**CURRICULUM COMMITTEE**

Minutes

April 07, 2017

Present:

Not Present:

Guests:

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

The March 17th meeting minutes were approved.

**Motion to approve, 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

**Motion to approve, approved except for HD-130**

HD-130

* SLO 1 & 2
  + “as demonstrated through…” Makes it sound like a rubric
  + Perhaps “cooperate in a peer….”
* SLO 2
  + “actively connect to peers…”
  + Not sure if the work “actively” needs to be included
  + Almost every activity in the class is about connecting students to peers
* SLO 5
  + Seems like a course assignment instead of a SLO
  + Could this be removed
  + Does this SLO intend that the students competes this after the course or is it an assignment
* Send back to submitter, approved to send back

1. **Informational items**

*None*

1. **Old Business**

*Flowchart, Checklist, and Process Documents*

*Related Instruction*

* *For review, but not for voting during this meeting*
* *Item 1*
  + *“they believe should be added to the related instruction list…” instead of “ that meets”*
* *Item 5*
  + *Quotation marks around the question*
  + *“the submitting department updated the outline….”*
* *Item 7*
  + *Add in that if the outline isn’t approved the outline will go back to the submitter*
* *Item 8*
  + *Change “owner of the course” to “department representative”*
  + *Could leave it to the department to determine who will represent the course*
    - *If the representative can’t answer the questions of the committee the course may go back to the department for clarification*
    - *A faculty member who is able and authorized by the department to speak on behalf of a course*
* *Item 9*
  + *Add in that if the outline isn’t approved the outline will go back to the submitter*
* *If the course is going to be reviewed for content, it must be approved first and then for related instruction*
  + *Add a sentence stating that if a course comes up simultaneously for review, the 5 year cycle has precedence*

*General Education*

* *For review, but not for voting during this meeting*
* Item 1
  + *“they believe should be added to the general education list…” instead of “ that meets”*
* *Item 4*
  + *What is the mapping chart?*
    - *The area of the outline template where you designate which outcomes meet general education outcomes*
    - *Mark Completely, substantially, or partially*
  + *Needs some wordsmithing around “which general education outcomes will be assessed, which SLOs achieve the General Education Outcome”*
    - *Issue with “achieve”*
    - *“map to” might be better*
    - *“assessed” might not be the correct word due to current assessment work on campus*
      * *Might get confused with program assessment*
* *Item 5*
  + *Change related instruction to general education*
  + *Update order of outline review and the 5 year cycle, just like in the related instruction notes above*
* *Item 6*
  + *Add in information about what happens with a denial*
* *Item 7*
  + *Department representative, instead of owner or submitter*
* *Item 8*
  + *Add in information about what happens with a denial*
* *Will determine the review teams and how they will function in the near future*
* *Subcommittee will work on these changes and bring back to committee on 21st*
* *Add in information about meeting catalog edits*

1. **New Business**

***Program Amendments- Dru Urbassik***

*Emergency Medical Technology Certificate*

* *Related instruction requirement was not listed*
* *Moved to approve, approved*

*Juvenile Corrections Certificate*

* *Was a statewide certificate*
* *Jackie removed some PSY courses from the related instruction list*
* *Update the course title to reflect the title for HE course*
* *Moved to approve, approved*

***Course Inactivation- Suzanne Munroe***

*ENL-117 Advanced Grammar A*

*ENL-118 Advanced Grammar B*

*ENL-119 Advanced Reading & Writing*

*ENL-120 Advanced Communication Skill 1*

*ENL-121 Advanced Communication Skill 2*

* *Were credit courses, but all ESL and PIE courses are non-credit*
* *Made a number of changes to the accounting system*
* *The department no longer thinks these courses are needed*
* *They have been replaced with zero credit courses*
* *Not part of a certificate program*
* *No teach out needed*
* *Motion to approve inactivation, second, approved*

***Reading Requirements in Requisites- Dustin Bare***

* *Many courses hang on to the old reading and writing requirement*
* *Now we have WRD courses that have reading and writing together*
* *Some courses have prerequisites for WRD courses, but have RD as a recommendation*
* *The Chair could send out an email to the departments about these courses to get input about what needs to changed*
  + *Reply otherwise we assume that the sweep will be okay*
* *Dru and Terry will meet on Monday or Tuesday* 
  + *Dru list of courses with theses requisite issues*
  + *Terry will send out email by Friday next week*
  + *Report back on April 21st*

***Items for the good of the order***

* *We need to address the backlog*
  + *Not an agenda item quite yet*
  + *If we review theses during the summer, can we approve them if we have a quorum (8 voting members)*
  + *Two of the deans have specific plans to address the backlog over the summer*
  + *Bigger discussion to have during the May 5th meeting*

*-Meeting Adjourned-*

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| **Next Meeting for 2016-17: April 21, 2017 CC127 8-9:30am** |