

Curriculum Committee Meeting Minutes - DRAFT

Date: 9/22/2015, Tuesday 8:30-9:30 AM

Location: Metolius 214

Present (voting members):

Stephanie André (*transfer representative*)

Jessica Giglio (*transfer representative*)

Chad Harris (*Instructional Dean*)

Dawn Lane (*CTE representative*)

Eric Magidson (*CTE representative*)

Absent (voting members):

ASCOCC Representative (not yet appointed)

Present (non-voting members):

Sharon Bellusci (*Enrollment Services representative – temporary assignment*)

Stephanie Clark (*Note taker/Support Specialist for Instructional Deans*)

Vickery Viles (*Director of Curriculum and Assessment*)

Absent (non-voting members):

None

Guests

None

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

1. **Welcome Back, Introductions**

- a. Vickery welcomed everyone and reviewed the committee's charge
- b. Eric discussed the general process used last year for approvals
 - i. When a request was submitted, it was posted to Blackboard before the meeting for the committee to review and provide suggestions, paying close attention to make sure it was outcome based and consistent. The committee then discussed their comments/suggestions at the meeting with the representative/department chair and asked the representative/department chair to make revisions and return to the committee.
 - ii. Revisions were posted to Blackboard for additional comments/suggestions once received and the committee then did a "second read" with the representative/department chair and provided additional recommendations, if needed.
 - iii. Once approved, changes were made in Banner, the catalog and the state's database.

2. **Debrief of last year**

- a. Successes:
 - i. Completing the work at hand given the situation and the record-setting volume of curricular proposals

- ii. The Committee used Blackboard to post and comment on proposals, which cut down on printing and increased efficiency for the committee.
- iii. The emphasis on student learning outcomes resulted in significant improvement in many areas.
- b. Challenges included:
 - i. Faculty who brought items to the committee were sometimes surprised at the scope of the review (all elements of the course or program were examined with special attention to student learning outcomes).
 - ii. Working on outcomes during the committee process was challenging, especially for discipline studies outcomes.
 - iii. Our forms
 - iv. Proposers had a hard time determining where they were in the process and the timeline for their proposal.
 - v. Faculty had to attend meetings at which their proposal was reviewed and if the committee ran out of time, their agenda item was moved to a new meeting. This happened too frequently.
 - vi. Communicating changes to constituent groups
 - vii. Curriculum and catalog deadlines continue to be a challenge.

3. **Look ahead at upcoming year**

- a. Blackboard will be used again
- b. Forms will be updated and web-based
- c. The committee has approval to purchase new software, but the difficult part is to find a product that aligns with COCC's Banner software.
- d. Vickery discussed the following:
 - She will attend the Academic Affairs meetings and serve as a liaison.
 - There might be an "express lane" this year for some requests such as changes to course descriptions or titles so it is not such a lengthy process.
 - She might request that Tony Russell meet with requestors before the forms are submitted to the committee to ensure the changes align with outcomes.

4. **Housekeeping (Meeting schedule, minutes)**

- a. The committee met for one hour weekly last year and that worked well
 - i. **Eric Magidson motioned to change the meeting start time from 8:00 a.m. to 8:30 a.m. and Dawn Lane seconded the motion. The time change was unanimously approved.**
- b. Stephanie will post draft minutes to the Outlook folder and will delete the draft and repost the final minutes once they are reviewed and approved

5. **Elect Chair**

- a. **Dawn Lane motioned to elect Eric Magidson as the 2015-16 committee chair and Stephanie André seconded the motion. The Committee unanimously elected Eric Magidson 2015-16 Curriculum Committee Chair.**

6. **Website in progress**

- a. **Vickery is working on updating the website. She asked the committee to look at the website changes and look for information that is missing from a consumer's perspective.**

Meeting Adjourned – 9:30 a.m.

Next Meeting: Tuesday, October 6, 2015 – MET 214 at 8:30 a.m.