Curriculum Committee

**October 20, 2017** (8-9:30am, CC127)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: Megan Feagles (Recorder), Jackie Flowers (Alternate Chair), Bev Forney, Sue Goff, Kara Leonard, Lupe Martinez, Mike Mattson, Lilly Mayer, Jeff McAlpine, Suzanne Munro, Tracy Nelson, Scot Pruyn, April Smith, Dru Urbassik, Bill Waters, MaryJean Williams

**Guests:** Karen Ash, April Chastain, Thomas Wasson

**Absent**: Dustin Bare, Dave Bradley, Nora Brodnicki, Rick Carino, Elizabeth Carney, Carol Dodson, Barry Kop, Donna Larson, Terry Mackey (Chair), Lisa Reynolds, Cynthia Risan, Laurette Scott, Tara Sprehe, Shelly Tracy

1. **Welcome & Introductions**
2. **Approval of Minutes**
	1. Approval of the October 6, 2017 minutes

**Motion to approve, approved**

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. **Review of Related Instruction and Gen Ed Certification Sub-Committees Membership**
		1. Membership list was pulled up from the 5/5/17 minutes
			1. Update 5/5/17 minutes to read “October 2017” instead of “October 2018”
				1. Updated on 10/20/17 by MF
		2. Reminder that outlines must be approved before looking at them for Gen Ed or Related Instruction certification
			1. Discussion about reminding Committee of next steps after each Gen Ed eligible or Related Instruction eligible course on the Consent Agenda is approved
			2. Suggestion for Curriculum Office to add a column/flag to the tracking sheet that indicates Gen Ed or Related Instruction courses that need to move on for Sub-Committee review
				1. Dru will update the tracking sheet with the additional field
			3. Curriculum Office will help put together a guide for the Sub-Committees to review Gen Ed and Related Instruction
				1. Dru will pull the criteria and start to put together information for the teams
			4. Lisa Reynolds will replace Sue Goff on the Gen Ed Sub-Committee
				1. Curriculum Office will update the Sub-Committee Membership list on the website
			5. These groups should meet and start to make a plan for their work
2. **Old Business**
	1. **Sending Minutes to Department Chairs**
		1. This was a suggestion from Nora from the October 6th meeting
		2. Because there are many departments that don’t have members, and because those departments are directly affected by outcomes approved by the Committee, it may be helpful to send the minutes out
		3. Should the email direct Department Chairs to the Curriculum Committee website or have the documents attached?
			1. Suggestion for the email to include information about what the Consent Agenda is and why a Department Chair might want to take a look at the Curriculum Committee Minutes.
			2. Might be helpful to send out the highlights of the meeting instead of a link to the agenda
				1. Dru, Terry, Bill, and Megan will meet to discuss a communication plan (info to include, link vs. attached document, include highlights of the minutes?, who should receive the email?)
	2. **Call for Agenda Items Process Document**
		1. Presented at the Department Chairs and Directors meeting on 10/13/17. It was well-received and there was no additional input
		2. Starting Monday, the Curriculum Office will send out a Call for Agenda Items email to Curriculum Committee Members, Department Chairs, and Directors
3. **New Business**
	1. **New Course**
		1. DMC-291: DMC Portfolio Project I
		2. DMC-292: DMC Portfolio Project II
			1. Thomas Wasson presented both courses
			2. Formalization of portfolio process in alignment with Assessment work
			3. These courses are replacing DMC-191 and DMC-192
				1. Curriculum Office will follow up to initiate a deactivation of DMC-191 and DMC-192
			4. **Motion to approve DMC-291 and DMC-292, approved**
		3. HOR-290: Special Topics in Horticulture
			1. April Chastain presented
			2. Could be used in any of the Horticulture programs
			3. For topics that can’t be supported every year as their own course
			4. **Motion to approve, approved**
		4. MFG-104A: Print Reading For Industry
			1. Mike Mattson presented
			2. MFG-104 is a blueprint reading class. This is a slight modification of MFG-104.
				1. Modified at Customized Training’s request. They needed a few more hours.
			3. “A” classes are historically offered for High School students, but this will not be
			4. **Motion to approve, approved**

*-Meeting Adjourned-*

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| **Next Meeting: November 3, 2017 CC127 8-9:30 am** |