



**Curriculum Committee Meeting Minutes-DRAFT**

**Date: 1/19/16, Tuesday 8:30-9:30AM**

**Location: Metolius 214**

**Present (voting members):**

- Jessica Giglio (*transfer representative*)
- Chad Harris (*Instructional Dean*)
- Dawn Lane (*CTE representative*)
- Eric Magidson (*CTE representative*)

**Absent (voting members):**

- Stephanie André (*transfer representative*)
- ASCOCC Representative (not yet appointed)

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

- Sharon Bellusci (*Enrollment Services representative—temporary assignment*)
- Vickery Viles (*Director of Curriculum and Assessment*)
- Lisa Bacon (*Note taker/Support Specialist for Instructional Deans*)

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

- Jared Forell (*Assistant Director of Admissions & Records-Curriculum and Technology*)

**Guests:**

- Tony Russell (*Faculty Assessment Coordinator*)

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

**1. Consent Agenda**

- a. **Eric Magidson motioned to approve the minutes from 1/12/16 and Dawn Lane seconded the motion. The minutes from 1/12/16 were unanimously approved.**

**2. Old Business**

- a. Second Reading: Suspending & Deleting Programs
  - i. **Dawn Lane motioned to approve the process of suspending and deleting programs and to implement the form, and Chad Harris seconded the motion. The suspending and deleting programs process and form were unanimously approved.**

**3. New Business**

- a. Review: Process of Approving Student Learning Outcomes (Tony Russell)
  - i. Vickery and Tony have been working to capture course and program outcomes and have been finding gaps in certain departments (duplication of outcomes, etc.).



- ii. Currently, there is no formalized process or procedure for modifying course or program outcomes and approving these modifications. A process is needed for systematic improvement and to ensure that everything is reflected in Banner. Accreditation requires that these outcomes are published to students.
  - iii. Tony will be meeting with the Learning Outcomes and Assessment (LOA) group and will discuss how Curriculum Committee can help with the process.
  - iv. Curriculum should be involved with approvals, but still determining involvement at other levels (e.g. utilizing LOA group). Don't want to offload work from Curriculum but efficient review is a priority (e.g. consent agenda items during committee meetings).
  - v. There was a discussion of new curriculum software and integration of information into Banner.
  - vi. Tony will come back in the middle of next term to continue providing information and options.
- b. First Reading: AH 113 Revision
- i. Added a line to course description stating that BI 122 and BI 233 can be taken concurrently with AH 113.
  - ii. Course outcomes were revised to keep them current and to accurately reflect course content.
  - iii. There was a discussion regarding prerequisite and recommended preparation terminology. Review of requisite page on [COCC's website](#) to discuss definitions.
  - iv. **Eric Magidson motioned to approve the first reading of the revised course description and course outcomes for AH 113 and Dawn Lane seconded the motion. The first reading of AH 113 was unanimously approved.**
- c. Review of AS Outdoor Leadership Proposed Changes
- i. Addition of OL 263 (Basic Wilderness Life Support) will replace the current requirement of OL 253 (Wilderness Advanced First Aid); OL 253 will still be offered but is no longer required to complete the program; this will add 2 credits to the program
  - ii. Recommendation to add OL 294CA (Canoe Instruction and Guiding) to "Guiding" class option; require students to complete two of the 294 "Guiding" classes; **question regarding contact hours (15 or 20?)-Tim and Chad will look into this**
  - iii. Removing OL 294CC course and integrating content and outcomes into the OL 271 course; addition of material about professional practice in the ropes course environment; this will add another credit to OL 271
  - iv. First Reading of changes during meeting on January 26<sup>th</sup>
- d. Review of HHP 240 Revision
- i. Changes to the course prerequisite reflects a change in the NUTR 240 class prerequisites at OSU for which the class was designed as an equivalency.
  - ii. Proposal to change prerequisite from CH 221 to CH 104 or higher.
    - 1. Should read CH 104, 105, 106, 221, 223**



- iii. Course outcomes were not included with the approval because they were approved within the last year. **It was requested that Tim send the course outcomes to the group for review and cross referencing with Banner.**
- iv. Future course revisions/changes should include outcomes on the form for committee review.
- v. First reading of HHP 240 revision during meeting on January 26<sup>th</sup>
- e. Use of Second Reading
  - i. Vickery proposed that second readings be moved to a consent agenda item if the first reading is strong and does not involve questions or extensive follow up information. The group agreed that if the first reading was straightforward and did not require changes that need a detailed review, it can be a consent agenda item for the following meeting with the option of pulling it off the consent agenda for a second reading if questions from the committee or the community arise.
  - ii. It was recommended that the motion to approve the first reading can include the approval to put the item on the consent agenda during the next meeting versus a second reading.

**Adjourn: 9:35AM**

**Next Meeting: Tuesday, January 26, 2016—MET 214 at 8:30AM**