

**Curriculum Committee Meeting Minutes**

**Date: 3/7/17, Tuesday 8:30-9:30AM**

**Location: Ochoco 141**

**Present (voting members):**

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

**Absent (voting members):**

- Jenni Newby (*Instructional Dean*)

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

- Vickery Viles (*Director of Curriculum and Assessment*)
- Jared Forell (*Assistant Director of Admissions & Records-Curriculum and Technology*)
- Erika Wooler (*Instructional Systems Support Specialist*)

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

- Keri Podell (*Academic Advisor, CAP Center*)
- ASCOCC Representative (*not yet appointed*)

**Guests:**

- Annemarie Hamlin (*Full time faculty, Humanities*)
- Paula Simone (*Program Director, Fire Science*)
- Tim Peterson (*Chair, Health & Human Performance*)

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

**Consent agenda**

1. Minutes from 2/28/17 meeting.
  - a. **Sara Henson motioned to approve the minutes from 2/28/17, Wayne Yeatman seconded the motion. The committee approved the motion unanimously.**

**Old Business/Second Readings**

1. Computer Information Systems
  - a. Program Revision to Computer & Info Systems AAS General 5200
    - i. Remove health requirement
      1. Tim Peterson, Chair of HHP department does not support/approve the removal of the health requirement as was previously recorded in the minutes from 2/14/17. Tim recommended leaving the health requirement, as it is valuable content and important for all students to have a basic understanding of health concepts. Tim shared data from a 2004 HHP department survey where 438 students were surveyed. The students were asked "After taking this HHP class (HHP 295 or HHP 252A) do you think a HHP class is a worthwhile requirement for all COCC



- degree seeking students?" 94% responded to the survey and 100% of students who responded answered yes.
2. It was discussed that there should be additional collaboration between departments when a change impacts other departments.
    - a. Vickery mentioned that CourseLeaf will notify all departments via email when a proposed change impacts a program.
  3. Vickery shared history of the changes to the AAS degree approved by Academic Affairs.
    - a. In 2010, Academic Affairs approved related instruction and made it up to the program to determine if HHP and other skills should be required in their AAS.
    - b. At institutional level, we need to define our degrees.
  - ii. Add CIS 297WC Windows Client to Foundation
  - iii. Change electives and options to require 27-28 credits, and include "CS" prefix
  - iv. General Ed requirements:
    1. Remove recommended class list
    2. Add DS list courses
    3. Remove foreign languages from list (2<sup>nd</sup> year included in DS list)
    4. **Required Change: Change "Choose any eight (8) credits" to "Choose two courses" in the general education requirements list text. This change was made on documents during the meeting so Ralph does not need to submit an updated catalog copy.**
      - a. This will change the credit total to 94-100 credits for the AAS.
  - b. Program revision to CIS AAS Networking option 5204
    - i. All of the above for General
      1. Change option electives
        - a. Reduce credits to 27
        - b. Remove CIS 279WC (moved to Foundation)
        - c. Add CIS 280 1-3 credits
  - c. Program revision to CIS AAS Desktop Support option 5206
    - i. All of the above for General
    - ii. Change option electives
      1. Reduce to 27 credits
      2. Remove CIS 279WC (moved to Foundation)
      3. Add BA 101, 178, 223
      4. Change CIS 125G, CIS 125V to "either/or"
      5. Add CIS 235
      6. Add CIS 280 1-3 credits
  - d. Program revision to CIS AAS Web Development/Database option 5207
    - i. All of the above for General
    - ii. Change title of program: remove "/Database" to "Web Development"
      1. Change option electives
        - a. Reduce credits to 27
        - b. Remove CIS 276
        - c. Add CIS 280 1-3 credits
  - e. Course Revisions
    - i. CIS 140 (add requisite/CD)
    - ii. CIS 145 (add requisite/CD)

- iii. CS 162 (change in requisite/CD)
  - f. **Wayne Yeatman motioned to approve all changes to CIS programs in second reading, Sara Henson seconded the motion. The motion was unanimously approved.**
2. Humanities
- a. Course Revisions
    - i. WR 121 (Course description, outcomes, and title change)
    - ii. WR 122 (Course description, outcomes, and title change)
    - iii. **Sara Henson motioned to approve all changes to WR 121 & WR 122, Wayne Yeatman seconded the motion. The motion was unanimously approved.**
3. World Languages and Cultures/Chinese (submitted 1/4/17)
- a. New Course
    - i. CHN 141
      - 1. CHN 141 has been tabled, as the committee needs additional documentation.

### **New Business/First Readings**

1. Structural Fire
- a. New Courses
    - i. SFS 123 (SFS program requirement)
      - 1. SFS 123 will be a course requirement and will replace NFPA Hazmat Operations certification.
      - 2. Committee had questions regarding the wording of SLO's for both structural fire science and wildland fire science. Paula mentioned accreditation dictates how SLO's are written for both structural fire and wildland fire.
    - ii. SFS 133 (SFS program requirement, replace SFS 233)
      - 1. SFS133 is replacing SFS 233
      - 2. Remove recommended prep
      - 3. Question on SLO's. SLO's only mention oral interviews but do not mention students being prepared for various testing methods. This conflicts with the course description.
      - 4. **Required Action: Change course description to the recommended shortened course description in the SFS 133 course form. The change was made during the meeting so Paula does not need to submit updated forms.**
    - iii. SFS 275 (SFS program requirement, replace SFS 211)
      - 1. SFS 275 is replacing SFS 211.
      - 2. **Required action: Erika will enter SFS 211 as an equivalency to SFS 275 in Banner once changes are approved in second reading.**
    - iv. SFS 263 (SFS program requirement)
      - 1. Prerequisites need to be listed out as they are enforced in Banner. Department approval not required for SFS 263.
  - b. Revised courses
    - i. SFS 101, Increase to 4 credits, change CD, revised outcomes

1. Paula already recommended to the Dean of Student Services that SFS 101 be included as an Oregon Promise class so structural fire students do not need to take SFS 101 and college success.
      2. EMT 175 is inactive
      3. **Required Action: Erika will enter EMT 175 as an equivalency to SFS 101 in Banner once changes are approved in second reading.**
    - ii. SFS 211 inactive
    - iii. SFS 233 inactive
    - iv. Outcome Changes per Accreditation:
      1. SFS 102; SFS 105; SFS 110; SFS 112; SFS 120; SFS 121; SFS 210; SFS 212
      2. Outcomes cannot be changed per SFS accreditation.
  - c. Inactive Courses
    - i. SFS 211 (replaced by SFS 275)
    - ii. SFS 233 (replaced by SFS 133)
  - d. Program Revision: 5600 Structural Fire Science AAS
    - i. Core requirements
      1. Adding SFS 123
      2. Removing EMT 175
      3. Replacing SFS 211 with SFS 275
      4. Replacing SFS 233 with SFS 133
      5. Remove SFS 205 as core (moved to SFS electives)
    - ii. "Other required courses"
      1. Removing BA 285 as an option
      2. Removing HHP 212 and HHP 212A as an option
        - a. Not an activity class
      3. Limit SP course to one of four courses
    - iii. Change to SFS Electives:
      1. Removing WF 100 as an election option, inactive course
      2. Changing title of WF 101
      3. Adding SFS 205, 263, WF 101 or any WF prefix course to options
      4. **Required action: Remove WF 101 and 201 from the electives list and change WF electives statement to 1-9 credits. This change was made during the meeting so Paula does not need to submit updated forms.**
      5. **Sara Henson motioned to approve all changes to Structural Fire Science and Jessica seconded the motion. The motion was unanimously approved.**
2. Wildland Fire (schedule w SFS)
  - a. Program Revisions 7264 Wildland Firefighter Type II STCC
    - i. Add choice of SFS 101 to FOR 111
    - ii. Add new requirement: new course WF 103 or SFS 102
    - iii. Change in title to WF 101
    - iv. Addition of 2-4 credits of WF prefix or FOR 130
    - v. No comments from the committee regarding the changes.
  - b. Program Revisions 5622 Wildland Fire Suppression CC



- i. Comm Req: Addition of choice of SP courses
- ii. Human Relations: Change from SP 218 to FOR 211
- iii. Program Core:
  - 1. Removal of BA 250, BA electives
  - 2. Removal of Wildfire electives
  - 3. Removal of HHP 252A as option and addition of 242 or 266
  - 4. Additions
    - a. WF 103 or SFS 102
    - b. option to FOR 111 of SFS 101
    - c. HHP 185 Activity
    - d. WF 111
    - e. WF 215
    - f. WF 290
- iv. No comments from the committee regarding the changes.
- c. Program Revisions 5620 Wildland Fire/Fuels Management AAS
  - i. Clarification of Math requirement to allow MTH 111 as option to MTH 85 and MTH 86
  - ii. Add SFS 101 as option to FOR 111
  - iii. Add WF 101, WF 111
  - iv. Change health requirement: remove the HHP 252A as an option and require HHP 242, 266 or 295
  - v. Add HHP 185 as requirement
  - vi. Change speech requirement: to add SP 115 to options
  - vii. Change Wildfire Electives:
    - 1. Increase to 6 credits
    - 2. Remove all BA prefix
    - 3. Add FOR 130; SFS 101; SFS 102; BA 101 to options
  - viii. Change program credit total to 90-101
    - 1. The credit total should be 97-104.
- d. New Courses
  - i. WF 103 (program requirement in STCC, CC)
    - 1. Recommendation: Replace "This course is intended to provide" on the course description with "Provides" for consistency with course description standards.
    - 2. Recommendation: Change "mental health" to "mental wellness" to avoid misinterpretation on the last SLO.
  - ii. WF 111
  - iii. WF 248
- e. Revised Courses
  - i. WF 101
    - 1. Title change
  - ii. WF 131 (change credits 1 to 2)
    - 1. Since WF 131 is an elective class so any there won't be an impact to students who took this class when it was one credit.



- 2. Required Action: Vickery and Paula will work together to change CIP code and notify Financial Aid.**
- iii. WF 231 (decreasing the credits from 2 to 1)
- iv. Sara Henson motioned to approve all Wildland Fire program changes and Wayne Yeatman seconded the motion. The motion was unanimously approved.**

**Adjourn: 9:34AM**

**Next Meeting: March 14, 2017—OCH 141 at 8:30AM**