

Curriculum Committee Meeting Minutes-DRAFT

Date: 10/25/16, Tuesday 8:30-9:30AM

Location: Metolius 214

Present (voting members):

- Jessica Giglio (*transfer representative*)
- Sara Henson (*transfer representative*)
- Wayne Yeatman (*CTE representative*)
- Eric Magidson (*CTE representative*)
- Jenni Newby (*Instructional Dean*)

Absent (voting members):

- ASCOCC Representative (not yet appointed)

Present (non-voting members):

- 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

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

1. Consent Agenda

- a. Minutes from 10/18/16 meeting
 - i. **Sara Henson motioned to approve the consent agenda and Wayne Yeatman seconded the motion. Jenni Newby abstained. All other voting members approved the consent agenda.**

2. Old Business/Second Readings

- a. Curriculum Committee charge (2015 work vs. 2016 work)
 - i. The GP Manual outlines committees in much more detail than just what's written in the charge. Discussion about what should be included in the charge and what else can be included in the GP Manual to provide detail to the committee. Is there a template for committee information in the GP Manual?
 1. Vickery asked this of Tim and Betsy, but they don't currently have a template available.
 - ii. Vickery researched Curriculum Committee charges at other schools. Many schools have bylaws for their committees but don't outline a method for appeal.

- iii. Vickery talked to Tim and Betsy regarding Curriculum Committee's ability to approve versus recommend for approval. They confirmed that Curriculum Committee can approve and does not need to recommend.
 1. Academic Affairs reviews Curriculum Committee minutes during each meeting, but does not approve them.
 2. There was a question regarding the status of the Curriculum Committee as a subcommittee of Academic Affairs. This has been a question in the past which is why "recommend for approval" has been part of the charge. With the current VPI and Academic Affairs membership, they are supportive of Curriculum Committee approving rather than recommending to approve.
 - a. Curriculum as a parallel committee (rather than a subcommittee) of Academic Affairs can be discussed in more detail as processes become more streamlined in the future.
- iv. 2014/15 committee and 2015/16 committee both made edits to the charge, so there was a discussion regarding the struggle of updating the charge again for 2016/17. Having a template to provide consistency might alleviate this issue in the future. Question regarding the next step after the charge is approved. Vickery will ensure any updates to the charge are documented in the GP Manual (after either College Affairs or Academic Affairs approval).
- v. The group agreed that the institutionally established definition of academic program should be included in the charge. **Vickery and Jenni will double check the language on this to ensure it also encompasses transfer programs.**
 1. AA focus areas will also need to be reviewed.
- vi. The term "credit curriculum" will be defined to clarify the meaning.
- vii. Discussion on primary functions:
 1. This section should provide criteria for what kind of feedback will be given.
 - a. 2014 version was not necessarily an inclusive list of what could be reviewed. Instead the list should say "may include..."
 - b. The website also includes more detailed information on Curriculum Committee standards under Course Development Resources. This can be renamed "Curriculum Standards" to more clearly communicate the rules of the committee.
 - c. A course outline should include these standard elements. This is something that the committee can develop for future use. Ultimately, an Argos report can be created for this so that faculty can pull their course outline at any time.

- d. Consensus that if information is on the course/program revision form, it's up for review by the committee.
- e. Recommendation for format to be a bullet point list.
 - i. Group into course information and program information, pulling from both 2014/15 and 2015/16 lists.
 - ii. Detailed discipline studies bullet point does not have to be included. It can be incorporated with the list of standard information.
2. Discussion regarding Function 4 (2014/15), which refers to effects on other courses/programs/departments (faculty, instruction, Admissions & Records, Financial Aid). Including this information in the standards bulleted section will help faculty coming through Curriculum to do their due diligence. This can be called "Impacts and accuracy in materials to students."
3. Discussion regarding whether or not alignment with the mission should be included. The group agreed that this can be worked into Primary Function 2 of the 2015/16 charge.
4. Syllabi information should be struck from the charge.
- viii. Newer (15/16) version of membership structure is more specific and descriptive. Discussion regarding whether or not tenured faculty should be specified. Tenured faculty denote more history at the college; however, it does narrow the pool and can create barriers to filling the membership. The structure defined by the 15/16 committee was purposely set forth to be specific knowing that certain positions may not be able to be filled.
 1. Discussion regarding if the VPI appointment should be an instructional dean or any administrator. Recommendation to specify instructional dean.
 2. Discussion regarding chair position. The consensus is that it should be defined that the chair must be a faculty member (tenured not necessary) and will maintain voting privileges. Responsibilities of the chair are shared with the Director of Curriculum & Assessment. Clarifying role of the chair might be helpful to better define the two roles. **Jenni will include the responsibilities for Vickery and Jessica to review.**
- ix. **Jenni will rework the charge based on the feedback and discussion in the meeting.**

Adjourn: 9:35AM

Next Meeting: November 8, 2016—MET 214 at 8:30AM (November 1st meeting will be cancelled and group will vote via email on consent agenda items)