

Curriculum Committee Meeting Minutes-APPROVED

Date: 11/8/16, Tuesday 8:30-9:30AM

Location: Metolius 214

Present (voting members):

- Jessica Giglio (*transfer representative*)
- Sara Henson (*transfer representative*)
- Wayne Yeatman (*CTE representative*)

Absent (voting members):

- Eric Magidson (*CTE representative*)
- Jenni Newby (*Instructional Dean*)
- 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. Consent Agenda

- Minutes from 10/25/16 meeting
- Catalog Addendum Proposal: Dental Assisting Program Standards
- BA 253, BA 254, BA 271, BA 272 (minor change to course description)
 - Removal of CEED location from course description
- Jared requested to remove the Dental Assisting catalog addendum proposal from the consent agenda due to further need for edits.
 - C or higher language will be edited to ensure Grad Tracks scribe is as the program intends it to be.
- Sara Henson motioned to approve the consent agenda (excluding the Dental Assisting catalog addendum), and Wayne Yeatman seconded the motion. The consent agenda with the exception of the Dental Assisting catalog addendum was unanimously approved.**

2. New Business/First Readings

- PSY 204 Course Revision: change in contact hours
 - The group was complimentary of the SLOs.



- ii. Change from 36 to 30 lecture hours; same credits but a reduction in load units.
- iii. No further comments from the group.
- iv. **Sara Henson motioned to approve the changes to PSY 204 and Wayne Yeatman seconded the motion. The changes to PSY 204 were unanimously approved.**

3. Old Business/Second Readings

- a. Curriculum Committee Charge (continued revision)
 - i. No revision to review at this time.
 - ii. **Vickery will check in with Jenni to see when a draft will be ready for the committee to review.**

4. Upcoming Items

- a. December will likely be a busy month for the committee.
- b. Vickery may fold in some bigger picture items (e.g. definitions, scheduling and contact hours, course outlines) for the group to work on during quieter times.

Adjourn: 8:57AM

Next Meeting: November 15, 2016—MET 214 at 8:30AM (This meeting may be cancelled due to lack of pressing items for review. Vickery will update the group regarding meeting status before the end of the week).