

Curriculum Committee

2016-17 Annual Report



Education That Works



Curriculum Committee Membership

Terry Mackey

Dru Urbassik

Megan Feagles

Bill Waters

Tara Sprehe

MaryJean Williams

Jeff McAlpine

Carrie Kyser

Brenda Marks

Tracy Nelson

Lupe Martinez

Ryan West

April Smith

Dustin Bare

Sue Goff

Lars Campbell

Bev Forney

Barry Kop

Jackie Flowers

Lilly Mayer

Cynthia Risan

Dave Bradley

Carol Dodson

Laurette Scott

Shelly Tracy

Elizabeth Carney

Curriculum Committee Mission

Mission/Charge

In supporting the mission of the College, the Curriculum Committee oversees the quality and content of course outlines and transfer and non-transfer degree and certificate requirements in accordance with the policies and guidelines of the Northwest Commission of Colleges and Universities (NWCCU) and other relevant agencies.

The committee provides guidance, advocacy, and oversight for curricular issues that are cross-departmental or institutional in scope and impact.

The Curriculum Committee works with:

- the Curriculum Office,
- Instructional Standards & Procedures (ISP) Committee,
- the Assessment Committee,
- and other college entities as necessary.

New Courses: 23

New Programs: 3

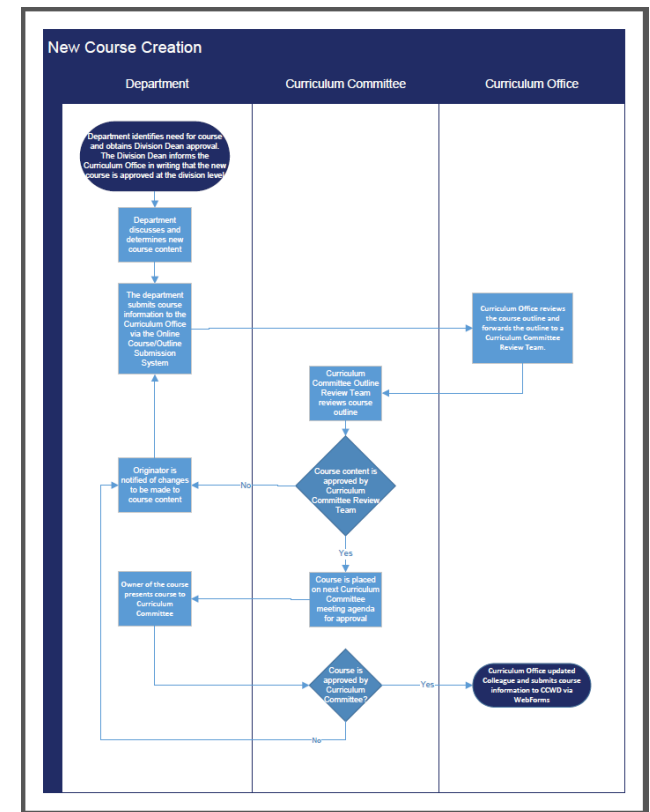
Program Amendments: 40

Program Suspensions: 8

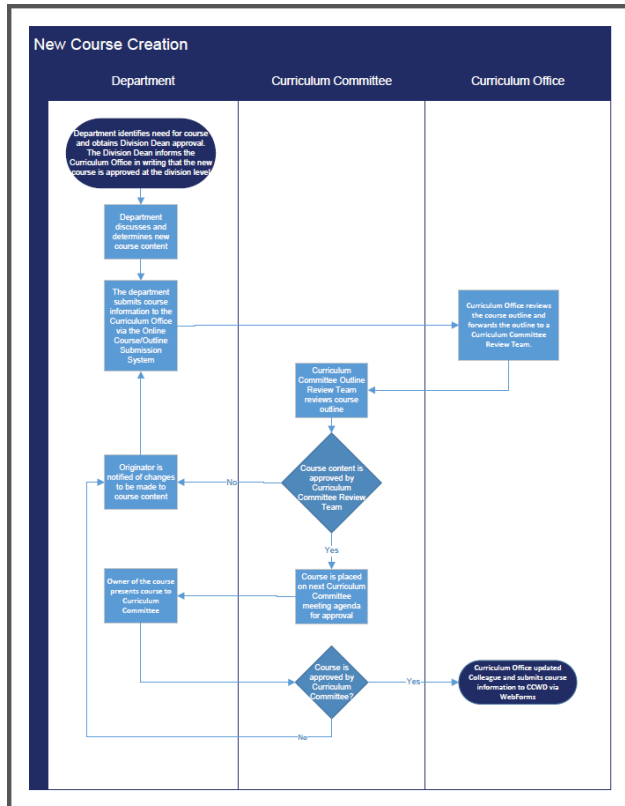
Process Documents

Curriculum Committee started the academic year on September 23. At the next meeting the Curriculum Committee adopted 4 Process documents. These documents come in three forms:

Name of Process:	Course Creation, Edits, Inactivation, and Reactivation	
Process Owner:	Curriculum Committee	
Created By:	Dru Urbassik	Last Updated By: Dru Urbassik
Date Created:	08/08/16	Last Revision Date: 08/08/16
Process Purpose:	The purpose of the Course Creation, Edits, Inactivation, and Reactivation Process is to formally outline the steps that are needed to create a new course, edit an existing course, inactivate a course, or reactivate a course.	
Process Input:	The process input for the Course Creation, Edits, Inactivation, and Reactivation Process is the department's determination that a new course is needed or an existing course needs to be updated. Once this need is identified, the Course Creation, Edits, Inactivation, and Reactivation Process will be initiated.	
Process Boundaries:	The process boundaries for the Course Creation, Edits, Inactivation, and Reactivation Process are defined by the process input and immediately preceding the process output. Therefore the starting boundary is the department's decision that a new course, a course edit, or inactivation of a course is needed. The process's ending boundary is defined by the creation, edit, inactivation, or reactivation of a course.	
Process Flow:	<p><i>Course Creation</i></p> <ol style="list-style-type: none"> i. The department identifies a need for a new course ii. The department assess the need and impact of proposed new courses and course edits prior to Department Chair and Division Dean approval iii. The department discusses the new course with the Division Dean. The Division Dean will provide written approval to the Curriculum Office before the new course is entered into the Online Course/Outline Submission System iv. The course content is then entered into the Online Course/Outline Submission System by the department and is submitted to the Curriculum Office v. The outline is reviewed by a Curriculum Committee Outline Review Team vi. Once approved by the review team the course will be placed onto the next Curriculum Committee agenda for approval vii. The owner of the course will need to be present at the next Curriculum Committee meeting in order to introduce the course and answer any questions posed by the committee viii. Once approved by the committee the course will be entered into Colleague and submitted to the Office of Community Colleges and Workforce Development (CCWD) for approval by the Curriculum Office 	



Process Documents



Curriculum Checklist New Course Creation

This checklist is to be used when creating a course that has never been approved and offered.

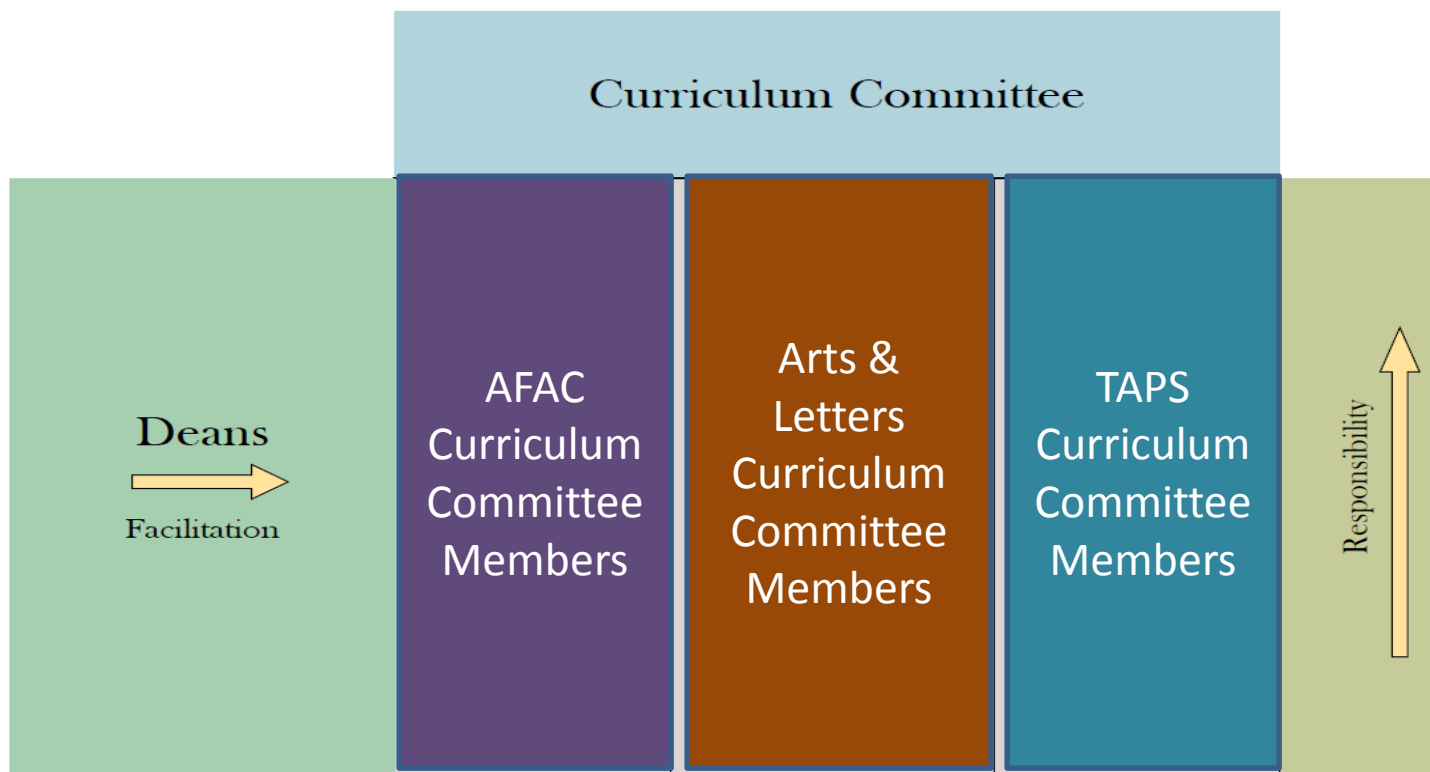
Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for the creation of new courses. Steps are listed in order.

Department Completes Initial Planning
<input type="checkbox"/> Discuss new course with the Division Dean <input type="checkbox"/> The Division Dean will provide the Curriculum Office with written approval for the new course
Department Submits Forms to Curriculum Office
Form
<input type="checkbox"/> Online Course/Outline Submission System

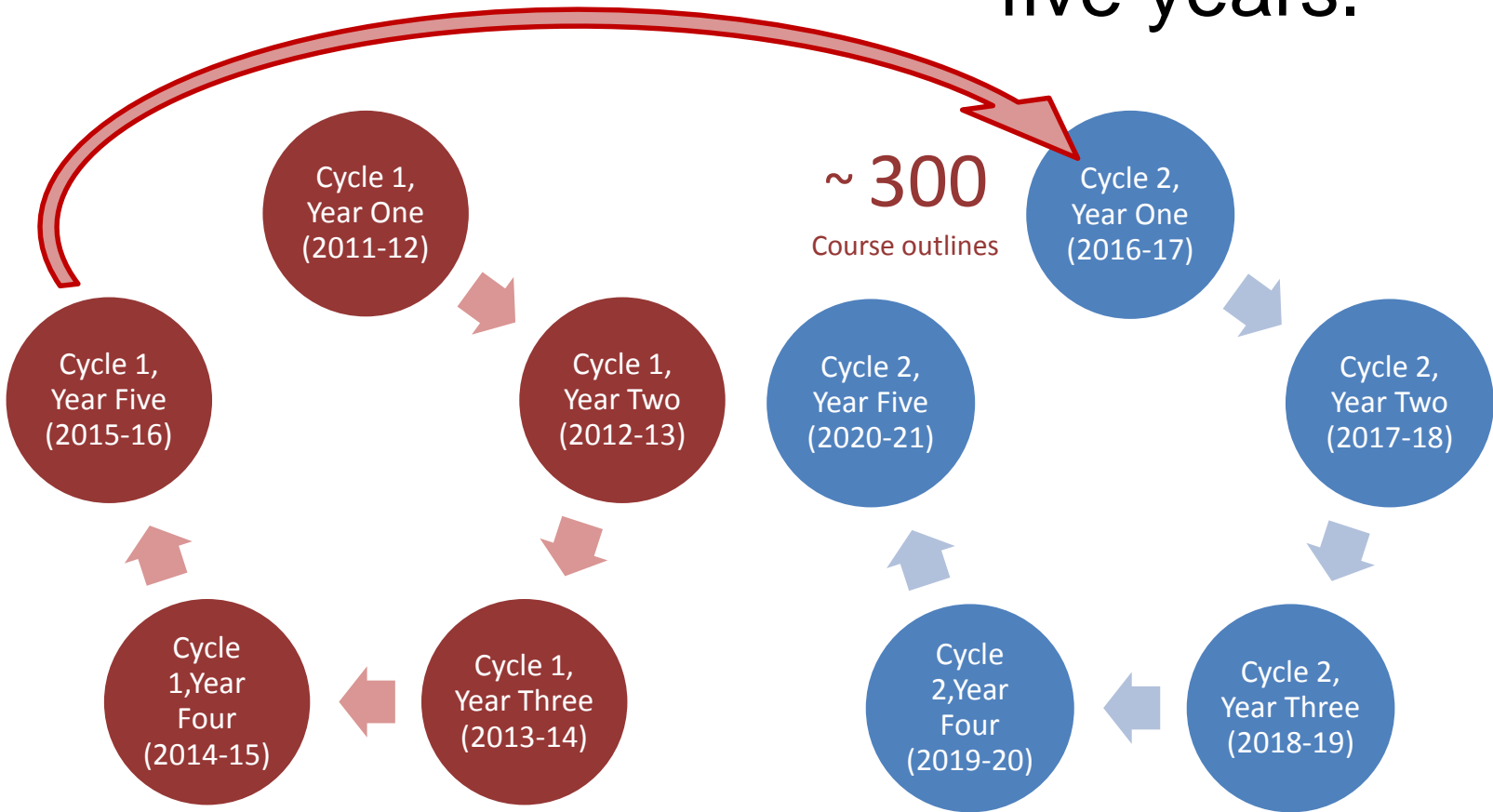
Next Steps for Curriculum Office

- Curriculum Committee review team forwards course outline to the consent agenda for the next Curriculum Committee meeting
- Curriculum Committee reviews and approves new course
- Curriculum Office updates Colleague and submits forms to CCWD
- CCWD approves new course

Course Outlines & Review Teams The New Model 😊



All course outlines are reviewed every five years.



Related Instruction

- Recommendation #2 from NWCCU states that we must identify outcomes for all CTE programs
- Looked at AAOT outlines for guidance
- Survey was conducted and as a result of the survey these are the outcomes for CTE related instruction

Computation (1 course)

Use appropriate mathematics to solve problems.

Communication (1 course)

Read effectively, think critically, and write purposefully and capably for professional audiences.

Human Relations (1 course)

Engage in ethical human interactions that accomplish goals.

Physical Education/Health/Safety/First Aid (3 credits)

Use effective life skills to improve and maintain mental and physical wellbeing.

Also, concerning

Related Instruction

- Related Instruction Certification process document
- With complimentary flowchart and checklist

- General Education Certification process document
- With complimentary flowchart and checklist

Coming in 2017-18

1. Some course outlines that received General Education Certification from the Curriculum Committee, are transferring as electives, but may not fulfill General Education requirements at the transfer institution.

This will (probably) require revisiting all General Education courses and perhaps new rules of recertification.

2. Math-50 will soon be 4 credits. This change will affect multiple programs, which will have to be updated during the 2017-18 academic year. Program amendments are scheduled to be complete by January 2018 in order to reflect the credit hour change in all impacted programs as of Summer 2018.

3. Current language on some course outlines specify “or placement in RD-115.” The current placement test does not place students in RD-115, so discussions about RD-115 and course outline boilerplate language are being held.