

**Curriculum Committee Minutes**  
**April 20, 2018**  
**9:00 am – 12:00 a.m.**  
**Location: Hood River Campus, Room 1.312**

**PRESENT**

**Voting Committee Members**

Kristen Booth  
P.K. Hoffman  
Katy Jablonski

Linnea Jaeger  
Doris Jepson (Vice Chair)  
Zip Krummel

Emilie Miller  
John Schoppert  
Stephen Shwiff

**Non-Voting Committee Members**

Susan Lewis (Curriculum)

**Support Staff**

Gail Gilliland (Curriculum)

**Guests**

**ABSENT**

**Voting Committee Members**

Pam Morse (Chair)

**Non-Voting Committee Members**

Dawn Sallee-Jusstesen

Item	Discussion	Action
<b>Call to Order</b>	Meeting called to order by Doris (Vice Chair) at 9:07pm	
<b>Informational item: none</b>		
<b>Business</b>	<b>Motion: approve March 8, 2018 minutes as written</b>	Motion: Stephen 2 <sup>nd</sup> : John Action: 9 in favor – 0 opposed – 0 abstentions
<b>Submissions</b>		
Electro-Mechanical Technology AAS (Revision: courses, out, credits)	Susan presented the EM-Tech revisions for Mary Kramer.	Motion: Katy 2 <sup>nd</sup> Zip

	<p>Brief discussion regarding questions about the “new degree” process and timeline at the State. Creating a new degree is time consuming. It would have to go through both the State and NWCCU. In 2018-19 the EM-Tech program will be making significant changes to the degree and certificate, which will result in a new certificate and degree. With this in mind the EM-Tech program has chosen to limit the changes of these submissions to a 29% change, as opposed to a 30% change which would require the submissions to be sent through the State as new.</p> <p>Industry demands speak to these changes. The critical changes were to the MEC courses.</p> <p style="text-align: center;"><b>Motion: approve as written</b></p>	<p>Action: 9 in favor – 0 opposed – 0 abstentions</p>
<p>Electro-Mechanical Technology certificate (Revision: courses, out, credits, rel inst)</p>	<p style="text-align: center;"><b>Motion: approve as written</b></p>	<p>Motion: Zip 2<sup>nd</sup>: John Action: 9 in favor – 0 opposed – 0 abstentions</p>
<p>MA 117 Medical Office Administrative Procedures (Revision: req, des)</p>	<p>Doris provides a quick overview of the MA submissions and answers questions.</p> <p style="text-align: center;"><b>Motion: approve as written</b></p>	<p>Motion: Stephen 2<sup>nd</sup>: Linnea Action: 9 in favor – 0 opposed – 0 abstentions</p>
<p>MA 180 Coding and Reimbursement (Revision: req, des)</p>	<p style="text-align: center;"><b>Motion: approve as written</b></p>	<p>Motion: Stephen 2<sup>nd</sup>: Linnea Action: 9 in favor – 0 opposed – 0 abstentions</p>

<p>Medical Assisting (Certificate Revision: req)</p>	<p>Doris would like to include “or equivalent placement scores” for the math prerequisite.  Brief discussion about the prefixes used in the MA certificate; for example, MP 140 refers to Medical Profession. These courses followed PCC. If the prefixes were to be changed there would be an expenditure to the governing body. The decision has been made to stay with the existing prefixes and save the program and students unnecessary expenses.</p> <p><b>Motion: approve as amended</b>  <b>Math Prerequisite: MTH 60 or 98 or equivalent placement test scores</b></p>	<p>Motion: Zip  2<sup>nd</sup>: Emily  Action: 9 in favor – 0 opposed – 0 abstentions</p>
<p>ART 280 Painting (Revision: title, des, out)</p>	<p>Susan presents the ART 280 revision.  This course did not complete Gen Ed review during IICA and so lost its Gen Ed designation. It is seeking to regain it.</p> <p><b>Motion: approve as written</b></p>	<p>Motion: Katy  2<sup>nd</sup>: Kristen  Action: 9 in favor – 0 opposed – 0 abstentions</p>
<ul style="list-style-type: none"> <li>ART 280 Gen Ed Request</li> </ul>	<p><b>Motion: approve as written</b></p>	<p>Motion: Stephen  2<sup>nd</sup>: Katy  Action: 9 in favor – 0 opposed – 0 abstentions</p>
<p><b>Discussion Items:</b></p>		
<p>Chair position for next year; general membership</p>	<p>Doris was elected to be the 2018-19 chair and has served as vice-chair this year. She requested to be replaced as chair for next year as she was uncertain that she would be available. Discussion regarding the duties of the chair ensued. Doris retracted her request to be</p>	

replaced and accepted the position of Curriculum Committee chair for 2018-19. She did clarify that she may not be here the entire year; this will require the new vice chair to be willing to take over the responsibilities of chair if necessary mid-year.

Discussion of Curriculum Committee membership for 2018-19 ensued. It was suggested that it would be helpful to have the department the member represents and term noted next to the member's name on the attendance portion of the agenda and the minutes.

Positions up for reelection:

- Representation from Nursing department needed
- Stephen - Business/CTE
- Zip - Social Science
- Katy - WLFL
- Kristen completed 1 year for Pre-College
- Linnea completed 1 year for ESOL

Susan will send out an e-mail notification to the department chairs regarding elections and department representation on the Curriculum Committee.

Members were asked to follow up with their department chair regarding elections.

Action Item: Include the Curriculum Committee member's department that they represent on both the agenda and minutes attendance record.

Action Item: Susan will notify department chairs of open Curriculum Committee positions, reminding them to hold 2018-19 elections.

<p>Use of the term “appreciation” in outcomes and whether “appreciation” is assessable. Rob Kovacich has requested that the word “appreciation” in CLO #4 Cultural Awareness be replaced with a more assessable verb.</p>	<p>Susan provided the Curriculum Committee with the “Intercultural Knowledge and Competence” handout.</p> <p>The process for changing a CLO was noted; if the wording of the CLO is changed the Curriculum Committee can make a recommendation to the Instructional Council (IC), and the IC will then vote on the change. However, if the CC adds definitions and/or explanations to the CLO, it does not require formal IC approval.</p> <p>Extensive discussion ensued regarding the use of “appreciate” in the CGCC CLO #4 Cultural Awareness.</p> <p>Options for wording rather than “appreciate” were suggested:</p> <ul style="list-style-type: none"> <li>• Demonstrate an understanding</li> <li>• Demonstrate an appreciation</li> </ul> <p>The complaint about “appreciate” is that there is no clear standard to measure “appreciation”. We need something else to give it a vehicle of measurement.</p> <p>One does not have to “like” to appreciate.</p> <p>What do we want students to leave with?</p> <p>PCC’s Cultural Awareness outcome: <i>Use an understanding of the variations in human culture, perspectives and forms of expression to constructively address issues that arise out of cultural differences in the workplace and community.</i></p> <p>It was noted that it isn’t mandatory to agree with everyone, but we do have to be able to work together. The CLO is asking that the student understand the concepts of difference and how to respond when faced with different perspectives, attitudes, beliefs, etc.</p>	<p>Motion: Zip  2<sup>nd</sup>: Katy  Action: 9 in favor – 0 opposed –  0 abstentions</p>
---	--	---

	<p>The PCC one does explain the meaning of cultural diversity.</p> <p>“Use” is more what you do outside the classroom, better than “demonstrate”</p> <p><b>Motion: Recommend new language for CLO #4 to IC</b>  <b>“Use an understanding of the variations in human culture, perspectives and forms of expression to constructively address issues that arise out of cultural differences in the workplace and community. (Cultural Awareness)”</b></p> <p>Brief discussion ensued regarding the use of “appreciate” in course outcomes.</p> <p>The Curriculum Committee is in agreement that it is not banning the use of “appreciate” from course outcomes.</p>	
<p>Program adoption and sunseting Guidelines, requirements, process. (Strategic Goal 3, objective #1)</p>	<p>How do we determine if a proposed new program is a great idea for CGCC?</p> <p>Suspension: How long do we keep trying with something when it is no longer filling.</p> <p>Kristen leaves 11:02 am</p> <p>Susan provided 2 handouts for the Curriculum Committee:</p> <ul style="list-style-type: none"> <li>• CCWD CTE New Program Application “Planning Guide and Application Worksheet”</li> <li>• CGCC “Preliminary Review for New Degrees and Certificates, Programs and Disciplines”</li> </ul> <p>The CC reviewed the documents and discussed ideas for adopting and sunseting guidelines.</p>	

Business/CTE department was used as an example. This department is in the process of sunseting the Marketing certificate and creating an Entrepreneur degree.

Funding for the process is being impacted by the new bargaining agreement with pay and grants.

After reviewing the documents, extensive discussion ensued to formulate a workable process. CGCC has no existing document that guides for developing new degrees or certificates. Our task would be to firm up a document that would give structure to the path for creating new degrees and certificates. The CAO is asking the CC to come up with the process. The bigger picture is for programs, but it may address courses as well. Most of our new degrees and certificates would be for CTE. Do we need to look for a standard for transferability? Does the new course get vetted appropriately? Suggestions were:

- Review of CCWD standards
- Create a new committee
- Certificates and degrees would come to the CC early on in the process to see if it would be appropriate for CGCC.
- What levels of achievement would be a reason to keep the program going?
- Guidelines for a new program
  - 1<sup>st</sup> year – college will support the new program with marketing
  - 2<sup>nd</sup> year – require 50% growth in enrollment
  - 3<sup>rd</sup> year - ?

In the strategic plan goal #3 objective 1, “guidelines to be developed” Oct or Nov 2018 to be completed.

	<p>Over the first couple meetings in fall we will complete the task. The CC agrees to look at standards from the CCWD handout to see if they would be something we could use for structure of the CGCC process.</p> <p>Stephen volunteers to help.</p>	
<p>Implications for Curriculum Committee of work related to guided Pathways and HB 2998 initiatives.</p>	<p>Postponed</p>	
<p>Informational</p>	<p>Doris brought to the Curriculum Committee's attention the reasonability of the 3-year suspension timing, citing the current EMS program that is in its final year of suspension; however, there is still consideration for bringing it back in two or three years. Is the 3-year suspension reasonable?</p> <p>Susan explained that the 3-year rule is a State rule. It is not negotiable.</p>	
<p>Adjourn: 12:00pm</p>		
<p><b>Next Meeting: September, 2018 (TBD) Location: TDC Room (Board Room)</b></p>		