Curriculum Committee Meeting Minutes-DRAFT
Date: 12/6/16, 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)

Absent (non-voting members):
- Vickery Viles (Director, Curriculum and Assessment)

Guests:
- Lynn Murray (*Director, Dental Assisting)*
- Deb Davies (*Department Chair, Allied Health)*

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

1. **Consent agenda**
   a. Minutes from 11/29/16 meeting.
      i. **Jenny Newby motioned to approve the minutes from 11/29/16, and Eric Magidson seconded the motion. The minutes from 11/29/16 were unanimously approved.**

2. **Old Business/Second Readings**
   a. Dental Assisting changes
      i. Program revisions:
      ii. Change in health requirement, HHP 252 instead of options
      iii. Removal of general human relations requirement, note SP 218 as meeting human relations requirement, addition of PSY requirement
      iv. Addition of program prerequisites
   b. Course revision
      i. DA 115, reflecting change in above program prerequisites
         1. Revision of SLO's were well received by committee
      ii. **Eric motioned to approve DA 115 through second reading with the revised SLO's. Jenny seconded the motion. The motion was unanimously approved.**
(Note, new SLOs submitted for second reading)
3. **Other Business**
   1. Course Outline Recommendation

a. Learning outcome focused (what a student should be able to do after completing a class)
b. Helpful tool for new faculty on how to create outcomes for a course
c. Concern on doubling work as both the CCOG, course outline and syllabus has similar content.
    i. Difference between CCOG and course outline
d. Question on whether teaching methods need to be included on the course outline
    i. Beneficial to students
    ii. Helpful to Administrative Assistants and Advising department
e. Question on whether texbooks are needed on course outline
    i. Recommendation to have a link to the class schedule to avoid maintenance to update textbooks on course outline.
f. Question on content outline and CourseLeaf
    i. Can CourseLeaf produce a course outline or does a report need to be generated to extract data and put it in a custom form/template?
        1. Recommended that the Curriculum office manage course outlines since data would be pulled from Courseleaf?
        2. Concern on faculty work load of having them do this in addition to syllabus.
g. Course outline should be public for students, staff and faculty to view
    i. Syllabus was originally supposed to be viewable by everyone but it is currently not.
h. Add grading mode to the course outline (pass/fail or letter grade)

1. **Upcoming Items**
    a. Pharmacy Tech
    b. Wildland Fire

Adjourn: 9:30AM

Next Meeting: Tuesday, January 17, 2016—MET 214