

Minutes from Curriculum and Teaching Committee Meeting
Thursday, May 4, 2023, at 3:00 pm
Via Zoom

Those present: James Babanikos (chair), Huan Chen, Myiah Hutchens, Ann Searight Christiano, David Ostroff, Eric Esterline, Ted Spiker, Harrison Hove, Dan Windels, Judy Hunter

Announcements/Updates

- **Congrats to David Ostroff.** This was Dr. Ostroff's last C & T Committee meeting as he's stepping down from being chair of Telecom/MPMT after 20 years... and doing a remarkable job these last two decades!
- **Congrats to the Bateman Team.** PR's Bateman Team won the competition this year. The last time the CJC won it was in 2014.
- **Faculty Roster for Affirmation.** Julia Seay is collecting the CVs and transcripts for the CJC faculty, but some of the courses are taught by GAs, and she doesn't have these graduate students' CVs and transcripts. The committee said that the Graduate Office has all that information, and Julia will be told to contact them.
- **Course loads for International Students.** Pro-covid procedures now in place for international students. In brief, the regulation is that each Fall and Spring:
 - o graduate students must register for nine credits, and at least six of the nine must be physical presence. Anything over six credits can be online.
 - o undergraduate students must register for twelve credits, and at least nine of the twelve must be physical presence. Anything over nine credits can be online.
 - o In the final semester, students are automatically allowed to register less than full time:
 - Fall and Spring: 1 credit for undergraduate students and 3 credits for graduate students.
 - Summer: 1 credit for undergraduate students and 2 credits for graduate students.

Discussion Items

- **Spring 2023 Senior Assessment.** The data collected from the Spring 2023 Senior Assessment was discussed. The overall average for the College was 80%, which is fine, but the committee feels that the students are better than that, and that if we can find a way to incentivize the students to take the assessment more seriously, the overall average would be improved. Babanikos asked the chairs to mull over the results of this assessment, and to send him a couple of paragraphs of what they mean to each department, and how it may affect curriculum/teaching.

- **ACEJMC Assessment and the six measures of evaluating Student Learning Outcomes.** Babanikos went over the six measures the College has put in place regarding SLOs:
 - Three direct measures:
 - Evaluation of capstone projects by industry professionals
 - Senior Assessment
 - Internships
 - Three indirect measures:
 - Student awards
 - Job placement
 - Exit surveys

As we start preparing our packet for ACEJMC re-accreditation, Babanikos said he would create a template on assessment for the department chairs to refer to and use as we prepare the report.

- **TA assignments for large CJC classes.** Not all large CJC classes are assigned TAs, and instructors of these classes find it very exhausting to manage them. The committee brainstormed on how this could be improved, given that the monies the College has for M.A. students is very limited – and M.A. students are typically the TAs for these larger classes. Some ideas that came up during the meeting to help staff those classes include:
 - Using undergraduate TAs who can take care of logistical details, except grading.
 - Paying a former student who has taken the class to help out.
 - Using IT tools to automate many of these logistical details.
 - Hire adjuncts to serve as TAs for these large classes, as adjuncts are less expensing than M.A. student TAs.

The meeting ended at 3:40 pm. Minutes submitted by James Babanikos.