

Curriculum Committee Meeting Minutes-APPROVED

Date: 4/26/16, Tuesday 8:30-9:30AM

Location: Metolius 214

Present (voting members):

- Jessica Giglio (*transfer representative*)
- Chad Harris (*Instructional Dean*)
- Eric Magidson (*CTE representative*)
- Stephanie André (*transfer representative*)

Absent (voting members):

- Dawn Lane (*CTE representative*)
- 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*)

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

1. Consent agenda

- a. **Chad Harris motioned to approve the consent agenda, including the minutes from the 4/19 meeting and the suspension of Non Destructive Testing and Inspection (AAS), Eddy Current Testing (CC), Magnetic Dye/Penetrant Testing (CC), Radiographic Testing (CC), and Ultrasonic Testing (CC), and Jessica Giglio seconded the motion. The consent agenda was unanimously approved.**

2. New Business

- a. Menu of Options for Curriculum Work
 - i. Discussion and review of list options and proposed meeting times
 1. There will be at least one additional meeting to review and approve some consent agenda items to maintain a curriculum process.
 - ii. Appetizers
 1. Alignment of academic policy approval and catalog printing deadline; we don't want to create policies for the year after the catalog has been printed
 2. Review of membership; suggestion to have a CAP Center Advisor sit on the committee as a non-voting member
 - iii. First Course



1. Website materials: how to write outcomes (with support from LOA)
 2. Style Guide: formatting, structure, menu of phrases/formula for course descriptions, titles, outcomes
 - a. Question regarding how this will integrate with the curriculum software. It's unclear how they will relate, but work will need to be done to build the system and define the workflow and user groups.
 - b. There is value to documenting "what is" so we can work from there as the new system is built
- iv. Main Course
1. Spring event to teach faculty how curriculum changes and approvals occur; faculty timelines typically seem rushed at curriculum deadlines; workshop on how curriculum committee works, what the committee is looking for, and how the process works
 2. Drop-in help for faculty each term (specifically fall) to help write outcomes, etc.? Do we want to support this?
- v. Review of Vickery's Ongoing List
1. Criteria for what courses are repeatable
 2. Related instruction for CTE programs; define, share, and communicate
 3. 180/280, 188/288, 199/299 course criteria
 4. Clearly define degrees and certificates (C or better, financial aid eligibility, related instruction, alignment with state nomenclature)
 5. CTE course list maintenance and criteria
 6. Transfer programs/categories (pre programs and logic)
 7. Grade requirement clarification
 8. Foundational requirement clarification
 9. Publish outcomes
 10. Footnote guide (related to style guide)
 11. Instructor approval definition (when it should be used)
 12. CWE work
 13. Related certificates and how they're published in catalog
 14. Work with OSU and equivalency tables--they are not currently up to date
 15. Menus for prerequisites (related to style guide)
- vi. Committee Feedback
1. Suggestion for FAQs area on website for outcomes, forms, approval guidelines, teach out plans; link to glossary of terms
 - a. Example: "I want to change a prefix. Does this have to go through curriculum?"
 - b. Start with a brainstorming session to name the most common questions and issues over the year
 2. Suggestion for form clarification for faculty; review problem spots on the forms and create hyperlinks on the forms to direct faculty to definitions; the forms are actually already hyperlinked but those links aren't being used; the forms do need improvement though; our business logic will need to be defined for one of the two software options.

3. Proposal for deadline for academic policies based on catalog deadlines; currently, the policy section is the first to be reviewed (between second week in January to the first week in February); by this time, the policy is already approved by Academic Affairs; policies are being approved by Academic Affairs throughout the year, but not everything can make it into the catalog; proposal for all academic policies to be submitted to Academic Affairs by the end of fall term (Sunday after finals week) so Academic Affairs will have time to review the policy proposal before the catalog deadline
 - a. **Chad Harris motioned to bring the proposal for a fall term deadline (Sunday after finals week) for academic policy submission to Academic Affairs for approval, and Stephanie André seconded the motion. The motion was unanimously approved.**
4. Tackle prerequisite policy? Is there enough time? Research will need to be done on why/how the policy was created. It could potentially go to Academic Affairs early next year.

3. Next Meeting

- a. Address Appetizers section
 - i. **Action items before next meeting: review charge and membership; think about deadlines for 16-17**
- b. Review curriculum forms and brainstorm FAQs for the website
- c. Proposal that the committee meets through May, but does not meet on 6/7 due to finals week.

Adjourn: 9:31AM

Next Meeting: Tuesday, May 3, 2016—MET 214 at 8:30AM