

Curriculum Committee Meeting Minutes - APPROVED

Date: 10/6/2015, 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. **Approval of Minutes**

- a. **Eric motioned to approve the minutes from 9/22/15 and Stephanie Andre seconded the motion. The minutes were unanimously approved.**

2. **Website & Form Review**

- a. The Curriculum Committee's new website was reviewed
 - i. Vickery has started a glossary of academic terms to post on the web. She will send the draft to the committee for feedback.
 - ii. Vickery showed the committee [Portland Community College's Curriculum Style Guide](#). She would like to create a similar document for COCC.
 - iii. The review process needs to be highlighted on the website. A flowchart might be helpful. Eric mentioned it might be helpful to create an instructional video about the process and how to complete the forms. Videos seem to be more effective than written text.
 - iv. The old archived webpages are still showing up when searching for curriculum information on cocc.edu and this can be confusing for users. Sharon and Vickery are going to work on making the new curriculum webpages more searchable, but Vickery does not want to delete the old pages until the new site is complete.

- v. Green course content – Vickery is unsure if it is still used by the state for anything so she is going to do a little more research to see if it can be removed from the web.
 - vi. Time blocks for COCC credit courses – it appears that there are 2 evening time blocks, but one ends at 7:30pm and the other begins at 7:30pm and students are unable to register for both because they are not 10 minutes apart. Vickery may discuss this with Academic Affairs
- b. Forms
- i. Vickery opened some of the forms on the curriculum website and briefly reviewed them with the group
 - 1. The committee wants to make sure the full outcomes are met with the assessment activities listed on the forms. A list of examples would be helpful for proposers to get an idea of exactly what the committee is looking for. The committee is hopeful that Tony Russell will be able to meet with the proposers and help strengthen the outcomes and assessments. The committee also wants to meet with Tony to make sure they are on the same page about connecting outcomes with assessments so there are no surprises when the proposer meets with the committee.
 - ii. Not everyone was able to review the new forms on the website prior to the meeting, so they will be discussed again and approved at the next meeting.
3. **Addendum proposal**
- a. Vickery handed out the 15-16 Catalog Addendum Items and wanted to vote on these, but the committee members did not have time to review, so they will vote at the next meeting.
4. **Other housekeeping business**
- a. Nothing discussed

Meeting Adjourned – 9:34 a.m.

Next Meeting: Tuesday, October 20, 2015 – MET 214 at 8:30 a.m.