

Curriculum Committee Meeting Minutes – DRAFT

Date: 10/16/18, Tuesday 8:30-9:30AM

Location: Ochoco 141

Present (voting members):

- Elizabeth Hylton (Chair, Faculty Forum, At Large)
- Jenni Newby (Instructional Dean, Presidential Appointment)
- Ron Boldenow (Faculty Forum, CTE Representative)
- Sara Henson (Faculty Forum, Transfer Representative)
- Sarah Fuller (Faculty Forum, Transfer Representative)

Absent (voting members): None.

- Michele Decker (Faculty Forum, CTE Representative)

Present (non-voting members):

- Erika Carman (Instructional Systems Support Specialist, Curriculum and Assessment)
- Jared Forell (Assistant Director of Curriculum and Technology, Admissions and Records)
- Keri Podell (Academic Advisor, CAP Center)
- Vickery Viles (Director of Curriculum and Assessment, Curriculum and Assessment)

Absent (non-voting members):

- ASCOCC Representative (not yet appointed)

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

Consent Agenda

1. Approve 10/9/18 committee minutes
2. **Sara Henson motioned to approve the meeting minutes from 10/9/18 and Jenni Newby seconded the motion. The motion was unanimously approved.**

New Business

The following course and program revisions are for the purposes of training and discussion in Curriculum Committee and will be removed in CourseLeaf after this meeting.

1. WLC History
 - a. HST 278 (New test course)
 - b. Comments
 - i. The summary of changes and justification needs more detail.
 - ii. The prerequisites do not align with other HST courses at COCC.
 - iii. Assessment tasks are general and not specific to the outcomes.
 - iv. Update the verb in the first learning outcome as “understand” is not measureable.
 - v. Evidence of transferability should be from an Oregon Public University and not a community college.
 - vi. The proposal did not indicate the course would be on the discipline studies list when most all other HST courses at COCC are on the discipline studies list.
2. MTH Math
 - a. MTH 241 (Test course edits)



3. AH Dental Assisting
 - a. 5280 : Dental Assisting CC (Test program edits)
4. Committee norms/ground rules
 - a. The chair will begin the meeting with asking the presenter to introduce the curriculum proposals.
 - b. Committee members will give a summary of their comments after the introduction.
 - i. Categorizing comments and prioritizing any “deal breakers” first will make the process more efficient.
 - c. Question: Should the committee set a time limit for reviewing and commenting on course and program proposals?
 - d. The chair is able to make minor edits to courses and programs in CourseLeaf during the meeting.

Adjourn: 9:33AM

Next Meeting: October 23, 2018—OCH 141 at 8:30AM

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