

**Curriculum Committee Meeting Minutes – APPROVED**

**Date: 4/18/17, 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:**

- Ken Mays (*Program Director, Automotive*)
- Karl Baldessari (*Program Director, Aviation*)
- Theresa Freihoefer (*Chair, Business and Aviation*)

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

**Consent agenda**

1. Approval: Minutes from 4/11/17 meeting.
  - a. **Eric Magidson motioned to approve the minutes from 4/11/17 and Wayne Yeatman seconded the motion. The motion was unanimously approved.**

**Second Reading/Old Business**

1. Automotive
  - Program change to 5142 Automotive Management AAS
    - i. Remove from requirements (16-22credits):
      1. GE 9-15 cr
      2. Remove WR 214
      3. Remove BA 207
    - ii. Add (20 CR)
      1. AUT 201
      2. AUT 202

3. AUT 203
  4. AUT 251
  5. AUT 256
  6. AUT 114
  7. AUT 112
  8. AUT 113
- iii. Credit change: increase by 4 cr
  - iv. The Automotive department connected with the chair of Business regarding the removal of business courses from the Automotive Management AAS.
  - v. The Automotive department communicates program changes to students via advising and email.
  - vi. The curriculum changes to the Automotive Management AAS made the Automotive Technology AAS– Electronics and Diagnostics option no longer 70% of the base program which is required per CCWD guidelines. Automotive will come through Curriculum Committee next year to address this issue.
  - vii. Sara Henson motioned to approve all curriculum changes to the Automotive Management AAS. Eric Magidson seconded the motion. The motion as unanimously approved.**
- i. Dental Assisting
    - a. Course revision
      - i. DA 160-revised outcomes only

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

##### 1. Aviation

- a. Course changes to flight labs (P/NP to standard graded)

##### Helicopter Flight Labs – Series I

AV 227A, AV 227B, AV227C, AV227D, AV227E, AV227F, AV227G, AV227H, AV227I, AV227J, AV227N

*(Note: AV227L-K should have been inactivated)*

##### Helicopter Flight Labs – Series II

AV228A, AV228B, AV228C, AV228D, AV228E, AV228F, AV228G, AV228H, AV228I, AV228J, AV228N

##### Fixed Wing Flight Labs:

AV222A, AV222B, AV222C, AV222D, AV222E, AV222F, AV222G, AV222H, AV222I, AV222J, AV222K, AV222M

- b. The Veteran’s Administration wants standard grading, not P/NP because it tracks the students’ progress and it is directly tied to grade point average. Grade point average is tied to funding to a certain extent.
- c. Committee comment: What is the criteria for assigning grades for a flight lab? Criteria is mostly based the amount of time spent in flight labs. Karl can create their own grading scale/system for flight labs.
- d. Curriculum committee would like to hear from Karl in a year to hear how the standard grading for flight labs worked out.
- e. Sara Henson motioned to approved changing all flight labs to standard grade mode effective summer 2017 and Wayne Yeatman seconded the motion. The motion was unanimously approved.**

#### **Other Business**

- 1) Future Curriculum Committee Items
  - a. Deadlines
    - i. Next meeting we will discuss curriculum submission deadlines for 2018-19.
  - b. NWCCU, subst change worksheets
  - c. CL
    - i. Workflow
    - ii. Forms
    - iii. Testing
    - iv. Timeline: We will have a draft of the new curriculum forms in 2-4 weeks. We will bring those forms to Curriculum Committee for review and testing. We are hoping to have CourseLeaf implemented by October 2017. CourseLeaf will have a trainer come out for the training and then Vickery and Erika will hold workshops for faculty/end users.
    - v. Committee question: Will we use CourseLeaf via an app, browser etc.? CourseLeaf is a web based product so faculty will most likely log into their Bobcat Web Account and access CourseLeaf.
  - d. Curriculum Standards
    - i. Erika is uploading the manual weekly to the curriculum webpage as there are constant changes.
  - e. EOY report
    - i. Vickery will be creating an end of the year report this year.
  - f. F17 workshop
    - i. Vickery received feedback that last year's curriculum workshop was really helpful. She also received feedback that a curriculum 101 workshop is needed. This workshop will go over things such as the difference of related programs, base programs, options etc. Sara Henson mentioned that we may want to interface with LOA on the workshops.
  - g. Jessica will be out next week so Sara Henson will chair Curriculum Committee on 4/25/17.

**Adjourn: 9:27AM**

**Next Meeting: April 25, 2017—OCH 141 at 8:30am**