Curriculum Committee



**April 18, 2025** (8-9:30am)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: ASG (Cadence Gillespie), ASG (Jazlyn Ricalde), Keely Baca, Dustin Bare, Nora Brodnicki (Co-Chair), Armetta Burney, Debra Carino, Elizabeth Carney, Virginia Chambers, Amanda Coffey, Juan Cortes, Ephanie Debey, SD DeWaay, Megan Feagles (Recorder), Jordan Gulley, Dawn Hendricks, Kari Hiatt, Eric Lee, Gentiana Loeffler, Mike Mattson, Kelly Mercer (Co-Chair), Deanna Myers, Tracy Nelson, Carrie Sandberg, Charles Siegfried, AJ Smith, April Smith, Aundrea Snitker, Dru Urbassik

**Guests:**

**Absent**: Sue Goff, Erin Gravelle, Danielle Hoffman, Frank Kilders, Kara Leonard, David Plotkin, Ashley Sears, Sarah Steidl, Chris Sweet, Wryann Van Riper

1. **Welcome**
2. **Approval of Minutes**
   1. Approval of the April 4, 2025 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**
2. **Business/Accounting Changes**

Curriculum Office presented for Joan San-Claire

* 1. **BA-228 Credit Change**
     1. Changing from 33 LECT/3 Credits to 44 LECT/4 Credits.
     2. Description, SLOs, and topics needed updating to conform with instructional content actually delivered and outcomes desired. The credit change is requested to conform with other Oregon CCs, as well as the actual workload for this course. Specifically, the extra credit allows more instructional time for reinforcement of the material, in prep for those who might want to certify in QB.
  2. **Amendments**
     1. Accounting AAS
        1. Updating the credits for BA-228 from 3 to 4. Decreasing electives by 1 credit to keep program total at 90 credits.
     2. Accounting Clerk CC
        1. Updating the credits for BA-228 from 3 to 4. Removing the electives. Program total credits change from 45-48 to 46.
     3. Administrative Professional AAS
        1. Updating the credits for BA-228 from 3 to 4. Total credits change from 91-92 to 92-93.

*Motion to approve, approved*

* 1. **Accounting AAS Program Learning Outcomes**
     1. Minor wording changes to PLO3 and PLO4.

1. **Music Technology AAS Amendment**
   1. Curriculum Office presented for David Badstubner
   2. Updating the credits for BA-228 from 3 to 4. Remove BA-123 because it’s no longer offered. Adding Individual Lessons and MUS-104 to Program Basics.

*Motion to approve, approved*

1. **General Education Approval**
   1. Gen Ed Review Team presented
   2. WR-246, WR-248, WR-250
   3. The General Education Review Team recommends that WR-246, WR-248, and WR-250 be approved as General Education courses in the Arts & Letters area.
   4. WR-248 was already approved as Gen Ed, but recently underwent extensive updates.

*Motion to approve, approved*

1. **General Education Program Amendments**

Curriculum Office presented

* 1. Adding WR-246 and WR-250 to the Arts & Letters Gen Ed lists for the following programs:
     1. AA Degree, Oregon Transfer
     2. AA Degree, Oregon Transfer Elementary Education
     3. AS Degree, Transfer Biology
     4. AS Degree, Transfer Business
     5. AS Degree, Transfer Computer Science
     6. Associate of General Studies
     7. Core Transfer Map
     8. Oregon Transfer Module

1. **Old Business**
2. **New Business**
   1. **Course Revision Guidebook**
      1. This resource hasn’t been updated in many years. The Sub-Committee met and came up with some Frequently Asked Questions as a start to updating this resource.
      2. Is this the type of information that would be helpful?
         1. Who will review my course and how? A place to add info about how Review Teams operate.
         2. How do I change or amend a program?
         3. Add a note about how only courses in programs are financial aid eligible.
         4. Might be helpful to have information about communicating with Department Chairs about course changes
         5. How do I reactivate a course?
         6. Add resources/links and information for course transferability
         7. How do I get support for my General Education and Related Instruction application?
         8. How do I let others know that my course would work in their program?
         9. Best practices for creating a program
            1. Credits per term, course offering term, prereqs, which courses to choose for a specific requirement, which courses could work as electives.
   2. **Review Membership Vacancies**
      1. Deans are responsible for filling vacancies in their areas.
3. **Closing Comments**

*-Meeting Adjourned-*

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| **Next Meeting: May 2, 2025 (8-9:30am)** |