**Curriculum Committee Meeting Minutes-APPROVED**

**Date: 10/4/16, Tuesday 8:30-9:30AM**

**Location: Metolius 214**

**Present (voting members):**
- Jessica Giglio (*transfer representative*)
- Sara Henson (*transfer representative*)
- Wayne Yeatman (*CTE representative*)
- Eric Magidson (*CTE representative*)
- Jenni Newby (*Instructional Dean*)

**Absent (voting members):**
- ASCOCC Representative (not yet appointed)

**Present (non-voting members):**
- 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

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

1. **Welcome back, introductions**
2. **Debrief of last year; End of Year Report**
   a. Vickery posted a statement on Commlines before the 15/16 year as well as an end of year report to educate staff and faculty on Curriculum Committee work
   b. Review of end of year report for historical context
      i. Not a huge volume, but many changes all at once
         1. Many interrelated changes (e.g. CUL)
      ii. Forms were updated for 15/16 and have been updated again for 16/17
      iii. Dropbox is used for sharing forms/information
      iv. Consent agenda was used to move items through committee on a fast track
      v. Created student learning outcome norms
      vi. Training was done on related instruction, contact hours
      vii. Worked on suspended and deleted programs; Jenni submitted a list of programs for deletion to the state
      viii. A prerequisite taskforce was created to address some gray areas

1. The committee will revisit the prerequisite policy in 16/17 year to ensure the committee is in alignment with the policy

ix. Curriculum timeline was changed

x. In the process of updating the charge

xi. 16/17 Year Goals

1. Support work on software project

   a. January to June implementation timeline

2. Develop interface with LOA

3. Continue development of resources on standards (accreditation, state, COCC)

4. Create a curriculum style guide

5. Work on prerequisite policy

6. Revisit new program approval process to ensure all the pieces are there when submitting for state and accreditation approval

   a. Align with software

xii. Group agreed that great progress was made last year (streamlining processes); Vickery welcomed continued discussion on this.

3. **Review of changes for 16/17**

   a. Committee charge

      i. Charge was reviewed by the committee in the spring

      ii. Reviewed changes that were proposed, including functions and membership

         1. Academic Affairs has reviewed this and it is now in College Affairs because they approve charges and changes to the GP Manual.

            a. There is some confusion about the approval process that will need clarification (Academic Affairs, College Affairs, President).

               i. Changes were already made to the charge in 2014/15 but they never made it to the GP Manual.

         2. Discussion on the difference between curriculum policies and procedures in the charge and how those are/are not separated. Latest iteration (2016) does keep these separate, and is fairly similar to the 2014/15 edits.

         3. Review and discussion of 2016 edits

            a. Question regarding "new" used in conjunction with proposals and revisions. This was not changed with the 2016 edit as the committee believed it captured the spirit of the charge.

            b. Question regarding "among its primary functions…" and why it's not stated without "among."

      c. Vickery asked the group how they wanted to handle the 2015 versus 2016 changes moving forward. The group wondered if any recommended changes to the charge should be reviewed by Academic Affairs again before they are read at College Affairs. <span style="color:red">Vickery agreed to bring this to Academic Affairs and College Affairs chairs as well as the Shared Governance Team to provide guidance.</span>

      d. Vickery recommended that we retain the 2016 charge and move it through the approval process (guided by Academic Affairs, College Affairs, and Shared Governance committees), then revisit in the spring for any further changes.

      e. It was suggested that responsibilities of the chair be included in the charge (this was drafted with the 2015 changes). <span style="color:red">This will be reviewed by the committee before the next meeting.</span>

  b. Timelines and forms

    i. Review of Curriculum page on website with updated deadlines/timelines

      1. Discussion around "accepted for submission" to help with version control.

      2. New programs will be due by 12/2

      3. Priority deadline for all other changes is 12/23; catalog guarantee

      4. First come, first served before 1/20 without guaranteed catalog submission

      5. Changes submitted after 1/20 will be for 18/19 catalog year

      6. Learning outcome changes and course inactivations submitted by 4/14

    ii. Review of updated forms

      1. Condensed information for more minor changes

      2. Alignment with Banner screens for more accurate entry

  c. Ad Hoc Curriculum Group for summer work

    i. Addresses issues that come up outside of Curriculum Committee year that need more immediate attention (e.g. to meet accreditation, VA standards)

    ii. Ad hoc group provides a way for these changes to be approved and documented

    iii. All changes will be reviewed by the larger committee via consent agenda

    iv. Make up of Summer 2017 ad hoc group will be reviewed over the year

**4. Role of CC member (tabled)**

**5. Meeting process**

  a. Agenda and materials posted by Wed

    i. Similar or related items will be grouped together for ease of review

  b. Dropbox

      i.     Review of how to access and best use the tool

          1.    If you use the web interface, it puts the comments in a list without attaching to specific points of the document. Recommendation for edits to be made through a download of the document so it appears like Word track changes.

          2.    Do your best not to edit the document when someone else is reviewing it so there aren't multiple iterations.

      ii.    Question regarding what kinds of comments/feedback are invited during the review process. <span style="color:red">Vickery will create a mockup proposal to put in Dropbox to allow the group to leave comments for the committee to discuss next week.</span> Academic Affairs can also be consulted for guidance on "comment norming." This can also create a discussion on how Curriculum can be a supportive and coaching committee.

  c.  Consent agenda

      i.     Items can be removed from consent agenda if there are questions/concerns.

      ii.    Consent agenda items are voted on as a group.

**6.   Review of web resources (tabled)**

**7.   Announcement of specialist position (tabled)**

**8.   Next meeting topics, if any**

  a.  Vickery asked if the group was interested in taking on related instruction, contact hours, etc. or if they wanted to wait for "business" to come to the table first. This can be addressed at the next meeting after other tabled agenda items are reviewed.


**Adjourn: 9:37AM**


**Next Meeting: Tuesday, October 11, 2016—MET 214 at 8:30AM**