Curriculum Committee Minutes
June 12, 2020, 9:00 am – 12:00 pm
Location: Due to State Social Distancing requirements, this meeting is held via Zoom.

PRESENT

Voting Committee Members

Chair - Kristen Booth (Pre-College)

Vice Chair – Mimi Pentz (Nurs/Hlth Occ)

P.K. Hoffman (Arts & Hum)

Katy Jablonski (Wr/FL/Eng)

Linnea Jaeger (ESOL)

Zip Krummel (Social Sci)

Emilie Miller (Science)

Ashley Mickels (CTE)

Pam Morse (MTH)

Abel Wolman (MTH) non-voting

Non-Voting Committee Members

Susan Lewis (Curriculum)

Mary Martin (Student Services)

Support Staff

Gail Gilliland (Curriculum)

Guests

Jarett Gilbert

Courtney Cunningham

ABSENT

Voting Committee Members

Stephen Shwiff

Non-Voting Committee Members

Item	Discussion	Action
Call to Order	Meeting called to order by Chair Kristen Booth 9:05 am	

Business	Brief discussion ensues regarding VPIS attendance not documented in the 05.07.20 Curriculum Committee minutes.
	 The Curriculum Committee agreed that the attendance of Jarett Gilbert, VPIS should be documented in the minutes as a guest.
	    Motion: Approve May 7, 2020 minutes as amended
	    Amendment: Add VPIS, Jarett Gilbert as a guest
		Motion: Zip
		2nd: Linnea
		Action: 6 in favor – 0pposed – abstentions

Submissions		
• ECE 223 Supporting Dual Language Learners (New CTE Course)	Courtney Cunningham presents ECE 223, new CTE course. Brief discussion ensues regarding the age appropriateness of the course. How is birth to 5 language skill assessed? It is clarified that the course is designed to support language development. This course will be revised for additional content and it will be brought back through the Curriculum Committee again next year. There is no textbook, however students will be provided material throughout the week during class. Psychometric evaluation technique is questioned. "Big 5" is specific training material that has been created and used in Early Childhood Education. This is Head Start material. It will be used in this course. It is noted that the term "Big 5" is also used in psychological testing. It is a different than the Head Start material **Motion: Approve as written**	Motion: Zip 2nd Pam Action: 8 in favor – 0 Opposed – 0 abstentions
• Consent Agenda (adding elective to ECE AAS)	Ashley Mickels presents the consent agenda to add ECE 223 as an elective to the ECE AAS. This year ECE 223 will run as an elective. Next year, the course will be added as a required course. Change not be made until 20-21 due to the 30% State ruling. Abel leaves. **Motion: Approve as written**	Motion: Linnea 2nd: Pam Action: 8 in favor – 0 0pposed – 0 abstentions

Discussion Items:		
• Jarett's joining the CC	The Curriculum Committee welcomes Jarett as a non-voting member. It was noted that in the past the VPIS' attendance and joining into conversation has been welcomed. Jarett assures the Curriculum Committee that this work needs to be faculty lead and driven. He would like to see the Dean of General Ed on the Curriculum Committee. The Charter would need to be revised if Jarett is added as an official non-voting member. The expectation would be that he would attend every Curriculum Committee meeting. Jarett is supportive of either charter change or not. He is planning to attend each Curriculum Committee meeting.	`
• Charter Review and Update	Extensive discussion ensues around Charter review. The last Charter revision was 11.8.18. Article I: Membership and Meetings Section 1.01 Members: A. Voting Members 1. "One faculty member from each academic department. Faculty representation must include:" • "must" is questionable. After discussion it is determined the CC is good with including "must" • "Adjunct" Adjunct representation is desired and It is necessary in some departments as they only consist of adjunct. 2. A Library representative • Susan presents history of Library representative. The current librarian got a	#1 Motion: Katy 2nd: Linnea Action: 8 in favor – 0 opposed – 0 abstentions #2 Motion: Zip 2nd: Linnea Action: 8 in favor – 0 opposed – 0 abstentions #3 Motion: Linnea 2nd: Mimi Action: 8 in favor – 0 opposed – 0 abstentions

| | | reprieve when he first started. It was important in the past to make sure the library was privy to new curriculum and could support new courses. The Library Director has always been the representative, however, it is not required.
• Can we keep the librarian as a nonvoting member?
• Should a conversation with Dylan take place first? Jarett will check with Dylan.
• Jarett reports back to the CC that the library currently consists of 3 positions.
  3. An Instructional Director
• The intent of the Instructional Director position was specifically to the three deans.
• Jarett would like to see this changed to "Instructional Dean/Director"
B. Non-Voting Members
  1. Student Services representative
• Would it be advantageous to have an Advising representative on the Curriculum Committee as a non-voting member? Would an advisor have time in their workload to attend? It would be helpful to have an advising voice in the room as a non-voting member. It would be a duplication with the Registrar on the Curriculum Committee. The Registrar has agreed to take back information to the advising team. | #4 Motion: Zip
2nd: Katy
Action: 8 in favor – 0 opposed – 0 abstentions |

	• It is noted that the Curriculum Committee agenda is already being sent to Mike Taphouse and Gerardo.
	• Jarett would like to have the VPIS listed as a non-voting member
	
	Zip moves to remove Library representative and add VPIS to Non-Voting member. More discussion ensues. Zip withdraws his motion.
	
	Section 1.02 Eligibility and Elections
	A. Committee Member: The Curriculum Committee is good with this section
	B. Officers
	    4. "The Vice-Chair becomes the Chair starting with the first meeting of the fall term."
	        • The Curriculum Committee revised to: "The Vice-Chair becomes the Chair starting with the first meeting of the following fall term."
	Section 1.03 Meetings
	A. "The Committee shall meet eleven times per year and additionally as needed (September through June)."
	        • Discussion ensues. The Curriculum Committee does not meet in the summer. It would be advantageous to have a meeting in the summer to allow changes to occur to meet fall and winter schedule. This could be counter to the contract. Most full time faculty do not work in the summer. The courses should be ready in the Spring to prepare for the next year so they can be reflected in the	

catalog. On curriculum submission forms changes are requested to go into effect summer term or at an identified earlier date. The default is to start curricular revisions in summer term, the start of the academic year. It is possible to make some mid-year changes that do not impact catalog entries: content, outcomes, text/materials, assessment strategies. On the other hand, some revisions impact catalog entries and should be avoided: Title, credits, contact hours, repeatability. The catalog is the contract with the students. Changes that impact the catalog require the posting of an amendment to the catalog and notification to other institutions. If there is real need we can take submissions on at the orientation and retreat meeting.

The Curriculum Committee is good with the Charter with amendments.

#1 Motion: Section 1:01.A.2 – Remove "A Library representative"

#2 Motion: Section 1:01.A3 – Remove "An Instructional Director", replace with "An Instructional Dean/Director"

#3 Motion: Section 1:01.B – Add Vice President of Instructional Services

		#4 Motion: Section 1.02.B.4 – Revise to say: "The Vice-Chair becomes the Chair starting with the first meeting of the following fall term."	
• Meeting Dates for 2020-21		The Curriculum Committee would like to have the orientation meeting on Thursday, September 24, 2020 in the morning, 10:00 am – 12:00 pm. The 2020-21 schedule follows the same schedule as 2019-20. Proposed CC Dates for 2020-21: • Thursday, September 24 • October 8 and 22 • November 5 and 19 • February 11 • March 4 and 18 • April 8 • May 6 • Retreat date TBD **Motion: Accept proposed dates for 2020-21**	Motion: Linnea 2nd: Mimi Action: 8 in favor – 0 0pposed – 0 abstentions
• Related Instruction Definitions and Criteria for Standalone Courses		**Communication**: The Communication Committee is good with this definition, per Kristen, Linnea and Katy. • Comm 130 has been inactivated. • Comm 140, Comm 214 and Comm 215 were added as fulfilling the communications requirement in the general/transfer degrees. • The Communication Committee is good with adding the three Communication (Comm 140, 214, and 215) courses to Related Instruction options, per Kristen, Katy and Linnea	Motion: Mimi 2nd: Emilie Action: 7 in favor – 1 opposed – 0 abstentions

	Computation: The Computation Committee is good with this definition, per Emily and P.K. • It is noted that science courses will not be used to fulfill RI computation requirement. **Human Relations:** the Human Relations Committee is good with this definition, per Zip, Ashley and Mimi. • Discussion ensues regarding "Define your personal leadership style and demonstrate how that style can be effective in specific situations." Does this have to be in the course to be part of the Related Instruction course? Yes. This is found in BA 285 and PSY 101. What about BA 208 and PSY 216? Could they fill the Related Instruction option? Per Zip, who teaches PSY 216, it does not give you the tools to use it. When writing program outcomes, business ethics might work; however, in this context, it is too specific. **Motion: approve as amended** **Amendment: add Comm 140, Comm 214, and Comm 215 as Related Instruction options in Communication**	
• Course Development Guidelines (DRAFT Outline)	Kristen thanks Susan for her hard work of developing the current practices of CGCC in the Course Development Guidelines - Draft. 1. "Definition of what "Development" means for these purposes". • Susan would like to include a description of pay under #1 3. "Authorization to proceed from department dean"	

	• Currently the contract is to be written at this point in the course development process.
	
	4.a "LDC, CTE, Occupational Preparatory, and Non-Credit (Pre-College and ESOL) Courses"
	
	    • Piloting and experimental classes are the same
	
	6. Next Steps
	
	    • The Curriculum Committee would like explanation and timeline for how the course has to go to the HECC and other organizations for accreditation before it can be offered at CGCC. This has application to CGCC internal processes and timelines
	    • Add glossary of terms
	    • Add hyperlinks as needed
	    • Attach a flow chart
	
	Brief discussion ensues over the possibility of having courses come to the Curriculum Committee prior to an official submission. Logistics of having the course come to the Curriculum Committee twice might be complicated. The Curriculum Committee agrees the current process is good. Another meeting in the beginning may be too complicated for ECE. The current process is good for ESOL.
	
	It is noted that a vote is not needed.
	
	==Action Item: Susan will flesh out the outline and present a more completed draft at the Orientation meeting next September.==	

• Review of General/Transfer degree Core Requirements 　• ASOT-BUS computer application requirements	Susan presents the review of the General and Transfer degree Core Requirements. 　• Refer to the ASOT Business. The computer applications requirement is an example of what needs review and possible revision. 　• Some requirements are determined by the State and some are our requirements. 　• Options for review of different sections 　　1. Bring guests from related department to help review requirements (for example, invite BA representative to review ASOT-BUS) 　　2. Form subcommittees that would research and bring information back to the CC. CC would prefer option 1. ==Action Item: Susan will come up with a schedule for review of different degrees including the appropriate department representation.== ==Future Agenda Item: General/Transfer degree Core Requirements review==	
• Pre-College Math courses – teaching multiple courses with separate CCOGs in combination	Susan presents Pre-College Math course development questions to the Curriculum Committee for discussion. The Pre-College department is working on building the CCOGs for Pre-College courses. The Pre-College Department Chair would like to know if a third CCOG is necessary for the Math combination course.	

	Kristen, Pre-College Reading and Writing instructor, addresses the dilemma of combing courses. Discussion and explanation ensue. In Reading and Writing students are self-paced. Similar to teaching in a one-room school house. Pre-College is noncredit and students can test out after 9 hours. There may not be mastery in the 1st term and the student may need to repeat the course. Population tends to drop over the term. In credit classes courses are combined, for example, Creative Writing and Advanced Creative Writing. Pre-College combines courses. If the course is always being taught together, then you need one CCOG. If it will be taught separate, then 2 separate CCOGs and a third CCOG is not needed. Pre-College Department Chair, Andy Carmichael and Kristen will meet and discuss the courses, titles and CCOGs. Kristen will send Susan an e-mail with details from the meeting with Andy.	
	What is a regionally accredited institution? Accreditation comes to all colleges regionally. Colleges are accredited through regional accreditation bodies, not the state.	
	Abel returns 11:25 am and was informed that this discussion is not about the credited courses, but about non-credited Pre-College math.	
	<mark>Action Item: Kristen will talk with Pre-College Department Chair, Andy Carmichael, and report back to Susan with details on nature of Pre-College math offerings.</mark>	
• Future Topics for 2020 - 21	Susan lead the discussion about future agenda items. • Review of General Program Requirements	

	- General Education prerequisite standards - we no longer offer MTH 20. This could be a recommendation to the Instructional Council. - Core Learning Outcomes (CLO) and ensuring that students are receiving instruction in all five. - possibility of splitting CLO #5 into separate Environment and Social Responsibility - Potential revision of LIB 101. Citing sources is very important in student growth. - Suggested options include: Adding LIB 101 as a corequisite to WR 121; adding LIB 101 content to WR 121 and making it a 5 credit course. - Impacts of both options: WR 121 is a requirement to every degree and the change would have to be made to every degree. Either option would add a credit to every degree. - Availability to all students - Effect of mandatory requirement - APA and MLA course - Clackamas has a 1 credit APA course. CGCC refers students to Zip for APA tutoring. - APA is used in Science, Social Science, and Nursing Health Occupations - MLA is used in English and History - Zip volunteers to do a quick course outline of a 1 credit APA course	

	- Rigor, a common definition discussion. This would need to go to IC - Post COVID education and distance learning	
Adjourn: 11:54pm	**Motion to Adjourn:** Zip moves, Pam 2nds, 8 yes	
Next Meeting: September 24, 2020	