

	<b>Presenter</b>	<b>Action</b>
<b>1. Welcome and Introductions</b>	<b>Chair</b>	
<b>2. Approval of Minutes</b>	<b>Chair</b>	Approval
<b>3. Consent Agenda</b>		
<b>4. Course and Program Approvals</b>		
<b>5. Old Business</b> a. Update on HECC Transfer Council work b. Proposed Change to Approval Deadlines	<b>David Plotkin</b> <b>Curriculum Office</b>	
<b>6. New Business</b> a. Curriculum Committee Overview b. CourseLeaf Approvers Training c. Subcommittee Participation: Gen Ed Review Team, Related Instruction Review Team	<b>Chair</b> <b>Curriculum Office</b> <b>E. Carney/ L. Reynolds</b>	
<b>7. Closing Comments</b>		

**Present:** Dustin Bare, Nora Brodnicki, Rick Carino, Elizabeth Carney, Amanda Coffey, Megan Feagles (Recorder), Bev Forney, Sue Goff, Erin Gravelle, Dawn Hendricks, Kerrie Hughes (Chair), Jason Kovac, Eric Lee, Mike Mattson, Tracy Nelson, Lisa Reynolds, Terrie Sanne, Charles Siegfried, Chris Sweet, Sarah Steidl, Dru Urbassik, Andrea Vergun, Jim Wentworth-Plato (Alternate Chair)

**Guests:** Virginia Chambers, Mark House, Tiffany Kriesel, Sarah Parker, John Phelps, Tana Sawzak, Laurette Scott, Kelley Stipe, Shelly Tracy

**Absent:** ASG (Bethany Day), Hillary Abbott, George Burgess, Armetta Burney, Sharron Furno, Kara Leonard, Patricia McFarland, David Plotkin, Casey Sims, Tara Sprehe, Helen Wand

---

**1. Welcome & Introductions**

**2. Approval of Minutes**

- a. Approval of the May 19, 2023 minutes

*Motion to approve, approved*

**3. Consent Agenda**

- a. Course Number Changes
- b. Course Title Change
- c. Reviewed Outlines for Approval

*Motion to approve, approved*

**4. Course and Program Approvals**

a. **New Course:** APR-101

- i. Tiffany Kriesel presented
- ii. Course being taught at new high school in West Linn, Riverside High School, which will focus on Career and Technical education

*Motion to approve, approved*

b. **Credits/Hours Change:** ED-101

- i. Laurette Scott presented
- ii. ED-101 was developed just prior to the pandemic and so was not taught until this year. After teaching the seminar winter and spring terms and in consultation with participating students, it was determined that meeting for one hour per week was not adequate to both introduce content and provide time for students to debrief about their practicum experiences at their schools. Therefore, the seminar portion was increased by an hour while the time in classrooms will remain the same.

*Motion to approve, approved*

a. **Credits/Hours Change:** MFG-209

- i. Mike Mattson presented
- ii. Changing from 33 LECT to 22 LECT, 22 LE/LA. Staying at 3 credits

*Motion to approve, approved*

b. **New Course:** WLD-102ES

- i. John Phelps presented
- ii. Spanish version of WLD-102

*Motion to approve, approved*

c. **New Course:** HP-100

- i. Virginia Chambers presented
- ii. Health Science students must meet the OHA rules as a prerequisite for program acceptance and by providing this course at the college, it will be easier for students to demonstrate compliance. It also allows students the opportunity to utilize financial aid and obtain college credit for at least a portion of the OHA requirements for students in clinical training: BLS CPR/AED, First Aid, and Bloodborne Pathogens.
- iii. It's possible this course could count for Related Instruction. The department will look into it.

*Motion to approve, approved*

d. **Credits/Hours Change:** NUR-100, NUR-100C

- i. Kelley Stipe presented

- ii. NUR-100 changing from 30 LECT, 50 LE/LA, 82 LAB, 7 credits to 33 LECT, 44 LE/LA, 45 LAB, 6.5 credits.
- iii. NUR-100C changing from 82 LAB, 0 credits to 45 LAB, 0 credits
- iv. The Oregon State Board of Nursing (OSBN) made some recent changes to the NA1 program curriculum. No learning objectives or outcomes have changed -however instructional hours and clinical hours have decreased.

*Motion to approve, approved*

- e. **Program Amendments:** Nursing Assistant – Gerontology Specialist CPCC, Gerontology CC
  - i. Nursing Assistant – Gerontology Specialist CPCC changing from 19 to 18.5 credits due to the change to NUR-100
  - ii. Gerontology CC changing from 45 to 45.5 credits due to the change to NUR-100

*Motion to approve, approved*

- f. **New Program:** Emergency Medical Technician CPCC
  - i. Tana Sawzak presented
    - 1. New 15 credit career pathway under the Emergency Medical Technology CC
    - 2. This is an entry level program for those seeking employment or volunteer work as a first responder (Ambulance, Fire, Search and Rescue, Immediate Ambulatory Care, Community EMS, Dispatch).
    - 3. Courses must be passed with a C or better.

*Motion to approve, approved*

g. **Medical Assistant Changes**

Sarah Parker presented

- i. **Credits/Hours Changes:** MA-160, MA-162
  - 1. MA-160 (formerly MA-145) changing from 55 LECT, 5 credits to 33 LECT, 3 credits
    - a. The reason for the proposed credit change is our accreditation and core competency changes. We used to have more requirements for students in MA 145 to complete in order to be in compliance.
  - 2. MA-162 (formerly MA-118) changing from 55 LECT, 5 credits to 33 LECT, 3 credits
    - b. We added MA-152 (proposed new course) due to the fact that too much information was in that course and students were not given enough time to develop those skills.

*Motion to approve, approved*

- ii. **New Courses:** MA-152, 152L, 156, 156L
  - 1. MA-152/MA-152L
    - a. Currently, our Exam Room Course was only offered for one term. However, our Exam Room Techniques are 80 percent of what MA's do. In order to offer students enough time to master their skills and provide proper scaffolding we need to add an additional course earlier in the certificate to provide that additional training. We frequently are getting feedback asking for additional lab time and hands-on experience starting in Fall. This course will help us achieve that due to it having a required lab component.
  - 2. MA-156/MA-156L
    - b. By only having students take phlebotomy third term we are limiting their ability to gain confidence in phlebotomy and we don't have enough time to train them for their practicum sites. Clinics used to not let students perform phlebotomy on externship but with the new ruling on paid externs this skill is becoming more critical. By adding an additional phlebotomy course in Winter our students will also be able to sit for their NHA exam if they would like to add an additional certificate. This is a highly sought-after skill set.

*Motion to approve, approved*

iii. **Program Amendment:** Medical Assistant CC

- 1. Total credits change from 47 to 45
- 2. MA-160 and MA-162 credit changes, added in MA-152, 152L, 156, and 156L. Removed PSY-215.

*Motion to approve, approved*

h. **Automotive Changes**

Shelly Tracy presented

- i. **Credits/Hours Changes:** AM-100, AM-118
  - 1. Changing from 72 LE/LA, 3 credits to 88 LE/LA, 4 credits
    - a. The purpose for adding the additional credit/hours was so the instructor(s) can expand the depth of current content of the curriculum topics. This credit/hour change gives students an additional ½ hour per class.

*Motion to approve, approved*

- ii. **New Course:** AM-116
  - 1. Previously offered as a 199 course
  - 2. World of Speed donated remote control cars

*Motion to approve, approved*

- iii. **New Programs**
  - 1. Auto Collision Refinish CPCC
    - a. This allows students to have time to get a part-time job, which a lot of industry partners like to see their students have.
    - b. New 18 credit career pathway under the Auto Body/Collision Repair and Refinishing Technology AAS
  - 2. Auto Collision Repair CPCC
    - c. New 18 credit career pathway under the Auto Body/Collision Repair and Refinishing Technology AAS

*Motion to approve, approved*

- i. **Project Management Changes**

Bev Forney presented

  - i. Program Suspension: Project Management Leadership & Communication CPCC
    - 1. Mostly soft skills. The new Project Management faculty could choose to bring back later if they wanted.

*Motion to approve, approved*

- ii. Program Amendments:
  - 1. Project Management AAS
    - a. Replaced BA-122, 123, 124, 126 with BA-128 and BA-127. No change to total credits
  - 2. Project Management CC
    - b. Total credits change from 24 to 23. Removing BA-123, 126, 122, 124. Removing BT-177. Adding BA-127, BA-128, BA-264, BA-268
  - 3. Project Management Tools & Techniques CPCC
    - c. Total credits change from 21 to 34. Removing BA-126, BA-217, and BT-177. Adding BA-127, BA-128, BA-251, BA-264. Adding electives.

*Motion to approve, approved*

- iii. Inactivation: BA-122, BA-124, BA-126, BT-177
  - 1. BA-122, BA-124
    - a. BA-122, BA-123, and BA-124 were combined and a new course BA-128 was created.
  - 2. BA-126
    - b. BA-127 was created earlier to replace BA-126. The courses will not be equated.
  - 3. BT-177
    - c. Replaced earlier in the year by the new BA-268 but couldn't inactivate until it was removed from the Project Management programs. The courses will be equated.

*Motion to approve, approved*

## 5. Old Business

- a. **Membership**
  - i. In need of an alternate chair for 23-24
- b. **Gen Ed Transition Team**
  - i. Elizabeth Carney presented
  - ii. Criteria and learning outcomes are provided for each gen ed area. The new courseleaf form will allow submitters to answer questions about how to course is meeting the criteria.

*Motion to approve, approved*

## 6. New Business

- a. **Proposed Change to Approval Deadlines**
  - i. Summer and Fall registration starts in May, but Curriculum Committee continues to approve program and course changes through the beginning of June. The Committee might want to consider changing the approval deadline to align with the start of registration so that all students have the final updated info when they are registering for the next academic year.

## 7. Closing Comments

*-Meeting Adjourned-*

**Next Meeting: October 6, 2023 (8-9:30am)**

# Curriculum Committee Transfer Council Update

David Plotkin  
VP Instruction & Student Services / Provost



Education That Works



# Purpose

Transfer Council is responsible for approval and review of Major Transfer Maps and Common Course Numbering.

- Major Transfer Maps provide a guaranteed pathway for a student to transfer to an Oregon public university from an Oregon community college with junior status, including in the major.
- Common Course numbering – creates common, shared prefixes, numbers, course descriptions and course outcomes for the most commonly transferred courses at all Oregon public universities and community colleges in order to facilitate transfer of credits.

# History / Context

- 30 year conversation about transfer in Oregon – **lack of system**
- HB 2998 (2017) – created Oregon Transfer and Articulation Committee
  - Core Transfer Maps (much of gen. ed. for majors)
  - Major Transfer Maps (Core Transfer Maps + transferable major courses + other recommended courses in gen. ed. or electives)
- SB 233 (2021)
  - Oregon Transfer and Articulation Committee becomes Transfer Council
  - Common Course Numbering
  - Reduced number of required Major Transfer Maps to one (1) per year until 2026

For more information:

<https://www.oregon.gov/highered/policy-collaboration/Pages/transfer-council.aspx>

# Major Transfer Maps

Completed	Upcoming
Biology	Psychology
Business	Sociology; Sociology/Anthropology
Computer Science	Human Development and Family Services
Elementary Education	
English Literature	



# Major Transfer Maps Implementation

CCC has done an excellent job in contributing to the state-wide design groups for major transfer maps!

Thanks to – Tory Blackwell (BIO), Bev Forney (BUS), Jen Miller (CS), Laurette Scott (ED), Carol Burnell (ENG)

Thanks also to Chris Sweet, who co-chaired the Systems and Operations subcommittee for both MTMs and Common-course Numbering.

Challenges: tracking completion of core transfer maps, variance of pathways to different universities, maintaining maps

# Common Course Numbering

Completed	Upcoming 2023-24
Math 105Z, 111Z, 112Z	Business 101, 211, 213
Comm 100Z, 111Z, 218Z	English 104, 105, 106
Statistics 243Z	Math 251, 252, 253, 254
Writing 121Z, 122Z, 227Z	Psychology 101, 201, 202

# Common Course Numbering Implementation

Again, great representation on CCN subcommittees!

Thanks to Amanda Coffey, Kelly Mercer, Kerrie Hughes (Chair), Jessica Kissler, Joan San-Claire.

Challenges: intense amount of work at institutions to make changes to courses and programs, consistency of implementation across institutions, “Z” designator





## Approving Edits CourseLeaf

Once a course or program is submitted in CourseLeaf, the workflow is started. If you are in the workflow and it is time for your review you will receive an email message that looks something like this:

CIM Courses Review Request: Curriculum Office

**CU** Curriculum Update <clackamas@notify.courseleaf.com>  
To: Dru Urbassik

Start reply with:

[EXTERNAL EMAIL]

DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Curriculum:

There are pending course change proposals awaiting your review, including MTH-020: Fundamentals of Arithmetic II.

Please visit the following url to review the changes and provide your feedback:  
<https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcourseleaf.clackamas.edu%2Fcourseleaf%2Fapprove%2F%3Frole%3DCurriculum%2520Office&data=05%7C01%7Cdru.urbassik%40clackamas.edu%7Ca3eba9bfee6340af4a1c08dbc44ddce9%7Caa23b0aae6b74c00acd5ce9b9a49662a%7C0%7C0%7C638319610953679195%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=JFpp0VEh4qV%2FDcFhKP9yLG25PsimREt1vC8m1rJuXul%3D&reserved=0>

[Message originally for curriculum@clackamas.edu ]

Thank you.

If you click on the link within the email it will bring you to the approval page console in CourseLeaf.

**COURSELEAF** Help User: Adam Hall

Pages Pending Approval Filter List Refresh List Your Role: Administrator

PAGE	USER
------	------

Page Info Workflow Status Attached Files Revision History

Title:  
Last Update:  
Template:  
Page Authors:  
Workflow:  
College:  
Department:

PAGE REVIEW Hide Changes View Changes By: All Changes Edit Rollback Approve

Please double check that the “Your Role” drop down menu shows that your role (for example, DTPS Dean, DTPS review teams, etc.) is selected. This selection will show which courses you have to review.

The screenshot displays the COURSELEAF interface. At the top left is the COURSELEAF logo. The main header area includes a 'Help' button, the user name 'User: Adam Hall', and the LEPP FROG logo. Below the header, the page title is 'Pages Pending Approval'. There are two buttons: 'Filter List' and 'Refresh List'. A red box highlights the 'Your Role:' dropdown menu, which is currently set to 'Curriculum Office'. Below this is a table with two columns: 'PAGE' and 'USER'. The table lists several courses and their associated users. To the right of the table is a 'Page Info' panel with tabs for 'Page Info', 'Workflow Status', 'Attached Files', and 'Revision History'. The 'Page Info' tab is active, showing fields for Title, Last Update, Template, Page Authors, Workflow, College, and Department. At the bottom of the page is a 'PAGE REVIEW' section with a 'Hide Changes' button, a 'View Changes By:' dropdown set to 'All Changes', and 'Edit', 'Rollback', and 'Approve' buttons.

PAGE	USER
/relatedgenedadmin/1687: 1687: Introduction to Communication	Kerrie Hughes
/programadmin/5: AAS.ADMINPRO: Administrative Professional, AAS	clackamas-admin
/programadmin/4: CC.ADMINASST: Administrative Assistant, Certificate	clackamas-admin
/courseadmin/1113: MTH-020: Fundamentals of Arithmetic II	Adam Hall
/courseadmin/1117: MTH-060: Algebra I	clackamas-admin
/courseadmin/4311: SPN-114: Spanish Test Course	Amy Burghardt
/courseadmin/4309: XUT-C609: Workshop Test Course	Joyce Gabriel

Select the course you want to review. This will bring up the course outline with changes into the lower view pane.

**COURSELEAF** Help User: Adam Hall

Pages Pending Approval Filter List Refresh List Your Role: Curriculum Office

PAGE	USER
/relatedgenedadmin/1687: 1687: Introduction to Communication	Kerrie Hughes
/programadmin/5: AAS.ADMINPRO: Administrative Professional, AAS	clackamas-admin
/programadmin/4: CC.ADMINA SST: Administrative Assistant, Certificate	clackamas-admin
<b>/courseadmin/1113: MTH-020: Fundamentals of Arithmetic II</b>	<b>Adam Hall</b>
/courseadmin/1117: MTH-060: Algebra I	clackamas-admin
/courseadmin/4311: SPN-114: Spanish Test COurse	Amy Burghardt
/courseadmin/4309: XUT-C609: Workshop Test Course	Joyce Gabriel

Page Info | Workflow Status | Attached Files | Revision History

Title: MTH-020: Fundamentals of Arithmetic II  
Last Update: Oct 3, 2023 1:18pm  
Template: cim  
Page Authors: any  
Workflow:  
College:  
Department: Mathematics

---

**PAGE REVIEW** Hide Changes View Changes By: All Changes Edit Rollback Approve

## Course Change Request

[Export to PDF](#)

[Export to Word](#)

Date Submitted: 10/03/23 1:18 pm







Viewing: **MTH-020 : Fundamentals of Arithmetic II**

**In Workflow**

**1. Curriculum Office**



Scroll to review the course information. Items in green have been added to the course outline and items in red have been removed.

**PAGE REVIEW**  Hide Changes  | View Changes By: **All Changes**  Edit  Rollback  Approve 

Course Title Fundamentals of Arithmetic II

---

**Grading**

Grade Scheme Standard (STND)

Credit Type Credit Course

Allow Pass/No Pass Yes

Only Pass/No Pass No

Audit Yes

Min Credit 5.00  
~~4.00~~

Variable Credit No

---

**Contact hours**

Lecture 55.00  
~~44.00~~

Lec/Lab

Lab

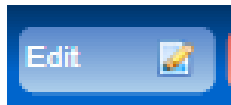
Activity

Clinical

If the changes look good, you can click the “Approve” button. This will send the proposal to the next step in the workflow.



If you want to make an edit to the proposal, such as fixing a typo or updating formatting, you can make the edit by clicking the “Edit” button. This will show the course edit form where you can make and save your changes.



If you have questions or need the submitter or previous reviewer to make an edit you can roll the proposal back to them by clicking the “Rollback” button.



If you need to rollback a proposal, you must also select who the proposal is going back to and provide a reason for why the proposal is being returned.

---

A dialog box titled "Rollback Page". It contains a "Rollback to:" label above a dropdown menu with "Adam Hall" selected. Below this is a "Comment/Reason:" label above a large text area. At the bottom are "Rollback" and "Cancel" buttons.

Rollback Page

Rollback to:  
Adam Hall

Comment/Reason:

Rollback Cancel

Once you click “Rollback” after providing comments or a reason, the course will be removed from your queue. The course will show up in your queue again if changes are made and submitted by the person whom you rolled the proposal back to.

Things to keep in mind:

- When to Rollback: When changes to course or program content are needed
  - o This is so that comments can be documented and the location of where the proposal is in the approval process is visible to all users.
- When to Edit: When minor changes to formatting or spelling/grammar are needed
- Once “Approved” or “Rollback” is selected the course will either move forward in the workflow or will go back in the workflow. This means that if a review team is looking at a course, the course will drop from the queue if one member of the review team selects “approve.” Review teams need to manage their queues within their teams.