Curriculum Committee Meeting Minutes - APPROVED
Date: 11/3/2015, 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)*
Eric Weller *(Note taker/Support Specialist for Instructional Deans)*
Vickery Viles *(Director of Curriculum and Assessment)*

Absent (non-voting members):
None

Guests
Denise Hatch *(Transcript Degree Evaluator)*
Tony Russell *(Faculty Assessment Coordinator)*

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

1.   **Consent Agenda**
    a. **Approval of Minutes**
        i.   **Eric Magidson motioned to approve the minutes from 10/20/15, and Dawn seconded the motion. The minutes were unanimously approved.**
    b. **Approval of remaining Consent Agenda items**
        i.   There were no items taken off the consent agenda.
        ii. **Dawn motioned to approve the remaining items on the Consent Agenda, and Eric Magidson seconded the motion. The remaining items (addendum items and the documentation on culinary and baking cleanup for 15-16 catalog year) were unanimously approved.**

2. **Other Items**
    a. An agenda item was presented at the Academic Affairs committee regarding the Curriculum Committee as a subcommittee to Academic Affairs. Tim Peterson will be at the next Curriculum Committee to discuss the topic further.
    b. The topic of creating a group for analyzing different software products was also discussed.

3. **Course Outcomes Discussion, Tony Russell**
   a. Tony spoke about his work with course outcomes and discussed the following themes.
      i. A lot of the work that is done with outcomes and outcomes based education has to do with what students are able to do in the real world with the education they are receiving.
      ii. A college scorecard website was launched by the Department of Education but none of the assessment data was there.
      iii. Colleges struggle to measure learning as a whole. A statement from the college scorecard website addresses this.
      iv. Students should be able to know what they will be able to do when they get out of a course.
      v. Tony has worked with different programs on their materials before it is presented to curriculum. When working with different programs it is important to treat them as the experts of their field.
      vi. It is important to keep in mind the question "are outcomes measurable"?
      vii. An example was given - if a student should be able to discuss something and there are only tests, this may not be the best tool to measure discussion.
      viii. A handout was presented regarding Improving Student Leaning Outcomes.
      ix. An example was given regarding work with the Pharm Tech program and the tools Tony has used for this program. One of the tools includes creating a guide that shows the before, after, and what the outcome is verified by. He would like to continue using these tools moving forward if they are useful.
   b. After Tony spoke the meeting was open for discussion. Some of the topics discussed are listed below.
      i. How is Tony's approach and the way it was done in the past compare?
      ii. Blooms taxonomy can be a useful tool.
      iii. Tony will be working on building up a website of resources that can be used as a point of reference.
      iv. Does it seem like outcomes are headed in the right direction?
         1. The overall feeling was yes.
      v. If the deadline is met for turning in documentation is there a reason why Tony could not be engaged?

4. **Other Items**
   a. Tony gave updates from the Learning Outcomes and Assessment committee
      i. LOA will be working on training multiple people across campus to help with their work.
      ii. There is a lot of work that needs to happen with course outcomes.
      iii. A program review process will need to be developed.
      iv. Some departments already have assessment plans.
   b. The question was presented: Do you come to the committee to change outcomes, or do you change the syllabus?
      i. In the past it was discussed to have this go through committee, but there was never a resolution to the discussion.
      ii. A potential issue could be if one instructor changes outcomes then give these to a new instructor, then departments may no longer be teaching the same outcomes.
      iii. It may be helpful to have a straightforward process go through a committee.

c. Different instructors may place different emphasis on outcomes, but the outcomes need to be consistent.
d. Some department outcomes may change every year. The CIS department was given as an example as software is always changing.
e. A new program approval process is now on the website. It has been discussed in Academic Affairs about possible areas of improvement with the model.
f. **There was a motion to adjourn the meeting by Eric Magidson, this was seconded from Dawn Lane.**

Meeting Adjourned – 9:30 a.m.

Next Meeting: Tuesday, November 10, 2015 – MET 214 at 8:30 a.m.