**CURRICULUM COMMITTEE [DRAFT]**

Minutes

January 22, 2016

Present: Dustin Bare, Dave Bradley, Lars Campbell, Jackie Curry, Jackie Flowers, Sue Goff, Carrie Kyser, Terry Mackey, Brenda Marks, Lilly Mayer, Jeff McAlpine, Gwenda Richards Oshiro, Nicole Rosevear, Polly Schulz (Chair), Laurette Scott, April Smith, Dru Urbassik (Recorder), Bill Waters, Jaime Wood

Not Present: Matthew Altman, Chippi Bello, Sue Caldera, Carol Dodson, Bev Forney, Phillip King, Barry Kop, Mike Mattson, Andy Mingo, Tracy Nelson, Cynthia Risan, Tara Sprehe, Shelly Tracy

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

 The January 8th meeting minutes were reviewed.

 **Action: Committee members voted to 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**

 *Outline Review Updates- Dru*

* Please keep up with updating the teams
* Each review team should get through the new outlines assigned to them in a week. This would give the CC a week to look at the new outlines before the next meeting

 *New CC Website Menu Option*

* Two new menu buttons have been added, *Archive* and *Procedures*
	+ Procedure work will be updated in the near future
	+ The files that were moved from additional documents have been moved to the archive folder
1. **Old Business**

 *WRD-098 Updates*

* + Replaced 90 and 95,
		- Accelerated course, writing and reading course
		- Students should be college ready after the completion of *WRD-098*
	+ Changes- fewer sections, allows the college to view the progression of our developmental education students.
	+ Outlines that required 90 and 95 should be transitioned to reflect *WRD-098* or placement in *WR-121*
	+ If this course is marked as a co-requisite there could be a high course load for the student. Also, the students may not currently have the skills needed for the co-requisite course
	+ Suggestion: English department to send out information about *WRD-098* to the Department Chairs in order to inform them of the updates, changes, and the details of the course
	+ Currently there is a 199/299 experimental course that is a one credit writing lab supporting course for those students who need more assistance with WRD-098. This is not a required course, but provides a structure for the student’s independent study.
	+ Still determining how the course will be numbered, not sure who will own the course yet
	+ Would like to offer the course as fee based, but are still figuring out how we can do this
	+ Provides a learning plan structure for students that need additional support

* We currently accept all students (open enrollment)
* How do we make sure that the non-traditional student completes the appropriate level skills courses for their program
	+ Working on a mandatory application, advising, and placement testing
* David Bradley believes that pre-entrance testing is needed. The automotive department needs students with mathematic skills as well as English skills. Students need the ability to communicate. Ideally, they should be at the WR-121 level for communication purposes.

1. **New Business**

*Horticulture*

 Renee Harber

* New Course
	+ HOR-262 Aerial Treework Practicum I
		- Renee reviewed the course information with Curriculum Committe
		- The course will be completed prior to CWE
		- The course will be held on campus, but there could be off campus activities as well
		- Pre-reqs for the course include tree shrub pruning and tree climbing training
	+ **Motion to Approve: Approved**
* New Program Option
	+ AAS Landscape Management Arboriculture Option
		- Option under the Landscape Management AAS Degree
		- Strong industry support, industry request.
			* Industry needs students with skills. This program would satisfy as a training program
			* The PNW does not currently have a program of this nature
			* The tree care industry is looking at CCC to start these sort of training programs
			* Program skills include how to use a chipper and trailer, how to communicate with customers, as well as scientific and practical applications
			* Terry Mackey- if the library buys materials they could be housed in the horticulture library
				+ Renee will send Terry a list of items they would like
			* David Bradley- asked if Renee might need a small engines course for these students
				+ Currently only offered to high school students, but he could open the course to students in this new program as well
			* Bill Waters- would like financial impact of the program for the program impact on the CC new program form
	+ **Motion to approve: Approved**

*Projects and Needs*

Polly Schulz and Bill Waters

* General Tasks
	+ 335 courses on outline review backlog so that we can get onto the 5 year rotation
	+ That is an average of 10 outlines a month
	+ Should have about 45 classes a meeting for the consent agenda
	+ Is this doable?
		- Brenda- having issues with some with feedback from a department
			* Scenarios with more than 5 or 6 outcomes
			* Not confident that faculty has a strong connection between assessment and the outlines/SLOs
			* The assessment committee is creating an assessment tool for faculty to bridge this gap
		- Sometimes the departments are slow to make changes
		- Jeff McAlphine- quite a bit of a misunderstanding on the SLOs and terminology
			* Training with Blooms would be a great resource
			* There is a disconnect between what the SLOs are and how they are to function and support the student and the courses
			* Can they pick out which assignment meets which outcome?
		- There has to be understanding on the submitter’s end that the courses have to be approved so that they can be offered.
		- The accreditation visit may result in some recommendations on how to improve these processes, including SLOs and program outcomes
		- We should have a resource for the submitters who need to have additional assistance with completing the course outline
		- Reviewers are not sure what changes should be sent back to department and which ones should not
* Closed List
* Procedures
	+ We have a need to help with clarity for faculty with new courses, ect
	+ We need clarity with CC on what our steps are for each process
	+ Dru and Bill will take a first shot at process check off lists and then bring it back to CC
	+ A sub-committee will then need to be created
	+ Final documents or check lists will be listed under the procedures link on the CC website
* Outlines: Coursework Indications
	+ Working on the course submission tool
		- Some structural and logistical changes
		- Some substantive changes
			* Create a better tie to assessment
			* Build a concrete connection to the SLOs
		- Credit hour policy will go through College Council for a first run
		- Renee suggests that the submission tool should have examples and suggestions for certain categories, not unlike the CC new program form

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| **Next Meeting for 2015-16: February 05, 2016 CC127 8-9:30am** |