**TAP Framework Implementation Review Committee (FIRC)**

**Friday, December 8, 2017--10:00 a.m. to Noon**

**61 Woodland Street, Room 207**

**Hartford, CT**

**Present:**  E. Steeves (co-chair, HCC), G. Gelburd (co-chair, ECSU), G. Adamek (NCC), M. Coach (ACC), F. Coan (TXCC), B. DeVito (CCC), L. Doninger (GCC), N. Esposito (MCC), R. MacDonald (COSC), P. Raymond (MXCC), J. Seabury(NVCC), S. Selke (TRCC), D. Weiss (SCSU)

**Present Non-Voting:** S. Marcelynas (SCSU)

**Absent:** P. Boily (WCSU), M. Buccilli (GCC), M. Jackson (CCSU), B. Donohue-Lynch (QVCC), The Unknown NWCC Representative

**Call to Order:** E. Steeves called the meeting to order at 10:05 a.m.

**Minutes of 11/3/17:** Approved

**Campus Announcements**

**ACC:** Has endorsed the Biochemistry pathway and complied courses lists for Global and Creativity, which will be voted on in eight days and forwarded to the TAP Co-Managers by mid-January.

**CCC:** Some faculty have been confused about when the various pathway groups will be convening, who will be calling these meetings, and what the groups are supposed to do. In addition, some would like clearer guidelines for advising TAP students.

**CCSU:** No report

**COSC:** Currently assessing Written Communication and Oral Communication.

**ECSU:** Has established a schedule for assessment.

**GCC:** Has completed vetting courses for Creativity and Global but has not included Microeconomics in the latter category.

**HCC:** Did not endorse the Biochemistry pathway because community college students, as opposed to native CSU students, may have to complete General Biology II and Physics II after they transfer. Waiting on paperwork for economics courses for Global and creative writing courses for Creativity. Some faculty are balking at assessing the TAP competencies.

**MCC:** Has completed the assessment survey and the list of Creativity courses. The Biochemistry pathway will be voted on in the spring, and work is proceeding on linking advising sheets with the BOR website.

**MXCC:** Has established an assessment schedule and begun the process of assessment. The Biochemistry Pathway is working its way through governance.

**NVCC:** Has assessed Written Communication and is reviewing the results of that effort. Has vetted eight courses for Creative and three for Global with more to follow.

**NWCC:** Still no report.

**NCC:** Will be assessingAesthetic Dimensions and Social Phenomena in the spring. The Biochemistry pathway has been endorsed at the departmental level.

**QVCC:** I am working on our existing assessment software setup, and as this is already in place (I am revising the data structure setup) I am also waiting to complete this before setting up our pilot with Aqua, which will parallel our existing setup. We want the data input to match, so that faculty won't have to relearn a new system if we have them use Aqua.  I am reporting this here because it will also shape the time and job/task definition at QV.  Right now, I am the person facilitating the implementation of FIRC, fielding questions between faculty, advisors, and others in our Student Success Center. I am also the person managing the assessment process-- we are using paper "scorecards" that will then be input into the revised instance of our assessment software-- and into Aqua as well.   I have also spoken with the Dean (Alfred Williams) and will be included on the Guided Pathways Committee at the college;  these roles and functions I am currently carrying out as my additional responsibilities, this semester and in the spring.  Depending on the scope of this I may be talking with the Dean in the spring about how else these hours can be compensated.  We are a small, "lean" place.

About the policy on substitutions, this question has come up in advising recently, and the people in our Student Success Center first thought that the ability to grandfather courses in was a solution to their particular instances of students already at the college looking to avoid extra courses in a program they have already been in for several semesters.   This update from Ken and Candace helps to affirm the reading we've come to, and I will go back to these folks in Student Services for further clarification and conversation.

A question remains, however, that maybe someone has already answered.  Who will keep track of these case by case judgments about very limited variations and substitutions as they are transacted between institutions. It doesn't seem to be something that can be easily coded for automatic translation in Banner, but may remain a matter of inter-institutional conversation on a case by case basis so that the receiving institution knows clearly how to received substitutions and record them.  It seems like we've opened a door here for a bit of a potential challenge of data keeping and student information management.

**SCSU:** Is putting systems into place for incoming TAP students. The inability to automatically electronically forward student transcripts and degree evaluations from the two-year institutions to the four-year institutions is a hindrance. Before modifying programs, faculty need to be mindful of how proposed modifications may impact the various TAP pathways.

**TRCC:** Has endorsed the Biochemistry pathway and is making all necessary improvements on the college website. In May 2018, will be holding a two-day assessment workshop for faculty. The General Education Task Force has vetted courses for Global and Creativity and for the various TAP competencies. Student Services reports that some students are resisting enrolling in Creativity courses that have more than three contact hours or cost more than a standard three-credit offering.

**TXCC:** Assessed Written Communication this semester and will forward the Global and Creativity lists to the TAP Co-Managers by the end of the month.

**WCSU:** No report

**TAP Co-Managers’ Report (K. Klucznik and C. Barrington)**

• The various TAP work groups have been contacted and many representatives have responded.

**•**  A few campuses have upgraded their websites. The co-managers will be happy to visit institutions to assist in this endeavor.

**•**  If a current TAP student is close to graduation and transfer but lacks a Global or Creativity requirement, the appropriate advisor should communicate with the co-managers, who will see if they can engineer a workaround.

• Some CSUs are treating TAP as course-to course transfer.

• If a TAP degree allows students to satisfy more than one designated competency with a single course, this must be explicitly stated on the pathway template.

• Will be accepting TAP updates from each campus until March 2018.

• Several work groups (e.g., Business, Criminal Justice, CIS, Psychology) are exploring the possibility of creating consolidated programs.

**Course Substitution and Retroactive Policy:** The TAP Co-Managers distributed hard copies of a draft policy meant to address course substitutions. In brief, substitutions will be allowed only by exception and only in certain specific cases, as enumerated in the draft. The committee asked that Item #4 be broadened to include other standardized examinations as well as other non-traditional means of earning college credit. The co-managers welcome further feedback through 1/20/18.

**Responsibilities of FIRC Representatives:** Several committee members forwarded their TAP FIRC “job descriptions” to their committee colleagues and the co-managers prior to the meeting. It was agreed that a) this job entails a significant time commitment, much of which is spent communicating and meeting with faculty staff, and management and coordinating work; b) in order to do the work thoroughly and well, each TAP FIRC representative should be compensated (in time or money or both), and said compensation should be standardized, presumably once the job requirements are standardized; c) the rotation cycle for service on the TAP FIRC may have to be reconsidered due to the steep learning curve new members face and the dearth of volunteers willing to serve on the committee.

**Students First Proposal:** A brief discussion took place about how Students First will or might impact TAP. It is likely that TAP will become a single degree program with a common General Education core, and Section B will disappear. It is not clear what role CSU and COSC faculty will play in this process.

**Assessment Survey:** Please submit if tardy and please review the summary provided by the TAP FIRC co-chairs.

**New Business:** None

**Meeting Dates for Spring 2018:** February 9, March 2, April 13, and May 11. All meeting will run from 10:00 a.m. until noon and will be held in Room 207.

**Adjournment:** The meeting adjourned at noon.

Respectfully Submitted,

Francis M. Coan