

**Curriculum Committee Meeting Minutes – DRAFT**

**Date: 5/1/18, Tuesday 8:30-9:30AM**

**Location: Ochoco 141**

**Present (voting members):**

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

**Absent (voting members):**

- Elizabeth Hylton (Transfer Representative)

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

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

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

- ASCOCC Representative (not yet appointed)

**Guests: None**

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

**Consent agenda**

1. Approve minutes from 4/24/18 meeting.
2. **Sara Henson motioned to approve the meeting minutes from 4/24/18 and Michelle Decker seconded the motion. The motioned was unanimously approved.**

**Old Business**

1. Curriculum Standards Review
  - a. Suggestions and comments
    - i. Add 'as determined by Curriculum Director' to the 'Errors and Clarifications within the Catalog Year' section on page five.
    - ii. Add web links throughout the document in case readers would like additional information.
    - iii. Add that the course title should be the same as on the syllabus in the course title section.
    - iv. Update any 'should be' language to 'is' throughout the curriculum standards.
  - b. Additional review of curriculum standards will continue next week.
2. COCC to Host Learning Outcomes and Assessment Institute this Fall
  - a. Suggestion: Deans can recommend groups or teams of faculty to attend.

- b. Action item: The curriculum committee will review the flier and bring any feedback to the next Curriculum Committee meeting.**
    - c. Action item: Jenni Newby will check on the fall return schedule to ensure the institute dates to not conflict with the events happening during the fall return schedule.**
  - 3. End of Year Report
    - a. Suggestions/Comments
      - i. The committee commented on the high volume of curriculum revisions this year.
      - ii. Move the impacted department communication bullet from 'trends' to 'major topics for the coming academic year'.
      - iii. Clarify the 'Increased support for proposals from chairs, deans' bullet.
        - 1. Chairs and deans have increased participation and review of proposals in the workflow process.
      - iv. Recommendation to have a chair workday session on what chairs are supposed to be looking for when reviewing curriculum proposals.
        - 1. Offer the same session for program directors.
    - b. We need a point of contact for each page in the catalog.
    - c. Major topics
      - i. Add a bullet about understanding the connection between CourseLeaf sample plans and GradTracks Planner plans.
      - ii. Add a bullet on needing a review process for discipline studies courses.
  - 4. Evaluating Student Learning Outcomes Resource
    - a. Designed for curriculum committee members so all members have a common understanding when reviewing outcomes.
    - b. The document should be linked on the developing learning outcomes webpage.
  - 5. Future Schedule, Agenda Items
    - a. Elect new curriculum committee chair
    - b. Curriculum awards
    - c. Determine 19-20 Curriculum Deadlines
    - d. 19-20 Curriculum proposals
    - e. Award Definition project
    - f. Review/feedback on CourseLeaf for form improvements

**Adjourn: 9:30AM**

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