Minutes

January 15, 2015

Present: Tory Blackwell, Nora Brodnicki, Larry Cheyne, Patty DeTurk, Jackie Flowers, Darlene Geiger, Sue Goff (Chair), Jane Littlefield, Wes Locke, Jen Miller, Rich Reub, Chris Sweet, Dru Urbassik (Recorder), Bill Waters

Not Present: Pam Akini, Chris Konieczka, Jim Martineau, Ellis Meuser, Camilo Sanchez, Kandie Sweet

Guests: Sarah Steidl

1. Overview from last week-
	* Introductions
2. College Council Feedback
	* None
3. Review Items
	1. Organizational Structure - Taylor
		* Taylor, Jane, Kandie and TJ (ASG) met
		* Dewy decimal inspired numbering system
		* Credit for prior learning may need its own section
		* Will finalize once we know how many items will be categorized
		* Can create decades within each category
			+ 310, 320, 330
			+ Which items go together?
		* Procedures will have the same number as the standard, but with a P
		* Appendices could link back to the standard structure
			+ Appendix 110, 120, ect.
		* Still need to sync up with ARC
			+ No work has been done in ARC because they are waiting on ISP
			+ Waiting for ISP to finalize
			+ Do they want 600-900
				- This seemed to be the most liked format
				- We want everything in one depository, so continuing the numbering with ARC makes sense
			+ Do they want A in front of the number instead?
		* Questions?
			+ Why is assessment separate from instruction?
				- Assessment is separate from instruction because it is an 80 page document.
				- Covers administration
				- Sue argues that assessment is part of student services as well
				- The 80 page document will most likely be updated, if needed it can be wrapped back into instruction if needed once updates are completed
		* Next Steps
			+ Work with ARC to move forward
	2. CPL Advanced Placement - Sue
		* Chris, Sue, Darlene, Pam, Bill
		* Looked at all the CPL ISP, advanced standing, advanced placement, ect
		* Talked about the past approach, what we need to keep and what can be consolidated
		* When Pam returns she will bring back a proposal for the Advanced Standing
		* Then the committee will look at what was removed
		* This is becoming fairly large so we may want to give it its own category
		* Chris is working on the procedure and form side
			+ There is confusion on the process and procedure on the student side
			+ The procedure on the back on the form is not easy to understand
			+ Making two procedures, one internal one external
			+ Chris has met with several groups on campus to make sure that everyone understands the process, fix issues with the process, and create a clearer process
			+ Chris has the information and now needs to finalize the documents and update materials
		* The Deans have been working on the fees
			+ Having discussions about these fees
			+ Trying to make it more consistent
				- Easier for Department chairs
				- Easier for students
			+ Still in progress
		* Maybe we need a Portfolio ISP?
		* Trying to simplify and standardize
		* How do we orient students to the types of CPL available?
		* The processes for each type should be similar, instead of having several different types of processes, different for each type of CPL
		* Jackie mentioned that she uses the student learning outcomes as a guide for offering CPL
			+ Not just a paper test
			+ May need to show research skills
			+ Lab skills
			+ Portfolio
			+ Every discipline will be different
		* It is up to the department to determine what can be challenged and what cannot
		* Sarah in Graduation Services has been working on CLEP, DANTES
			+ Updating CLEP table
				- CCC is receiving scores for tests such as History, which we do not accept
				- She is asking that we expand what we accept so that we can grant more credit to degree seeking students
				- Sarah has emailed the Chairs, but has not received feedback yet

Sue asked that she reach out to the Deans if she is not receiving a response

* + - * + Feel free to contact Sarah if you have questions
	1. Clock Hour/Credit Hour Policy – Nora
		+ Bill, Tory, and Nora met
		+ Looked at OSU and PCC policies
		+ The group discussed how things are currently at CCC
		+ Merged PCC, OSU, and CCC policies/practices together and formed a credit hour policy
			- Meeting document
		+ This policy puts descriptive word around the commission’s requirement. The commission requirement comes from the state regulations on what counts for a credit hour.
		+ Sue is wondering if bullet “e” should be an option
			- Nora mentioned that we could maintain flexibility
			- Sue wants to know if any combination have to equal the hours needed by regulations
			- Should add “combination of lecture labs to equal 30 hours” because the credit hours must add up
			- “E” does make is seem like it lets others do whatever they want
				* Bill feels like E allows combinations of lecture and lab hours

Some of A and some of C

* + - * Perhaps the terminology should be updated for E
		- Taylor is wondering if some terminology should be added to “D” as well
			* Add “in conjunction with” after “instructor overseas”
		- Bill stated that we need to have a box in the outline system where comments can be entered to outline the breakdown of lect, lab, lect/lab.
		- When LECT/LAB is used you are talking about the instructor in the classroom and the lab and lecture is being completed concurrently
			* Computer lab is usually Lect/lab
			* Science lab is usually Lab
		- Trying to delineate the contact time as well as letting students know that there is additional work outside of class that is expected
		- How do you designate a class as a lecture lab class
			* The lecture happens simultaneously at the same time
			* If you are presenting technical material and then sending the students to the lab then it’s not lecture/lab
		- We cannot change the definitions of lab, lecture, lect/lab
		- We can try to make the ISP clearer
			* This is a misunderstood topic
			* The definitions should be added to the ISP or be available in a resource
				+ With examples
				+ Or in an appendix?
				+ Perhaps adding examples and definitions within the ISP for A-E
		- There is concern because some of the student homework includes writing up lab reports or other items which are linked to the lab element of the course not the lecture element
		- If we say the student is going to earn “x” amount of credits, then we have to make sure they are completing the 3 hours of work for the one credit regulation.
		- Impacts state monies to us, student time, instructor pay, tuition costs, ect.
		- “C” and “D” were updated during the meeting
		- Next Steps
			* Bill suggests that as far as the ISP goes what is written is what is required
				+ Updated were made on the spot
				+ Should be moved to college council for first read

Approved to go to first read

* + - * Curriculum Committee should create a document that outlines the definitions and perhaps a training for the campus
	1. Self-published Text Adoption – Taylor
		+ Looked at the current regulations
		+ Would like to change the name to Faculty Authored Texts from Self-published
		+ Included open education resources (OER)
		+ Can an online text be eliminated, or are they stuck for the next two years?
			- Taylor did not know based on the ISP
		+ Request to removed dates from item 5
			- Nora would like the dates to be assessable
				* They are hard dates, they don’t change
			- Sue wants to remove them from the standard
				* Or add approximately
			- Jackie mentioned that final schedule is due after books are ordered
				* Books ordered off of the preliminary schedule and not the final
				* Resulted in the wrong books being ordered for the sections offered
			- Taylor suggested that the terminology be “week 4 of the term”
			- Bill is curious to know what the Textbook Affordability Act states
			- This needs to come back for next week
				* Not ready for college councils
				* Look at the textbook affordability act
1. New Items
	1. Report New Organizational Structure to College Council – Sue
		* Tabled until January 29th
	2. Public Webpage Location – Sue
		* Tabled until January 29th
2. Plan for next meeting
	* Credit/clock first read update
	* Be prepared to speak, dru check in on those who are supposed to report back