

Curriculum Committee Meeting Minutes

Date: 10/20/2015, 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. **Dawn motioned to approve the minutes from 10/6/15 and Stephanie Andre seconded the motion. The minutes were unanimously approved.**

2. **Addendum Proposal (attached)**

- a. Vickery asked to remove the Veterinary Technician Certificate from the addendum proposal because the department is unsure if they want to change the math requirement.
- b. **No one had any questions about the other items, so Dawn motioned to approve the 15-16 Catalog Addendum Items, with the exception of the Veterinary Technician Certificate, and Eric seconded the motion. This was unanimously approved.**

3. **Use of Dropbox, Google Docs, Bb, Sharepoint, etc**

- a. The committee needs a way to share and edit documents. Some options include Dropbox, Google Docs, Blackboard and Sharepoint.
 - i. Dropbox – seems pretty simple, has a high storage limit, ability to track changes, and can be used on any computer. The only identified problem with Dropbox is that multiple copies of a document can be saved if more than one user tries to edit a document at the same time. A red icon/badge will appear if another user is editing a document, so it is best to not make any edits until after the other user closes the document before making edits.

- ii. Blackboard – seems too difficult since “assignments” need to be created for each submission.
 - iii. Google Docs – this could be a good option because more than one user can make changes at the same time, but “track changes” must be turned on manually and the shared documents would be mixed in with personal documents if users use their personal Google account.
 - iv. Sharepoint – difficult to log in, must open in Word and turn on “track changes” manually.
- b. Dropbox seems to be the best option for now.
4. **Outcomes Discussion with Tony Russell**
- a. Tony was unable to attend the meeting, so this will be postponed.
5. **Other Items**
- a. There is a new CTE program approval process that was passed last year in Academic Affairs, but many people are unaware of this. **The committee will review the [Overview of New CTE Program Process](#) and [CTE program approval process](#) as “homework” before the next meeting.**
 - b. The meeting next week is cancelled.
 - c. E-mail voting – Eric showed the group how to construct an email with voting buttons in Outlook. Voting by e-mail was used by the committee last year and it worked okay, except there were problems when using a Mac. Eric said there is an update available now so it shouldn’t be a problem this year. Last year, e-mail voting was generally done if the committee ran out of time during their meetings. John used to send out an electronic vote after the meeting (within a day or so) and put a deadline on the vote.
 - i. **Eric motioned to vote on the items discussed electronically through Outlook in lieu of meeting in person next week. Chad seconded the motion. The electronic vote was unanimously approved.**

Meeting Adjourned – 9:07 a.m.

Next Meeting: Tuesday, November 3, 2015 – MET 214 at 8:30 a.m.