CCRI CURRICULUM REVIEW COMMITTEE MEETING
March 20, 2020 2:00-4:00 PM
President's Conference Room – Knight Campus

<u>**AGENDA**</u>

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES**

4. **NON ACTION/ANNOUNCEMENTS**

5. **ACTION/VOTING ITEMS**

NON ACTION/ANNOUNCEMENTS

EXPERIMENTAL COURSE PROPOSAL ANNOUNCEMENTS:

Mathematics Department is proposing:
1. Course Proposal: MATH 8144   Mathematics for Elementary School Teachers II   3 credits

OTHER ANNOUNCEMENTS:
1. Rules of Order

The next scheduled Curriculum Review Committee meeting will take place on Friday, April 24, 2020. Please note that initial/draft proposals are due on Friday, March 20, 2020.

ACTION/VOTING ITEMS

<u>**New Program Proposal**</u>: **The Administrative Support Specialist Certificate**
BUSN, 19 credits
Originator: Cheryl Amantea

RATIONALE:
The AOT (Administrative Office Technology) curriculum has not been updated in many years even though industry requirements have changed significantly and office technologies change frequently. There also now exists a duplication of effort between office technology courses offered by the Computer Studies department. Consequently, the proposed program will include Computer Studies courses instead of AOT courses.

CATALOG DESCRIPTION:
The Administrative Support Specialist Certificate is designed for students who need to develop marketable employment skills in a short period of time. This program provides students with immediate job training for positions that require the use of basic office technology software and hardware. This includes keyboarding; data entry; preparation of documents and reports; the compilation and editing of spreadsheets and accounting reports' list and file maintenance; and preparation of tables/graphs. Students who successfully complete the program will have a background in Microsoft Office applications, general office procedures, and administrative office management.

Revised Course Proposal: Introduction to Business
BUSN 1010, 3 credits
Originator: Cheryl Amantea

RATIONALE:
A recent review of current industry practices has caused the Business and Professional Studies Department to review the course description, learning outcomes, and course content of BUSN 1010 Introduction to Business.

The University of Rhode Island has recently updated the content for its Introduction to Business equivalent course, and thus, CCRI, in collaboration with URI Faculty, is updating its BUSN 1010 Introduction to Business course content to ensure the continued transferability of the course to URI.

CATALOG DESCRIPTION:
OLD:
This course emphasizes both small and publicly traded businesses along with strategies for competing in modern economic conditions. Topics include: cultivating a business in a diverse global environment, developing and implementing customer-driven strategies, motivating and empowering employees to satisfy customers and financing a small business. This course serves as a prerequisite for several courses in the business curriculum.

NEW:
This course surveys business organizations as they operate within a free-market economy and diverse global community. The course focuses on the functional parts of a business, including production, accounting, marketing, and technology. Topics such as business ethics, social responsibility, competition, government regulations, demographics, and entrepreneurship will be examined. Environmental scanning will afford students an understanding of the interrelatedness of the internal and external environments of a business. Students will develop the vocabulary of business and will advance their critical analysis of a variety of business issues.

New Course Proposal: Fundamentals of American Journalism
COMM 1XXX, 3 credits
Originators: Kathleen Beauchene, Holly Susi

RATIONALE:
American journalism is being transformed. While journalism remains a major institution in American democracy, the markets for both newspapers and tv news are shrinking while digital-first news is growing and evolving. Students need to understand these changes and embrace the new technologies, storytelling tools, and multimedia platforms if they are to be successful in their field. There is also increased competition as reporters are no longer the sole providers of the news that our communities digest. According to the Knight Foundation, which promotes excellence in journalism, news today is as likely to be gathered and reported by a financial analyst, computer coder, philanthropic organization or professor as it is a trained journalist. Our communication students need to understand media history, the changing definitions of news, media law and ethics, and the rapidly changing economic structure of journalism in order to be successful in the ever-changing media landscape.

CATALOG DESCRIPTION:
NEW:
The major aim of this class is to introduce students to journalism as a practice, as a function of democracy, and as a tool to create a well-informed citizenry. This course will familiarize you with what journalists do, how they

do it and why they do it. Through participation in course activities, readings and assignments, students will learn about the guiding principles and standards of American journalism and the ever-changing landscape of the practice of journalism. Emphasis will be placed on the challenges faced by journalists as society moves from predominantly print/tv news to digital-first news. Students will also have practice in basic writing, grammar and punctuation, and will work to improve their writing skills by producing new stories, analytical essays, and by developing a career-focused digital media presence. Lecture: 3 hours

Prerequisite: Eligible for ENGL 1005 and ENGL 0850 or higher (or permission of instructor).

Revised Course Proposal: Support for Liberal Arts Math
MATH 0239, 2 credits
Originator: Barbara Leasher

RATIONALE:
Remove the additional learning outcomes specific to MATH 0239, and return the course to its original purpose of providing just in time remediation of prerequisite topics for MATH 1139.

The purpose of this class is to allow students who might otherwise not be eligible to take MATH 1139 to complete the course with added support. This class will not add content to the syllabus of MATH 1139 but will allow time for students to master the necessary pre-requisite skills. Students in this class will take MATH 1139 for three hours per week in addition to attending this class for two hours per week.

CATALOG DESCRIPTION:
OLD:
This course provides active support for students taking MATH 1139 through the use of a just in time remediation approach. Students in this class will also be taking MATH 1139 with the same instructor concurrently. The additional two hours per week is used to review and develop key mathematical skills necessary to fully succeed in MATH 1139. Completes the following requirements(s): developmental coursework (DEVC)

NEW:
No changes.

OTHER ACTION/VOTING ITEMS:
- Revised page 2 of Course Proposal Form (attached)

Community College of Rhode Island

Course Proposal:

- [ ] New Course
- [ ] Revised Course
- [ ] Experimental

**Please attach a course syllabus with course topics, textbook titles and evaluation methods.
All NEW & REVISED proposals should use syllabus format on Page 9**

Date Submitted: _____ / _____ / _____

DEPARTMENT: _____

DEVELOPED BY: _____

COURSE TITLE: _____

COURSE NUMBER: _____

	ALL CALCULATIONS BASED ON A FIFTEEN (15) WEEK SEMESTER		
	DISTRIBUTION OF CREDITS		
TOTAL CREDITS: _____	Credits from Lecture: _____	Credits from Laboratory: _____ 1 Credit is awarded for : ____:____ (hh:mm) of Laboratory	Other Credits: _____ (Clinical, Practicum, Studio, etc.) 1 Credit is awarded for : ____:____ (hh:mm) of Clinical, Practicum, Studio, etc.
CATALOG ENTRY:	**HOURS AS ENTERED INTO THE CCRI CATALOG**		
	Lecture Hours: _____	Laboratory Hours: _____	Other Hours: _____ (Clinical, Practicum, Studio, etc.)
TOTAL TIME: ____:____ **(hh:mm)**	**ACTUAL MEETING TIME IN HOURS AND MINUTES PER WEEK**		
	Lecture: ____:____ (hh:mm) (Contact Hour)	Laboratory: ____:____ (hh:mm)	Other: ____:____ (hh:mm) (Clinical, Practicum, Studio, etc.)

Is the total meeting time of the course mandated by an accrediting agency?	[ ] YES [ ] NO
If "YES" specify the Agency: _____	

This is a 1st year course: Yes [ ]   No [ ]

This is a 2nd year course: Yes [ ]   No [ ]