

**Curriculum Committee Meeting Minutes – APPROVED**

**Date: 4/10/18, Tuesday 8:30-9:30AM**

**Location: Ochoco 141**

**Present (voting members):**

- Jenni Newby (Instructional Dean)
- Jessica Giglio (Transfer Representative)
- Michele Decker (CTE Representative)
- Elizabeth Hylton (Transfer Representative)
- Wayne Yeatman (CTE Representative)
- Sara Henson (Transfer Representative)

**Absent (voting members): None**

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

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

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

- ASCOCC Representative (not yet appointed)

**Guests:**

- Sean Palagyi (Faculty, CIS Department)

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

**Consent agenda**

1. Approve minutes from 3/20/18 meeting.
2. Approve one additional special types course for 2018-2019: HHPA 199
- 3. Michelle Decker motioned to approve the minutes from 3/20/18 and the addition of HHPA 199 effective 2018-2019. Jenni Newby seconded the motion. The motion was unanimously approved.**

**First Reading**

1. CIS Department, CIS Discipline
  - a. CIS 135S1: SolidWorks 1
    - i. Student learning outcome revisions
    - ii. CIS 135S1 is a part of the CIS CAD cert and AAS and an elective in the Manufacturing Technology AAS and Manufacturing Technology II cert.
    - iii. Recommendation: Update the first outcome with another verb like “apply”. Add information on how it applies to industry.
  - b. CIS 135S2: SolidWorks 2
    - i. 2018-19 catalog year
      1. Student learning outcome revisions
      2. ACTI code (category) correction

- ii. 2019-20 catalog year
  1. Add CIS 135S1 as recommended preparation.
- c. Sara Henson motioned to approve the revisions to CIS 135S1 and CIS135S1 and Jessica Giglio seconded the motion. The motion was unanimously approved.**
2. Math Department, Math Discipline
  - a. MTH 060: Algebra I
    - i. Student learning outcome revisions
  - b. MTH 065: Algebra II
    - i. Student learning outcome revisions
  - c. MTH 095: Intermediate Algebra
    - i. Student learning outcome revisions
  - d. Comment: Committee member complimented the revisions to the student learning outcomes for MTH 060, MTH 065 and MTH 095.
  - e. MTH 231: Discrete Math (2017-18 addendum)
    - i. Student learning outcome revisions
    - ii. Recommendation: Remove “be able to” from the student learning outcomes and replace with another verb like “apply”. Change “demonstrate an understanding” to another verb in outcome five.
  - f. Liz Hylton motioned to approve the revisions to MTH 060, MTH 065, MTH 095 and MTH 231 and Jenni Newby seconded the motion. The motion was unanimously approved.**
3. Future Schedule/Agenda Items
  - a. Determine 2019-2020 Curriculum Deadlines
    - i. Action item: Vickery and Erika will provide a draft of the 2019-2020 curriculum deadlines to the curriculum committee.**
  - b. 2019-2020 Curriculum proposals
  - c. Curriculum Standards
  - d. Award Definition project
  - e. Review/feedback on CourseLeaf for form improvements
  - f. Referring Related Instruction to Academic Affairs
  - g. End of year Report
  - h. Program and course outcome mentoring for curriculum committee proposers.
  - i. Sample plans
    - i. Action item: Erika/Vickery will create a webpage for Sample Plans.**
  - j. Outcome mentors project
    - i. Action item: The curriculum committee will review the outcomes resource webpage and make suggestions.**  
<https://www.cocc.edu/departments/assessment/instructional-assessment/resources/writing-outcomes.aspx>

**Adjourn:** 9:32AM

**Next Meeting:** April 17, 2018—OCH 141 at 8:30AM