**CURRICULUM COMMITTEE [DRAFT]**

Minutes

January 08, 2016

Present: Dustin Bare, Dave Bradley, Lars Campbell, Jackie Curry, Carol Dodson, Jackie Flowers, Sue Goff, Terry Mackey, Brenda Marks, Lilly Mayer, Jeff McAlpine, Tracy Nelson, Gwenda Richards Oshiro, Nicole Rosevear, Polly Schulz (Chair), Tara Sprehe, Dru Urbassik (Recorder), Bill Waters, Jaime Wood

Not Present: Matthew Altman, Chippi Bello, Sue Caldera, Bev Forney, Phillip King, Barry Kop, Carrie Kyser, Mike Mattson, Andy Mingo, Cynthia Risan, Laurette Scott, April Smith, Shelly Tracy

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

 The December 4th meeting minutes were reviewed.

 Action: Committee members voted approve 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 items**

1. **Informational items**

 None

1. **Old Business**

 *Course Revision Guidebook Update*

Dru, Jaime, Lilly, and Polly were a subcommittee that revised the guidebook

* Created a working table of contents
* Blended three docs; guidebook, blooms, and flow chart
* Doc had not been updated since 2011
* Located in the additional documents section on the Curriculum Committee website under Course Revision Guidebook Update
	+ Post Jaime’s copy with the links
* Questions?- could add clock hour/credit hour updates once they are approved

1. **New Business**

*Curriculum Process Handbook*

 Bill Waters

* Looked back to 2006 on new programs and suspended programs
* Uncovering that there are holes in our processes, poor documentation and inconsistency
	+ Some programs when to the board, some did not
	+ Have some docs for some programs and not others
	+ We have good workflow on the gen ed process.
		- Have a document to follow
* In response Dru and Bill will put together documentation for each process we have for new programs, amended programs, suspended programs, new courses, and amended courses
* Goal is to have a flow chart and a process for each Curriculum Committee process
	+ Need clear guidelines
		- What goes to the board?
		- How do we suspend programs?
* Will create a sub-committee once Bill and Dru draft out the base processes

*NCTC*

Bill Waters

* State recently gave the Community College’s the ability to grant non-credit certificates for
* Working on creating a process for these certificate’s
* Coming up with criteria for the Dean to sign off on
* We want to make sure that if we are approving credentials that they are supporting our mission as a college
* Will be a physical certificate, but is not part of a state-wide hiring pool
* Is this a way of tracking completion of goals, is this related to funding
	+ The bigger vision is that the industry partners want credentials that are meaningful to them
	+ Certifications for training as example, brushing up on skills for industry
	+ Now we can package the credential for industry standards
		- Most is not all will be by design of the companies who want these
		- They will identify the courses they want to put together for the training course
* Oversight for these certs will go through CC for informational purposes
	+ - Details on this process and the role of CC is still being determined

*Document Clean-up*

 Polly Schultz

* Additional Documents area needs to be scrubbed
* Review the documents and determine if we need to keep them posted or archive them
* Dru should update the titles
* Eventually we would like to have IT create some sub categories for organizational purposes, but this is not something that will happen in the near future
	+ The whole campus uses this website and they need to find documents easily
	+ Bill will check and see if we can expedite the website update process
* Do the names make sense
	+ Names seem to be logical
* Creation of a tracking document for updated courses, especially new GenEd courses
	+ Creation after catalog updates

 Next Meeting

* Will discuss WRD-098
* Does anyone want to discuss any other Curriculum issues we want to put on the agenda for the meeting on the 22nd?
	+ **AS degrees are supposed to be monitored once a year (future meeting, not 22nd)**
		- Are we doing this? What is the process? Is that CC or ISP?
	+ **We have GenEd courses that go back at least 4 years and we need to check those to make sure they are still considered GenEds in the eyes of the 4 year schools. (future meeting, not 22nd)**
		- Who is responsible for making sure the course is accepted by an Oregon State school
		- How to instructors know that it is time to review those courses
		- Is this part of the annual review process?
	+ **We need to prioritize our projects and needs**
		- Also need to keep focus on outline reviews and general tasks
		- Create a closed list
	+ **Need clearer communication on requirements (future meeting, not 22nd)**
		- For example math requirements for certificates
		- Do they need the credit or just the ability of the course level

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| **Next Meeting for 2015-16: January 22, 2016 CC127 8-9:30am** |