

**Curriculum Committee Meeting Minutes - DRAFT**

**Date: 11/07/17, Tuesday 8:30-9:30AM**

**Location: Ochoco 141**

**Present (voting members):**

- Jenni Newby (Instructional Dean)
- Jessica Giglio (Transfer representative)
- Michele Decker (CTE representative)
- Sara Henson (Transfer representative)
- Wayne Yeatman (CTE representative)

**Absent (voting members):**

- Elizabeth Hylton (Transfer representative)

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

- Erika Wooler (Instructional Systems Support Specialist)
- Vickery Viles (Director of Curriculum and Assessment)

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

- ASCOCC Representative (not yet appointed)
- Jared Forell (Assistant Director of Admissions & Records-Curriculum and Technology)
- Keri Podell (Academic Advisor, CAP Center)

**Guests**

- Rebecca Walker-Sands (Chair, World Languages & Cultures)
- Monica Vines (Program Director, Addiction Studies/Human Services)
- Jacob Agatucci (Full time faculty, Humanities)

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

**Consent agenda**

1. Approve 10/24/17 committee minutes
2. CHN 201, 202, 203, course revision (add to CL list), No changes from 10/24 approval (New forms submitted for Curriculum Office to update assessment tasks in CourseLeaf but not included in this agenda)
3. **Jessica Giglio motioned to approve the consent agenda items and Jenni Newby seconded the motion.**

**Second Reading/Old Business**

1. World Languages new course with revisions
  - a. CHN 140: New course (Second reading reflects revisions to description and student learning outcomes)
    - b. **Michele Decker motioned to approve the second reading of CHN 140 and Jessica Giglio seconded the motion. The motion was unanimously approved.**

**First Reading/New Business**

1. Human Services Course Revisions



- a. HS 161: Student learning outcomes update, minor course description change
    - i. Committee complimented Monica Vines on the revised outcomes.
    - ii. Prerequisite order needs to be changed in the course description to adhere to the parsing rules in CourseLeaf.
  - b. HS 162: Student learning outcomes update, minor course description change
  - c. HS 210: Student learning outcomes update, minor course description change, minor title change
    - i. Recommendation: Clarify the type of disorder on student learning outcome one.
    - ii. Recommendation: Clarify the scope of practice language on student learning outcome four.
  - d. HS 205: Student learning outcomes update, minor course description change
  - e. Sara Henson motioned to approve the changes to HS 161, HS 162, HS 210, HS 205 and Jenni Newby seconded the motion. The motion was unanimously approved.**
2. Humanities Course Revision
    - a. FA 101: Increase credits 3-4, student learning outcomes update, minor course description change
      - i. Committee complimented Jacob A. on the revised student learning outcomes.
      - ii. Recommendation: Remove 'will be able to' in each student learning outcome.
      - iii. WR 121 is still recommended prep for FA 101.
      - iv. Sara Henson motioned to approve the revisions to FA 101 and Jessica Giglio seconded the motion. The motion was unanimously approved.**
3. Committee process
    - a. Courses and programs that do not need any changes after first reading will go on the consent agenda for the next meeting.
      - i. Curriculum committee is not required to have two readings.
    - b. Course and program review guides
      - i. Vickery Viles, Jenni Newby and Wayne Yeatman met with Betsy Julian to discuss what chairs and deans should be reviewing when approving proposals in CourseLeaf.
      - ii. Vickery Viles went through the review guides with curriculum committee and solicited feedback.

**Adjourn: 9:30AM**

**Next Meeting: November 14, 2017—OCH 141 at 8:30AM**