Curriculum Committee

**October 7, 2022** (8-9:30am)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: Hillary Abbott, Dustin Bare, Nora Brodnicki, Armetta Burney, Rick Carino, Elizabeth Carney, Amanda Coffey, Bev Forney, Sue Goff, Kerrie Hughes (Chair), Jason Kovac, Kara Leonard, Laura Lundborg, Mike Mattson, Patricia McFarland, Tracy Nelson, Lisa Reynolds, Aubrey Rine (ASG), Terrie Sanne, Charles Siegfried, Casey Sims, Tara Sprehe, Sarah Steidl, Dru Urbassik, Andrea Vergun, Helen Wand, Jim Wentworth-Plato (Alternate Chair)

**Guests:** Eric Lee

**Absent**: George Burgess, Megan Feagles (Recorder), Sharron Furno, Dawn Hendricks, David Plotkin, Helen Wand

1. **Welcome & Introductions**
	1. Kerrie presented an overview of the Committee. This information included the mission of the Committee, a quick description of course reviews, general education and related instruction certification, and membership.
2. **Approval of Minutes**
	1. Approval of the June 3, 2022 minutes

*Motion to approve, approved*

1. **~~Consent Agenda~~**
	1. ~~Course Number Changes~~
	2. ~~Course Title Change~~
	3. ~~Reviewed Outlines for Approval~~

*~~Motion to approve, approved~~*

1. **Course and Program Approvals**

* 1. **Program Amendments**
		1. **AST Business**
			1. Curriculum Office presented for Bev Forney
			2. Remove BA-230 from the list of Business Electives. Effective for 22-23.
			3. CCC’s BA-230 is Social Media Marketing, not Business Law. It was added to the program in error.
			4. In the process of renumbering BA-230 to be BA-270 to quell further confusion.
			5. Link to Major Transfer Map (MTM) on Oregon.gov: <https://www.oregon.gov/highered/policy-collaboration/Pages/transfer-2998-implementation-resources.aspx>

*Motion to approve, approved*

1. **Old Business**
	1. Gen Ed Review Update
		1. Gen Ed Sub-Committee presented
		2. The Gen Ed review team would like to expand their participation to non-committee members. Email communication will be sent to faculty at large to see who is interested in being part of this work.
		3. What will our new processes look like in the future, especially once Curriculum Management (CIM) software is launched?
			1. Create a sub-committee that will focus on transitions. Include Curriculum Office and faculty.
			2. Offer support to Gen Ed faculty so that they are prepared to provide the needed information for General Education Certification
		4. Reminder that there are courses approved last year that have not been approved as Gen Ed: ENG-243, ES-101, ES-211, ES-221, ES-241.
			1. These departments are working on transferability information.
	2. Review Membership Vacancies
		1. Deans are responsible for vacancies in their division
		2. Need a new TAPS Review Team Lead. Formerly the Associate Dean of TAPS, but Laura will not be filling this position.
		3. Need a new Related Instruction Review Team Lead. Formerly the Associate Dean of TAPS, but Laura will not be filling this position.
2. **New Business**
	1. 2nd Writing Course for Associate of Science (AS) Degrees
		1. Eric Lee presented
		2. AS degrees at CCC require WR-121 and a second writing course of either WR-122 or WR-227. The AS, Mechanical Engineering, PSU program does not have a second writing course. PSU accepts the 300-level Technical writing course only, not the 200-level course.
		3. Is it possible to change the AS degree requirements at CCC?
			1. We will hold off on changing the degree requirements for now. The communications workgroup, as part of the Common Course Numbering (CCN) work, is looking at WR-227. Their goal is to align WR-227 with all of the community colleges and state schools. The CCN work might fix the AS degree issue.
			2. The CCN work should be close to complete by November 2022. This topic will come back for review in winter term.
		4. Link to current AS degree requirements: <https://catalog.clackamas.edu/associate-science-degrees-as/#studentguidetext>
	2. Courses Scheduled for Inactivation 23-24
		1. Curriculum Office presented
		2. This is the 2nd of 3 reminders
		3. These are courses that haven’t been offered since 2020/SP.
		4. To prevent inactivation, the course must be offered during the 22-23 year, OR JUST ASK US NOT TO INACTIVATE IT.
		5. The list is posted under Additional Documents and is updated frequently. The link will be included in the Curriculum Committee approval email today.
		6. We have received responses from most departments already. If the course is marked “DONE” in the notes column you don’t need to email us.
		7. The 3rd and final reminder will be before the catalog deadline.
	3. Courses Overdue and Due for Review
		1. Curriculum Office presented
		2. Courses must be reviewed at least once every 5 years.
		3. Courses last reviewed in 2016-2017 are due for review. Courses last reviewed prior to 2016-2017 are overdue for review. Please submit an outline even if there are no changes to the course.
		4. The list is posted under Additional Documents and is updated frequently. The link will be included in the Curriculum Committee approval email today.
	4. Review Teams/Sub-Committee process sharing
		1. Review Teams and Sub-Committees will briefly share info about their processes at the next meeting.
3. **Closing Comments**

*-Meeting Adjourned-*

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| **Next Meeting: October 21, 2022 (8-9:30am)** |