**CURRICULUM COMMITTEE [DRAFT]**

Minutes

November 03, 2016

Present: Dustin Bare, Dave Bradley, Lars Campbell, Elizabeth Carney, Carol Dodson, Megan Feagles, Sue Goff, Barry Kop, Terry Mackey (Chair), Lupe Martinez, Mike Mattson, Lilly Mayer, Jeff McAlpine, Tracy Nelson, Gwenda Richards Oshiro, Laurette Scott, April Smith, Tara Sprehe, Shelly Tracy, Dru Urbassik (Recorder), Bill Waters, MaryJean Williams, Kellie O’Grady

Not Present: Matthew Altman, Jackie Flowers, Bev Forney, Carrie Kyser, Cynthia Risan, Ryan West

Guests: Donna Larson, Kara Leonard

1. **Welcome & Introductions**—Terry Mackey
2. **Minutes**

 The October 14th meeting minutes were approved.

 **Motion to approve, approved.**

Name to update on minutes: Kellie not Kelly, Karch not Kahn

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.**

**Motion to approve, approved.**

1. **Informational items**

 **Review Committee Updates**

*Terry Mackey*

* How are the review committees working?
* Arts and Sciences met on Monday
	+ Working on communication flow
		- Who notifies the area that they have outlines to edit and submit?
		- We have already lost a term to look at the outlines
		- Suggested for each division to notify the departments
			* Does this work for each team?
				+ May bring this topic back as old business for next meeting
* TAPS hasn’t met yet
	+ Meeting after the November 03, 2016 Curriculum Committee meeting

 **Outline Tracking**

*Dru Urbassik*

* Reminder that the tracking sheet is updated and posted to the website by noon every Tuesday following the last Curriculum Committee meeting
* Items sent to Curriculum Committee after the Thursday of the week before the next meeting will be reviewed during the following meeting
* Green font for new courses, updated each week for the Tuesday update
1. **Old Business**

 ***2016-17 Membership***

*Terry Mackey*

 *CBI Representation*

* *Connections for Business and Industry*
* *Should there be a review committee for CBI?*
* There are only three faculty positions, one that is filled, two that are currently open
* How many course outlines in these areas?
	+ Mostly non-credit
* If these two divisions do not have review committees/team, that might be okay. We should look at this again next year to assess need
* We will continue with the three review teams, if at a later date we have a need for a CBI review team we will pursue it at that time

 *CPR Representation*

* *Should there be a review committee for CPR*
	+ *The library is now part of CPR*
	+ We have a faculty Assessment Coordinator and a Library representative
	+ No other CPR representatives are needed
	+ Library has one course
1. **New Business**

***Notification Process***

 ***Outlines sent back to submitter***

*Terry Mackey*

* Terry drafted terminology for course outline and program notification denials
* Wording to be added to process documents and flow charts
* Gen Education flowchart states that the Curriculum Office sends notifications, if this new wording is passed it will replace the Curriculum Office notification step
* Proposes that the Curriculum Committee Chair will notify the course owner of a denial
* It is best for this responsibility to be with the Committee Chair because this is a faculty driven committee
* Sue Goff moved to approve, Donna Larson second, on both, Carol D. opposed, Committee approved

**Related Instruction**

*Donna Larson for**Cynthia Risan*

* Recommendation #2 from NWCCU states that me must identify outcomes for all CTE programs
* We want to create standard outcomes for related instruction
* Looked at AAOT outlines for guidance
* Areas in related instruction
	+ Communication
	+ Computation
	+ Human relations
	+ Physical education
* Survey was conducted and as a result of the survey these are the outcomes for CTE related instruction

Computation (1 course)

1. Use appropriate mathematics to solve problems.

Communication (1 course)

1. Read actively, think critically, and write purposefully and capably for professional audiences.

Human Relations (1 course)

1. Engage in ethical communication processes that accomplish goals.

Physical Education/Health/Safety/First Aid (3 credits)

1. Use effective life skills to improve and maintain mental and physical wellbeing.
* Determined by CTE instructors
* This information will be printed in the catalog
* How will these be measured?
	+ This is still to be determined
	+ How do we measure “think critically?”
		- We want to stay true to the AAOT outcomes
		- The AAOT are adopted at the state level
			* There might be a bigger conversation to change these at the state level
			* Cannot change those, but we do not have to use the AAOT for related instruction
		- Could change to “read effectively?”
		- Works for the nursing program quite well (think critically)
* Communication looks great, but human relations seems redundant.
	+ Communication is all writing, in human relations there are some communications courses, but not all of them
	+ How are we going to assess this separately or differently from the communications outcome?
	+ If we take out communication all together, does that make it too vague?
	+ Perhaps we should change processes to “interactions to accomplish goals”
	+ It would be helpful if someone who was involved in human relations courses gave feedback about what is actually covered in these courses
	+ Lots of history here, whose courses will count for related instruction?
		- These are being brought to us now due to the immediate accreditation situation
		- We would normally bring these forward and then look at each of these individually with a larger discussion
		- Have to report to NWCCU now
			* Creating something we identify with and move forward
			* Determine which areas we want to have a larger dialogue on
			* Involves more than just Curriculum Committee
	+ These need to be established/identified this term
	+ Next term we can figure out which courses are where these outcomes will be assessed
	+ Be careful with changing these because NWCCU may come back and say that the outcome between AAOT and related instruction are not consistent
	+ Looking for collaboration from those who have insight about these courses
		- MaryJane Williams offered to assist with the Communications outcomes.
	+ “in ethical human interactions that accomplish goals”
		- Motion to approve
		- Donna second
		- MaryJane states that communication is now not represented, by changing human relations
			* If we look at the set of courses the only communication courses are writing courses, so communication is not mentioned in the communication learning outcomes
		- Approved to change terminology
	+ Motion to accept outcomes with changes, Carol Dodson motion to approve, Tracy Nelson second, MaryJane Williams abstains, motion carries.

1. ***Agenda items for November 4th***
	* ***Communication Flow cont. discussion***
	* ***New Associate Chair for this***

*-Meeting Adjourned-*

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| **Next Meeting for 2015-16: November 18, 2016 CC127 8-9:30am** |

Mary Jane Williams- Part-time faculty (add)

Add Kara to the December 3rd meeting for CWE SLOs