

**Curriculum Committee Meeting Minutes-APPROVED**

**Date: 5/3/16, Tuesday 8:30-9:30AM**

**Location: Metolius 214**

**Present (voting members):**

- Jessica Giglio (*transfer representative*)
- Chad Harris (*Instructional Dean*)
- Dawn Lane (*CTE representative*)
- Stephanie André (*transfer representative*)

**Absent (voting members):**

- Eric Magidson (*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 4/25 meeting and the HHP 185 repeatable course change (HHP 185BW, MS, YK will change from not repeatable to repeatable to align with all other 185 courses), and Jessica Giglio seconded the motion. The consent agenda was unanimously approved.**

**2. New Business**

- a. Curriculum Committee Charge
  - i. Review of [Curriculum Committee charge](#) on COCC website
    1. It's unclear when this charge was last reviewed
  - ii. Question regarding bullet point number one: should subtractions/deletions be included in this section of the charge? **This will be reviewed.**
  - iii. Discussion regarding program review and what that entails
    1. Group has previously reviewed changes to programs and a new program (Hospitality Management)
    2. Academic Affairs approves concept of a new program and Curriculum Committee approves content of the program and its alignment with standards. Suggestion for group to be more active in this area--not just

- programs that must go through Curriculum with changes/new concepts but all COCC programs
3. Program review should include self-evaluation: what they have, what they need, and how they should move forward. The program review process at COCC is currently in development under the Program Support and Improvement group (PSI), which is in its pilot stages; this will give the college more information for assessment and accreditation; evaluation on a cycle (e.g. five year)
    - a. PSI team review is looking at curriculum, students, faculty, facilities, academic support
  4. Multiple definitions of program review; one definition is about planning and assessment (what PSI is targeting), but historical intent of this section of the Curriculum Committee charge was to assess program outcomes
  5. Review of assessment matrix: SLO, faculty support, SLO storage, method of SLO approval/changes; published to students; frequency of assessment
    - a. Curriculum Committee is very active with course level SLOs; not currently active with review of program outcomes; course SLOs should be mapped to program SLOs
  6. COCC has programs, departments, but no middle unit (disciplines?); for example: the Business department has Business, Aviation and Culinary disciplines/focus areas and programs within each unit (AAS-Aviation Airplane); the disciplines/focus areas need to be defined to assist with outcome development
  7. Groups like the Learning Outcomes Assessment team are working to define processes where none exist and aligning those with the college mission; defining these processes will trickle beyond instruction into student services (Admissions, CAP Center, etc.)
  8. Culinary programs were a great case study for the group to see gaps in Curriculum Committee review process and changes that should be made moving forward
  9. If Curriculum Committee does not review program outcomes before a program goes to the state, who will do this?
  10. Suggestion to have any course or program that goes through Curriculum bring program outcomes for review as well so everything can connect; trainings may need to be held for faculty as some don't have program outcomes and some do not know what their outcomes are; could this be done at a spring event or drop in lab in the fall?; the group will need to do some background work to tell chairs what they want and to provide examples, a rubric/criteria; Curriculum Committee exists not only to approve but also to support
    - a. One area that needs defining is COCC policy on [significant change of academic programs](#) and what constitutes a significant change

11. Suggestion to clarify and define to faculty what Curriculum Committee will do with the program and course changes they bring to the group; not just alignment with mission but also accreditation, state standards; define a baseline, create a checklist of what Curriculum members do
- iv. **Vickery will bring forward a proposal to change the charge if the group sees need for revision**; current charge is not necessarily all encompassing of what the group does
- v. Discussion of Curriculum Committee membership
  1. Director of Curriculum (Vickery) is not listed in membership
  2. Recommendation for CAP Center representation
  3. ASCOCC representative (difficulty in assigning this member)
  4. Questions regarding qualifications for faculty members: tenure status, department differentiation
- vi. **Vickery will send homework with an exercise to identify/clarify what Curriculum Committee does along with a review of membership for the next meeting**
- b. 16-17 Curriculum Deadlines
  - i. Vickery is writing the proposal for policy deadlines. Rather than all policies being due at the end of fall term for catalog submission, she is refining it to say policy that impacts students rather than policies in general. This was briefly discussed at the Academic Affairs meeting on 5/2 while they were reviewing Curriculum minutes and they seemed open to the idea; Vickery will formally present the proposal at their next Academic Affairs meeting on 5/16.
- c. Curriculum Forms: Tabled

**Adjourn: 9:32AM**

**Next Meeting: Tuesday, May 10, 2016—MET 214 at 8:30AM**