



Curriculum Committee Meeting Minutes-APPROVED

Date: 1/12/16, 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*)
- Jared Forell (*Assistant Director of Admissions & Records-Curriculum and Technology*)
- Vickery Viles (*Director of Curriculum and Assessment*)
- Lisa Bacon (*Note taker/Support Specialist for Instructional Deans*)

Guests:

- Tony Russell (*Faculty Assessment Coordinator*)

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

1. Consent Agenda

- a. Approval of Minutes
 - i. **Chad Harris motioned to approve the minutes and Jessica Giglio seconded the motion. The minutes were unanimously approved.**

2. Old Business

- a. Second Reading: Medical Assisting Program Course Changes
 - i. Deb Davies added computer competency option to the prerequisite requirement for MA 110
 - ii. Third reading of Medical Assisting Program changes not required
 - iii. **Eric Magidson motioned to approve the Medical Assisting Program course changes (inactivation of MA 113, 125, 123, 135, and 133; new courses MA 110, 111, 120, 121, 140, 137; revision of MA 150 and 147) and Chad Harris seconded the motion. The course changes were unanimously approved.**
- b. First Reading: Suspending and Deleting Programs
 - i. Added location to form and the requirement to attach teach out and communication plans rather than just explaining them.
 - ii. The group discussed how faculty will know how to create a teach out plan. It was suggested that links be added to the "Suspending a Program" page on COCC's website. **Additionally, Vickery agreed to create a template for a teach**



out and communication plan to ensure faculty know how to accurately complete the plan.

- iii. There was discussion regarding the process of suspending/deleting programs and how that coordinates with Banner and student degree changes.
- iv. The group confirmed that signatures on the form should be department chair and instructional dean.
- v. **Dawn Lane motioned to approve the suspension/deletion process and corresponding form and Stephanie André seconded the motion. The suspension/deletion process and form were unanimously approved.**

3. New Business

- a. Review of Credits and Contact Hours
 - i. Vickery discussed the idea of a job description for Curriculum Committee members, and providing tutorials on certain aspects of the curriculum process.
 - ii. Review of federal definition of a credit, which is now posted on [COCC's website](#)
 - iii. There are three types of instruction defined in Oregon by CCWD: lecture, lecture/lab, and lab
 - iv. Review of how to award credit according to student learning ratios
 - 1. 10-12 hours/term: lecture, recitation (COCC does not use this term), co-op work experience seminar
 - 2. 20-24 hours/term: lecture/lab
 - 3. 30-36 hours/term: lab, PE activity course, co-op work experience (CWE)
 - v. Review of definition of clock/contact hours and scheduled breaks/passing periods; COCC schedules 50 minute blocks with 10 minute breaks built in
 - vi. Group discussed Clock Hours to Credits and Load Units Ratio document (also found on [website](#)); Vickery is working to rewrite the form by including definitions, citing the state's work more directly, and aligning with Banner
 - 1. First Column: COCC's version of CCWD's list of student learning ratios
 - 2. Second Column: Clock hours/Credits
 - a. Lecture = 1 contact hour + 2 hours study and prep
 - b. Lecture/Lab = 2 contact hours + 1 hour study and prep
 - c. Lab = 3 contact hours
 - 3. Third Column: clock hour and load unit ratios
 - a. Some of this content is outlined in Collective Bargaining Agreement, but some is not; intent is to align the publications

4. Upcoming Meeting Review

- a. Suspension/Deletion of CEED Programs
 - i. Theresa Freihoefer will be invited to complete the form for committee review

Adjourn: 9:17AM

Next Meeting: Tuesday, January 19, 2016—MET 214 at 8:30AM