

**Curriculum Committee Meeting Minutes - DRAFT**

**Date: 11/21/17, Tuesday 8:30-9:30AM**

**Location: Ochoco 141**

**Present (voting members):**

- Elizabeth Hylton (Transfer representative)
- Jessica Giglio (Transfer representative)
- Michele Decker (CTE representative)
- Sara Henson (Transfer representative)
- Wayne Yeatman (CTE representative)

**Absent (voting members):**

- Jenni Newby (Instructional Dean)

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

- Erika Carman (Instructional Systems Support Specialist)
- Vickery Viles (Director of Curriculum and Assessment)
- Jared Forell (Assistant Director of Admissions & Records-Curriculum and Technology)
- Keri Podell (Academic Advisor, CAP Center)

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

- ASCOCC Representative (not yet appointed)

**Guests: None**

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

**Consent agenda**

1. Minutes from 11/7/17 meeting.
1. Human Services course revisions
  - a. HS 161: Student learning outcomes update, minor course description change
  - b. HS 162: Student learning outcomes update, minor course description change
  - c. HS 210: Student learning outcomes update, minor course description change, minor title change
  - d. HS 205: Student learning outcomes update, minor course description change
2. Humanities course revision
  - a. FA 101: Increase credits 3-4, student learning outcomes update, minor course description change
3. **Sara Henson motioned to approve the minutes from 11/7/17 and Jessica Giglio seconded the motion. The committee unanimously approved the motion.**

**First Reading/New Business**

1. Discuss committee process with CourseLeaf
  - a. The committee commented that it would be nice to have a summary of the changes in addition to the red/green markup.



- b. Action item: Erika Carman will submit a ticket to CourseLeaf to change the justification to “Summary of changes and justification”.**
- c. The committee reviewed a sample of courses and programs in Courseleaf that were edited but not submitted to explore and practice how CourseLeaf will be used with Curriculum committee.

**Adjourn: 9:30AM**

**Next Meeting: November 28, 2017—OCH 141 at 8:30AM**

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