**CURRICULUM COMMITTEE [DRAFT]**

Minutes

February 19, 2016

Present: Dustin Bare, David Bradley, Jackie Curry, Sue Goff, Carrie Kyser, Terry Mackey, Jeff McAlpine, Tracy Nelson, Gwenda Richards Oshiro, Nicole Rosevear, Cythia Risan, Polly Schulz (Chair), April Smith, Dru Urbassik (Recorder), Bill Waters

Not Present: Matthew Altman, Chippi Bello, Sue Caldera, Lars Campbell, Carol Dodson, Bev Forney, Phillip King, Barry Kop, Brenda Marks, Mike Mattson, Lilly Mayer, Laurette Scott, Tara Sprehe, Shelly Tracy

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

 The February 4th meeting minutes were tabled until March 4th.

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 except for WLD-261, GRN-184, GRN- 182, GRN-181, GIS-286, FRP-294, FRP-280, FRP-216, FRP-220, FRP-231**

*WLD-261*- Does not have a major topic outline and the SLOs look like the major topic outline items. Changes for this course should go back to the submitter. ***Action: Motion to deny and send back to submitter.***

*GRN-184-* There is an “understand” in the SLOs. This could be changed to “described.” ***Action: Approved if the owner of the course updates the SLO, not approved if not changed.***

*GRN-182*- There is an “understand” in SLO number 5. This could be changed to “described.” Courses description needs to be amended as well in order to clarify what students are to learn. ***Action: ~~Approved if the owner of the course updates the SLO, not approved if not changed.~~ Action resended, must go back to author.***

*GRN-181*- There is an “understand” in a SLO. This could be changed to “use.” ***Action: Approved if the owner of the course updates the SLO, not approved if not changed.***

GIS-286- All instances of “understand” should be changed to “describe” in the SLOs. “Know how” should be changed to “demonstrate.” **Action: denied and send back to author for re-work.**

*FRP-294-* Change “develop” to “demonstrate” in SLO number 1. There is concern that “demonstrate” might not be the right verb. How do we know what the department is actually measuring? **Action: denied and send back to author for re-work**

*FRP-280-* The course had been pulled off the consent agenda prior to the meeting.

*FRP-216- The* number of credit hours are outside the range of the contact hours for a credit hour. The courses is listed as 2 credits for 28 hours of class time. The lecture hours should be between 20-24 hours for a two credit hour course.Polly and Bill only found 22 hours of in class time according to the days and time the course is held. The course only meets three days during the term and there is no proof of the 44 hours of outside of class work. SLOs have some activities that seem like a lab portion, but no lab hours are listed. **Action: denied and send back to author for re-work**

*FRP-220-* Similar issues as FRP-216. **Action: denied and send back to author for re-work**

*FRP-231-* Similar issues as FRP-216. **Action: denied and send back to author for re-work**

1. **Informational items**

 **None**

1. **Old Business**

*Curriculum Checklists*

 *Bill Waters*

 Last meeting it was mentioned that the Curriculum Office will be phasing in resources to support the campus and Curriculum Committee. Bill presented a sample checklist for a new AAS degree. The bolded items are items that the submitting department needs to initiate. The document also has links to the documents that are listed on the checklist. Some items have been added in order to stay in compliance with our accrediting agency. These forms will be updated as needed to stay in compliance.

 There is a folder on the Curriculum Committee website where all of the outlines will be housed.

A sub-committee could work on creating and updating the samples for each of the program types. At some point in time we will need faculty input.

There is not a procedure in ISP for theses initiations and changes to programs and courses. CC will have to work with ISP to align processes and the checklists.

There was an inquiry about the frequency of assessment for the AS degrees vs the AAS degrees. Bill stated that every outcome of every program should be assessed in the standard program rotation, which may be changing from three to five years. A good point was made that they should be looked at each year for articulation renewal and making sure the program outcomes are updated.

Do we want to have CPR work on more samples or do we want to create sub-committee at this time?

 Faculty is busy at this time of the year, so it might be better for CPR to continue with the creation process of additional checklists before creating a sub-committee. CPR will continue working and a committee will be created later.

1. **New Business**

 *New Programs*

 Apprenticeship, Energy & Utility Resource Management

* PGE degree, partnership with PGE
* Leads to certificate and then to the AAS
* 35 credit hours
* All courses are currently contained within the AAS degree
* Required training for PGE Generation Plant Employees
* **Action: motion to approve, approved.**

*Program Amendments*

AAS, Renewable Energy Technology

* Industry advisory feedback
* Focus on the geography courses instead of the humanities courses
* **Action: motion to approve, approved.**

 CC, Renewable Energy Technology

* Adding in welding to the manufacturing component
* No humanities
* **Action: motion to approve, approved**

 CP, Energy Systems Maintenance Technician

* Adding in welding to the manufacturing component
* No humanities
* **Action: motion to approve, approved**

 AAS, Welding Technology

* Making WLD-110 non-variable credit
* Replacement of one manufacturing course with another
* Added from MFG prefix courses in the electives
* **Action: motion to approve, approved**

 Urban Agriculture

* 4th year we offered this certificate
* Name change from Urban Agriculture to Organic Farming
* Adding a fall practicum
* Removed some of the required courses and created and elective section in order to give students some flexibility
* Students have the choice of Technical Math or Algebra II
	+ Perhaps MTH-98 would be more appropriate
	+ MTH-98 would allow a student to continue on to a University
	+ Maybe add as an additional option
	+ Program requirements states Algebra II or higher, the current terminology was kept for advising purposes
	+ Very few students from this program move on to the University
	+ Renee is fine with listing MTH-98 in additional to the Algebra II, but feels like MTH-050 is serving our students properly
	+ Sue and Cynthia think that the requirement is fine the way that it is written
	+ No change to the math requirement
* **Action: motion to approve, approved**

 CWE SLOs

CWE SLOs vary to what the student is learning. However, listing that a student only needs to select 3-5 objectives is unsatisfactory. This is a requirement that is determined between the student and instructor. SLOs can be broken out to general outcomes which would expand on the 3-5 objective requirement.

* Should there be guidance for what content should be in a CWE SLO?
* Should we have a boiler plate or template for theses?
* CWE hours are set by the state and cannot be altered.
* There should be a CWE contact hour section on the Outline Submission Website.
* The submitter should be able to choose CWE as a category type. Suggestion to have the CWE section added to the next generation to the course outline submission system.
	+ This works on a long term scale, but is there a short term solution for this? Terry suggested that we focus on this for the next review cycle.
	+ **Approved to add a CWE section to the new Outline Submission System**
* A CWE credit hour table is located in the CCWD handbook. The Curriculum Committee reviewed the table, which stated the following:

CWE 36 hrs=2 credits

108 hrs = 3 credits

144 hrs= 4 credits

180 hrs= 5 credits

216 hrs= 6 credits

* The contact hours for 2 credit hours seems incorrect

Dustin said that he could work with Kara Leonard to identify a blanket list of good CWE SLOs. Polly requested that Kara join us March 4th to discuss this in more detail. Dustin will contact Dru about whether or not Kara can join us. The goal is to determine a measure template for all CWE.

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| **Next Meeting for 2015-16: March 04, 2016 CC127 8-9:30am** |