

**Curriculum Committee Meeting Minutes – DRAFT**

**Date: 4/11/17, 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*)
- Jenni Newby (*Instructional Dean*)

**Absent (voting members):**

None

**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*)
- Keri Podell (*Academic Advisor, CAP Center*)

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

- ASCOCC Representative (*not yet appointed*)

**Guests:**

- Monica Vines (*Program Director, Addiction Studies & Human Services*)
- Deb Davies (*Chair, Allied Health*)

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

**Consent agenda**

1. Approval: Minutes from 3/21/17 meeting.
  - a. **Sara Henson motioned to approve the minutes from 3/21/17 and Wayne Yeatman seconded the motion. The motion was unanimously approved.**

**Second Reading/Old Business**

1. Human Services
  - a. Program revision 5101 /Addiction Studies-Human Srvcs CC and 5103 AAS
    - i. Replacing HS 100 1 cr with HS 101 3 cr
    - ii. Increase in CC total credits
  - b. Replaced Course
    - i. New course: HS 101 (going from 1-3 credits, add to DS SS list)
    - ii. Inactive course: HS 100
    - iii. **Action item: Erika/Vickery will update the curriculum forms because HS 100 & HS 101 are not equivalent in Banner.**

- iv. Recommendation: Change “understand” to “explain” or another verb as the word understand is hard to assess.
    - c. Revise Course descriptions and prerequisites for HS 161, 162, 208
    - d. Sara Henson motioned to approve the changes to the Human Services program and course revisions. Wayne Yeatman seconded the motion. The motion was unanimously approved.**
2. Apprenticeship
  - a. Suspend programs
    - i. 5440 Apprenticeship/Industrial Tech Associate of Applied Science,
    - ii. 5441 Apprenticeship/Industrial Tech Certification of Completion
3. Math
  - a. Course revision
    - i. MTH 231, change to course description
4. Change to Recommended Preparation: CIS 140, CIS 145, GEOG 211, GEOG 265, GEOG 266, GEOG 267, GEOG 273, GEOG 275, GEOG 285, GEOG 286, GEOG 284
5. Change to Recommended Preparation: BA 214
- 6. Wayne Yeatman motioned to approve second reading of suspending the apprenticeship programs, the MTH 231 course revision, and recommended prep for the GEOG courses and BA 214. Sara Henson seconded the motion. The motion was unanimously approved.**

#### **New Business/First Reading**

1. Dental Assisting
  - a. Course revision
    - i. DA 160-revised outcomes only
      1. Committee complemented Deb on the assessment tasks.
      2. Recommendation: Change student learning outcome 1 to say “Recognize and describe a variety of disorders and conditions affecting the oral cavity, including the sources of information necessary for the dentist to make a diagnosis.”
    - ii. Eric Magidson motioned to approve changes to the DA 160 student learning outcomes and Wayne Yeatman seconded the motion. The motion was unanimously approved.**

#### **Informational Items**

1. Curriculum Membership
  - a. Vickery shared the current curriculum membership and the transition plan for membership.
    - i. Goal is no more than two new faculty per year.
    - ii. Committee agreed that the proposed transition plan for curriculum membership was a good idea.
    - iii. Curriculum committee will have a three-year CTE tenured faculty position open and a three-year faculty at large position open.
2. Aviation Flight Labs
  - a. Per the veteran’s audit, we need to change all aviation flight labs from pass/no pass to standard grade.

- i. Committee commented that the audit finding sounded like the aviation flight labs might just need more specific student learning outcomes and not necessarily a change in grade mode.
  - ii. Action Item: The Curriculum committee would like the proposed grade mode change to be an approval item and not an informational item because the committee would like to understand the veteran audit response better and the committee requires all other grade mode changes to be an approval item.**
  - iii. If the proposed changes to flight labs are approved, Vickery will need to request an addendum item to 16-17 catalog and a late change to the 17-18 catalog.
  - iv. If possible, Curriculum should change aviation flight labs to standard grade prior to summer priority registration so A&R does not have to drop all the students who have already registered and then re-add them.
3. AAS Degree Requirements Update
  - 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.
    - i. The issue was on Academic Affairs agenda on 4/3/17. Vickery attended the meeting and gave a brief summary. She recommended that committee review the Academic Affairs minutes from 4/3/17.
    - ii. At institutional level, we need to define our degrees. Currently, the requirements are in the form of a worksheet in the catalog and are not clear.
    - iii. Related Instruction is defined by communication, computation and human relations and are required of all degrees.
    - iv. Committee member commented that maybe there should be criteria programs should meet to remove a particular requirement.
4. Vickery will send punch list of informational items to discuss next meeting.

**Adjourn: 9:27AM**

**Next Meeting: April 18, 2017—OCH 141 at 8:30AM**