

**Curriculum Committee Meeting Minutes-DRAFT**

**Date: 4/12/16, 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*)
- Stephanie André (*transfer representative*)

**Absent (voting members):**

- ASCOCC Representative (not yet appointed)

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

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

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

- None

**Guests:**

- Tony Russell (*Faculty Assessment Coordinator*)
- Theresa Freihoefer (*Department Chair, Business/Aviation/Culinary*)
- Wayne Yeatman (*Instructor, Culinary*)

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

**1. Consent agenda**

- a. **Dawn Lane motioned to approve the consent agenda, including the minutes from 4/5 and the increase in the upper end of the credit variation for FOR 199 from three to five maximum credits, and Chad Harris seconded the motion. The consent agenda was unanimously approved.**

**2. Old Business/Second Readings**

- a. New Nursing Assistant Program approval
  - i. NUR 96/104 revised course
    1. The prereq for this course should be listed as NUR 103.
  - ii. **Chad Harris motioned to approve NUR 104 as revised with the updated prerequisite requirement of NUR 103, and Jessica Giglio seconded the motion. The motion was unanimously approved.**
- b. Culinary non-HM course changes—
  - i. **INACTIVE:** No comments from the group on any courses on inactivation list
    1. CUL 275s
    2. NUTR 100s

3. NUTR 270
  4. NUTR 280
  5. RMGT 275s
  6. SUST 100s
  7. SUST 150s
  8. SUST 255s
  9. SUST 280
- ii. **NEW COURSES:** No comments from the group on any courses on the new course list
1. CUL 276a
  2. CUL 276c
  3. CUL 276f
  4. CUL 276g
  5. CUL 276i
  6. CUL 276j
  7. CUL 276s
- iii. **REVISED COURSES**
1. BAK 180 (SLO, course title, course description)
    - a. Correction to typo on the assessment of outcome #5 (bases to based)
    - b. No other comments from the group.
  2. BAK 210 (SLO, course description)
    - a. No comments from the group
  3. BAK 255s (SLO, course title)
    - a. No comments from the group.
  4. CUL 270 (grade mode)
    - a. No comments from the group.
  5. NUTR 230 (SLO, prefix to CUL 230)
    - a. No comments from the group.
  6. RMGT 200 (SLO, prefix to CUL 200, contact hours/credits/load)
    - a. Prereq carryover but is not listed on the form: per the course description, prereqs are CUL 140 or BAK 140
  7. RMGT 090 (SLO, prefix to CUL 090)
    - a. Prereq of MTH 20 or placement into MTH 60 is not listed on the form; this is a carryover from RMGT 90 course.
  8. SUST 180s (SLO, prefix and number to CUL 225)
    - a. No comments from the group.
  9. SUST 190s (SLO, prefix and number to CUL 235s)
    - a. Reference to SUST 280 in the course prefix change section on the form that's incorrect—should read SUST190s
- iv. **Stephanie Andrè motioned to approve inactivation of CUL 275s, NUTR 100s, NUTR 270, NUTR 280, RMGT 275s, SUST 100s, SUST 150s, SUST 255s, and SUST 280; new courses CUL 276a, 276c, 276f, 276g, 276i, 276j and 276s; and revised courses BAK 180, BAK 210, BAK 255s, CUL 270, NUTR 230, RMGT 200, RMGT 90, SUST 180s, and SUST 190s with suggested corrections, and Chad Harris seconded the motion. The motion was unanimously approved.**

### 3. New Business

- a. Program Amendments: CUL/HM
  - i. Addition to Culinary Specialization list in Culinary Arts AAS 5262
    1. BAK 255s
    2. CUL 276a, c, f, g, l, j, s
    3. CUL 225
    4. CUL 235s
  - ii. Designed to keep a broad offering for specializations.
- b. Addition to Baking Specialization list in Baking and Pastry Arts AAS 5263
  - i. BAK 255s
  - ii. CUL 225
  - iii. CUL 235s
- c. New Hospitality Management AAS Program approval
  - i. **HM 290 should be listed in the Level 2 Core Courses section of the form**; it's on the catalog copy but not on the curriculum form; will make the degree credit range 93-97.
  - ii. Discussion regarding Level 3 specialization course list. **Will retain 16 credit requirement but remove GEOG 212 as an option so students don't risk landing at 15 credits.** Level 3 Specialization Courses should be listed as HM Specializations List for state approval and curriculum software purposes. **Wayne will resubmit curriculum form with corrections.**
  - iii. Discussion of program outcomes and how deeply the committee is involved with these outcomes. It's easier to align course outcomes when the group is aware of program outcomes; however, the Curriculum Committee has not historically been involved with the creation of POGs.
  - iv. HM 101 (new course)
    1. No comments from the group.
  - v. HM 240 (new course)
    1. No comments from the group.
  - vi. HM 275 (new course)
    1. Discussion of the requirement for students to be 18 years or older to take the course. You must be 18 to serve alcohol in the state of Oregon, but age requirements are not enforceable at an enrollment level. The course will have a small enrollment (10 or fewer). Theresa recommended instructor approval to ensure students aren't allowed to register for the course if they don't meet the age requirement. **Wayne will write this as part of the course description, including information on the OLCC regulation and resubmit.** Thought should be put into students who do not have photo IDs as well.
  - vii. HTRM 106 (Revised to become HM 106)
    1. **Add HTRM 106 as equivalency to HM 106.**
  - viii. RMGT 130 (Revised to become HM 130)
    1. **Add RMGT 130, CUL 131, and CUL 230 as equivalent; (CCI 204 and 207 are equivalent on the tracking spreadsheet but should no longer be treated as equivalent. All CCI equivalencies will be removed for all**

- courses.** RMGT 130 (now HM 130) is a Human Relations course, all prior equivalent courses will be acceptable for fulfilling HR requirements.
2. Question regarding the listing of HR outcomes in the course outcomes; this seems too vague/broad for a course outcome and assessment; HR outcomes should be integrated into course outcomes and provide examples of how the course and HR outcomes align. **Wayne and Tony will review and revise these together, and second course approval will be contingent on updated outcomes as well as completion of the human relations part of the form (if it is intended for this course to meet HR requirements).**
- ix. RMGT 150 (Revised to become HM 150)
    1. **Question regarding equivalencies; remove CCI 206 as an equivalent; add RMGT 150 and CUL 150 as equivalent.**
    2. Prereq changes to reflect changed prefixes (not on forms). Add prereq CUL 90 to current prereq of RMGT 90.
  - x. RMGT 160 (Revised to become HM 160)
    1. **Add RMGT 160 and CUL 210 as equivalents (but not CCI 260).**
  - xi. RMGT 190 (Revised to become HM 190)
    1. Discussion regarding credits and load units; the form is currently correct with 20 lecture hours, 90 lab hours, and 8.03 load units.
    2. **Add equivalencies of RMGT 190, CUL 190.**
  - xii. RMGT 210 (Revised to become HM 210)
    1. Add RMGT 210 and CUL 160 as equivalent but not CCI 168.
    2. **Prereq should reflect new course prefix (add CUL 90, remove RMGT 90).**
  - xiii. RMGT 280 (Revised to become HM 280)
    1. Discussion regarding credits/load units; the form is correct with 6 credit hours; 200 lecture/lab hours for .25/student load units.
    2. Question regarding outcome #1 and whether or not techniques should be listed; the techniques will vary based on the student's internship, so it's preferred that they are not listed on the form.
  - xiv. RMGT 290 (Revised to become HM 290)
    1. Add RMGT 290 and CUL 290 as equivalent.
- d. Program Deletions: CUL/HM
    - i. Nutrition and Dietary Management certificate-5266
    - ii. Restaurant Management and Systems certificate-5267
    - iii. Sustainable Food Systems certificate-5265
    - iv. Discussion regarding clarity of communication to students; if it's not programmed in Grad Tracks, it should be communicated in writing so the substitutions are accessible to students and staff. The teach-out substitutions will be published to the web to provide this access.
  - e. **Chad Harris motioned to approve the program amendments to CUL/HM including the addition of Culinary specializations (BAK 255s, CUL 276 a, c, f, g, l, j, and s, CUL 225 and CUL 235s) and Baking specializations (BAK 255s, CUL 225, CUL 235s); new HM courses 101, 240 and 275 with noted revisions; revised courses HM 106, 130 150, 160, 190, 210, and 280 with noted revisions; and deletion of Nutrition and Dietary Management, Restaurant Management and Systems and Sustainable Food Systems**

**certificates with corresponding teach out communication plans, and Stephanie André seconded the motion. The motion was unanimously approved.**

**4. Tabled Items**

- a. Program Suspension: Non-Destructive Testing
  - i. 5470 Non Destructive Testing and Inspection AAS
  - ii. 5471 Eddy Current Testing CC
  - iii. 5472 Magnetic/Dye Penetrant Testing CC
  - iv. 5473 Radiographic Testing CC
  - v. 5474 Ultrasonic Testing CC

**Adjourn: 9:41AM**

**Next Meeting: Tuesday, April 19, 2016—MET 214 at 8:30AM**

**DRAFT**