

Curriculum Committee Meeting Minutes – DRAFT

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

Location: Ochoco 141

Present (voting members):

- Elizabeth Hylton (Chair, Faculty Forum, At Large)
- Jenni Newby (Instructional Dean, Presidential Appointment)
- 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)
- 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)

Guests

- Lynn Murray (Program Director, Dental Assisting)
- Kevin Grove (Chair, Science Department)

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

Consent Agenda

1. Approve 10/16/18 committee minutes
2. **Sara Henson motioned to approve the meeting minutes from 10/16/18 and Jenni Newby seconded the motion. The motion was unanimously approved.**

New Business

1. Dental Assisting (Lynn Murray)
 - a. DA 120: Advanced Dental Assisting (course revisions)
 - i. The contact hours did not meet state requirements.
 1. The state does not allow partial credits.
 - ii. DA 120 will change to 30 hours lecture and 30 hours lab.
 - iii. **Sara Henson motioned to approve the first reading of DA 120 and Sarah Fuller seconded the motion. The motion was unanimously approved.**
2. Syllabus tool feedback (Vickery Viles)
 - a. SYLO (Syllabus and Learning Outcomes) is a new CourseLeaf tool in development at Leapfrog Technologies.

- b. COCC has the opportunity to be a development partner with Leepfrog Technologies regarding SYLO. There is no commitment to purchase the product. COCC would receive a discount if we wanted to purchase the tool.
 - c. The SYLO tool would streamline the syllabus creation process for faculty by pre-populating most of the information from Banner (description, outcomes, credits) and all the template statements (ADA, non-discrimination, title IX etc.) If we changed the template statements then all syllabi would automatically update with the new information.
 - d. SYLO is ADA accessible.
 - e. Syllabi format would be in HTML and/or PDF.
 - f. Advantages
 - i. Templates statements would automatically update on syllabi if there was a change.
 - ii. Automatically populates most information from Banner.
 - iii. Archives all the syllabi for COCC. Currently syllabi are stored in various department N:drive folders.
 - g. Disadvantages
 - i. SYLO would be another software tool faculty would need to learn and use.
 - ii. Many faculty are content updating syllabi in Microsoft Word.
3. Engineering/Physics (Kevin Grove)
- a. The Science department is changing the contact hours for ENGR 211, ENGR 212 and ENGR 213 to 40 hours of lecture instead of 30 hours of lecture and 30 hours of lab.
 - b. The change in contact hours results in a reduction in total contact hours and load but not credits.
 - c. The recommended preparation for ENGR 211, ENGR 212 and ENGR 213 are now prerequisites.
 - i. **Action item: Kevin Grove will email the chair of the Math department to communicate the addition of MTH 251 & MTH 252 as prerequisites.**
 - d. ENGR 211: Statics
 - i. Recommendation: Update outcome one to “Demonstrate professional communication skills”.
 - e. ENGR 212: Dynamics
 - f. ENGR 213: Strength Of Material
 - g. **Ron Boldenow motioned to approve ENGR 211, ENGR 212, ENGR 213 and Liz Hylton seconded the motion. The motion was unanimously approved.**
4. CourseLeaf Minor Revision Form (Vickery Viles)
- a. The minor revision form in CourseLeaf can be problematic as it locks fields on the form that are not considered a minor revision, so if faculty decide they want to make a major revision after starting the edits on the minor revision form then they would need to contact the Curriculum Office to “shred” the changes and start over.
 - b. Discussion: Should removing a course prerequisite be a minor revision?
 - c. **Action items: Curriculum committee members will review the minor revision course and program forms and email feedback to Vickery.**
 - d. Discussion: Do minor revisions need to go on the consent agenda?

Adjourn: 9:33AM

Next Meeting: November 6, 2018—OCH 141 at 8:30AM