

Curriculum Committee Meeting Minutes - DRAFT

Date: 5/30/17, Tuesday 8:30-9:30AM

Location: Ochoco 141

Present (voting members):

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

Absent (voting members):

- Eric Magidson (*CTE representative*)

Present (non-voting members):

- Jared Forell (*Assistant Director of Admissions & Records-Curriculum and Technology*)
- Erika Wooler (*Instructional Systems Support Specialist*)

Absent (non-voting members): ASCOCC Representative (*not yet appointed*)

- Keri Podell (*Academic Advisor, CAP Center*)
- Vickery Viles (*Director of Curriculum and Assessment*)

Guests:

- None

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

Consent agenda

1. Minutes from 5/23/17 meeting.
 - a. **Wayne Yeatman motioned to approve the minutes from 5/23/17, and Jenni Newby seconded the motion. The motion unanimously approved.**

New Business/First Reading

1. Criminal Justice
 - a. New course: CJ 152
 - i. If CJ 152 should be applicable to CTE programs/AAS, then a program revision form needs to be submitted to add CJ 152 as a program requirement. The program revision form needs to be submitted to curriculumsubmissions@cocc.edu by December 22 to be in the 2018-19 catalog so the program aligns with the addition of CJ 152.
 - ii. The committee did not have any comments on the revised student learning outcomes.
 - iii. The CJ department updated the course title to "Rape/Aggression Def for Women" which indicates the course is only for women.
 - iv. CJ 152 required "Instructor Approval".
 - v. **Sara Henson motioned to approve the first reading of CJ 152 and Wayne Yeatman seconded the motion. The motion was unanimously approved.**

Second Reading/Old Business

1. Dental Assisting (No changes or suggestions from first reading)
 - b. Program change to require CIS 010
 - c. Course change to DA 115 to include CIS 010 as prerequisite
 - d. **Wayne Yeatman motioned to approve the second reading of the addition of CIS 010 to the Dental Assisting program and the change to DA 115. Jenni Newby seconded the motion. The motion was unanimously approved.**
2. Discussion of Courseleaf Course Form for Testing
 - a. There was a consensus that there were many required fields to complete when making a small curriculum revision in CourseLeaf.
 - i. Erika mentioned that some items on the form are not mapped yet which will help with this issue. The forms are also collecting new information, which isn't stored currently stored in Banner. This is why some fields do not have information but are required when making a curriculum revision in CourseLeaf.
 - b. Can CourseLeaf identify courses that require instructor approval?
 - i. Instructor approval is in the course description but added to each section in Banner so it is enforced. Can there be a separate field in CourseLeaf, which asks if there should be any special approvals such as department approval and instructor approval?
 - c. Curriculum Committee needs to vote on the new chair before our last meeting.
 - i. What will the workload look like for the new Curriculum Committee chair using CourseLeaf? Is it just facilitating the curriculum committee meetings and going into CourseLeaf to approve items that made it through second reading?
 - d. What will curriculum committee look like with CourseLeaf? Do we need a first reading if faculty proposers can access CourseLeaf and review comments?

Adjourn: 9:15AM

Next Meeting: TBD: Curriculum Committee can either vote via email on the second reading of CJ 152 or have an in person meeting on June 6, 2017—OCH 141 at 8:30AM