

Academic Affairs Meeting Minutes

Date: 11/04/2019, Monday 3:30-4:30 PM

Location: Max Merrill Room, Library 221

Present (voting members):

John Liccardo (*Transfer Faculty*) – Chair
Michael Hansen (*Faculty at Large*)
Kirsten Hostetler (*Transfer Faculty*)
Dan Alberghetti (*CTE Faculty*)
Wayne Yeatman (*CTE Faculty*)
Carolyn Schmidt (*Classified Representative*)
Amy Harper (*Faculty Senate President*)

Absent (voting members):

Julia Russell (*ASCOCC representative*)

Present (non-voting members):

Betsy Julian (*VPI*)
Tyler Hayes (*Director Admissions & Registrar*)
Steve Broadbent (*IT Representative*)
David Schappe (*CTE Council*)
Jane Morrow (*ChairMoot Representative*)
Vickery Viles (*Director of Curriculum & Assessment*)
Aimee Metcalf (*Shared Governance Committee*)
Krista Leaders (*Committee Specialist*)

Absent (non-voting members):

Meeting began @ 3:30

(Note: **Approvals and Action items written in red.**)

Unfinished Business

1. Review Academic Affairs Committee minutes from 9/23/19
 - a) **Wayne Yeatman motioned to approve, Kirsten Hostetler 2nd, motion passed unanimously with suggested edits.**
2. Review Curriculum Committee minutes from 10/1/19 & 10/8/19
 - a) **Reviewed**

New Business

1. **Action Item: Academic Affairs role in approving new programs (Vickery Viles)**
 - a) Vickery introduced the role of Academic Affairs in new program proposal process
2. **First Reading Action Item: NEW Program Proposal – Office Professional (Michael Hansen)**
 - a) Revision of an existing program in Business.
 - i. Current program 8 credits of electives mostly in CIS and are not taught anymore
 - ii. The state views the certificate as related to the umbrella of the AAS Business degree

- iii. Opportunity to make changes to the certificate and test the new program approval process.
 - b) New program will be in place for fall 2020. Office Professional will replace Office Assistant
 - c) The certificate will become nested in the AAS Business degree and can be completed in a year.
 - d) The new program creates an exit point in the business program that did not exist before and rallies around the position of Office Professional.
 - e) Potential enrollment increases would allow additional courses to be offered that would be taught by adjunct/part-time faculty.
 - f) Concern was raised by CIS that the new direction of the program to move away from technical computer skills and the impact on the CIS department offerings.
 - i. Curriculum committee has a process in the workflow of the program approval to address impacts on departments.
 - g) **Jane motioned to approve, Dan seconded. Motion passed unanimously**
3. **First Reading Action Item: Related Instruction amendments (Betsy)**
- a) Courses need to be addressing the needs of the program.
 - b) Course description revision for many related instruction courses to address CTE programs.
 - c) Written requirement moved into the outcomes of Communication.
 - d) **Amy motioned to approve, Wayne seconded. Motion passed unanimously.**

The meeting adjourned at 4:17 pm.

Next Meeting: is November 18, 3:30 – 4:30, Max Merrill room

Curriculum Committee Meeting Minutes - APPROVED

Date & Time 11/5/19, Tuesday 8:30 - 9:30 AM

Location: OCH 141

Present (voting members):

- Ron Boldenow (Chair, CTE Representative)
- Michele Decker (Faculty Forum, CTE Representative)
- Sarah Fuller (Faculty Forum, Transfer Representative)
- Elizabeth Hylton (Faculty Forum, Faculty Forum, At Large)
- Annemarie Hamlin (Instructional Dean, Presidential Appointment)

Absent (voting members):

- Faculty Forum, At Large (not yet appointed)

Present (non-voting members):

- Erika Carman (Instructional Systems 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

- Theresa Freihoefer (Associate Professor, Business)
- Paula Simone (Chair, Natural & Industrial Resources)

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

Consent Agenda

(The following items also appeared on the 10/22/19 meeting which took place via email but due to lack of quorum in a vote, are included again.)

1. Approve 10/08/19 minutes
2. Approve course inactivations (no outside impacts)
 - a. BA 120, BA 121, BA 123, BA 124
 - b. LMT 258, LMT 259, LMT 266
3. Second Readings, Humanities
 - a. Course revisions
 - i. ENG 106: Intro to Literature: Poetry
 - b. Course inactivations
 - i. WR 095: Basic Writing II
4. New consent agenda items
 - a. Course inactivations (no outside impacts)
 - i. AH 205: Medical Ethics
 - ii. ART 157C1: Jewelry-Precious Metal Clay I
 - iii. ART 257: Metalcraft IV
 - iv. ART 258: Metalcraft V

- v. ART 259: Metalcraft VI
- vi. HHP 212: CPR-AHA Heartsaver Pediatric
- vii. HHP 243: Occupation Health, AHA BLS CPR
- viii. HHP 291: Lifeguard Training
- ix. OL 160: Processing the Experience
- x. PSY 214: Personality Psychology
- xi. PSY 225: Eating Disorders
- xii. SOC 142: Film Society: Global Culture
- xiii. SOC 143: Film Society: Contemp Issues

5. Sarah Fuller motioned to approve the consent agenda and Liz Hylton seconded the motion. The motion was unanimously approved.

First Readings

1. Business Administration
 - a. Program revisions
 - i. 5169: Business Administration: Management AASO
 1. Removing BA 286 as a requirement and adding a business elective.
 2. The committee complemented Theresa on the program outcome assessment methodology.
 3. Sample plan – Students can take business courses over summer term.
 - a. Faculty can create sample plans that have courses offered over summer term.
 - b. Course revisions
 - i. BA 101: Intro to Business
 1. The committee complemented Theresa on the updated student learning outcomes. The number of outcomes were reduced from ten to seven.
 - c. Course inactivations
 - i. BA 286: Managing Business Processes
 1. BA 286 is currently a requirement in the Automotive Management AAS. Theresa F. connected with Paul Pelly in the Automotive department and he plans to use BA 250 as an alternative to BA 286. BA 250 is already an option to BA 286 in the program requirements.
 2. BA 207: Business Fundamentals covers much of the content of BA 286.
 - a. Students in prior catalog years will still show BA 286 as a requirement. Business advisors will work with individual students to find the appropriate alternative business elective course.
 - b. Action item: Jared will pull a list of students in the Business Administration: Management AASO for the last two catalog years for Theresa. Theresa will communicate to students and advisors.**
 - d. Sarah Fuller motioned to approve inactivating BA 286, the revisions to BA 101 and the revisions to the Business Administration: Management AASO. Annemarie seconded the motion. The motion was unanimously approved.**
2. Military Science
 - a. Course revisions
 - i. MS 111: MSI:Leader/Personal Devlpmt
 - ii. MS 112: MS I: Intro to Tactical Leader



- iii. MS 113: MS I: Orienteering Land Navig
- iv. MS 111, MS 112 and MS 113 are changing from lecture to lab to align with OSU.
 - 1. The content outline and the course description do not align with the outcomes.
 - 2. **MS 111, MS 112 and MS 113 are tabled until the course description, outcomes and content outline are updated.**
- 3. Other Business
 - a. Voting by email
 - i. A motion and a second is not required for a consent agenda item voted on via email.
 - b. Membership and quorum
 - i. Quorum in curriculum committee will be 3 out of 5 voting members instead of 4 out of 6 voting members until the faculty forum (at large) position is filled.
 - c. Math curriculum changes
 - i. Kathy Smith has offered to give an overview of the proposed math curriculum changes before the committee officially reviews the proposals.

Adjourn: 9:26 a.m.

Next Meeting: Tuesday, November 12, 2019—OCH 141 at 8:30 a.m.

Curriculum Committee Meeting Minutes - DRAFT

Date & Time 11/12/19, Tuesday 8:30 - 9:30 AM

Location: OCH 141

Present (voting members):

- Ron Boldenow (Chair, CTE Representative)
- Michele Decker (Faculty Forum, CTE Representative)
- Sarah Fuller (Faculty Forum, Transfer Representative)
- Elizabeth Hylton (Faculty Forum, Faculty Forum, At Large)
- Annemarie Hamlin (Instructional Dean, Presidential Appointment)

Absent (voting members):

- Faculty Forum, At Large (not yet appointed)

Present (non-voting members):

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

Guests

- Kathy Smith (Chair, Mathematics)
- Tyler Hayes (Registrar & Director of Admissions & Records)

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

Consent Agenda

1. Approve 11/5/19 minutes
2. Approve course inactivations (no outside impacts)
 - a. ART 158C1: Jewelry-Enameling I
 - b. ART 158C2: Jewelry-Enameling II
 - c. ART 159C1: Jewelry-PMC Enameling I
 - d. ART 159C2: Jewelry-PMC Enameling II
 - e. ART 261: Darkroom Photography
 - f. ART 270: Printmaking
 - g. ART 284: Watercolor IV
 - h. ART 285: Watercolor V
 - i. ART 286: Watercolor VI
 - j. ART 292: Site Specific Sculpture
 - k. CIS 235: IT in Business
 - l. MUP 276: Applied Viola
 - m. MUP 277: Applied Cello
3. Music
 - a. Course revisions (removing from General Education/Discipline Studies lists)

- i. MUS 211: Music Theory IIA
 - ii. MUS 212: Music Theory IIB
 - iii. MUS 213: Music Theory IIC
 4. Second Readings
 - a. Business Administration
 - i. Program revisions
 1. 5169: Business Administration: Management AASO
 - ii. Course revisions
 1. BA 101: Intro to Business
 - iii. Course inactivations
 1. BA 286: Managing Business Processes
 5. **Liz Hylton motioned to approve the consent agenda and Sara Fuller seconded the motion. The motion was unanimously approved.**

New Business

1. Math sequence curriculum changes
 - a. Kathy Smith gave an overview of the proposed math curriculum changes before the committee officially reviews the proposals.
 - b. The math department's goal is to shorten the pathway for the math sequence at COCC. Shortening the pathway is happening on a national level. Currently, if a student starts at MTH 010 it will take them almost two years to complete MTH 111.
 - c. Summary of proposed changes.
 - i. Most math courses are going to continue to have recommended preparation, not prerequisites.
 - ii. MTH 010 and MTH 020 will be inactivated and replaced with new course MTH 015.
 - iii. MTH 031 will be inactivated.
 - iv. MTH 058 will be inactivated.
 - v. MTH 060 is staying the same.
 - vi. MTH 065 and MTH 095 will be combined into a newly revised MTH 095. The Math department is piloting this now. MTH 065 is not going to be inactivated incase the pilot does not go as planned.
 - vii. MTH 098 will be revised.
 - viii. MTH 085 and MTH 086 will be inactivated and replaced with new course MTH 102.
 - ix. AH 105 is a new CTE math course that will be taught beginning spring 2020.
 - x. BA 104 is staying the same.
 1. BA 104 can be counted as a CTE courses within the AAOT. 12 credits of the AAOT can be CTE.
 - xi. CUL 090 is being renumbered to CUL 104.
2. Math placement levels
 - a. Student are currently placed into a course or several courses. Ex: "Placed in MTH 060/MTH 085/CUL 090". The current model is confusing to students because they think they have to take all three courses. Also, there will be more courses to choose from after the related instruction work is complete. The student-facing placement description in Bobcat Web is limited to 30 characters. The character limit is a Banner limitation that cannot be changed.



- b. COCC staff, led by the FYE department, are working to move to placement levels beginning fall 2020. Students will be placed into a level (“Placed: Math level 045”) instead of a course(s) (“Placed in MTH 060/MTH 085/CUL 090”). The new placement level statement in Bobcat Web can link to a webpage, which will have details on which course students should take based on whether they are stem, non-stem or CTE.
 - c. Comment: The numbering system is not intuitive.
 - i. Why is there a large gap between placement level numbers? Faculty may think the large gap in the numbering system has to do with skill level.
 - ii. The numbering system was created as an internal coding system. The numbers are to assign a level and do not have value and are not associated with a skill level.
3. Related instruction update
- a. Today (11/12/19) is the deadline for faculty to propose courses to a related instruction category (communication, computation, human relations). The related instruction taskforce will review the proposals tomorrow (11/13/19). We will have the complete related instruction list after the taskforce reviews the remaining proposals.

Adjourn: 9:27 a.m.

Next Meeting: Tuesday, November 19, 2019—OCH 141 at 8:30 a.m.



Name: _____

Date: _____

Department: _____

COCC Contact Information: _____

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
 - Procedure—new
Identify suggested location in *GPM*: _____
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new
Identify suggested location in *GPM*: _____
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: _____

BUDGET

INSTRUCTIONAL REQUIREMENTS

OPERATIONAL NEEDS, CURRENT AND FUTURE

STUDENT IMPACT

ANTICIPATED IMPLEMENTATION TIMELINE

2019-22 Academic Master Plan

DRAFT

Student Success:

Goal Statement:

Provide resources and support to facilitate student persistence and educational goal achievement.

Goal Intention:

Many students who come to COCC leave before reaching their declared educational goal. COCC will proactively guide students to define goals, and will provide resources and support to achieve them. This will result in a measurable improvement in overall persistence and completion.

- **Increase PT faculty professional development opportunities at COCC to increase their engagement with the College and encourage them to employ practices that increase student engagement, access, and success.** (Relates to SS-1)
- **Expand the use of Open Education Resources or other no or low-cost materials across the curriculum to increase equity and access for all students.** (Relates to SS-3)
- **Provide course development support for online courses including access to technology resources that enhance teaching quality and the online student experience (videos; increase licenses).** (Relates to SS-1)
- **Increase integration of ABS with credit programs.** (Relates to SS-2)
- **Advance improvement to teaching and learning as a result of program and degree level outcomes assessment.** (Relates to SS-1)

Student Experience:

Goal Statement:

Provide core academic offerings and student support at all campuses and online.

Goal Intention:

Access to core academic offerings and services is limited and inconsistent. COCC will provide core academic offerings and student support services in a coordinated, intentional and predictable way to increase equity in the academic experience online and at all campuses.

- **Develop online degrees and certificates as appropriate to meet student demand.** (Relates to SE-2)
- **Continue to improve access to course offerings and effectiveness of course scheduling at the northern campuses to assist student degree completion.** (Relates to SE-2)
- **Promote the principles of Universal Design for all materials.** (Relates to SE-3)

Community Enrichment:

Goal Statement:

Engage as a collaborative and contributing partner with the community.

Goal Intention:

As Central Oregon has grown, opportunities for leadership and collaboration in the community have increased. COCC will cultivate new relationships and strengthen existing connections with workforce, education and other community partners. We will proactively collaborate to meet current and future community needs.

- **Increase connection with local businesses by ensuring that every CTE program has an active advisory committee** (Relates to CE-2)
- **Increase connection with universities by having COCC faculty participate in development of Major Transfer Maps** (Relates to CE-1)
- **Expand non-credit workforce training opportunities.** (Relates to CE-2)

Institutional Efficiency:

Goal Statement:

Strengthen systems, policies and procedures to create more proactive, responsive and effective internal processes.

Goal Intention:

While the College has changed dramatically over the last decade, the institution's operational infrastructure has not kept pace. COCC will examine and improve policies, procedures and systems to make them more efficient, effective and operationally sustainable to provide a high quality work and learning environment.

- **Redesign academic web pages to support better resources for current and prospective students, accuracy, sustainable maintenance, and recruiting needs.** (Relates to IE-4)