at its discretion its Changing Biographical Data policy.

If the use of a preferred first name is for an improper purpose, including but not limited to misrepresentation or attempting to avoid a legal obligation, a student may be subject to disciplinary action, up to and including expulsion. This document does not form a legally binding or enforceable contract.

**To request a preferred first name, present this form at the Registrar's Office along with a College ID.**

## System-Wide Student Policies

### Bathroom and Locker Room Use

All students may utilize bathroom or locker room facilities on campus that are designated as gender-neutral or that are consistent with a student's sincerely held gender identity. Use of a bathroom or locker room by any student for an improper purpose will result in disciplinary action, up to and including expulsion.

### Changing Biographical Data

The following process is followed when any student seeks to change his or her biographical data as provided and maintained in College records.

**Legal Name** – A student's legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required. Examples include, but are not limited to:

- Financial Aid records;
- Student Accounts records;
- Student Personally Identifiable Information;
- Student Directory information;
- Payroll records;
- Health records;
- Official transcripts;
- Federal immigration documents; and
- Interactions with government agencies.

In order for any student to change their legal name on College records, a student must present a certified copy of a court order or other legal document indicating a legal name change has been granted.

**Preferred First Name** – The College recognizes that some students may prefer to use a first name other than their legal name to identify themselves. As long as the use of a preferred first name is not for an improper purpose, the College acknowledges that a preferred first name can and should be used where possible in the course of College business and education. Students may use a preferred first name wherever a legal name is not required on internal documents, communications, systems, and web portals. Examples include, but are not limited to:

- Student identification cards;
- Email and calendar entries;
- Class rosters and advisor lists;
- Learning Management Systems; and
- Diplomas, awards, and recognitions.

To request a preferred first name, a student should complete the *Preferred First Name Change Form* available in the Registrar's Office.

**Sex Designation** - In order for any student to change their sex designation in official College records, a student must provide a certified copy of a court order, or other legal identification, such as a Massachusetts driver's license, reflecting the change in sex.