

**Curriculum Committee Meeting Minutes-APPROVED**

**Date: 5/17/16, 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*)

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

**1. Consent agenda**

- a. **Stephanie André motioned to approve the minutes from 5/10 and Jessica Giglio seconded the motion. The consent agenda was unanimously approved.**

**2. New Business**

- a. Curriculum Committee Charge
  - i. Review of current [Curriculum Committee Charge](#) (last updated in 2011)
    1. The Curriculum Committee is considered a subcommittee of Academic Affairs; what subcommittee means in this case and the structure of COCC's committees is under discussion with Academic Affairs.
    2. The academic program review portion of the charge could guide a more proactive approach for the committee in reviewing program outcomes.
    3. Membership Makeup
      - a. Recommendation to stagger committee membership to ensure the committee always has veteran members and historical reference points.
      - b. Question and discussion regarding purpose of three tenured faculty. The idea behind this is that tenured faculty have more

- of a “safety net” when discussing critical topics. Current committee doesn’t have as many concerns about the tenure status or number of tenured faculty (although it was recommended that the committee should have at least one tenured faculty member). Suggestion to review the committee structure with the lens of what’s best for the college.
- c. Vickery should be added as a non-voting member.  
Recommendation for a CAP Center Advisor to serve as a non-voting member.
  - d. Jessica Giglio will be returning in the fall. Eric Magidson’s position was not reopened at Faculty Forum. He will also be returning in the fall. Either Eric or Jessica will be elected as chair; voting will be in the fall.
4. Vickery proposed rewriting charge to better fit our objectives. Additionally, membership criteria should be cleaned up to align with actual membership properties.
- ii. Significant Change of Academic Programs policy
    1. This may need some clean up as well, including the actual use of the “Reference Significant Change” form among faculty
    2. The policy does not reference changes to registration status or outcomes, but potentially should.
    3. Our current procedure is that anything that will require a change in Banner or Web Forms should go through Curriculum.
    4. The consent agenda does help with this, and fast tracks some more simple changes that don’t require significant review or discussion.
    5. What defines major versus minor change if it affects students? Any change could potentially affect students and other areas within the college. This policy encourages faculty and staff to review the effects of their changes outside of their immediate area. This should be a routine process, but it’s not always obvious how changes will impact other programs (e.g. CEED classes within Wildland Fire). The Curriculum software should help with connecting the dots.
    6. Question regarding if this should be a policy or just part of our procedures guide.
  - iii. Review of Other Curriculum Committee Charges
    1. [Linn Benton](#)
      - a. LBCC just approved a prerequisite policy/guideline, which is something our committee would like to address in the future.
      - b. Connection to local accreditation and state requirements; it’s recommended that we include this in our charge as well.
      - c. Reference to related instruction; suggestion that this should be called out in our charge as well.
      - d. LBCC committee ensures compliance for courses, but course content is defined within the instructional department.
      - e. Committee is made up of 18 voting members and six non-voting members; very broad representation.

2. Review of Curriculum Committee Standards document compiled by Vickery for guidelines on updating committee charge
    - a. NWCCU
    - b. State Requirements
    - c. COCC Standards
    - d. This could be used as a training document when onboarding new committee members
  3. Vickery will put current committee charge in Dropbox and will ask the committee for comments/feedback. Tony will also resend the outcomes document (via Vickery and Dropbox) and ask for before/after examples from the committee.
- b. 2016-17 Curriculum Committee Submission Deadlines
- i. 15/16 Deadline Review
    1. New program/degrees/certificates: Friday of finals week of fall term (December 11, 2015)
    2. New courses that are not connected to a new program and changed courses: Friday of third week of winter term (January 22, 2016)
  - ii. Recommendation that the programs/courses should be accepted for submission by deadline, not submitted with lots of changes to be made by deadline.
  - iii. Recommendation for new programs with all associated changes to be due (and accepted for submission) by earlier deadline.
  - iv. Suggestion for priority deadline (with guaranteed catalog submission) and then first come, first serve (and no catalog guarantee). This was well-received by the committee.
  - v. Vickery will propose updated 16/17 deadline dates to the committee for review before the next meeting.

**Adjourn: 9:29AM**

**Next Meeting: Tuesday, May 24, 2016—MET 214 at 8:30AM**