

Curriculum Committee Meeting Minutes-APPROVED

Date: 4/19/16, 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*)
- Lisa Bacon (*Note taker/Support Specialist for Instructional Deans*)

Absent (non-voting members):

- Jared Forell (*Assistant Director of Admissions & Records-Curriculum and Technology*)

Guests:

- Tony Russell (*Faculty Assessment Coordinator*)
- Theresa Freihoefer (*Department Chair, Business/Aviation/Culinary*)
- Ron Boldenow (*Department Chair, Natural & Industrial Resources*)

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

1. Consent agenda

- a. **Dawn Lane motioned to approve the consent agenda, including the minutes from the 4/12 meeting and the inactivation of 300 and 400 level courses, and Jessica Giglio seconded the motion. The consent agenda was unanimously approved.**

2. Old Business/Second Readings

- a. Program Amendments: CUL/HM
 - i. Addition to Culinary Specialization list in Culinary Arts AAS 5262
 1. BAK 255s
 2. CUL 276a, c, f, g, l, j, s
 3. CUL 225
 4. CUL 235s
 5. No comments/discussion from the group.
 - ii. Addition to Baking Specialization list in Baking and Pastry Arts AAS 5263
 1. BAK 255s
 2. CUL 225
 3. CUL 235s
 4. No comments/discussion from the group.

- b. New Hospitality Management AAS Program approval: revised program with added HM 290; renamed electives Hospitality Management Specialization List and removed GEOG 212 as an option
 - i. HM 101 (new course)
 - 1. No comments/discussion from the group.
 - ii. HM 240 (new course)
 - 1. No comments/discussion from the group.
 - iii. HM 275 (new course): revised course description to address OLCC regulation
 - 1. Course description now includes “instructor approval for verification”; this will be flagged in Banner so students cannot register without instructor permission
 - iv. HTRM 106 (Revised to become HM 106): Added HTRM 106 as equivalent
 - 1. No comments/discussion from the group
 - v. RMGT 130 (Revised to become HM 130): Added RMGT 130, CUL 131, and CUL 230 as equivalents, revised outcomes, completed the human relations portion of the form
 - 1. No comments/discussion from the group
 - vi. RMGT 150 (Revised to become HM 150): Added RMGT 150 and CUL 150 as equivalents
 - 1. No comments/discussion from the group
 - vii. RMGT 160 (Revised to become HM 160): Added RMGT 160 and CUL 210 as equivalents
 - 1. Typo on SLO #5-change from “and effective” to “an effective”;
Wayne/Theresa will make this change on the form and resend to Vickery
 - viii. RMGT 190 (Revised to become HM 190): Added RMGT 190 and CUL 190 as equivalents
 - 1. No comments/discussion from the group
 - ix. RMGT 210 (Revised to become HM 210): Prerequisite reflects new course prefix—added CUL 90, removed RMGT 90
 - 1. Suggestion on SLO #3 to omit “demonstrate the ability to...” and revise to “analyze a menu...”; **Theresa and Wayne will review this suggestion and if the change is made, they will resend the form to Vickery**
 - x. RMGT 280 (Revised to become HM 280)
 - 1. No comments/discussion from the group
 - xi. RMGT 290 (Revised to become HM 290): Added RMGT 290 and CUL 290 as equivalents
 - 1. Question regarding prereqs to 290 that are not included in the program; the course will instead have instructor approval required; **this will need to be updated on the form and resent to Vickery for review**
 - xii. **Theresa will double check that the Hospitality Management certificate is fully contained in the AAS for state approval purposes**
 - xiii. **Dawn Lane motioned to approve the new Hospitality Management AAS and Certificate; new courses HM 101, HM 240 and HM 275; revised courses HM 106 (old prefix: HTRM 106), HM 130 (old prefix: RMGT 130), HM 150 (old prefix: RMGT 150), HM 160 (old prefix: RMGT 160), HM 190 (old prefix: RMGT 190), HM 210 (old prefix: RMGT 210) with suggested SLO revision, HM 280 (old**

prefix: RMGT 280) and HM 290 (old prefix: RMGT 290), and Jessica Giglio seconded the motion. The motion was unanimously approved.

- c. Program Deletions: CUL/HM
 - i. Nutrition and Dietary Management certificate-5266
 - ii. Restaurant Management and Systems certificate-5267
 - iii. Sustainable Food Systems certificate-5265
 - iv. The teach out plan for these programs will be accessible to students/staff/faculty by posting on the web; **the committee will follow up on this to provide support.**
 - v. **Stephanie Andrè motioned to approve the deletion of the Nutrition & Dietary Management, Restaurant Management and Systems and Sustainable Food Systems certificates, and Jessica Giglio seconded the motion. The motion was unanimously approved.**
- 3. New Business**
- a. Program Suspension: Non-Destructive Testing
 - i. 5470 Non Destructive Testing and Inspection AAS
 - ii. 5471 Eddy Current Testing CC
 - iii. 5472 Magnetic/Dye Penetrant Testing CC
 - iv. 5473 Radiographic Testing CC
 - v. 5474 Ultrasonic Testing CC
 - vi. Ron Boldenow said that they do intend to find faculty to staff the program, depending on budgeting and the option to incorporate the curriculum into a Manufacturing program. The department will have three years to either bring back the program or delete it, per state standards.
 - vii. Discussion regarding how the teach out plan for the NDT suspension is not the precedent for future teach out plans. COCC will have to submit the teach out plan to the state, so feedback may be sent to suggest changes.
 - viii. NDT 150 will not count as elective credit for the student's choice of any AAS or certificate program, as was previously stated on the suspension form.
 - ix. Suggestion to clarify suspension messaging to students; students who are declared in an NDT program should receive a direct message regarding the suspension status of their program; **the committee will follow up on this.**
 - x. **Sharon will communicate with Admissions & Records to get these programs taken off the application ASAP.**
 - xi. **Chad Harris motioned to suspend Non Destructive Testing and Inspection (AAS), Eddy Current Testing (CC), Magnetic/Dye Penetrant Testing (CC), Radiographic Testing (CC) and Ultrasonic Testing (CC) with the suggested communication plan, and Dawn Lane seconded the motion. The motion was unanimously approved.**
- 4. Next Steps**
- a. The committee has no new business to discuss for the 16/17 year; the second reading for NDT can be done in a meeting or via email
 - b. Curriculum software project
 - i. Demos will come through for the two top contenders; Vickery will send updates to the committee so they can participate in the evaluation of the products

- ii. Introductory meeting is on Thursday (4/21) at 3PM in CCC 116
- iii. Vickery will look to the committee to act as a sounding board; collaboration and shared governance is needed to ensure we get the product that we want
- iv. Style and convention guides will be needed for the software to identify fields for the catalog
- c. Prerequisite policy development
 - i. Vickery has already added a definition of a prerequisite with concurrency that was approved by Academic Affairs and the president
 - ii. An auto drop due to prerequisite failure policy has also been approved, including the standard that passing the course is a C grade or better
 - iii. Vickery would like a policy to be created that would include vetting what makes a course a prerequisite (to avoid inflation, include logic); ideally, this would be done in the spring or early fall
 - iv. **Vickery will send policy examples from other schools for the committee to review**
- d. Discussion regarding student outcomes. Currently, there is no set process for creating/shaping student outcomes. Recommendation that the Curriculum Committee take charge of this assignment and provide the final say. The assessment portion of student learning outcomes is poorly defined. Outcomes for a prerequisite course should correlate with the higher level course. Faculty members need to understand that the committee is the final word/protection for students.
- e. Discussion regarding teach out plans. Teach out plans should consider the student experience and the ripple effect. Recommendation to shore up and improve this process for our students and Student Services staff (CAP Center, A&R, Financial Aid).
 - i. COCC has the largest number of terminated programs in the state. The other end of that is being intentional and careful about the programs that we grow. We need more rigor and accountability for creating programs, including data on career demand, trends, and relation to our population.
 - ii. Recommendation to do a “post mortem review” to determine what happened with suspended/deleted programs. Do we have a process that would catch the shortcomings of new programs?
- f. The committee is open to receiving a list from Vickery on next steps and projects to provide further assistance through the term; the committee will meet again next week for the second reading of NDT suspensions and to review the project list from Vickery.

Adjourn: 9:22AM

Next Meeting: Tuesday, April 26, 2016—MET 214 at 8:30AM