

Curriculum Committee Minutes
September 21, 2023 (Orientation)
Location: TDC Boardroom 1.162

PRESENT:

Voting Committee Members

Chair- Mimi Pentz (Nursing/Health)
 Vice Chair- Andrea LoMonaco (Business)
 Pam Morse (Math)
 Kristen Booth (Pre-College)

Stephen Shwiff (Social Science)
 Emilie Miller (Science)
 Jenn Kamrar (Art,Cult,Comm)

Non-Voting Committee Members

Susan Lewis (Curriculum)
 Marv Martin (Student Services)

Supporting Staff

Sara Wade (Instructional Services)

Guests

Janie Griffin, Katherine Akin,

ABSENT

Voting Members

Robert Wells-Clark (Ind/Trade), Rebecca Schwartz (Inst Dean)

Non-Voting Committee Members

Jarett Gilbert (VP Instructional Services)

Item	Discussion	Action
Call to Order: 10:08 am	Meeting was called to order at 10:08 am by departing chair. Pam welcomed Mimi Pentz as the 2023-24 Curriculum Committee Chair.	
New Business:		
Election of Vice Chair for 2023-24	<p>Stephen Shwiff nominated Jenn Kamrar, Pam 2nd, Jenn respectfully declined the nomination.</p> <p>A short reminder of what the role of the Vice Chair entails. The vice chair is responsible for running the meeting and signing submissions on behalf of the committee when the chair is unable to attend. The vice chair will become the new chair the following year.</p> <p>Stephen Shwiff nominated Andrea LoMonaco, Mimi 2nd, Andrea accepted.</p> <p style="text-align: center;">Motion: approve Andera as Vice Chair for 2023-2024.</p>	<p>Motion: Stephen</p> <p>2nds: Mimi</p> <p>6 in favor – 0 opposed – 0 abstains</p>

Anticipated Submissions for 2023-24	<p>Susan shares with the committee the possible new submissions that will be coming to the committee's table in 2023-24 academic year.</p> <ul style="list-style-type: none"> • New MTMs from the State <ul style="list-style-type: none"> ○ Computer Science (this will hopefully will be a way for us to bring back the Computer Science program) ○ Psychology, Anthropology, Sociology, Philosophy • MFG Degree- to lessen credits • AG Tech Program • BA 104 to MTH 104 (Moving Business Math to the Math Department) • Common Course Numbering Courses • New Math Course being developed (Gaming) 	<p><i>*Emilie had to step away from the meeting.</i></p>
Review of Submission Requirements	<p>Susan shares with the committee items that the committee should keep an eye out for this year in submissions.</p> <ul style="list-style-type: none"> • Reminder to the committee: Please review ALL submissions prior to the meeting. Come prepared with questions and/or concerns if any. • Make sure that the submission looks right. Especially with contact hours, make sure contact hours & number of credits align. • Keep on eye on Gen Ed courses having the stadard prerequisites or submitting an Opt Out form saying why the standard requisites were not needed. • Make sure that a course is explained well enough that any qualified instructor can pick up the course with little to no guidance. • Make sure that degrees have the appropriate number of Gen Ed credits and any other degree requirements. 	
ILO Assessment Committee update on ILO Rubric revisions	<p>Susan shared with the committee the college's improvement in student understanding of ILO #4.</p> <p>The ILO committee is starting work on updating the modified AAC&U Value Rubrics used for ILO assessment at CGCC. The ILO committee is hoping to update the language to help make it easier for faculty and students to understand. The committee plans to have the new rubrics in place when the college begins cycle 3 of ILO assessment in 2026-27. They will be updating 3-4 rubrics each year.</p>	

	<p>The sub-committee leads for this work include:</p> <ul style="list-style-type: none"> • Written Communication - Kristen Booth & Kalie Brunton • Oral Communication - Susan Lewis & Zip Krummel • Critical Thinking - Kristen Kane & Diana Bailey <p>Please share with your departments, if you're interested, or if you know someone who is, reach out to the ILO committee members.</p>	
Transferability Requirements - continued from 3.16.23	<p>Clarification that Susan was not proposing that a submission need approval from all six universities regarding transfer to be approved by the CC. Rather, a transferability request must be sent to all 6 OPU's. For a submission to be approved as Gen Ed, it has to have only one school/university approve it for fulfilling Gen Ed distribution requirements.</p> <p>Committee agrees we need some work around transferability with both Oregon and Washington schools. The next meeting, we discuss this it was agreed that we should invite the Director of Advising in to join the conversation, Karly Aparicio.</p>	
Degree Mapping Project	<p>Kristen shared and explained the work she has been doing for the past year. Kristen has been taking all CGCC's degrees and their courses and mapping them to program outcomes in order to locate any gaps.</p> <p>Kristen shared the tracking sheets and explained the process to the committee. CTE and non-credit programs were completed last year. This year the goal is to complete the mapping of the Gen Ed courses to ILOs and to the general/transfer degrees.</p>	
Contact Hours Definitions- continued from 6.10.22	<p>Do we still need or want this team? Is it important? And what are the expectations?</p> <p>The committee decided that this work is important especially with outlining the definition of contact hours for online and hyflex courses. Pam and Kristen will share the information that they have gathered from other colleges around Contact Hour Definition.</p>	
Meeting Adjourned: 11:57 am	<p>Kristen motioned to end the meeting Pam seconded, all in favor.</p> <p>Meeting ended at 11:57am.</p>	Next Meeting: October 5, 2023