**CURRICULUM COMMITTEE [DRAFT]**

Minutes

April 15, 2016

Present: Dustin Bare, Dave Bradley, Lars Campbell, Megan Feagles, Bev Forney, Sue Goff, Brenda Marks, Mike Mattson, Jeff McAlpine, Tracy Nelson, Gwenda Richards Oshiro, Nicole Rosevear, Polly Schulz (Chair), Laurette Scott, April Smith, Tara Sprehe, Dru Urbassik (Recorder), Bill Waters, Lily Mayer, Carol Dodson, Cynthia Risan, Terry Mackey

Not Present: Mathew Altman, Chippi Bello, Sue Caldera, Jackie Curry, Jackie Flowers, Phillip King, Barry Kop, Carrie Kyser, Shelly Tracy

Guests: TJ Holland

1. **Welcome & Introductions**—Brenda Marks
2. **Minutes**

The April 1st meeting minutes were approved.

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, except for ENL-119.**

* **Moved ENL-119 to discussion**
  + 13 SLOs, just a reminder that we have to be able to measure all student learning outcomes that are listed
  + The review team reached to the submitter and they verified that the state has special requirements and the SLOs meet those requirements
  + Motion to approve ENL-119, approved

1. **Informational items**

***2016-17 Curriculum Committee Chair & Alternate Chair***

*Polly Schulz*

* Polly’s term as Chair of Curriculum Committee ends in June 2016
* The committee should consider who they think should be nominated as the next Curriculum Committee Chair
* The committee will take nominations next meeting, May 6th
* Sharon Parker and Dave Miller are previous chairs who could give guidance and insight about what it means to be a chair of Curriculum Committee

1. **Old Business**

***Process Checklists***

*Bill Waters*

* Currently we do not have good documentation on how we conduct business
* We have a strong need for process documents
* Bill presented a sample process checklist to the committee
  + New AAS Degree Checklist
  + Three areas
    - Initial planning
    - Department Forms
    - Curriculum Office Steps
  + Checklist includes links to the forms that are needed for approval of a new program
  + There is also a new program form
    - Change “Brief Description of Program” to “Catalog Description”
    - The information on this form mirrors the information that we, as an institution, need to provide to NWCCU for program approval
* The Curriculum Office recently completed a review of new and suspended programs from the last ten years for NWCCU
  + There were many programs that were initiated and suspended within a very short period of time.
  + In many cases a plan to promote the program was not created, which resulted in low attendance. Due to this theses programs were not as successful as they could have been
* There might be a better way to lay out this form, but we do need to capture all of this information
* A sub-committee is needed in order to review these forms and give input on how we can perfect this form while still gathering the information that is needed for NWCCU and the state
* Volunteers
  + Megan Feagles
  + Polly Schulz
  + Cynthia Risan
  + David Bradley
  + Lars Campbell
* The goal is to have this review completed by the end of May so that process documents can be created over the summer

1. **New Business**

***New Courses***

*WR-149 Introduction to Blogging*

*Sue Mach*

* New course for the publishing focus area of the Digital Media Communications degree
* 1 credit course
* Motion: move to approve; Approved

*AB-105 Street Rod Construction*

*David Bradley*

* Taught for 15 years in a workshop format
* Can’t blend a CEU into a certificate program, so the course is moving to a credit course
* Same for AB-106
* Motion: move to approve; Approved

*AB-106 Basic Metalforming*

*David Bradley*

* Taught for 15 years in a workshop format
* Can’t blend a CEU into a certificate program, so the course is moving to a credit course
* Motion: move to approve; Approved

*HS-104 Using Diagnostic Criteria in Addiction Treatment*

*Laurette Scott*

* Addresses changes to Alcohol Drug Counseling certificate
* Set in place by the Addiction Counselors Board of Oregon
* The department worked with Tim Pantages and Jim Martineau to make sure it didn’t overlap with any other courses
* 1 credit course is needed to make sure that we keep our certification current
* Motion: move to approve; Approved

***Courses for Reinstatement***

*WR-247 Advanced Playwriting*

*Sue Mach*

* Needs to be active as an elective for our AS English students
* Last taught in 2009, inactivated in 2013
* Listed in Arts and Letters section, but transfers as a general elective
  + With the AS degrees we need this course
  + For the AAOT this might meet Arts and Letters only if the student finishes the AAOT degree
  + There are many courses that fall under this pattern
  + For example: BI-101 will most likely transfer to most schools as a science requirement, but BI-102 might not. So should BI-102 be marked as meeting the science requirement?
    - Not something we are going to solve today
    - There is a larger discussion that needs to happen here
* For today’s approval the committee will treat this course like we have treated other courses in the past and address the transfer issue during another discussion
* SLO 7- How do you measure “explore”?
  + Change “explore” to “describe”
  + Perhaps explore means how to find opportunities
  + Explore sounds like something a student does in class
  + They could then describe the process on how to find opportunities
  + We should reach out to Sue and see what she would like to do
    - Sue suggested to change the SLO to “demonstrate knowledge of venues for future productions.”
* Motion: move to approve with changes to SLO 7 to a measurable outcome; APPROVED with changes
  + Changes made by Curriculum Office after terminology was confirmed by Sue Mach

1. **Next Meeting**

General Education Certification/Transfer Status

* + - Affects about 50 courses
    - This will be a start of the discussion, general discussion

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| **Next Meeting for 2015-16: May 06, 2016 CC127 8-9:30am** |