**CURRICULUM COMMITTEE [DRAFT]**

Minutes

October 16, 2015

Present: Dustin Bare, Dave Bradley, Lars Campbell, Jeff McAlpine, Jackie Flowers, Bev Forney, Sue Goff, Barry Kop, Carrie Kyser, Terry Mackey, Brenda Marks, Lilly Mayer, Tracy Nelson, Nicole Rosevear, Larry Cheyne, Polly Schulz, Laurette Scott, April Smith, Shelly Tracy, Dru Urbassik, Bill Waters, Jaime Wood, Jackie Curry, Teresa Robertson, Michael Moiso

Not Present: Matthew Altman, Sue Caldera, Debra Carino, Phillip King, Andy Mingo, Tara Sprehe

1. **Welcome & Introductions**—Polly Shultz
2. **Minutes**

The June 6 meeting minutes were reviewed.

#2 no changes instead of not changes

Names at bottom of page need to be updated or removed

Action: Committee members voted approval of both sets of meeting minutes.

1. **Consent Agenda**

Item #1: Course Number Changes

Item #2: Course Credit/Hours Change

Item #3: Course Title Change

Item #4: Outlines Reviewed for Approval

**Action: Committee voted to approve Consent Agenda**

1. **Informational items**

Polly reviewed the Blooms Taxonomy that was updated in May. Action item from last year for faculty use. Just a reminder that when writing the outlines we do have an updated Blooms Taxonomy.

1. **Old Business**

None

1. **New Business**
2. **Program Amendments**
   1. **Leadership Academy-** Advisory board suggested that 9 credits of CWE should be reduced to 3 credits. Results in 12 credits for the program instead of 18. Change condenses the program. **Approved.**
   2. **Construction Trade-** plumbers had one course that was one part of their program that was solar, but it hasn’t run in four years, so we are dropping it from program. Adding a credit to communications. **Approved.**
   3. **ASOT-CS-** Math requirements Math 212-261 should be removed. Need to look at the science requirements. Will work with the business and computer science to see what needs to be changes for science. Approval to change the math requirements and for curriculum and business to mix science credit issued w/o going back to CC.
3. **Current Course Outline Review Process**

Terry walked the committee through the process on how to find the CC page and how to navigate to the different resources that are available. He reviewed information within the mission/charge of the committee and suggested that everyone review the primary functions, especially Functions 1 and 1a.

Terry also directed the group to the submission outline link at the bottom of the page where one can retrieve outlines that need to be reviewed by clicking on “Review outlines by team.” Each team should check the following:

1. credit hours
2. the proper name
3. course description (should be about 50 words),
4. check general education outcomes
   1. completely satisfied outcomes need to be notated here,
   2. partially met outcomes will be notated at the end of the document
5. library resources
   1. check yes if the course will use library resources (this should be yes)
   2. check no if you have not informed the library that you will be using resources
      1. it is fine to check yes for resources and no for not telling the library
6. grading
7. Student Learning Outcomes (SLOs)
   1. specific structure must be followed (for general education courses)
   2. the first letter of the outcome must be lower cased
   3. There should be no more than five or six SLOs per outline
      1. these are items that you should be measuring the students by
      2. sometimes they are too specific and often redundant so they must be blended together to meet the 5/6 goal
   4. follow Bloom’s Taxonomy
8. Transferability
   1. must be completed for general education courses
   2. ensures that Universities will accepted the credits
9. **Suggestions about teams and processes**

New teams need to be created for the 2015-16 academic year.

* 1. New teams
     1. two person teams
     2. makes it easier to plan meeting times for reviewing
     3. should break down to 3 to 4 outlines a week/ team
  2. Faculty involvement
     1. there was a motion to invite non committee faculty members the opportunity to be a part of a review team. Approved
  3. Prioritization
     1. New Courses
     2. timelines need to be set for feedback
  4. Action
     1. Dru and Bill will create two person teams
     2. Dru will create a tracking sheet for the outlines that need to be reviewed this year and will designate teams for each outline

1. **LY Outline Review Re-cap**

Last year the Curriculum Committee reviewed 53% of the outlines that were submitted for review. There are still 334 outlines that still need to be reviewed. Bill W reviewed options for optimizing the review process for the 2015-16 academic year. The motion to extend the review cycle from 3 years to 5 years was approved by the committee. Bill will bring the request to the ISP committee.

1. **Streamlining Process Communications**
   1. **Document clean-up is needed**
      1. **documents are out-of-date**
      2. **documents can be consolidated**
   2. **Subcommittee was created**
      1. **Dru, Polly, Lily, and Jaime**
      2. **no documents will be rewritten, but will be updated an organized**

|  |
| --- |
| **Next Meeting for 2015-16: November 05, 2015 CC127 8-9:30am** |