

Curriculum Committee Meeting Minutes – DRAFT

Date: 11/27/18, 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):

- 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)

Guests

- Glenda Lantis (Director of Continuing Education)

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

Consent Agenda

1. Approve 11/6/18 committee minutes
2. Massage Therapy
 - a. Course revisions
 - i. LMT 101: Intro Massage Therapy Career
 - ii. LMT 145: Massage I
 - iii. LMT 150: Massage II
 - iv. LMT 228: Foot Reflexology
 - v. LMT 255: Zen Shiatsu
 - b. Course inactivation
 - i. LMT 241: Neuromuscular Treatment-Ext
 - ii. LMT 256: Advanced Zen Shiatsu
 - iii. LMT 261: Ancient Hawaiian Massage

- iv. LMT 295: Integrated Therapies
- 3. Geography
 - a. Course inactivation
 - i. GEOG 207: Geography Of Oregon
- 4. **Ron Boldenow motioned to approve the meeting minutes and consent agenda from 11/6/18 and Sarah Fuller seconded the motion. The motion was unanimously approved.**

Second Reading/Old Business

1. Discussion on best path forward for prerequisite statement for “WR 121 plus 98”.
 - a. Options discussed:
 - i. Minimum placement in WR 121 plus WR 098
 1. Students may think they must take WR 098.
 - ii. Minimum placement in WR 121 or WR 121 plus 098
 1. This is the current prerequisite for WR 121.
 - iii. Minimum placement into a higher writing course
 1. This statement will be the same for both WR 121 and WR 121 plus 098 levels, so the user will not know what is programmed.
 - b. There is general confusion around the difference between the WR 121 plus 098 placement level and the WR 121 placement level and which one should be listed as a prerequisite for courses.
 - c. Additional discussion is needed to determine the best prerequisite description/language for WR 121 plus WR 098.

Tabled

1. BI 231, BI 232, BI 233, BI 234 pending a language change in the prerequisite to “WR 121 plus 98”.

New Business

2. 2018-2019 Catalog Addendum for Non-credit Training Certificate (NCTC)
 - a. In 2015, the state of Oregon allowed community colleges to award non-credit certificates.
 - b. Non-credit training certificates that are veteran benefit eligible need to be in the catalog.
 - c. The current process for approving non-credit training certificates does not include curriculum committee.
 - i. NCTC’s are currently an informational item to curriculum committee.
 - ii. Curriculum Committee members can email suggestions or feedback on the catalog addendum to Glenda Lantis.
 - iii. Comment: Academic Affairs or Curriculum should be involved in reviewing new non-credit training certificates.
 - d. Non-credit training certificates may live under the “special curriculum in the catalog.
 - e. Students a part of non-credit training certificates are students through Continuing Education.
 - i. No access to Student Services.
 - ii. NCTC students have a student ID number but no student ID card.
 - iii. Access to Blackboard.
 - iv. Access to the gym as a community member, which requires a fee.
 - v. Continuing Education determines tuition and fees.
 - f. Satisfactory academic progress policy (SAP)

- i. The SAP policy is a VA requirement for NCTC's.
 - ii. Continuing Education worked with the Financial Aid Department on this policy.
 - iii. Recommendation: add language to specify the policy is for NCTC students within Continuing Education.
 - g. Credit for prior learning
 - i. The credit for prior learning policy is a VA requirement for NCTC's.
 - ii. Recommendation: Remove "credit" and name the section "prior learning".
 - h. Student conduct
 - i. Student conduct will be enforced by the Student Campus Life Director.
 - 3. Economics
 - a. Course inactivation
 - i. EC 101: Contemporary Economic Issues
 - 1. EC 101 has not been offered in many years and there are no plans to offer it in the future.
 - 2. **Ron Boldenow motioned to approve the inactivation of EC 101. Sara Fuller seconded the motion. The motion was unanimously approved.**

Adjourn: 9:32AM

Next Meeting: December 4, 2018—OCH 141 at 8:30AM