Curriculum Committee Meeting Minutes – DRAFT
Date: 4/25/17, Tuesday 8:30-9:30AM
Location: Ochoco 141

Present (voting members):
- Eric Magidson *(CTE representative)*
- Wayne Yeatman (*CTE representative)*
- Sara Henson (*transfer representative)*
- Jenni Newby *(Instructional Dean)*

Absent (voting members):
- Jessica Giglio (*transfer representative)*

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:
- Kirsten Hostetler (*Instructor, Barber Library*)

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

Consent agenda
1. Approval: Minutes from 4/18/17 meeting.
   a. **Wayne Yeatman motioned to approve the minutes from 4/18/17 and Jenny Newby seconded the motion. The motion was unanimously approved.**

Second Reading/Old Business
1. Dental Assisting
   a. Course revision
      ii. DA 160 – revised outcomes only
      iii. **Eric Magidson motioned to approve the revised DA 160 course outcomes and Wayne Yeatman seconded the motion. The motion was unanimously approved.**
1. Aviation
   b. 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

  i. No follow up questions on this change.
  ii. **Jenny Newby motioned to approve changing all flight labs to standard grade. Eric Magidson seconded the motion. The motion was unanimously approved.**

New Business/First Reading
1. LIB 100
   a. Change to LIB 100 outcomes
      i. Committee complemented Kirsten on the student learning outcomes, specifically the assessment tasks.
      ii. Committee commented on student learning outcome #1 (physical resources) on how the outcome works with online LIB 100. This summer Kirsten is working on updating online LIB 100 so it is more consistent.
   b. **Wayne Yeatman motioned to approve changes to LIB 100 outcomes and Eric Magidson seconded the motion. The motion was unanimously approved.**

Other Business
1. Submission deadlines in 17-18 for 18-19 catalog
   a. Proposed submission deadlines
      i. December 1: Deadline for new programs and all associated changes.
      ii. December 22: Deadline for current program and course revisions.
      iii. January 19: Deadline for submissions reviewed on first come first served basis. Submissions will be eligible for implementation in the 2018-19 academic year/catalog if they receive final approval before 2018 spring break.
      iv. April 13: Deadline for learning outcome revisions and course inactivation.
      v. **Erika Wooler will publish the new submission deadlines on the curriculum submissions webpage.**
2. Testing CourseLeaf
   a. Vickery would like Curriculum Committee to join the first 90 minute training session with CourseLeaf on either May 9 or May 16 (8-9:30am in OCH 141). Most likely, no one will need a laptop as they will probably show us how it works and then we can test after the training.
   b. There is incentive for faculty to test over summer as we will have a stipend available and they can work on their curriculum in CourseLeaf.
   c. Eric Magidson recommended using Snagit to take videos of issues that come up during testing. Vickery and Erika will check with e-Learning on available licenses for Snagit or other video options.

3. Curriculum Standards
    a. Vickery went to Chairmoot and discussed the implementation of Curriculum Standards.

Adjourn: 9:36AM

Next Meeting: There will not be a Curriculum Committee meeting on May 2. The next meeting will be either May 9 or May 16 (8-9:30am) for the CourseLeaf Training.