

**Curriculum Committee Meeting Minutes - DRAFT**

**Date & Time 2/4/20, Tuesday 8:30 - 9:30 AM**

**Location: OCH 141**

**Present (voting members):**

- Ron Boldenow (Chair, CTE Representative)
- Michele Decker (Faculty Forum, CTE Representative)
- Sarah Fuller (Faculty Forum, Transfer Representative)
- Paul Pelly (Faculty Forum, At Large)

**Absent (voting members):**

- Elizabeth Hylton (Faculty Forum, At Large)
- Annemarie Hamlin (Instructional Dean, Presidential Appointment)

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

- Erika Carman (Instructional Systems 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**

- Chris Hazlett (Assistant Professor II, Humanities)
- Chris Rubio (Associate Professor, Humanities)
- Eleanor Sumpter-Latham (Professor, Humanities)
- Jane Morrow (Chair, Nursing)
- Ken Swartout (Chair, CIS)
- Kristin Dorsey (Assistant Professor II, Humanities)
- Mary Eileen Sather (Assistant Professor I, Humanities)
- Ralph Phillips (Professor, CIS)
- Tony Russell (Chair, Humanities)
- Holly Retana (Graduate student at Western Governors University)

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

**Consent Agenda**

1. Approve 1/28/20 minutes
2. Approve second readings (no substantive revisions since first reading)
  - a. Massage Therapy
    - i. Course revisions
      1. LMT 135: Managing a Massage Practice
      2. LMT 217: Aromatherapy Applications
    - ii. Course inactivations
      1. LMT 241: Neuromuscular Treatments 2
    - iii. Program revisions



1. 5500: Massage Therapy AAS
2. 5502: Massage Therapy CC2
- b. Structural Fire Science
  - i. Course revisions
    1. SFS 112: Public Ed. Fire Prevention
    2. SFS 232: Fire Protection Hyd. Supply
  - ii. Program revisions
    1. 5600: Fire Science AAS
- c. Emergency Medical Services
  - i. Course revisions
    1. EMT 195: Crisis Intervention for EMS
- d. Military Science
  - i. Course revisions
    1. MS 111: MSI:Leader/Personal Devlpmt
    2. MS 112: MS I: Intro to Tactical Leader
    3. MS 113: MS I:Orienteering Land Navig
- e. Biology
  - i. New courses
    1. BI 108: Introduction to Human Genetics

**3. Sarah Fuller motioned to approve the consent agenda and Michelle Decker seconded the motion. The motion was unanimously approved.**

#### Old Business

1. Related Instruction impacts (see list beginning on page 5)
  - a. Comment: Some programs say they may have a 30% issue with state.
    - i. The state considers a 30% or more credit change a new program.
    - ii. The state is not clear on how they count credits. Erika and Vickery are working with Betsy Julian on handling potential issues with the 30% rule.
  - b. Comment: Will the computation requirement change for the AGS?
    - i. Related instruction does not impact transfer programs.
  - c. Sarah Fuller motioned to approve the related instruction impacts and Michelle Decker seconded the motion. The motion was unanimously approved.**

#### New Business

1. Nursing
    - a. New courses
      - i. NUR 112: Intro. to Community Nursing
        1. NUR 112 is designed for students who are interested in working in community nursing and not in a hospital.
        2. NUR 112 will not be a program requirement.
          - a. NUR 112 is also designed to assist students who need 12 credits to be full time due to Financial Aid/Pell Grant requirements.
          - b. Offered winter term when the Nursing AAS only has 10 credits.
    - 3. Sarah Fuller motioned to approve the NUR 112 and Paul Pelly seconded the motion. The motion was unanimously approved.**
2. Humanities
  - a. Course revisions
    - i. ENG 201: Shakespeare



1. Updated course description and student learning outcomes.
  2. Proposing to add ENG 201 to the cultural literacy list.
    - a. ENG 202 Shakespeare is not going to be added to the cultural literacy list at this time.
  3. Recommendation: Update “know” in outcome #2 to another verb.
  - ii. HUM 240: Native American Lit/Culture
    1. Updated course description and student learning outcomes.
    2. Should recommended preparation include a placement?
      - a. A course can have either a prerequisite of a single course if it is a course required in a program or a course and a placement level which refers to a general skill level.
  - iii. WR 242: Creative Writing: Poetry
    1. Updated course description and student learning outcomes.
  - iv. WR 243: Creative Writing: Scriptwriting
    1. Updated course description and student learning outcomes.
  - v. ENG 221: Intro to Children's Literature
    1. Updated course description and student learning outcomes to align with how the course is being taught.
    2. ENG 221 was originally created to transfer to Eastern Oregon University.
    3. ENG 221 no longer overlaps in content with ED 112: Children's Lit & Curriculum.
      - a. ENG 221 is currently an option to ED 112 in the Early Childhood Education AAS.
  - vi. **Sarah Fuller motioned to approve the changes to ENG 201, ENG 221, HUM 240, WR 241 and WR 243. Paul Pelly seconded the motion. The motion was unanimously approved.**
  - b. Program revisions
    - i. 1197: English/Literature AAOT
      1. Updated the sample plan and several recommended courses in the program course requirements based off the new statewide core transfer map.
      2. Recommendation: Update the lab science courses in the sample plan to 4-5 credits.
        - a. Comment: Which science courses should English/Literature AAOT students take?
      3. The updated sample plan will be helpful in determining course offerings in the Humanities department.
      4. **Sarah Fuller motioned to approve the changes to the English/Literature AAOT courses and Michelle Decker seconded the motion. The motion was unanimously approved.**
3. Computer & Information Systems
  - a. Course revisions
    - i. CIS 070: Intro to Computers: Windows
      1. Updated student learning outcomes.
      2. CIS 070 can no longer be required in programs since it is not college level.
    - ii. CIS 101: IT Orientation

1. Recommendation: Update the verb “show” to another verb in student learning outcome #4.
  - iii. CIS 120: Computer Concepts
    1. Comment: Should CIS 010 be included as recommended preparation if it is not offered often?
    2. Recommendation: Add a sentence to the course description which states that CIS 120 is based on the IC3 exam objectives.
  - iv. CIS 125A: Access
  - v. CIS 133JS: Introduction to JavaScript
    1. Recommendation: Update “demonstrate understanding” in outcome #4 to another verb.
  - vi. CIS 178: Internet in Depth
  - vii. CIS 195: Web Development I
  - viii. CIS 295: Web Development II
    1. Update “demonstrate understanding” in outcome #1 to another verb.
  - ix. CIS 122: Introduction to Programming
    1. Adding CIS 122 to the discipline studies science (not lab) list as the statewide governing body for CIS (OCCC) recently recognized CIS 122 as a discipline studies science course.
    2. Changing from a CTE course to lower division collegiate course.
    3. Removed CIS 131 as recommended prep.
    4. Recommendation: Update student learning outcome #3.
  - x. CIS 131: Software Applications
    1. The student learning outcomes align with national certification exam.
    2. Recommendation: Combine the first three student learning outcomes to reduce the volume.
    3. Recommendation: Keep math in the recommended prep.
  - xi. Comment: Some CIS course descriptions reference what the student is doing vs what the course is doing.
    1. The curriculum standards state that a course description should start with a verb, be brief and have a clear indication of the subject matter.
  - xii. **Michelle Decker motioned to approve the changes to the CIS courses and Sarah Fuller seconded the motion. The motion was unanimously approved.**
  - b. Program revisions
    - i. 5207: Computer Information Systems: Web Development AASO
      1. Updated program outcomes.
      2. **Paul Pelly motioned to approve the changes to the Computer Information Systems: Web Development AASO and Sarah Fuller seconded the motion. The motion was unanimously approved.**
4. Curriculum Committee Meeting Times
    - a. Extend times for next meetings (Feb. 11, Feb. 18, Feb. 25, and March 6) and need for quorum.

## Related Instruction Impacts on CTE Programs

## *Addiction Studies*

### **COURSES**

#### **HS 162**

1. Change prerequisite from “HS 101, MTH 031 or higher, and choose one of WR 121, 122, 227” to “HS 101 and WR 121”.

#### **HS 208**

1. Same as HS 162

#### **\*\*HS 161**

1. Same as HS 162

### **PROGRAMS**

#### **AAS Addiction Studies**

1. Remove MTH 031, add MTH 105 (or one course from the foundational requirements math list)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Change total credits from 94-68 to 95-99

#### **CC2 Addiction Studies**

1. Remove MTH 031, add MTH 105 (or one course from the foundational requirements math list)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Change total credits from 85-86 to 86

## *Automotive Technology*

### **COURSES**

#### **AUT 102**

1. Change recommended preparation from “MTH 020 or higher or minimum placement into MTH 060.” to “MTH 060 or higher or minimum placement Math Level 10.”

#### **AUT 106**

1. Change recommended preparation from “or to be taken with AUT 101, AUT 107, AUT 110, AUT 115, and MTH 020 or higher or minimum placement into MTH 060.” to “or to be taken with: AUT 101, AUT 107, AUT 110, AUT 115, and MTH 060 or higher or minimum placement Math Level 10.”

#### **AUT 115**

1. Change recommended preparation from “or to be taken with MTH 020 or higher or minimum placement into MTH 060.” to “or to be taken with: MTH 060 or higher or minimum placement Math Level 10.”

#### **AUT 201**

1. Change recommended preparation from “or to be taken with MTH 020 or higher or minimum placement into MTH 060.” to “or to be taken with: MTH 060 or higher or minimum placement Math Level 10.”

#### **AUT 208**

1. Change recommended preparation from “or to be taken with MTH 020 or higher or minimum placement into MTH 060.” to “or to be taken with: MTH 060 or higher or minimum placement Math Level 10.”

**AUT 253**

1. Change recommended preparation from “or to be taken with MTH 020 or higher or minimum placement into MTH 060.” to “or to be taken with: MTH 060 or higher or minimum placement Math Level 10.”

**PROGRAMS**

**AAS Automotive Management**

*Changes below are in Courseleaf workflow.*

1. Change WR 121 to BA 214 or WR 121
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Remove MTH 060, add BA 104 or MTH 102 (or one course from the foundational requirements math list)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
3. Change BA 178 to “Human relations:” (links to HR list)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
4. Change total credits from 100-104 to 98-105

**AAS Automotive Tech and Elect Diagn**

*Changes below are in Courseleaf workflow.*

1. Remove MTH 058, add BA 104 or MTH 102 (or one course from the foundational requirements math list)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Change total credits from 97-102 to 96-102

**CC2 Master Automotive Tech**

*Changes below are in Courseleaf workflow.*

1. Change WR 060 to BA 214 or WR 121
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Remove MTH 060, add BA 104 or MTH 102 (or one course from the foundational requirements math list)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
3. Change total credits from 76-79 to 74-79

## Aviation

### COURSES

#### AV 110

1. Change recommended preparation from “MTH 020 or higher” to “MTH 060 or higher or minimum placement Math Level 10.”

#### AV 115

1. Change recommended preparation from “MTH 020 or higher” to “MTH 060 or higher or minimum placement Math Level 10.”

#### AV 117

1. Change recommended preparation from “MTH 020” to “MTH 060 or higher or minimum placement Math Level 10.”

#### AV 150

1. Change recommended preparation from “MTH 085, 111, or higher” to “MTH 102 (or one course from the foundational requirements math list) or minimum placement Math Level 14.”

### PROGRAMS

#### AAS Aviation-Prof Pilot Airplane

1. Remove MTH 085, add MTH 102 (or one course from the foundational requirements math list)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field

#### AAS Aviation-Prof Pilot Helicopter

1. Remove MTH 085, add MTH 102 (or one course from the foundational requirements math list)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field

#### AAS Unmanned Aerial Sys Operations

1. Change WR 121 to BA 214 or WR 121
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Remove MTH 085, add MTH 102 (or one course from the foundational requirements math list)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
3. Change total credits from 94-98 to 93-98

## Business

### COURSES

#### BA 104

1. Change Prerequisite with concurrency from “MTH 060 (or higher) or minimum placement into MTH 065.” to “MTH 060 (or higher) or minimum placement Math Level 10”.

#### BA 111



1. Change Prerequisite with concurrency from “MTH 060 (or higher) or minimum placement into MTH 065.” to “MTH 060 (or higher) or minimum placement Math Level 10”.

**BA 211**

1. Change recommended preparation from “MTH 060 (or higher)” to “MTH 060 (or higher) or minimum placement Math Level 10”.

**BA 214**

2. Change recommended preparation from “WR 065” to “WR 065 or minimum placement Wr/Comm Level 7”.

**BA 217**

1. Change recommended preparation from “MTH 060” to “MTH 060 (or higher) or minimum placement Math Level 10”.

**BA 226**

1. Change recommended preparation from “sophomore standing, WR 121 and BA 101.” to “BA 101 and (BA 214 or WR 121).”

**PROGRAMS**

**AASO Accounting**

1. No change to program, but remove BA 206 from Courseleaf RI HR field

**CC1 Accounting Clerk**

1. Remove WR 121, add BA 214
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Change total credits from 40-45 to 39-44

**CC1 Entrepreneurship**

1. Remove WR 121, add BA 214
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Add BA 178 as HR
  - a. Add BA 178 to first term (this will move total credits to 16-20).
  - b. Edit Courseleaf RI field
3. Change total credits from 44-48 to 46-50

**AAS General Business**

1. No change to program, but remove BA 206 from Courseleaf RI HR field

**AASO Management**

1. No change to program, but remove BA 206 from Courseleaf RI HR field

**CC1 Marketing Communications**

No changes

**CC1 Office Professional**

No changes to proposed program IP in CourseLeaf

**CC1 Retail Management (currently not approved with CCWD)**

1. Remove WR 121, add BA 214
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Change total credits from 43-47 to 42-46

**AASO Small Business/Entrepreneur**

1. No change to program, but remove BA 206 from Courseleaf RI HR field

## *Cascade Culinary Institute*

**COURSES**

**CUL 110**

1. Change Prerequisite with concurrency from "CUL 090; CUL 102; and either WR 121 or BA 214." to "CUL 102; CUL 104; and either BA 214 or WR 121."

**BAK 110**

1. Change Prerequisite with concurrency from "CUL 090; CUL 102; and either WR 121 or BA 214." to "CUL 102; CUL 104; and either BA 214 or WR 121."

**HM 150**

*Changes included with other changes in Courseleaf workflow.*

1. Change Prerequisite from "CUL 090" to "CUL 104."
  - a. Keep CUL 090 in SCAPREQ.

**HM 210**

1. Change Prerequisite from "CUL 090" to "CUL 104."
  - a. Keep CUL 090 in SCAPREQ.

**HM 240**

*Other changes and RI changes below are in Courseleaf workflow.*

1. Change recommended preparation from "WR 121 and HM 101" to "(BA 214 or WR 121) and HM 101."

**PROGRAMS**

**AAS Baking & Pastry Arts**

*Changes included with other changes in Courseleaf workflow.*

1. No change to program, but edit Courseleaf RI HR field from HM 130 to HM 190
2. Remove CUL 090, Add CUL 104
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field

**CC2 Baking & Pastry Arts**

*Changes included with other changes in Courseleaf workflow.*

1. No change to program, but edit Courseleaf RI HR field from HM 130 to HM 190
2. Remove CUL 090, Add CUL 104
  - a. Swap courses in sample plan

- b. Edit Courseleaf RI field

### **AAS Culinary Arts**

*Changes included with other changes in Courseleaf workflow.*

1. No change to program, but edit Courseleaf RI HR field from HM 130 to HM 190
2. Remove CUL 090, Add CUL 104
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field

### **CC2 Culinary Arts**

1. No change to program, but edit Courseleaf RI HR field from HM 130 to HM 190
2. Remove CUL 090, Add CUL 104
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field

### **AAS Hospitality Management**

1. No change to program, but edit Courseleaf RI HR field from HM 130 to HM 190
2. Remove CUL 090, Add CUL 104
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field

### **CC2 Hospitality Management**

1. No change to program, but edit Courseleaf RI HR field from HM 130 to HM 190
2. Remove CUL 090, Add CUL 104
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field

## *Computer and Information Systems*

### **COURSES**

#### **CIS 131**

*Changes below, as well as other changes, are in Courseleaf workflow.*

- a. Remove Recommended preparation "MTH 060 or 085 or BA 104."

### **PROGRAMS**

#### **AAS Computer & Information Systems**

1. Remove MTH 085 or BA 104 and add MTH 102 (or one course from the foundational requirements math list).
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Change total credits from 94-98 to 95-98

#### **CC1 Computer & Information Systems**

1. Remove MTH 085 or BA 104 and add MTH 102 (or one course from the foundational requirements math list).
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Change total credits from 46-48 to 47-48

#### **AASO Computer Aided Drafting (CAD)**

1. Remove MTH 085 or BA 104 and add MTH 102 (or one course from the foundational requirements math list).
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Change total credits from 95-99 to 96-98

#### **CC1 Computer Aided Drafting (CAD)**

1. Remove MTH 085 or BA 104 and add MTH 102 (or one course from the foundational requirements math list).
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Change total credits from 46-48 to 47-48

#### **AASO Networking**

*Edited but not in Courseleaf workflow; changes below have not been made.*

1. Remove MTH 085 or BA 104 and add MTH 102 (or one course from the foundational requirements math list).
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Change total credits from 94-98 to 95-98

#### **AASO Web Development/Database**

*Other changes but not those below are in Courseleaf workflow.*

1. Remove MTH 085 or BA 104 and add MTH 102 (or one course from the foundational requirements math list).
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Change total credits from 94-98 to 95-98

## *Criminal Justice*

#### **COURSES**

None

#### **PROGRAMS**

AAS Criminal Justice

- a. Remove MTH 020 and add "Choose one course from the related instruction computation list or the foundational requirements math list."

- b. Swap courses in sample plan
  - c. Edit Courseleaf RI field
2. Change total credits from 93-99 to 92-94

## Dental Assisting

### COURSES

#### DA 115

1. Change prerequisite
  - a. from "CIS 010; CIS 120 or Computer Competency Test; HHP 252; MTH 095 or higher; Choose one of the following Psychology Courses: PSY 101, PSY 201, PSY 215 or PSY 216; COMM 218, and WR 121."
  - b. to "AH 105 (or course from the foundational studies math list); BA 214 or WR 121; CIS 120 or Computer Competency Test; HHP 252; Choose one of the following Psychology Courses: PSY 101, PSY 201, PSY 215 or PSY 216; Choose one from the following HR courses: AH 115 or BA 178 or COMM 115 or COMM 218 or COMM 219."
  - c. Leave MTH 095 in SCAPREQ.

### PROGRAMS

#### CC1 Dental Assisting

*Changes below are in Courseleaf workflow; only these changes are proposed so could be pulled from workflow.*

1. Change WR 121 to BA 214 or WR 121
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Remove MTH 095, add AH 105 (or one course from the foundational requirements math list)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
3. Change COMM 218 to a choice of AH 115 or BA 178 or COMM 115 or COMM 218 or COMM 219
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
4. Remove CIS 010
5. Change total credits from 72-77 to 69-77

## Education

### COURSES

None

### PROGRAMS

#### AAS Early Childhood Education

1. Remove MTH 060 and add BA 104 or MTH 105 (or one course from the foundational requirements math list)
  - a. Swap courses in sample plan

- b. Edit Courseleaf RI field
2. Add one credit to Education Electives (from 11 to 12) in order to meet minimum of 90.

### **CC1 Equity in Education**

*May have 30% issue with state depending on how they calculate.*

1. Remove MTH 060 and add BA 104 or MTH 105 (or one course from the foundational requirements math list)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Change total credits from 37-40 to 36-40

## *Emergency Medical Services*

### **COURSES**

#### **EMT 151**

1. Change Prerequisite from “WR 065 or higher or placement into WR 121, MTH 020 or higher or placement into MTH 060.” to “WR 065 or higher or minimum placement Wr/COMM Level 9; and MTH 015 or higher or minimum placement Math Level 7.”
2. \*\*Keep MTH 020 in SCAPREQ.

### **PROGRAMS**

#### **CC1 Emergency Medical Tech**

1. Remove MTH 065 and add AH 105 (or one course from the foundational requirements math list)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Remove FOR 211 and edit to read Choose one course from the following: AH 115; BA 178; BA 285; COMM 218; COMM 219; HS 208
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
3. Change total credits from 59-62 to 58-63

#### **AAS Paramedicine**

*Curriculum Office began edit for non-course requirements but hasn't completed or entered workflow.*

1. Remove MTH 065 and add AH 105 (or one course from the foundational requirements math list)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Remove FOR 211 and edit to read Choose one course from the following: AH 115; BA 178; BA 285; COMM 218; COMM 219; HS 208
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
3. Change total credits from 99-102 to 98-103

## Forest Resources Technology

### COURSES

#### FOR 235

1. Remove recommended preparation “MTH 085 or higher.” and add “MTH 102 (or a course from the foundational requirements math list).”

#### FOR 236

1. Remove recommended preparation “MTH 086 or higher and FOR 230B) and add “MTH 102 (or a course from the foundational requirements math list) and FOR 230B.”

#### FOR 237

1. Remove recommended preparation “MTH 086 or higher, FOR 235, and FOR 236.) and add “MTH 102 (or a course from the foundational requirements math list) and FOR 235 and FOR 236.”

### PROGRAMS

#### AAS Forest Resource Technology

1. Remove MTH 085 and MTH 086 and add MTH 102 (or a course from the foundational requirements math list)
  - a. Swap MTH 085/102 courses and remove MTH 086 in sample plan
  - b. Edit Courseleaf RI field
  - c. Edit footnote on courselist to remove reference to MTH 085 and 086.
2. Remove COMM 111 from the list of required COMM courses.
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
3. Change total credits from 101-106 to 97-102.

## Geographical Info Systems

### COURSES

#### GEOG 270

1. Change recommended preparation from “MTH 060 or equivalent.” to “MTH 060 or higher or minimum placement Math Level 10.”

### PROGRAMS

#### AAS Geographical Info Systems

*Currently in Courseleaf workflow (already reviewed) for other changes but not those noted below; **may have 30% issue with state depending on how they calculate.***

1. Remove MTH 085 and MTH 086 and add MTH 102 (leave choice of MTH 105) or \*\* choose a course from the foundational requirements math list.
  - a. Remove MTH 085 & MTH 086 from sample plan, add MTH 102 or MTH 105 to first year fall term.
  - b. Edit Courseleaf RI field
2. Remove “Choose any course from the HR list” and add choice of BA 178; BA 285; COMM 115; COMM 218; COMM 219/
  - a. Swap MTH 085/102 courses and remove MTH 086 in sample plan

- b. Edit Courseleaf RI field
3. Change total credits from 94-101 to 94-97.

### **CC1 Geographical Info Systems**

1. Add MTH 102 or MTH 105 or \*\* choose a course from the foundational requirements math list.
  - a. Edit sample plan: MTH 102/MTH 105 should go in fall term. WR 121 should go in winter term. HR should go in spring term.
  - b. Edit Courseleaf RI field
2. Remove "Choose any course from the HR list" and add choice of BA 178; BA 285; COMM 115; COMM 218; COMM 219/
  - a. See sample plan notes above.
  - b. Edit Courseleaf RI field
3. Change total credits from 50-51 to 54-55.

## *Health Information Management*

### **COURSES**

#### **HIM 103**

This course is IP in Courseleaf and includes the change below.

1. Change prerequisite from "AH 111; CIS 120; and WR 121" to "AH 111; BA 214; and CIS 120."

### **PROGRAMS**

#### **AAS HIM**

*Changes below, as well as other HIM course changes and removal of COMM 111 and addition of CIS 131, in Courseleaf workflow; may have >30% issues with CCWD.*

1. Change WR 121 to BA 214 (\*\*removed error of choice of WR 121)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Remove MTH 031
  - a. Remove courses in sample plan
  - b. Edit Courseleaf RI field
3. Remove choice of BA 285 and PSY 101 from COMM 218.
  - a. Edit sample plan.
  - b. Edit Courseleaf RI field.
4. Change total credits from 103 to 105 (includes HIM course changes).

### **CC2 Coding Competency**

*Changes below, as well as other HIM course changes and removal of COMM 111 and addition of CIS 131, in Courseleaf workflow; may have >30% issues with CCWD.*

Change WR 121 to BA 214 (\*\*removed error of choice of WR 121)

- a. Swap courses in sample plan
- b. Edit Courseleaf RI field
2. Remove MTH 031
  - a. Remove courses in sample plan
  - b. Edit Courseleaf RI field

3. Remove choice of BA 285 and PSY 101 from COMM 218.
  - a. Edit sample plan.
  - b. Edit Courseleaf RI field.
4. (Credits don't change at 83)

### **CC2 Medical Billing**

*Changes below, as well as other HIM course changes and removal of COMM 111 and addition of CIS 131, in Courseleaf workflow; may have >30% issues with CCWD.*

Change WR 121 to BA 214 (\*\*removed error of choice of WR 121)

- a. Swap courses in sample plan
- b. Edit Courseleaf RI field
2. Remove MTH 031
  - a. Remove courses in sample plan
  - b. Edit Courseleaf RI field
3. Remove choice of BA 285 and PSY 101 from COMM 218.
  - a. Edit sample plan.
  - b. Edit Courseleaf RI field.
4. Change total credits from 72 to 68 (includes HIM course changes).

### **CC1 Medical Office**

*Changes below, as well as other HIM course changes and addition of CIS 131, in Courseleaf workflow.*

1. Change WR 121 to BA 214 (\*\*removed error of choice of WR 121)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Remove MTH 031
  - a. Remove courses in sample plan
  - b. Edit Courseleaf RI field
3. Remove choice of BA 285 and PSY 101 from COMM 218.
  - a. Edit sample plan.
  - b. Edit Courseleaf RI field.
4. Total credits unchanged.

## *Massage*

### **COURSES**

#### **LMT 113**

1. Edit prerequisite from "WR 065 or higher or minimum placement into WR 121; MTH 010 or higher or minimum placement into MTH 020." to "WR 065 or higher or placement in Wr/Comm Level; MTH 015 or higher or minimum placement in Math Level 7."
  - a. Keep MTH 10 in SCAPREQ.

#### **LMT 130**

1. Edit prerequisite from "WR 065 or higher or minimum placement into WR 121; MTH 010 or higher or minimum placement into MTH 020." to "WR 065 or higher or placement in Wr/Comm Level; MTH 015 or higher or minimum placement in Math Level 7."
  - a. Keep MTH 10 in SCAPREQ.

### **LMT 155**

1. Edit prerequisite from “WR 065 or higher or minimum placement into WR 121; MTH 010 or higher or minimum placement into MTH 020.” to “WR 065 or higher or placement in Wr/Comm Level; MTH 015 or higher or minimum placement in Math Level 7.”
  - a. Keep MTH 10 in SCAPREQ.

### **LMT 170**

1. Edit prerequisite from “WR 065 or higher or minimum placement into WR 121; MTH 010 or higher or minimum placement into MTH 020.” to “WR 065 or higher or placement in Wr/Comm Level; MTH 015 or higher or minimum placement in Math Level 7.”
  - a. Keep MTH 10 in SCAPREQ.

## **PROGRAMS**

### **AAS Massage Therapy**

*Currently in Courseleaf workflow with changes below as well as many other course changes; **may have 30% issue with state depending on how they calculate.***

1. Change WR 121 to BA 214 or WR 121
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Remove MTH 020, add AH 105, BA 104, MTH 102, or MTH 105 (or one course from the foundational requirements math list)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
3. Add option of AH 115 to current choice of BA 178 or COMM 218.
  - a. Add AH 115 to sample plan.
  - b. Edit Courseleaf RI field.
4. Change total credits from 93-107 to 90-106.

### **CC2 Massage Therapy**

*Currently in Courseleaf workflow with changes below as well as many other course changes; **may have 30% issue with state depending on how they calculate.***

1. Change WR 121 to BA 214 or WR 121
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Remove MTH 020, add AH 105, BA 104, MTH 102, or MTH 105 (or one course from the foundational requirements math list)
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
3. Add option of AH 115 to current choice of BA 178 or COMM 218.
  - a. Add AH 115 to sample plan.
  - b. Edit Courseleaf RI field.
4. Change total credits from 60-64 to 56-67.

## *Medical Assistant*

### **COURSES**

MA 110

1. Change prerequisite from “AH 114; BI 105; CIS 120 (or computer competency test); choose either (BA 214 or WR 121); and choose either (AH 105 or MTH 105 or a higher math course).” to “AH 114; BI 105; CIS 120 (or computer competency test); choose either (BA 214 or WR 121); and choose either (AH 105 or MTH 105 or one course from the foundational requirements math list).”

**PROGRAMS**

**Medical Assistant CC1**

1. Add to AH 105 or MTH 105 option “or choose one course from the foundational requirements math list.”
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
2. Edit choice of AH 115 or PSY 215 to a choice of AH 115, COMM 115, COMM 218, or COMM 219.
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field

## *Nursing Assistant*

**COURSES**

None

**PROGRAMS**

**CC1 Nursing Assistant**

*Currently in Courseleaf workflow with changes below as well as other course changes; may have 30% issue with state depending on how they calculate.*

1. Edit choice of WR 065 or WR 121 to BA 214 or WR 121.
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
3. Edit choice of MTH 020 or MTH 058 to choice of “AH 105 or MTH 102 or MTH 105 or choose one course from the foundational requirements math list.”
2. .
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
3. Remove PSY 215 from choice with COMM 218, add AH 115, BA 178, COMM 115, or COMM 219
  - a. Swap courses in sample plan
  - b. Edit Courseleaf RI field
4. Change total credits from 36-41 to 36-46.

## *Pharmacy Technician*

**COURSES**

PHM 100



1. Change prerequisite from “AH 105 or MTH 105 (or higher math course) or minimum placement into MTH 060; WR 065 (or higher) or BA 214 or minimum placement into WR 121 or WR 121 plus WR 098 Writing Seminar; and BI 105.” to Recommended Preparation of “MTH 015 (or higher) or minimum placement Math Level 7; WR 065 (or higher or BA 214) or minimum placement Wr/Comm Level 7; and BI 105.”
  - a. Keep AH 105 as prereq in SCAPREQ

## PROGRAMS

### CC1 Pharmacy Technician

1. Add option to AH 115 of COMM 115, COMM 218 or COMM 219.
  - a. Add courses in sample plan.
  - b. Edit Courseleaf RI field.
2. Add option to choose a course from foundational requirements math list to AH 105 or MTH 105.
  - a. Add to sample plan.
3. Change total credits from 52-54 to 52-55.

## Structural Fire Science

### COURSES

#### SFS 232

*The change below is in Courseleaf workflow.*

1. Change prerequisite from “MTH 065 or higher, GS 104, GS 105, SFS 105, and access to engines or affiliation are highly recommended for students' success in the class.” to prerequisite of SFS 105 and recommended prep of “MTH 098 (or higher) or minimum placement Math Level 14.”

#### SFS 263

1. Change prerequisite from “SFS 101; SFS 102; SFS 110; SFS 112; SFS 120; MTH 060 or higher or minimum placement into MTH 065.” to “SFS 101; SFS 102; SFS 110; SFS 112; SFS 120; MTH 098 or higher or minimum placement Math Level 14”

### PROGRAMS

#### AAS Fire Science

*The changes below as well as other program changes are in Courseleaf workflow; may have 30% issue with state depending on how they calculate.*

1. Remove FOR 211 and add the following courses to BA 285 option: AH 115; BA 178; COMM 218; COMM 219; HS 208.
  - a. Add courses in sample plan.
  - b. Remove COMM options but require COMM 111 on its own.
  - c. Edit Courseleaf RI field.
2. Remove MTH 065 and add MTH 105 (or choose a course from the foundational requirements math list).
  - a. Add courses in sample plan.
  - b. Edit Courseleaf RI field.
3. Remove WR 122 or WR 227.
  - a. Add courses in sample plan.

- b. Edit Courseleaf RI field.
4. Change total credits from 96-100 to 98-100.

## Vet Tech

### COURSES

#### VT 101

1. Edit prerequisites from “BI 101 or BI 211; GS 105 or CH 104; MTH 095, 111 or higher; WR 121; and COMM 218.” to “Prerequisites: BI 101 or BI 211; CH 104 or CH 221; MTH 095, 111 (or higher) or minimum placement Math Level 18; WR 121; and COMM 218.”

#### VT 114

1. Edit prerequisites from “VT 101, VT 102, VT 103 and VT 117.” to “VT 101; VT 102; VT 103; VT 117; and MTH 095 or MTH 111 (or higher) or minimum placement Math Level 18.”

### PROGRAMS

#### AAS Veterinary Technician

*Currently in Courseleaf workflow with changes below as well as other course changes.*

1. Remove MTH 095 as program requirement.
  - a. Edit CourseLeaf RI field to show VT 114.
  - b. Edit sample plan to one prep term
2. Change total credits from 105-106 to 104.

**Adjourn:** 9:40 a.m.

**Next Meeting:** Tuesday, February 11, 2020—OCH 141 at 8:00 a.m.

**Curriculum Committee Meeting Minutes - DRAFT**

**Date & Time 2/11/20, Tuesday 8:00 - 9:30 AM**

**Location: OCH 141**

**Present (voting members):**

- Annemarie Hamlin (Instructional Dean, Presidential Appointment)
- Ron Boldenow (Chair, CTE Representative)
- Michele Decker (Faculty Forum, CTE Representative)
- Sarah Fuller (Faculty Forum, Transfer Representative)
- Paul Pelly (Faculty Forum, At Large)

**Absent (voting members):**

- Elizabeth Hylton (Faculty Forum, At Large)

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

- Erika Carman (Instructional Systems 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**

- Murray Godfrey (Chair, World Languages and Cultures)
- Owen Murphy (Associate Professor, Health and Human Performance)
- Sara Henson (Chair, Social Science)
- Michael Hansen (Chair, Business/Aviation)
- Justin Borowsky (Associate Professor, Communication)

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

**Consent Agenda**

1. Approve 2/4/20 minutes
2. Approve second readings (no substantive revisions since first reading)
  - a. Nursing
    - i. New courses
      1. NUR 112: Intro. to Community Nursing
  - b. Humanities
    - i. Course revisions
      1. ENG 201: Shakespeare
      2. ENG 221: Intro to Children's Literature
      3. HUM 240: Native American Lit/Culture
      4. WR 241: Creative Writing: Fiction
      5. WR 242: Creative Writing: Poetry
      6. WR 243: Creative Writing: Scriptwriting
    - ii. Program revisions

1. 1197: English/Literature AAOT
- c. Related instruction impacts (see full list on 02/04/2020 agenda).
- 3. Sarah Fuller motioned to approve the consent agenda and Paul Pelly seconded the motion. The motion was unanimously approved.**

### **New Business**

1. History
  - a. Course revisions
    - i. HST 101: Classical Europe (to 600 C.E.)
      1. Updated the course title to reflect current nomenclature and accurately describe the course.
      2. Recommendation: Update the verb in outcome #7 from “understand” to “analyze”. Michelle Decker provided suggestions to Murray to consider for second reading.
    - ii. Sarah Fuller motioned to approve the changes to HST 101 and Paul Pelly seconded the motion. The motion was unanimously approved.**
2. Public Health
  - a. New courses
    - i. SUS 101: Introduction to Sustainability
      1. SUS is a new prefix at COCC.
        - a. SUST could not be used as the prefix was previously used through the culinary department.
        - b. OSU offers sustainability courses under the SUS prefix.
      2. SUS 101 will be on the discipline studies social science list.
        - a. Recommendation: Update outcome #2 and # 4 to align with the social science outcomes.
      3. Proposing SUS 101 is separate from the task force on campus developing learning outcomes and criteria for sustainability-designated courses. If the task force requires changes to SUS 101 then Owen will make any changes through CourseLeaf, which will go through Curriculum Committee.
      - 4. Sarah Fuller motioned to approve SUS 101 and Annemarie Hamlin seconded the motion. The motion was unanimously approved.**
3. Criminal Justice
  - a. New courses
    - i. CJ 203: Critical Incident Mgmt for CJ
      1. CJ 203 was historically offered as EMT 195, which was required, by both the Paramedicine AAS and Criminal Justice AAS.
      2. EMT 195 was taught with more of an emphasis on EMT specific crisis management and intervention. CJ 203 will focus on critical incident management for Criminal Justice professionals and be a better fit as an elective for individuals entering the CJ profession.
      3. CJ 203 aligns with OCJE’s (Oregon Criminal Justice Educators) statewide numbering recommendations.
      4. Comment: Will creating CJ 203 split the enrollment with EMT 195?
      - 5. Annemarie Hamlin motioned to approve CJ 203 and Michelle Decker the motion. The motion was unanimously approved.**
    - ii. Program revisions

1. 5240: Criminal Justice AAS
  - a. Added CJ 203 to the CJ electives.
  - b. Recommendation: Replace the discipline studies social science (no CJ prefix) and discipline studies (no CJ prefix) with general electives.
    - i. Comment: Why does a CTE program require courses from the discipline studies list?
    - ii. Veteran students may be able to transfer military credit towards general electives.
  - c. Recommendation: Either add the course prefix to footnote #2 to clarify which courses are eligible for the general electives list.
    - i. Are HHPA activity courses included?
    - ii. Are CS courses included?
    - iii. Update Speech to Communication.
  - d. Recommendation: Update program outcome #1 to another verb like describe, articulate or explain.
  - e. **Annemarie Hamlin motioned to approve the changes to the Criminal Justice AAS and Sarah Fuller seconded the motion. The motion was unanimously approved.**
4. Business Administration
  - a. Suspended/inactivated programs
    - i. 5166: Retail Management CC1
      1. The Retail Management CC1 is no longer in compliance with the requirements set by the Statewide Retail Management Consortium. COCC cannot comply with some of the requirements which are a different tuition rate for program courses and restrictions on placement testing and course prerequisites.
      2. The Business department has the option to create a new retail management certificate that is not a part of a consortium or statewide certificate.
      3. **Sarah Fuller motioned to approve suspending the Retail Management CC1 and Sarah Fuller seconded the motion. The motion was unanimously approved.**
5. Aviation
  - a. Course revisions
    - i. AV 246: Aviation Safety
      1. Updated student learning outcomes.
      2. Recommendation: Update the verb in outcome #4 and #6 to a verb other than "discuss".
      3. **Annemarie Hamlin motioned to approve the changes to AV 246 and Sarah Fuller seconded the motion. The motion was unanimously approved.**
6. Communication
  - a. Course revisions
    - i. COMM 219: Small Group Communication
      1. Updated the course description, outcomes and content outline to include workplace applications and to clarify COMM 219 serves CTE students.

- 2. Annemarie Hamlin motioned to approve the changes to COMM 219 and Paul Pelly seconded the motion. The motion was unanimously approved.**

7. Related Instruction

- a. The following list of changes was facilitated by Curriculum and Assessment staff, reviewed and confirmed by A&R staff, GradTracks staff, and CTE program directors, in order to align programs and courses with related instruction requirements and placement level changes. Curriculum Committee approval is based on prior review noted above.
- b. Nursing
  - i. Programs
    1. AAS Nursing
      - a. Add requirement of AH 115, COMM 115, COMM 218, or COMM 219 to “support courses”; remove requirement of CIS 120 or test from prerequisite.
      - b. Swap CIS 120 for HR courses in sample plan
      - c. Edit Courseleaf RI field
      - d. Change total credits from 103-108 to 106-108.
    2. CC2 Practical Nursing
      - a. Add requirement of AH 115, COMM 115, COMM 218, or COMM 219 to “support courses”; remove requirement of CIS 120 or test from prerequisite.
      - b. Swap CIS 120 for HR courses in sample plan
      - c. Edit Courseleaf RI field
      - d. Change total credits from 61-65 to 64.
    3. Removing CIS 120 to not exceed maximum credits.
      - a. Faculty need to communicate impacts to a department but do not need to request permission to remove a course from their program.
    - 4. Annemarie Hamlin motioned to approve the related instruction changes to the Nursing AAS and Paul Pelly seconded the motion. The motion was unanimously approved.**

8. Automotive Technology

- a. Course revisions
  - i. Updated prerequisites to prerequisites to concurrency to reflect how students flow through the automotive programs and to prevent students from having to request a prerequisite override.
  - ii. AUT 103: Automotive Electric II
    1. Recommendation: Update the grading methods statement to add additional information on how a student will be graded.
  - iii. AUT 203: Manual Drive Trains II
    1. Recommendation: Update lecture contact hours 10 and not 12 to adhere to the new CBA.
    2. Recommendation: Update the grading methods statement to add additional information on how a student will be graded.
  - iv. AUT 204: Steering and Suspension
    1. Recommendation: Update lecture contact hours 10 and not 12 to adhere to the new CBA.

2. Recommendation: Update the grading methods statement to add additional information on how a student will be graded.
  - v. AUT 205: Engine Performance I
    1. Recommendation: Move the multi-part outcome statements to the content outline.
  - vi. AUT 206: Engine Performance II
  - vii. AUT 251: Auto Transmissions Rebuild
    1. The load is correct in AUT 251 but it looks wrong; there is an agreement to use a special load rate for the self-paced auto courses but it was not bargained (part of an MOU), so we haven't created a code for it. When it is more stable and agreed on in time for us to support it, we can create a banner code and edit the courses.
    2. Recommendation: Update the grading methods statement to add additional information on how a student will be graded.
  - viii. AUT 256: Automatic Transmissions Theory
    1. Recommendation: Update the grading methods statement to add additional information on how a student will be graded.
  - ix. AUT 260: Diesel Performance II
    1. Recommendation: Shorten course description to adhere to COCC curriculum standards.
  - x. Annemarie Hamlin motioned to approve the changes to AUT 103, 203, 204, 205, 206, 251, 256 and 260 and Sarah Fuller seconded the motion. Paul abstained from the vote.**
- b. Program revisions
- i. Updated the sample plans for all automotive programs to reflect AUT courses moving from prerequisite to prerequisite with concurrency.
  - ii. Recommendation: Improve the program methodology statements and program outcomes for all automotive programs.
  - iii. 5140: Master Automotive Technician CC2
    1. Keri Podell gave Paul Pelly suggestions for the Master Automotive Certificate sample plan.
  - iv. 5142: Automotive Management AAS
    1. Recommendation: Add BA 217 as an option to BA 111.
    2. Comment: Is the business department aware automotive students need to take BA 280 summer term?
  - v. 5144: Automotive Technology in Electronics and Diagnostics AAS
    1. Recommendation: Add WR 121 has an option to BA 214 to mirror the communication requirement in the Automotive Management AAS.
  - vi. 7130: Automotive Basic Skills with Welding CPCC
  - vii. 7131: Automotive Basic Skills with Basic Engine Performance CPCC
  - viii. 7132: Automotive Hybrid Electric Vehicles (HEV) Technician - Level 1 CPCC
  - ix. 7133: Automotive Hybrid Electric Vehicles (HEV) Technician - Level 2 CPCC
  - x. 7134: Clean Energy Diesel Technician (Advanced) CPCC
  - xi. 7135: Automotive Controller Systems Technician Level 1 CPCC
  - xii. 7136: Automotive Controller Systems Technician Level 2 CPCC
  - xiii. 7142: Automotive Drive Train Technician CPCC
  - xiv. 7143: Automotive Engine Technician CPCC
  - xv. 7144: Automotive Heating Air Conditioning Technician CPCC



- xvi. 7146: Under-Car Technician CPCC
- xvii. 7151: Automotive Electrical Technician (Basic) CPCC
- xviii. 7152: Automotive Electrical Technician (Advanced) CPCC
- xix. 7153: Automotive Engine Performance Technician CPCC
- xx. Annemarie Hamlin motioned to approve the changes to the 17 Automotive programs and Sarah Fuller seconded the motion. Paul abstained from the vote.**

**Adjourn:** 9:32 a.m.

**Next Meeting:** Tuesday, February 18, 2020—OCH 141 at 8:00 a.m.

DRAFT



## Form 1: Presentation Checklist

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

COCC Contact Information: \_\_\_\_\_

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

### PROPOSAL OVERVIEW

#### TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
  - Procedure—new
    - Identify suggested location in *GPM*: \_\_\_\_\_
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new
  - Identify suggested location in *GPM*: \_\_\_\_\_
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: \_\_\_\_\_

**BUDGET**

**INSTRUCTIONAL REQUIREMENTS**

**OPERATIONAL NEEDS, CURRENT AND FUTURE**

**STUDENT IMPACT**

**ANTICIPATED IMPLEMENTATION TIMELINE**



## **Advanced Placement and International Baccalaureate Statewide Course Credit Policy for 2019-2020 (May Update)**

The Statewide Advanced Placement Policy was adopted per Senate Bill 342 in 2005, and updated each year since then to reflect changes to the AP curricula. The Statewide International Baccalaureate Policy was adopted in January 2010, first reviewed in 2014, and updated each year to reflect changes in the IB curricula. Faculty at Oregon public university and community college campuses review the curricular changes and provide input for the statewide policy. Members of the Statewide AP/IB Workgroup who act as liaisons between faculty and the workgroup are listed on page 3 of this document. The following pages present the Statewide AP/IB Policy for the 2019-2020 academic year, and represent consensus among Oregon public institutions on minimum scores and transferrable credits. In 2018, 7,580 exams were provided with fee reductions through the Department of Education.

### **Advanced Placement (AP):**

- The College Board develops copyrighted materials and examinations
- In Oregon: 38 AP subjects offered in 286 high schools
- Typically, a score of 3 or higher (out of 5) is considered satisfactory
- In 2018, 19,013 students took an AP Exam in Oregon (total of 31,471 exams)
- In 2018, 11,416 students in Oregon scored a 3 or higher on at least one exam (or 60%)

### **International Baccalaureate (IB):**

- The IB authorizes schools to offer an IB Diploma Programme to students aged 16-19. The IB oversees the curricula and produces examinations for the IB courses
- In Oregon: 17 high schools offer IB Courses in the IB Diploma Programme
- The courses (and, hence, grades) are separated into a Standard Level and a Higher Level. Typically, a score of 5 or above (out of 7) is considered satisfactory
- In 2018 there were 2,420 students in the Diploma Program; in 5,899 courses
- In 2018, there were 414 IB Diplomas awarded in Oregon

### **2019-2020 Highlights:**

#### **AP Policy Highlights**

This Policy for the 2019-2020 academic year includes changes for 16 AP subjects. With the implementation of SB 207 (2017) all AP courses with a minimum score of 4 on the statewide policy were reviewed. Students who matriculate to public universities and community colleges in Oregon starting in the fall of 2019 will be have opportunities for college credit with an AP score of 3 where the minimum score was previously 4.

#### **IB Policy Highlights**

One IB subject, Language B was reviewed during the 2018-2019 academic year. The credit award on the statewide course credit policy remains the same for Language B in 2019-2020; one course for standard level, and two courses at the higher level for a grade of 5 or above.



## SB 207 (2017) Supplement to the 2018-2019 Review

### Background

[SB 207](#) (2017) was signed into law for the purposes of expanding access to articulated college credit for high school students in the state of Oregon who receive exam scores of 3 on their AP subject exams.

<https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/SB207/Enrolled>

### Implementation

Because a statewide course credit policy is already in place and a Workgroup meets regularly to maintain that policy with annual updates, the work of implementing SB 207 has been integrated into the review cycle of the Workgroup. The members of the Workgroup gathered recommendations from faculty on the change in minimum score from 4 to 3 in the subjects that had previously required a 4 on the statewide course credit policy. These recommendations were brought back to the Workgroup and synthesized into the policy for the incoming college freshman class of fall 2019.

The AP subjects that were reviewed for the 2019-2020 policy do not reflect curricular changes; they were included to provide a course articulation for the score of 3 in certain subjects. Those subjects were: Art History, Studio Art: 2-D, Studio Art: 3D, Studio Art: Drawing, Biology, Chemistry, Computer Science A, Computer Science Principles, Music Theory, Physics 1, Physics 2, Physics C: Electricity and Magnetism, Physics C: Mechanics, Statistics, United States Government and Politics, and World History.

### Timeline

The initial planning phase for the implementation of SB 207 included an end goal to provide the new policy for the 2019-2020 academic year. During the review year, several important developments in AP policy have arisen, and the AP/IB Policy Workgroup decided to adopt a revised timeline. The Workgroup recommended that the policy would be most effective beginning with the students who take their exams during the 2019-2020 exam year. In this way, the change can be promoted with a coherent and consistent information targeted at these students starting as early as this summer. AP policy changes at the national level include a shift to early exam registration (to be implemented in fall 2019). "Fall exam registration supports deeper student engagement in the AP courses and reflects a best practice already in place at more than half of AP schools. At these schools, a student is both more likely to take the exam and more likely to earn a score of 3 or higher."

The policy updated for May 2019 adoption is recommended by the workgroup for the 2019-2020 academic year even though there will be a large amount of coordination necessary between registrars and admissions teams. The communication outlined above on the policy changes will occur in the subsequent year.



2018-2019 AP/IB WORKGROUP MEMBERS

<b>NAME</b>	<b>TITLE</b>	<b>ORGANIZATION</b>
Celeste Colasurdo	IB Coordinator	Southridge High School
Amy Schuff	IB Coordinator	International School Beaverton
Julia Pomerenk	Assistant Vice President for Enrollment Management and University Registrar	University of Oregon
Kendra Cawley	Dean of Academic Affairs	Portland Community College
TBA	Education Specialist: Accelerated Learning, Advanced Placement Incentive Program and Test Fee Program	Oregon Department of Education
Matt Stillman	University Registrar	Southern Oregon University
Suzanne Snell	Transfer Articulation Specialist, Office of the Registrar, Academic Affairs	Portland State University
Noah Buckley	Director of Admission	Oregon State University
Eric Juenemann	Career Connected Learning Specialist	Higher Education Coordinating Commission
Erin Weeks-Earp	Workgroup Staff, Alignment and Articulation Policy Specialist	Higher Education Coordinating Commission, Office of Academic Policy and Authorization

**Advanced Placement Course Credit 2019-2020**

AP Exam Name	Exam Score	Number of credits	Estimate number of courses
Art History	3	4	1
Art History	4+	8	2
Art Studio: 2-D Design	3	3 - 4	1
Art Studio: 2-D Design	4+	4	1
Art Studio: 3-D Design	3	3 - 4	1
Art Studio: 3-D Design	4+	4	1
Art Studio: Drawing	3	3 - 4	1
Art Studio: Drawing	4+	4	1
Biology	3	8 - 10	2
Biology	4+	12 - 15	3
Calculus AB	3	3 to 5	1
Calculus AB	4+	6 to 10	2
Calculus BC*	3	6 to 10	2
Calculus BC*	4+	9 to 15	3
Chemistry	3	4 - 5	1
Chemistry	4+	12 to 15	3
Chinese Language and Culture	3+	12 to 15	3
Comparative Government and Politics	3	4	1
Comparative Government and Politics	4+	4	1
Computer Science A	3	3 - 4	1
Computer Science A	4+	4	1
Computer Science Principles	3	3 - 4	1
Computer Science Principles	4+	3 to 4	1
English Language and Composition	3+	3 to 4	1
English Literature and Composition	3+	3 to 4	1
Environmental Science	3+	4	1
European History	3	3 to 4	1
European History	4+	6 to 8	2
French Language and Culture	3+	12 to 15	3
German Language and Culture	3+	12 to 15	3
Human Geography	3+	4	1
Japanese Language and Culture	3+	12 to 15	3
Latin	3+	12	3
Macroeconomics	3+	4	1
Microeconomics	3+	4	1

\* Students taking both Calculus AB and BC have a maximum credit award of 3 courses for Calculus.

Music Theory	3	4 - 8	2
Music Theory	4+	8	2
Physics 1	3	4 - 5	1
Physics 1	4+	5 to 8	2
Physics 2**	3	4 - 5	1
Physics 2**	4+	5 to 8	2
Physics C: Electricity and Magnetism	3	4 - 5	1
Physics C: Electricity and Magnetism	4+	4	1
Physics C: Mechanics	3	4 - 5	1
Physics C: Mechanics	4+	4	1
Psychology	3+	4	1
Research	3+	4	1
Seminar	3+	4	1
Spanish Language and Culture	3+	12 to 15	3
Spanish Literature and Culture	3+	4	1
Statistics	3	4 - 5	1
Statistics	4+	4	1
United States Government and Politics	3+	3 to 4	1
United States History	3	3 to 4	1
United States History	4+	6 to 8	2
World History	3	3 - 5	1
World History	4+	6 to 8	2

\* Students taking both Physics 1 and 2 have a maximum credit award of 3 courses for Physics.

Note: Students taking more than two Art Studio Exams have a maximum credit award of 8 credits for Art Studio.

International Baccalaureate Course Credit 2019-2020

IB Subject Certificate Course/Exam Name	Number of Credits Awarded with Certificate Earned with Standard Level Grade of 5, 6, or 7	Number of Credits Awarded with Certificate Earned with Higher Level Grade of 5, 6, or 7	Community College and University Subject Area	Notes
Art History	3 to 5	NA	Art History	SL only
Astronomy	3 to 5	NA	Astronomy/Physics	SL only
Biology	3 to 5	12 to 15	Biology	
Business management	3 to 4	3 to 6	Business/Elective	
Chemistry	4 to 5	12 to 15	Chemistry	
Classical Languages	4 to 5	12 to 15	Foreign Language	
Computer Science	4	8	Computer Science	
Dance	3 to 4	6 to 8	Dance/Performing Arts	
Design Technology	3 to 4	3 to 4	Subject Varies by Institution	
Economics	3 to 4	6 to 8	Economics	
Environmental Systems and Societies	3 to 4	NA	Environmental Studies	
Film	3 to 4	6 to 8	Film Studies	
Further Mathematics	NA	12 to 15	Mathematics	
Geography	3 to 4	6 to 8	Geography	
Global Politics	3 to 4	6 to 8	Political Science	
History	3 to 4	NA	World History	SL only
History of Africa and the Middle East	NA	6 to 8	African/Middle Eastern History	HL includes SL
History of Asia and Oceania	NA	6 to 8	Asian History	
History of Europe	NA	6 to 8	European History	
History of the Americas	NA	6 to 8	US History	
Info Tech in a Global Society	3 to 4	6 to 8	Computer Science	
Language A: Language & Literature (English)	3 to 4	9 to 12	Writing or English *	
Language A: Language & Literature (other than English)	4 to 5	12 to 15	Foreign Language	
Language A: Literature (English)	3 to 4	9 to 12	Writing or English *	

IB Subject Certificate Course/Exam Name	Number of Credits Awarded with Certificate Earned with Standard Level Grade of 5, 6, or 7	Number of Credits Awarded with Certificate Earned with Higher Level Grade of 5, 6, or 7	Community College and University Subject Area	Notes
Language A: Literature (other than English)	4 to 5	12 to 15	Foreign Language	
Language B (all languages except English)	4 to 5	12 to 15	Foreign Language	No change - 2019
Literature and Performance (English)	3 to 4	NA	Theater elective	
Literature and Performance (Spanish, French)	4 to 5	NA	Foreign Language	
Marine Science	3 to 4	NA	Biology/Oceanography	
Math Studies	3 to 4	NA	Mathematics	
Mathematics	4 to 6	8 to 12	Mathematics	
Music (Solo, Group or Composition)	3 to 4	6 to 8	Music	
Philosophy	3 to 4	6 to 8	Intro Philosophy	
Physics	4 to 5	12 to 15	Physics	
Psychology	3 to 4	6 to 8	Psychology	
Social & Cultural Anthropology	3 to 4	3 to 4	Social/Cult Anthropol.	
Sports, Exercise, & Health Science	3 to 4	6 to 8	Health/Human Physiology	
Theater	3 to 4	3 to 4	Theater Arts/Elective	
Visual Arts	3 to 4	6 to 8	Visual Arts/Elective	
World Religions	3 to 4	NA	Religion/Humanities	
* WR 121 or equivalent credit for SL; WR 121 or equivalent credit + additional courses at discretion of institution for HL				

*Note: Exams listed below have been phased out; listed for information purposes only.*

Art	4	8 to 9	Art History
Anthropology	3 to 4	3 to 4	Anthropology
History of Asia/M.E.	NA	3 to 4	Asian History
History: Africa	NA	9 to 12	African History
History: Americas	NA	9 to 12	US History
History: Asia/Oceania	NA	9 to 12	Asian History
History: Europe & Middle East	NA	9 to 12	European History
History: Medieval Europe & Islamic World	3-4	9 to 12	European History
History: Europe	NA	9 to 12	European History
Islamic History	3 to 4	6 to 8	Islamic History
Language A1 (English)	4	12	Writing or English
Language A1 (other than English)	4 to 5	12 to 15	Foreign Language
Language A2: 2 <sup>nd</sup> Language (except English)	4 to 5	12 to 15	Foreign Language
Language A2 & B: English	3 to 4	6 to 8	General Elective Credits
History: Medieval Europe & Islamic World	3 to 4	9 to 12	European History

Update to the April 11 adopted policy recommended by the AP/IB Policy Workgroup – April 26, 2019

To be adopted by the Higher Education Coordinating Commission – May 9, 2019

KEY	
	Additions to AP list
	No change from current AP list
	existing AP equivalencies

COCC 2018-19 AP List with HECC Updates				
AP Exam	Exam Score	# of Credits	COCC	OSU Cascades
Biology	3	8 -10	BI 101 + BI DS Science Lab (8)	BI Elective
Biology	4+	12 -15	BI 101, 102, 103 (12)	BI 211, 212, 213
Calculus AB	3	3 -5	MTH 251 (4)	Same
Calculus AB	4+	6 - 10	MTH 251, 252 (8)	Same
Calculus BC	3	6 -10	MTH 251, 252 (8)	Same
Calculus BC	4+	9 - 15	MTH 251, 252, 253 (12)	Same
Chemistry	3	4 - 5	CH 104 (5)	Same
Chemistry	4+	12 - 15	CH 221, 222, 223 (15)	Same
Comparative Government	4+ 3+	4	PS 204 (4)	3-PS 201, 4+ Same
Comp Science A	4+ 3+	4	CS 161 (4)	3-CS 160, 4+ Same

Comp Science AB	3	4	CS 161 (4)	N/A
Comp Science AB	4+	8	CS 161, 162 (8)	N/A
Drawing	4+ 3+	4	4 arts and letters credits ART 131 (4)	Same
Environmental Science	3+	4	DS Science Lab (4)	ENSC Elective
European History	3+	3 - 8	HST 101, 102 (8)	3-HST 102, 4+ Same
French Language	3	12 - 15	FR 101, 102, 103 (12)	FR 211, 212, 213
French Language	4	12 - 15	FR 103, 201, 202 (12)	FR 211, 212, 213
French Language	5	12 - 15	FR 201, 202, 203 (12)	Same
German Language	3	12 - 15	GER 101, 102, 103 (12)	Ger 211, 212, 213
German Language	4	12 - 15	GER 103, 201, 202 (12)	Ger 211, 212, 213
German Language	5	12 - 15	GER 201, 202, 203 (12)	Same
Human Geography	3+	4	GEOG 107 (4)	Geog 105
Language and Composition	3+	3 - 4	WR 121 (4)	Same
Lit and Comp	3+	3 - 4	4 credits in one of: ENG 104, 105, 106, 107, 208, 109 (No writing credits earned with Literature and Comp tests)	Eng Elective
Microeconomics	3+	4	EC 201 (4)	Same
Macroeconomics	3+	4	EC 202 (4)	Same

Physics 1: Algebra Based	3	4 - 5	GS 104 (4)	Same
Physics 1: Algebra Based	4+	5 - 8	PH 201 (5)	Same
Physics 2: Algebra Based	3	4 - 5	GS 104 (4)	Same
Physics 2: Algebra Based	4+	5 - 8	PH 202 (5)	Same
Psych	3+	4	PSY prefix, Social Science (4 CR)	PSY 201 + elective
Spanish Language	3	12 - 15	SPAN 101, 102, 103 (12)	SPAN 211, 212, 213
Spanish Language	4	12 - 15	SPAN 103, 201, 202 (12)	SPAN 211, 212, 213
Spanish Language	5	12 - 15	SPAN 201, 202, 203 (12)	Same
Statistics	3	4 - 5	MTH 105 (4)	Elective
Statistics	4+	4 - 5	MTH 243 (4)	Same
Studio Art 2D	4+ 3+	3 - 4	4 arts and letters credits ART 115 (4)	Same
Studio Art 3D	4+ 3+	3 - 4	4 arts and letters credits ART 117 (4)	Same
US Government	3+	3 - 4	PS 201 (4)	Same
US History	3	3 - 4	HST 201 (4)	HST Elective
US History	4+	6 - 8	HST 201, ADDED HST 202 (8)	HST Elective
World History	3	3 - 5	HST prefix, Social Science (4 CR)	Hst 105
World History	4+	6 - 8	HST prefix, Social Science HST 105, HST 106 (8)	Same

### AP Subject Additions According to HECC List

<i>AP Exam</i>	<i>Exam Score</i>	<i># of Credits</i>	<i>COCC</i>	<i>OSU Cascades</i>
Art History	3	4	ARH 201 (4)	Art Electives
Art History	4+	8	ARH 201, ARH 202 (8)	Art Electives
Computer Science Principles	3+	3 - 4	CS 160	Same
Chinese Language and Culture	3	12 - 15	CH 101, 102, 103 (12)	CHN 211, 212, 213, 299
Chinese Language and Culture	4	12-15	CH 103, 201, 202 (12)	CHN 211, 212, 213, 299
Chinese Language and Culture	5	12-15	CH 201, 202, 203 (12)	Same + 299
Japanese Language and Culture	3	12 - 15	12 credits, electives (not discipline studies)	JPN 211, 212, 213, 299
Japanese Language and Culture	4	12-15	4 credits, electives (not discipline studies), 8 credits Arts & Letters	JPN 211, 212, 213, 299
Japanese Language and Culture	5	12-15	12 credits, Arts & Letters	JPN 211, 212, 213, 299
Italian Language & Culture	3	12	IT 101, 102, 103 (12)	IT 211, 212, 213
Italian Language & Culture	4	12	IT 103, 201, 202 (12)	IT 211, 212, 213
Italian Language & Culture	5	12	IT 201, 202, 203 (12)	Same
Music Theory	3	4 - 8	MUS 111, MUS 112 (6)	Same
Music Theory	4+	8	MUS 111, MUS 112 (8)	Same
Spanish Literature and Culture	3+	4	4 credits, DS AL	Span 299

Latin	3+	12	12 elective credits	Ling Elective
Physics C- Electricity & Magnetism	3	4	GS 104 (4)	Same
Physics C- Electricity & Magnetism	4+	4	PH 212 (5)	Same
Physics C- Mechanics	3	4	GS 104 (4)	Same
Physics C- Mechanics	4+	4	PH 211 (5)	Same
Research	3+	4	4 credits elective	N/A
Seminar	3+	4	4 credits elective	N/A



Form 1: Presentation Checklist

Request to amend January 6, 2020 meeting minutes re: Sustainability Course Taskforce.

Name: Owen Murphy

Date: 2/11/2020

Department: Health and Human Performance

COCC Contact Information: omurphy@cocc.edu; 383-7766

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (not the instructions) to the Academic Affairs chair by his or her specified deadline. Please note: If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as N/A. Use as many pages as necessary.

PROPOSAL OVERVIEW

Due to confusion generated by the January 6, 2020 minutes (see attached), I'd like to propose an amendment to item 2.B. In lieu of "SUS prefix taskforce", the minutes should read "Sustainability Course Designation Taskforce". The rationale for this is two-fold: 1) The SUS prefix is only one potential option to identify sustainability-focused courses, and 2) the current wording has generated confusion related to my new SUS 101 course proposal. While the Sustainability Course Taskforce and my SUS 101 course proposal are both related to sustainability, they are separate processes.

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
Action Item
Information and committee feedback
Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
Procedure—new
Identify suggested location in GPM:
Policy—revision (Attach current policy with proposed changes illustrated with track changes)
Policy—new
Identify suggested location in GPM:
New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
Other: Request to amend January 6, 2020 meeting minutes

**BUDGET**

None.

**INSTRUCTIONAL REQUIREMENTS**

None.

**OPERATIONAL NEEDS, CURRENT AND FUTURE**

None.

**STUDENT IMPACT**

None.

**ANTICIPATED IMPLEMENTATION TIMELINE**

Immediately upon AAC approval.

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Academic Affairs Committee Agenda **Status Update**

January 6, 2020

3:30-4:30 pm

Max Merrill room

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**1. Unfinished Business:**

- A. Review Academic Affairs Committee minutes from 12-2 **Approved**
- B. Review Curriculum Committee minutes from 12-10 **Reviewed**

**2. New Business:**

- A. *Action Item:* Proposal to create OER task force (Tina Hovekamp)—1<sup>st</sup> reading **APPROVED with request for specific task force charge and suggested membership for second reading**
- B. *Action Item:* Proposal to create SUS prefix task force (Owen Murphy)—2<sup>nd</sup> reading **APPROVED Alterations to charge include:**
  - a. **Removing the charge of a SUS prefix model proposal from the task force and moving that responsibility to the AAC with input from interested (and informed) parties. We intend to select a tentative model in the next meeting with opportunity for further input once task force is convened**
  - b. **Keeping original task force charge to develop learning outcomes for SUS courses and adding additional goal of "creating a process for initial and ongoing approval" for SUS courses**

Academic Affairs Committee Agenda **Status Update**

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