



**Curriculum Committee Meeting Minutes-APPROVED**

**Date: 12/8/15, Tuesday 8:30-9:30AM**

**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*)
- Vickery Viles (*Director of Curriculum and Assessment*)
- Lisa Bacon (*Note taker/Support Specialist for Instructional Deans*)

**Guests:**

- Tony Russell (*Faculty Assessment Coordinator*)
- Deborah Davies (*Department Chair, Allied Health*)

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

**1. Consent Agenda**

**a. Approval of Minutes**

- i. **Dawn Lane motioned to approve the minutes from 11/24/15, and Chad Harris seconded the motion. The minutes were unanimously approved.**

**2. New Business-Medical Assisting Program Course Changes, Deborah Davies**

- a. Deb updated the group on current standards given by the department accrediting body and the reasoning behind the inactivation of courses and new course development.
- b. The group reviewed the courses to be inactivated (MA 113, MA 125, MA 123, MA 135, MA 133). These courses do not have a new course equivalency. If a student falls out of sequence or requests re-entry to the program, they must begin the program again by taking the new courses.
  - i. **Chad Harris motioned to approve the inactivation of MA 113, MA 125, MA 123, MA 135 and MA 133. Dawn Lane seconded the motion. The course inactivations were unanimously approved.**
- c. The group reviewed the new course curriculum (MA 110, 111, 120, 121, 140, 137). Deb shared examples of skill checks and assignments. Clarification was given regarding environmental degradation and how that applies to the program with waste management. Sharon recommended that the CIS 120 prerequisite requirement also include the computer competency option. Deb will add this to the curriculum structure.
  - i. **Eric Magidson motioned to approve the new courses (MA 110, 111, 120, 121, 140, and 137) with the suggested computer competency change, and Dawn**



**Lane seconded the motion. The new course curriculum with the suggested change was unanimously approved.**

- d. The group reviewed the revised course curriculum (MA 150, 147). There was discussion around concurrency terminology and the potential issue with MA 150 and how it appears in Grad Tracks. Deb will work with students on a case-by-case basis if this issue arises
    - i. **Eric Magidson motioned to approve the revised course curriculum (MA 147 and 150), and Stephanie André seconded the motion. The revised courses were unanimously approved.**
  - e. The group reviewed the program revision document with the summary of changes. It was noted that communication regarding the structure of the program is outlined in the catalog
    - i. **Dawn Lane motioned to approve the program revisions, and Chad Harris seconded the motion. The program revision document was unanimously approved.**
  - f. Deb discussed the pre-requisite load and recommended concurrency of BI 121 and 122 in preparation for AH 113. If this is pursued, it will need to be approved by the Curriculum Committee at a later date.
3. **New Business-Related Instruction, Vickery Viles**
- a. Any educational program that is aligned with a four year degree program has to have a general education component. For applied/CTE programs, any program of a year or more must have a recognizable body of general education or related instruction.
  - b. COCC's definition of related instruction is outlined in the catalog on Page 40 in the General Education/Foundational Requirements section. The Curriculum webpage has more information on related instruction as defined by NWCCU as well as COCC.

4. **Old Business**

- a. Suspending and Deleting Programs
  - i. Vickery introduced a revised process description for suspending/deleting a program using committee recommendations and PCC language
    - 1. Consultation
    - 2. Develop a Teach-out Plan
    - 3. Develop a Communication Plan
    - 4. Submit for Suspension/Deletion Approval
    - 5. Implement the Program Suspension/Deletion
- b. The group reviewed the revised Suspend/Delete Approval form
- c. **Vickery asked that the committee continue to review the procedure and approval forms in preparation for discussion during the next meeting.**

The meeting was adjourned at 9:33AM.

Next Meeting: Tuesday, January 12, 2016—MET 214 at 8:30AM