

Curriculum Committee Meeting Minutes

Date: 11/29/16, 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

Guests:

- Deb Davies (*Department Chair, Allied Health*)
- Erika Wooler (*Instructional Systems Support Specialist*)

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

1. Consent Agenda

- a. Minutes from 11/15/16 meeting
 - i. **Sara Henson motioned to approve the minutes from 11/15/16, and Eric Magidson seconded the motion. The minutes from 11/15/16 were unanimously approved.**

2. Old Business/Second Readings

- a. PSY 204 Course Revision (change in contact hours)
 - i. No further discussion.
 - ii. **Eric Magidson motioned to approve the change in contact hours for PSY 204 and Wayne Yeatman seconded the motion. The motion was unanimously approved.**

- b. Curriculum Committee Charge (approved for first reading on 11/15)
 - i. The charge went through Academic Affairs yesterday and they had a couple of suggestions for changes:
 - 1. Add suspensions and deletions in “Charge” section.
 - 2. Primary Function #1: add course titles to the list
 - 3. Primary Function #4: add a note regarding requisite considerations
 - 4. Membership: replace Instructional Deans Assistant with Instructional Systems Specialist title
 - ii. Can links be added in the new GP Manual to provide further information about terms that are listed in the charge? This can be considered in the future, as links are not currently being used.
 - iii. **Sara Henson motioned to approve the charge with the suggested changes and Wayne Yeatman seconded the motion. The motion was unanimously approved.**

3. New Business

- a. Dental Assisting
 - i. Program revisions:
 - 1. Change in health requirement, HHP 252 instead of options
 - a. Rationale: Must have Healthcare Provider CPR; this also limits the complexity of the health requirement
 - 2. Removal of general human relations requirement (SP meets human relations requirement, addition of PSY requirement)
 - a. Rationale: required by accrediting body
 - b. Question regarding whether or not specific psychology classes were suggested by accreditors, and why the four options were chosen.
 - i. Accrediting standards were used in the selection process. Two of the courses are from the human relations list, and there is flexibility in when all of these courses are offered during the academic year.
 - ii. **Suggestion to add PSY 202 and remove PSY 101 as an option. Deb will check with the program director and accreditation requirements.**
 - 3. Addition of program prerequisites

- a. Rationale: Trying to increase program completers; students were not completing general education requirements, although they were getting dental assisting jobs.
 4. Jared is reviewing the catalog copy of these changes to ensure they are enforceable in Grad Tracks.
 - ii. Course revision
 1. DA 115, reflecting change in above program prerequisites
 - a. Discussion regarding rationale for prerequisites and whether or not they help students to be successful. Deb said they have noticed a decrease in enrollment but a better understanding among students of the work they're doing in their DA courses.
 - b. DA 115 is a fall term class as part of the Dental Assisting cohort.
 - c. There is not necessarily a full year of prerequisites prior to beginning the cohort, depending on the student's math and writing placement. This is where a two year "Allied Health" degree program might be helpful down the line.
 - d. Question regarding whether or not there will be a selective admission process for this program. Vet Tech is going to pilot this, and it may be an option for Dental Assisting (and other Allied Health programs) in the future. There are complexities around selective admission, including financial aid eligibility.
 - e. Student Learning Outcomes
 - i. Discussion regarding the evaluation method; all listed "homework assignments, in class activities and assignments, quizzes and exams." Suggestion to add a distinction between the assessments to demonstrate more detail (e.g. Head and Neck assignment).
 - ii. Question on the application of SLO #1, specifically regarding the spelling of dental words. Suggestion to say "apply dental nomenclature accurately both orally and in writing." Assessment can include quizzes in which students define, use in a sentence, and correctly spell dental nomenclature.
 - iii. Suggestion to insert more active words like "demonstrate" or "explain" rather than "understand."

Homework assignments can then be directly tied to an outcome.

f. Discussion on Prerequisite Options

- i. WR 121: should this be WR 121 or higher? This would allow creative writing options in addition to technical writing, which does not meet accrediting standards. WR 121 is a program requirement. Other writing classes can be approved on an individual basis.
- ii. Will “entrance into the Dental Assisting program” no longer be part of the prerequisite section of the course description? Since they do not have selective admission, this is not necessary and the course prereqs listed are sufficient.

- iii. **Eric Magidson motioned to approve DA 115 with suggested changes and Wayne Yeatman seconded the motion. The motion was unanimously approved.**

4. Other Business

a. Course Outline

- i. Vickery put together a template along with links to sample course outlines. **She asked for the committee’s input.** This will later be provided to Academic Affairs for review and approval.

b. CourseLeaf Questionnaire

- i. Business logic is being worked on in preparation for software implementation.
- ii. **Vickery will share this with the committee and welcomes comments on content and process.**
- iii. This will also be shared with ChairMoot once it’s in a more advanced stage.

5. Upcoming Items

- a. Pharmacy Tech
- b. Wildland Fire

Adjourn: 9:30AM

Next Meeting: Tuesday, December 6, 2016—MET 214