

Curriculum Committee Meeting Minutes-APPROVED

Date: 3/15/16, Tuesday 8:30-9:30AM

Location: Metolius 214

Present (voting members):

- Jessica Giglio (*transfer representative*)
- Chad Harris (*Instructional Dean*)
- Dawn Lane (*CTE representative*)
- Eric Magidson (*CTE representative*)
- Stephanie André (*transfer 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*)
- Jared Forell (*Assistant Director of Admissions & Records-Curriculum and Technology*)
- Lisa Bacon (*Note taker/Support Specialist for Instructional Deans*)

Absent (non-voting members):

- None

Guests:

- Tony Russell (*Faculty Assessment Coordinator*)
- Theresa Freihoefer (*Department Chair, Business/Aviation/Culinary*)
- Wayne Yeatman (*Instructor, Culinary*)
- Melissa Monette (*Transcript & Degree Evaluator*)

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

1. Consent agenda

- a. **Chad Harris motioned to approve the minutes from 3/8, and Dawn Lane seconded the motion. The minutes from 3/8 were unanimously approved.**

2. New Business

- a. Nursing
 - i. New Nursing Assistant Program approval (catalog copy, outcomes)
 1. Because NUR 104 changed from six to five credits, spring term needed additional credits to meet financial aid full time requirements (12); the program must have 36 credits for certificate eligibility; **Dawn will continue to work on this (potentially revisit NUR 104 as six credits)**
 - ii. NUR 96 revised course (change to number, contact hours/LU, SLO)
 1. Change to NUR 104 to reflect a more comprehensive course and level of study than NUR 103

2. Changed from six credits to five credits; contact hours are driven by state board of nursing requirements; this may be revised to meet certificate credit minimums
- iii. The certificate and the NUR 104 course changes will be tabled for a future meeting to allow time to reconfigure credits
- b. Culinary non-HM course changes—
 - i. Inactive: Nutrition & Dietary Management, Restaurant Management and Systems, and Sustainable Food Systems Certificates will all be deleted; the courses recommended for inactivation have either never been taught or are part of one of these certificate programs; there was a discussion regarding the teach out plan; three or four students are declared in these areas; these students will be directed to an appropriate alternative on a case by case basis; a lot of the courses being inactivated are electives, some have never been taught; the responsibility is to allow a student who is declared in the certificate to finish the program; **Theresa and Wayne will work on a list of courses that will need a substitution although the substitution won't be automated; Sharon will run a report to determine exactly how many students these changes will be affecting**
 1. CUL 275s
 2. NUTR 100s
 3. NUTR 270
 4. NUTR 280
 5. RMGT 275s
 6. SUST 100s
 7. SUST 150s
 8. SUST 255s
 9. SUST 280
 10. **Eric Magidson motioned to approve the first reading of the inactivation of CUL 275s, NUTR 100s, NUTR 270, NUTR 280, RMGT 275s, SUST 100s, SUST 150s, SUST 255s, and SUST 280 with the requirement for student numbers and list of courses that will need a substitution, and Jessica Giglio seconded the motion. The motion was unanimously approved for second reading.**
 - ii. New Courses: Regional Cuisines
 1. CUL 276a: Regional World Cuisines-Africa
 - a. Discussion regarding course description; all new courses have same description but with region added to description to differentiate; suggestion to change to "African regional cuisines," "German regional cuisines," etc; option to include examples (e.g. Northern Africa); Wayne prefers a more generic course description with no region included; taking the region out of the course description will keep it flexible; **the group agreed to remove the region from the course descriptions from each section**
 - b. Discussion regarding learning outcome #4 and its clarity; question regarding how students are graded-they are graded on a rubric based on observation; **Wayne will rework this outcome for each course in the series to restate it more clearly**

- c. Question regarding how assessments and outcomes relate; activity based outcomes should include competency assessments whereas knowledge based outcomes should include quiz/test assessments; outcomes #1 and #4 are activity based, all other outcomes are knowledge based; **Wayne will rework the assessments to reflect these suggestions**
 - d. **CUL 170 prerequisite should be added to the course descriptions**
 2. CUL 276c: Regional World Cuisines-Caribbean
 3. CUL 276f: Regional World Cuisines-France
 4. CUL 276g: Regional World Cuisines-Germany
 5. CUL 276i: Regional World Cuisines-Italy
 6. CUL 276j: Regional World Cuisines-Asia
 7. CUL 276s: Regional World Cuisines-Spain
 8. **Chad Harris motioned to approve the first reading of the CUL 276 series with suggested changes to course description (adding prerequisite and removing region) and amendment to SLOs and assessments, and Dawn Lane seconded the motion. The motion was unanimously approved for second reading.**
- iii. Revised Courses
 1. BAK 180 (SLO, course title, course description)
 - a. Removing tarts and pies and replacing with custards and frozen desserts
 - b. Question regarding assessment language and clarity; outcome #1, #4, and #5 would need competency assessment because they are activity based but outcome #2 and #3 could just include quizzes and tests (omit competency assessment); **Wayne will rework the assessments to reflect these suggestions**
 2. BAK 210 (SLO, course description)
 - a. No rationale listed on the form; **this will need to be added**
 - b. Course description and SLOs were edited to better reflect the content of the course; spray guns and silk screens were removed
 - c. Question regarding assessments; **these should be reworked similarly to BAK 180**
 - d. **Prerequisites (BAK 110 or CUL 110) should be added to course description**
 3. BAK 255s (SLO, course title)
 - a. Removing “advanced” and “showpieces” from title because the course is not an advanced technique class
 - b. **Prerequisites should be edited in course description to reflect changes to RMGT courses**
 - c. Question regarding outcome #2 and differentiating flours; **suggestion to say “compare and contrast”**
 - d. Question regarding outcome #5 and suggestion to remove “understand”; **will change to “explain and apply”**
 4. CUL 270 (grade mode)

- a. Changing from a Pass/Fail to a standard letter grade due to lack of student motivation to go beyond bare minimum
 - b. Prerequisites should be edited in course description to reflect changes to RMGT courses
 5. NUTR 230 (SLO, prefix to CUL 230)
 - a. Discussion regarding equivalencies; should old class be reactivated in Banner or should it be completely rebuilt?; ensure that new class information is all correctly reflected
 6. RMGT 200 (SLO, prefix to CUL 200, contact hours/credits/load)
 - a. Same question regarding Banner entry
 - b. Recommendation to update assessment language similar to 276 series (competency assessment versus test/quiz)
 - c. Remove “prescribed technique” in the assessment of outcome #4 and #5
 7. RMGT 090 (SLO, prefix to CUL 090)
 - a. Recommendation to do side by side comparison when doing Banner entry; this is the third generation of the course but it’s returning to a former iteration; Vickery will get a list of reincarnations/history from Wayne and Theresa
 - b. Suggestion to remove “Demonstrate the ability to” on outcome #5 and start with “calculate”
 - c. RMGT 090 is equivalent to CUL 090
 8. SUST 180s (SLO, prefix and number to CUL 225)
 - a. Question regarding teach out plan that will be addressed at a later date
 - b. CUL 225 is a pre-existing course; this is a reincarnation
 9. SUST 190s (SLO, prefix and number to CUL 225)
 - a. Recommendation to update assessment language similar to 276; activity based outcomes versus using quizzes/tests
 - b. Suggestion to replace “demonstrate” on outcome #5 with “explain”
 - c. Suggestion to check on prerequisites and update course description
 10. Dawn Lane motioned to approve the first reading of the revisions to BAK 180, BAK 210, BAK 255s, CUL 270, NUTR 230, RMGT 200, RMGT 090, SUST 180s, and SUST 190s with suggested changes to prerequisites and outcomes/assessments, and Chad Harris seconded the motion. The motion was unanimously approved for second reading.
3. Old Business/Second Readings
 - a. Update to AS Medical Imaging (add SS course)
 - i. Tabled for future meeting due to time constraints
 4. Tabled for changes
 - a. HUM 230 (first reading complete)



5. Future Meetings

- a. Culinary changes
- b. New Hospitality Program approval
- c. Non-destructive Testing program suspension

Adjourn: 9:38AM

Next Meeting: Tuesday, March 29, 2016—MET 214 at 8:30AM