

Curriculum Committee Meeting Minutes-DRAFT

Date: 5/24/16, Tuesday 8:30-9:30AM

Location: Metolius 214

Present (voting members):

- Jessica Giglio (*transfer representative*)
- Dawn Lane (*CTE representative*)
- Stephanie André (*transfer representative*)

Absent (voting members):

- Chad Harris (*Instructional Dean*)
- Eric Magidson (*CTE representative*)
- ASCOCC Representative (not yet appointed)

Present (non-voting members):

- Sharon Bellusci (*Enrollment Services representative—temporary assignment*)
- Vickery Viles (*Director of Curriculum and Assessment*)
- Jared Forell (*Assistant Director of Admissions & Records-Curriculum and Technology*)
- Lisa Bacon (*Note taker/Support Specialist for Instructional Deans*)

Absent (non-voting members):

- None

Guests:

- Tony Russell (*Faculty Assessment Coordinator*)

Minutes: (Note: **Approvals and action items** written in red)

1. Consent agenda

- a. **Dawn Lane motioned to approve the minutes from 5/17 and Stephanie André seconded the motion. The consent agenda was unanimously approved.**

2. New Business

- a. 2016-17 Curriculum Committee submission deadlines
 - i. The committee will follow the “accepted for submission” concept, meaning all fields are complete and correct (or largely correct) by deadline. Incomplete submissions will not be accepted.
 - ii. Proposed New Deadlines
 1. December 2nd deadline for all new programs and changes associated with new programs (new courses, changed courses)
 2. December 23rd priority deadline for 16/17 (guaranteed catalog submission for 17/18)
 3. January 20th for final deadline (first come, first serve; not guaranteed for catalog submission; all would be reviewed by spring break)
 4. March 1st for outcome changes only (rationale: two weeks to approve and two weeks to enter before registration)

- iii. Communication of Dates
 1. These dates will go on Curriculum website, will be sent to chairs, and listed on the Chairmoot agenda
 2. Suggestion to do a kickoff to launch new curriculum year; get on the agenda for Faculty Forum, CTE Council
 3. Potentially a workshop will be offered at the staff/faculty kickoff
- iv. The committee was agreeable to the revised dates; **Vickery will bring these proposed dates to Jenni for review and final approval.**
- b. Curriculum Committee Charge: Membership
 - i. Review of Dropbox comments from the committee
 1. Current Charge: Act as the main clearinghouse/review committee for all credit programs and curricular additions or changes.
 - a. Suggestion to change this to: "Approve additions, suspensions, and modifications to courses and programs, which may include direction on outcomes, assessment, credit hours, and descriptions."
 2. Current Charge: Be responsible for academic program review.
 - a. Proposal to leave this item on the charge as a task to work toward. This may be changed in the future, but is suitable for the time being.
 3. Current Charge: Assure that curriculum decisions are held accountable to the mission of the college.
 - a. Question regarding how the committee can "assure" that curriculum changes align with the mission of the college. Assure is probably not the correct verbiage as it denotes empathy; the word that should be used is "ensure."
 - b. Suggestion for this to be changed to include adherence to college, state, and accreditation policies.
 - c. Recommendation to include language on assisting and supporting faculty.
 4. Membership
 - a. If the number of tenured faculty on the committee is important, this should be communicated to Faculty Forum and included on the election ballot.
 - i. Recommendation to have one tenured transfer, one open transfer (tenure or non-tenure); one tenured CTE, one open CTE (tenure or non-tenure).
 - b. What is an "at large" faculty member's purpose on the committee?
 - i. This allows someone who's adjunct or part time to be able to participate; this is an open spot so any faculty member can contribute. Ideally, this person's skill set would be unique to the group or they could contribute to the diversity of the committee.
 - c. Recommendation to have five faculty members (two transfer, two CTE, one at large)

- d. Student membership is difficult to fill; however, a student presence would be helpful on the communication side of changes (outcomes, teach out plans).
 - e. Suggestion to add Director of Curriculum & Assessment as well as a CAP Center representative (non voting) to membership matrix.
 - f. The model of having a Learning Assessment Coordinator attend as a guest may not continue; however, there will still be participation from an assessment and outcomes representative.
 - g. Suggestion for term length for faculty and administrative representative to be moved from two years to three as there is a fairly large learning curve for this committee. This would also support continuity; however, this could deter some people from wanting to join.
5. Significant Changes of Academic Programs
- a. Suggestion to delete this policy from the charge. Something with more meaning can be created in its place; however, it's not necessary at this time.
 - ii. **Vickery will send an updated draft of the charge to the group for review and additional comments.** The final draft will be proposed to Academic Affairs for approval.

3. Other Items of Business

- a. End of Year Report
 - i. **Vickery will create this report and will send it to the group for review.**
 - ii. This report will help next year's committee to understand the content as they step into their roles. It also frames the work for the coming year.
- b. Election of 2016-17 Curriculum Committee Chair
 - i. **Dawn Lane motioned to nominate Jessica Giglio for 2016-17 Curriculum Committee chair and Stephanie Andrè seconded the motion. The motion was unanimously approved.**

Adjourn: 9:28AM

Next Meeting: Fall 2016