Curriculum Committee

**October 6, 2017** (8-9:30am, CC127)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: Dustin Bare, Nora Brodnicki, Carol Dodson, Megan Feagles (Recorder), Sue Goff, Donna Larson,

Kara Leonard, Terry Mackey (Chair), Lupe Martinez, Mike Mattson, Jeff McAlpine, Suzanne Munro, Tracy Nelson, Lisa Reynolds, Shelly Tracy, Dru Urbassik, MaryJean Williams, Rachel Morgan (ASG)

**Guests:** Patty DeTurk, Jeff Ennenga, Katelynn Karch

**Absent**: Dave Bradley, Rick Carino, Elizabeth Carney, Jackie Flowers, Bev Forney, Barry Kop, Lilly Mayer,

Cynthia Risan, Laurette Scott, April Smith, Tara Sprehe, Bill Waters

1. **Welcome & Introductions**
2. **Approval of Minutes**
	1. Approval of the August 3rd, 2017 minutes

**Motion to approve, approved**

**Nora Brodnicki abstention**

1. **Consent Agenda**
	1. Course Number Changes
	2. Course Credits/Hours Change
	3. Course Title Change
	4. Reviewed Outlines for Approval

**Motion to approve, approved**

1. **Informational Items**
	1. **Curriculum Committee Chair Timeline**
		1. Membership Discussion
			1. Suzanne Munro is replacing Brenda
			2. Academic Career Coach: Kara Leonard
			3. Financial Aid and Scholarships: Dustin is working on it
			4. A&S Faculty at large: Sue is working on it
		2. New Members
			1. Terry will provide an orientation for the new members
			2. Contact Terry for more information
		3. Gen Ed. Certification Sub-Committee
			1. Lisa Reynolds will replace Sue Goff
		4. Related Instruction Certification Sub-Committee
			1. Dru will bring back the list of sub-committee members for Related Instruction and Gen. Ed. On October 20th for review
	2. **Non-Credit Training Certificates (NCTC)**
		1. Dean and State Approval required. Brought to Curriculum Committee as Informational Items after approval. Process Documents are in progress. Committee Members will view as they see fit.
			1. Leadership Academy
			2. Oregon Victim Assistance Basic Academy
			3. Personal Care Assistant Level 1
			4. QuickBooks
			5. Women in Leadership and Management Academy
			6. Leadership Essentials
	3. **New Non-Credit Courses**
		1. Two new Small Business Management courses. Brought to Curriculum Committee as Informational Items. Committee Members will view as they see fit.
		2. A reminder that non-credit courses don’t need CC approval because they need a flexible timeline and quick turnaround that the CC cannot meet.
			1. SBM-019 Innovation Bridge
				1. Update formatting for SLO’s
				2. Updated on 10/6/17 by MCF
			2. SBM-024 Small Business Management I
				1. Delete duplicate “Upon successful completion…”
				2. Updated on 10/6/17 by MCF
	4. **New Webpage for Curriculum Committee**
		1. MyClackamas > Resources > Complete Committee List > Curriculum Committee
		2. Curriculum Office will discuss the possibility of reorganizing or renaming links on the Curriculum Committee website to allow non-members quickly and easily access the proper resources/links for items such as New Course Creation. The current “Checklists” label is not very descriptive to an outsider
		3. Reminder that Curriculum Committee Members are to report back to their Departments after meetings
			1. Bring back as Agenda Item for October 20th: Nora suggested that we send out minutes to Department Chairs
		4. TheCurriculum Office will ask ITS if a link to the new Curriculum Committee website can be placed on the old CC website so that people are aware that the old site is no longer current
			1. ITS Web Service Request to completely remove the old CC site was initiated by MCF on 10/6/17
2. **Old Business**
	1. **Membership**
	2. **Implementation Times**
		1. Dru and Terry took the feedback from the August 3rd meeting and are working on finalization of the documentation
		2. Gen Ed and Related Instruction info added
		3. Review table added at the end of the document
		4. Approve is required for this item, not just discussion as the Agenda indicates
		5. Motion to approve, approved
3. **New Business**
	1. **Meeting Agenda E-mail and Process Document**
		1. Curriculum Committee would like to mirror the process that College Council uses
		2. This will help with organization
		3. Agenda items can be submitted at any time. The email will serve as a reminder.
		4. The “Call for Agenda Items” email will go out to the Curriculum Committee members, Department Chairs, and Directors
			1. Dru will update the Process Document with these changes and bring back for October 20th
			2. Terry will email Laura Lundborg or Stephanie Schafer by Wednesday, October 11th to get on the Agenda at the Department Chair/Director Meeting next week to present this item
		5. Reminder that Course Edits are Consent Agenda items and will not follow this process.
	2. **Program Amendments**
		1. AS Area of Emphasis in Engineering at OIT
			1. Addition of a Mechanical Engineering Track
			2. Reason for change: OIT’s Wilsonville campus will offer it in the following year
			3. COMM and 2 others will now be track requirements
			4. Dustin suggests that track requirements be removed from individual terms and will work with Eric Lee to make it more clear to students
		2. AS Area of Emphasis in Engineering at George Fox
			1. George Fox only offers a general Engineering degree, but they are moving toward offering individual majors. This Program Amendment reflects the curriculum changes at their institution.
		3. AS Area of Emphasis in Engineering at OSU
			1. Change was made last year, but OSU changed their mind, this amendment undoes the change.
		4. Motion to approve all 3, approved
		5. These go into effect next year (18-19)
	3. **New Course**
		1. GIS-205 Cartography and Map Making
			1. Jeff Ennenga: one of three new courses for the GIS program.
			2. Very technical and data-driven industry. The department has been informed that new hires know little about thematic design, which this course will address
			3. Update formatting in SLO’s
				1. Updated on 10/6/17 by MCF
			4. Motion to approve, approved
	4. **General Education Outlines**
		1. Removal of page
			1. Approved Gen Ed Outlines link hadn’t been updated since 2014
			2. Suggesting removal because Departments have been pulling outdated outlines from here instead of the approved outlines from the Outline Submission System
			3. Remove links, but keep the list? All the information is available in the Catalog so list might not even be necessary
			4. Motion to approve complete removal of page, approved
				1. Dru will work with IT to remove the page

*-Meeting Adjourned-*

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| **Next Meeting: October 20, 2017 CC127 8-9:30 am** |