

	Presenter	Action
1. Welcome	Chair	
2. Approval of Minutes	Chair	Approval
3. Consent Agenda a.	Chair	Approval
4. Course and Program Approvals a. b.		Approval/26.SU
5. Old Business a.		
6. New Business a. Introduction to Curriculum Committee b. Gen Ed Approval Process c. CourseLeaf Review	Chair Gen Ed Review Team Dru Urbassik	Info Info Info
7. Closing Comments		

Present: Keely Baca, Dustin Bare, Nora Brodnicki (Co-Chair), Armetta Burney, Elizabeth Carney, Virginia Chambers, Amanda Coffey, Ephanie Debey, Megan Feagles (Recorder), Sue Goff, Erin Gravelle, Jordan Gulley, Kari Hiatt, Danielle Hoffman, Eric Lee, Gentiana Loeffler, Mike Mattson, Kelly Mercer (Co-Chair), Deanna Myers, David Plotkin, Carrie Sandberg, Charles Siegfried, AJ Smith, Aundrea Snitker, Chris Sweet, Dru Urbassik

Guests: Angela Armen, Tory Blackwell, Jennifer Bown, Lars Campbell, Bev Forney, Christopher Konieczka, Lupe Martinez, Michael Moiso, Kari Nixon, Sabrina Rahn

Absent: ASG, Debra Carino, Juan Cortes, SD DeWaay, Dawn Hendricks, Frank Kilders, Kara Leonard, Tracy Nelson, Ashley Sears, April Smith, Sarah Steidl, Wryann Van Riper

1. Welcome

2. Approval of Minutes

- a. Approval of the May 16, 2025 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. Horticulture Changes

a. Hours Change – HOR-120

- i. Chris Konieczka presented
- ii. Changing from 12 LECT hours to 11 LECT hours. Remaining at 1 credit.
- iii. We are moving this course to a 1 lecture hour per week, 11-week course. This is in response to student feedback that the condensed timeframe makes studying and synthesizing the large quantity of information too difficult. Previously, it was a 5-week course, 2 hours per week. It looks like the old 12 lecture hour number was an error and should have been 10.

b. Amendments

i. Horticulture AAS

- 1. Adding COMM-111Z, COMM-140, and COMM-218Z as options to the existing BA-285 or COMM-100Z Related Instruction Human Relations options. Same change for all programs. No change to total credits. These were based on suggestions from Graduation Services.

ii. Horticulture CC

iii. Landscape Management AAS

iv. Landscape Management AAS, Arboriculture Option

v. Organic Farming CC

Motion to approve, approved

b. Music Changes

Lars Campbell presented

a. Instructional Method/Hours/Credits Changes

i. DMC-242

- 1. Changing from 10 LECT to 11 LECT. No change to credits.
- 2. Alignment with current hours taught.

ii. MUP-102

- 1. Changing from 44 LE/LA, 2 credits to 33 LAB, 1 credit.
- 2. Aligning credit hours and teaching method with area universities

iii. MUP-105

- 1. Changing from 44 LE/LA, 2 credits to 33 LAB, 1 credit.

2. Aligning credit hours and teaching method with area universities
- iv. MUP-202
 1. Changing from 44 LE/LA, 2 credits to 33 LAB, 1 credit.
 2. Aligning credit hours and teaching method with area universities
- v. MUP-205
 1. Changing from 44 LE/LA, 2 credits to 33 LAB, 1 credit.
 2. Aligning credit hours and teaching method with area universities
- vi. MUP-241
 1. Changing from 22 LE/LA to 33 Lab. No change to credits.
 2. Aligning credit hours and teaching method with area universities
- b. **Amendments**
 - i. Music Technology CC
 1. Lars Campbell presented
 2. Updating credits for electives that changed credits. Adding Individual Lessons to Program Basics. No change to total credits.
 - ii. Music Technology AAS
 1. Lars Campbell presented
 2. Swapping MUS-247 with electives due to offering term change for MUS-247. Adding courses to electives. No change to total credits.

Motion to approve, approved

c. **Ethnic Studies Changes**

- a. **New Course – ES-231**
 - i. Keely Baca presented
 - ii. This is the last of the introductory ethnic studies courses approved in 2020-2021.
 - iii. CCC was awarded a grant from University of Washington to offer this new course.
 - iv. Does this transfer to PSU as a Race and Ethnicity Studies electives?
 1. It is expected to transfer.

Motion to approve, approved

- b. **General Education – ES-221, ES-231, ES-241**

- i. The General Education Review Team has reviewed these courses and recommends them for approval in the Cultural Literacy and Social Sciences Gen Ed areas.

Motion to approve, approved

d. **Biology Changes**

- a. **New Courses – BI-215, BI-216, BI-217**
 - i. Jennifer Bown presented
 - ii. These courses are identical to Z-201, Z-202, and Z-203, respectively. The courses would be equated.
 - iii. Having Zoology listed under Biology will increase transferability since most school do not have Z prefix and would increase visibility in the course listings to increase enrollment. OSU is the only other school with a Z subject.

Motion to approve, approved

- b. **General Education – BI-215, BI-216, BI-217**

- i. The General Education Review Team has reviewed these courses and recommends them for approval in Science Gen Ed area.

Motion to approve, approved

e. **General Education Program Amendments**

Curriculum Office presented

- a. Adding ES-221, ES-231, and ES-241 to Cultural Literacy and Social Sciences Gen Ed lists.
Adding BI-215, BI-216, and BI-217 to Sciences Gen Ed lists
 - i. AA Degree, Oregon Transfer
 - ii. AA Degree, Oregon Transfer Elementary Education
 - iii. AA Degree, Transfer English Literature
 - iv. AS Degree, Transfer Biology
 - v. AS Degree, Transfer Business
 - vi. AS Degree, Transfer Computer Science
 - vii. AS, Architectural Engineering, OSU
 - viii. AS, Biology, OSU
 - ix. AS, Chemical Engineering, OSU
 - x. AS, Computer Science, PSU
 - xi. AS, Construction Engineering Management, OSU

- xii. AS, Electrical Engineering, OSU
- xiii. AS, Environmental Engineering, OSU
- xiv. AS, Industrial Engineering, OSU
- xv. AS, Mechanical Engineering, OSU
- xvi. AS, Music, PSU
- xvii. Associate of General Studies
- xviii. Core Transfer Map
- xix. Electronics Engineering Technology AAS
- xx. Microelectronics Systems Technology AAS
- xxi. Oregon Transfer Module

Motion to approve, approved

f. **Business Changes**

a. **New Course – BT-150**

- i. Bev Forney presented.
- ii. This new course is the result of wanting to combine two current Word classes (3 credits each) into one 4-credit course. Will replace BT-160 and BT-161.

b. **Course Inactivations**

- i. BT-160
 - 1. Bev Forney presented.
 - 2. Replacing with BT-150
- ii. BT-161
 - 1. Bev Forney presented
 - 2. Replacing with BT-150
- iii. BA-104
 - 1. Bev Forney presented
 - 2. The content of the course is covered in several other business courses, making it redundant, and students often left this course to take late in their pathway, versus in their first term as intended. Business students will be required to take an appropriate mathematics course, which teaches analytical reasoning.

c. **Program Suspensions**

- i. Retail Management CC
 - 1. Bev Forney presented
 - 2. This certificate was initially developed in collaboration with retail partners such as Goodwill and Safeway to provide college credit and program completion opportunities for retail employees. Clackamas Community College also partnered with the Western Association of Food Chains (WAFC) to offer the program as part of a broader industry initiative. However, student enrollment and completion rates have remained consistently low, and CCC is no longer listed among the WAFC-affiliated institutions offering the certificate. Most students interested in this credential are now completing it online through other state community colleges that offer the program at a lower cost. Additionally, previous retail partners have not re-engaged CCC to provide this training for their employees.
- ii. First-Line Supervisor Fundamentals CC
 - 1. Bev Forney presented
 - 2. Same reason as above.

d. **Amendments**

i. **Business AST**

- 1. Bev Forney presented
- 2. Changing MTH requirements
- 3. Adding additional Business Specific courses including BA-169Z and STAT-243Z

ii. **Administrative Professional AAS**

- 1. Bev Forney presented
- 2. Replacing BA-104 with MTH-050, MTH-065, or higher, Replacing BT-160 and BT-161 with BT-150, adding 2 credits of electives.
- 3. Total credits change from 92-93 to 93-94

iii. **Administrative Assistant CC**

- 1. Bev Forney presented
- 2. Replacing BA-104 with MTH-050, MTH-065, or higher, Replacing BT-160 and BT-161 with BT-150.
- 3. Total credits change from 45-46 to 45-47

iv. Administrative Assistant Training CC

1. Bev Forney presented
2. Replacing BA-104 with MTH-050, MTH-065, or higher, replacing BT-160 with BT-150. Adding BT-216.
3. Total credits change from 30 to 32

v. Marketing CC

1. Bev Forney presented
2. Replacing BA-104 with MTH-050, MTH-065 or higher. Total credits change from 47 to 48.

vi. EFA, Business

1. Bev Forney presented
2. Replacing BA-104 with MTH-050, MTH-065 or higher.

vii. Business AAS

1. Bev Forney presented for Sharon Parker
2. Replacing BA-104 with MTH-050 or higher. Replacing BA-217 with 3 credits of electives.

viii. Business Management CC

1. Bev Forney presented for Sharon Parker
2. Replacing BA-104 with MTH-050 or higher. Replacing BA-217 with 3-4 credits of electives.
3. Total credits change from 47 to 48-49

ix. Management Fundamentals CPCC

1. Bev Forney presented for Sharon Parker
2. Removing BA-217. Total credits change from 18 to 15.

x. Human Resource Management CC

1. Michael Moiso presented
2. Removing BA-104 and leaving MTH-065 as the Computation requirement.
3. Total credits change from 46-48 to 47-48.

xi. Project Management AAS

1. Sabrina Rahn presented
2. Removing BA-104 and leaving MTH-065 as the Computation requirement.
3. Total credits change from 91-93 to 92-93.

Motion to approve, approved

g. GIS Changes

a. GIS Credits/Hours/Instructional Method Changes

Angela Armen presented

i. GIS-101

1. Changing from 44 LE/LA to 33 LECT, 33 LAB. Changing from 2 Credits to 4 credits.
2. Updating course to reflect the work students are already completing.

ii. GIS-201

1. Changing from 66 LE/LA to 33 LECT, 33 LAB. Changing from 3 credits to 4 credits.
2. Updating curriculum and program. Updating our instructional methods and credits to better reflect what students are doing in the class.

iii. GIS-202

1. Changing from 66 LE/LA to 33 LECT, 33 LAB. Changing from 3 credits to 4 credits.
2. Updating course to better reflect the work students are already completing.

iv. GIS-232

1. Changing from 44 LE/LA to 33 LECT, 33 LAB. Changing from 2 Credits to 4 credits.
2. Updating course to reflect the work students are already completing.

v. GIS-236

1. Changing from 66 LE/LA to 33 LECT, 33 LAB. Changing from 3 credits to 4 credits.
2. Updating program and credits to better reflect what students are completing in the class.

vi. GIS-238

1. Changing from 44 LE/LA to 33 LECT, 33 LAB. Changing from 2 Credits to 4 credits.
2. Updating course to better reflect work students are already completing.

- vii. GIS-270
 - 1. Changing from 66 LE/LA to 33 LECT, 33 LAB. Changing from 3 credits to 4 credits.
 - 2. Updating course to better reflect work students are already doing.
- viii. GIS-286
 - 1. Changing from 60 LE/LA to 33 LECT, 33 LAB. Changing from 3 credits to 4 credits.
 - 2. We are updating credits to reflect the amount of work students are currently completing in this course.
- b. **New Course – GIS-260**
 - i. GIS and the Environment. This course will be included as an elective in the GIS CC.
- c. **Geographic Information Systems (GIS) Technology CC Amendment**
 - i. CCC works closely with the Advisory Committee to make changes to our GIS courses and program.
 - ii. Changing from 19 credits to 35-36 credits.
 - iii. Lots of courses increasing credits. Adding GIS-238, GIS-260, GIS-270, GIS-280. Removing GIS-205.
- d. **GIS-101/GIS-201 Credit Change Amendments**
 - i. Wildland Fire Management AAS
 - 1. Only change for Wildland Fire programs is updating the credits for GIS-101 and GIS-201.
 - ii. Wildland Fire Science CC
 - iii. Wilderness Survival & Leadership CPCC
 - iv. Wildland Fire Forestry CPCC
 - v. Wildland Firefighter 1 CPCC
 - vi. AS, Civil Engineering, OSU
 - 1. Eric Lee presented
 - 2. GIS-201 credit increase. Adding in Biology Zoology courses.
 - 3. Total credits change from 96-97 to 97-98
 - vii. AS, Civil Engineering, PSU
 - 1. Eric Lee presented
 - 2. Removing GIS-201 and adding to recommended electives
 - 3. Total credits change from 93-94 to 90-91
 - viii. AS, Environmental Engineering, PSU
 - 1. Eric Lee presented
 - 2. Removing GIS-201 and adding to recommended electives
 - 3. Total credits change from 97-98 to 94-95
 - ix. Water & Environmental Technology AAS
 - 1. Curriculum Office presented for Matt LaForce
 - 2. GIS-201 credit change. Shifting courses around and adding a summer term.
 - 3. Total credits change from 91 to 92
 - x. Water & Environmental Technology CC
 - 1. Curriculum Office presented for Matt LaForce
 - 2. Shifting courses around and adding a summer term.
 - 3. No change to total credits.
- e. **WET-109 Instructional Method/Hours Change**
 - i. Curriculum Office presented for Matt LaForce
 - ii. Changing from 33 LECT/33 LAB to 44 LECT. Stays at 4 credits.
 - iii. The course is taught from 8-5pm Mon-Fri for four credits. Students conduct lecture activities for 44 hours of the course so this a lecture focused with 44 hours more accurately depicts the workload students perform in the class for state certification.

Motion to approve, approved

h. **Emergency Management Professional Changes**

Kari Nixon presented

i. **New Courses**

- 1. EMP-170
 - a. To demonstrate learned skills to ensure students have a clear understanding before completion of the Certificate of Completion to move into entry level Emergency Management industry positions.
- 2. EMP-270

- a. Helping prepare our students for industry work by working with an expert in the field (their instructor) and developing a portfolio to use for the transition.
- ii. Emergency Management Professional AAS Amendment
 - 1. Adding EMP-170, EMP-270, WR-121Z, and electives. Removing Focus Areas. Lost of shifting courses around.
 - 2. Total credits change from 90-92 to 91-94
- iii. New Program - Emergency Management Professional CC
 - 1. New one-year certificate related to the EMP AAS.

Motion to approve, approved

i. **AST Biology Amendment**

- a. Tory Blackwell presented
- b. Removing WR-122Z from Writing Requirement
- c. Adding "or higher" to MTH-111Z and MTH-112Z
- d. Changed 2 sequences of Physics/Math/Chemistry to 1 sequence of Physics

Motion to approve, approved

j. **AA Degree, Transfer English Literature Changes**

Amanda Coffey presented

- a. Amendment/Name Change
 - i. Changing name from English Literature to English
 - ii. Adding WR-227Z as an option to WR-122Z
 - iii. Minor updates to Gen Ed Arts & Letters area

Motion to approve, approved

- b. Program Learning Outcomes
 - i. Minor wording changes. No substantial changes to content.

k. **Apprenticeship Changes**

- a. New Course – APR-209PB
 - i. Kari Nixon presented
 - ii. understanding of technology applications in the plumbing industry.
- b. Construction Trades, General Apprenticeship (PB) AAS Amendment
 - i. Adding the new APR-209PB course. Removing APR-207PB. Total credits change from 91-97 to 92-98.

Motion to approve, approved

5. Old Business

a.

6. New Business

a.

7. Closing Comments

-Meeting Adjourned-

Next Meeting: October 3, 2025 (8-9:30am)

Welcome to 2025-26 Curriculum Committee



Education That Works



Curriculum Committee Mission

The Clackamas Community College Curriculum Committee supports faculty in the development and implementation of high-quality curriculum that is accessible to all students, adaptable to changing needs, and accountable to the community by facilitating faculty collaboration and ownership of the curriculum and providing a venue for faculty to establish curricula and improve instructional programs.

Curriculum Committee Primary Functions

The committee is tasked with the following responsibilities:

1. Provide oversight of all new or changed course outlines and program proposals to ensure that academic standards are maintained.
 - a. Review and evaluate course outlines to assure that they are well developed, clear and complete, meet state guidelines, conform to CCC standards, satisfy transferability requirements (if any), and that supporting documents adequately supplement the proposal;
 - b. Assure that general education outcomes on course mapping documents are clearly and appropriately addressed in the student learning outcomes, and that state approved criteria are reflected in the course outlines to which the mapping documents are attached;
 - c. For courses identified as meeting Related Instruction through embedded content, ensure that course outlines clearly address the student learning outcomes relevant to the Related Instruction area;
 - d. Make recommendations to assist individuals and departments/areas to strengthen their course outlines and program proposals.
2. Evaluate the impact of curriculum proposals on the College to assure that the curriculum offered is complementary and integrated.
 - b. Assure that overlap with existing courses, impacts on other divisions, departments/areas, courses, programs, college services, and pre/co-requisites have been addressed.
3. Approve or disapprove new or changed course outlines and programs, recommend quality and conformance to best curricular practice throughout the College.

Establish, review and revise procedures and guidelines as needed to assure quality and conformance to best curricular practice throughout the College.

Related Instruction: *“programs of study for which applied or specialized associate degrees are granted, or programs of an academic year or more in length for which certificates are granted (...) must contain a recognizable body of instruction in program-related areas of communication, computation and human relations”.* (OAR 589-006-0050)

- CTE degree and certificate core requirements in
 - Communication
 - Computation
 - Human Relations
 - Physical Education/Health/Safety/First Aid
- Courses that are reviewed by the Curriculum Committee and have (or are seeking) Related Instruction designation have an additional review by the **Related Instruction review team**

General Education: *“The introduction to the content and methodology of the major areas of knowledge including the humanities and fine arts, the natural sciences, mathematics, and the social sciences and helps students develop the mental skills that will make them more effective learners and citizens in a democratic society”.* (OAR 589-006-0050)

- AAOT and ASOT-degree core electives in
 - Arts and Science
 - Social Science
 - Writing
 - Science/Math/Computer Science
 - Cultural Literacy
- Courses that are reviewed by the Curriculum Committee and have (or are seeking) General Education designation have an additional review by the **General Education review team**

Membership

The membership of curriculum committee includes faculty and staff members from varied departments. This reflects an intentional effort to gather broad representation from the College community; these different perspectives help ensure that we can effectively challenge, support, and continuously improve the College's curriculum. Members are encouraged to contact the committee chair(s) if they have questions about how to contribute to curricular discussions and decisions. As a faculty-driven committee, the majority of attendees need to be faculty for a quorum.

Member responsibilities include:

- Attend all meetings when possible - if regular attendance is not possible, arrange substitution with the chair
- Be familiar with the process and navigating CourseLeaf
- Keep department and/or constituent group informed of committee action
- Engage in work with review team and other subcommittees as assigned

Membership

Member responsibilities include:(continued)

- Participate in meetings
 - Study the agenda carefully before the meeting. Ask for clarification if any items are unclear.
 - Determine the exact purpose each agenda item for discussion and decide in advance how and what you will contribute to it.
 - If a committee member suggests something that you don't agree with, ask them to summarize their viewpoint in a direct statement so you can gain full understanding.
 - If a motion seems to have been hurried without proper discussion, suggest tabling the item for a future meeting when it can be discussed in detail.