

Curriculum Committee Meeting Minutes – DRAFT

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

Location: Ochoco 141

Present (voting members):

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

Absent (voting members): None.

Present (non-voting members):

- Erika Carman (Instructional Systems Support Specialist, Curriculum and Assessment)
- Jared Forell (Assistant Director of Curriculum and Technology, Admissions and Records)
- Vickery Viles (Director of Curriculum and Assessment, Curriculum and Assessment)

Absent (non-voting members):

- Keri Podell (Academic Advisor, CAP Center)
- ASCOCC Representative (not yet appointed)

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

New Business

1. Welcome back and introductions
 - a. Curriculum Committee will now have name cards/tents.
2. Debrief of last year/end of year report
 - a. High volume of course and program changes in 2017-18.
 - i. CourseLeaf has made revising curriculum easier and more accessible.
 - ii. Curriculum committee will most likely see a similar volume for 2018-19.
 - iii. Several programs plan to revise program outcomes this academic year.
 - b. Definition of related instruction
 - i. The related instruction taskforce will present findings to the Academic Affairs committee by February 2019.
 - ii. Curriculum Committee should follow [current related instruction guidelines](#) until new guidelines are set.
3. Committee charge
 - a. The charge is listed on the [curriculum committee landing page](#).
4. Meeting process
 - a. Role of a curriculum committee member
 - i. The [course and program review guides](#) are helpful when reviewing curriculum proposals.
 - ii. Curriculum Committee needs criteria or benchmarks regarding recommended changes vs. required changes.

- iii. Curriculum Committee will need to make the approval process more efficient with a high volume of curriculum proposals expected this academic year.
 - 1. Curriculum committee does not need to reach consensus. Members can vote no.
 - 2. Action item: Brainstorm how to make the review process more efficient.**
- b. Timelines and forms
 - i. December 1, 2018: New programs (and all associated new and edited courses) - faculty submission
 - ii. December 21, 2018: All other new and edited courses, and edited programs - faculty submission
 - iii. Course outline fields are now required in CourseLeaf
- c. Agenda and materials are posted on Wednesday for next Tuesday's meeting.
- d. CourseLeaf
 - i. Curriculum Committee members access CourseLeaf through the employee login webpage.
 - ii. Username and password information is currently the same as your COCC computer. Beginning October 15, your username will be your COCC email.
- e. Consent agenda
 - i. Curriculum Committee members can always pull an item off the consent agenda.
- 5. Review of web resources
 - a. There are many curriculum resources available on the intranet at <https://intranet.ad.cocc.edu/departments/curriculum/default.aspx>.
- 6. Next meeting topics
 - a. Review a test course and program in CourseLeaf.

Adjourn: 9:31AM

Next Meeting: October 16, 2018—OCH 141 at 8:30AM