Curriculum Committee Minutes
September 21, 2018, 10:00 AM – Noon
Location: The Dalles Campus, Board Room, Building 1

PRESENT

Voting Committee Members

Katy Jablonski (Co-Chair) (Writing, Foreign Language, Language Arts) Pam Morse (Math)

Kristen Booth (Co-Chair) (Pre-College) John Schoppert (Library)

P.K. Hoffman (Arts and Humanities) Stephen Shwiff (Gen Ed Director)

Zip Krummel (Social Science) Andrea Ware (CTE)

Emilie Miller (Science)

Non-Voting Committee Members	**Support Staff**	**Guests**
Susan Lewis (Curriculum)	Gail Gilliland (Curriculum)	Monica Pope (Registrar's Office)
Dawn Sallee-Justesen (Student Services)		

ABSENT

Voting Committee Members	**Non-Voting Committee Members**
Linnea Jaeger (ESOL)	
Mimi Pentz (Nursing/Health Occupations)	

Item	Discussion	Action
Call to Order	Meeting called to order by Susan at 10:05 AM	
Informational item:	Member Update: • Andrea Ware, representing CTE, welcomed as a new member of the Curriculum Committee. • Doris Jepson, Director of Nursing and Health Occupations, no longer a Curriculum Committee member, thanked for her long service on the commitee • Mimi Pentz will be representing the NUR/HO department.	

	• Pam Morse will take fall term sabbatical from Curriculum Committee due to conflict with course schedule. She expects to return in winter term. • Susan Lewis will transition off Curriculum Committee to her new position in institutional effectiveness.	
Business		
Elections: Committee Chair and Vice Chair	Doris was in line to become CC Chair; however, since she is stepping off the committee, elections had to be held for both Chair and Vice Chair. Agreed that it is better practice to have a faculty chair rather than an administrative chair. **MOTION: Katy Jablonski to serve as Chair, Kristen Booth to serve as Vice Chair for 2018-19** As Katy will be attending by phone most of fall and winter terms, it was agreed that Kristen would cover those meetings as Vice Chair. • Katy will chair meetings 1, 2, 3 and last 2 meetings. (09.21, 10.04, 10.24 and 03.14.19 and April CC Retreat) • Kristen will chair meetings 4 – 9 (11.01, 11.15, 12.06, 01.24.19, 02.17, 02.21)	Motion: Zip 2nd: Stephen Action: 8 in favor – 0 opposed – 0 abstentions
2018-19 CC meeting schedule	2018-19 CC meeting schedule is posted on the CC webpage	

| Charter Review | Extensive discussion regarding Susan's transition off the CC and new vision for the CC ensued.
• Will there be a curriculum office?
• Susan shared briefly that the President's and CAO's vision for the Curriculum Committee is still developing. More will be known after Susan's transitional meeting with them next Monday.
• CC is to be faculty driven.
• Policy; will it be part of the CC?
   o Extensive discussion regarding where curriculum policy belongs.
      ▪ Is it addressed in the charter; see charter opening statement for policy and philosophy.
      ▪ AR's and OP's address faculty involvement with policy as strong recommendations.
      ▪ If policy is not addressed at CC, is faculty/adjunct faculty diplomatically giving away it's voice? For example, there is currently discussion around changing the standard prerequisites for Gen Ed courses. Faculty voice is needed in such decisions. Traditionally a decision that would be proposed to a curriculum committee.
• Exciting time for re-visioning the CC.
   o Would like to make the CC more appealing to others.
   o What best practices/model are other colleges using?
      ▪ "Course Leaf" costs money, but other colleges use for submissions. | Motion: Zip
2nd: Pam
Action: 8 in favor – 0 opposed – 0 abstentions |

	▪ Training; "analyzing…rigor" **MOTION: Keep the charter as is and revisit it in the next 3 months, as more information about the Curriculum Committee becomes available.**	
Member responsibilities: (time commitment, attendance, location, preparation, engagement)	Brief review of member responsibilities. • CC is not a "phone-in" group. Please keep this to a minimal practice. • Stephen will check with Paula about using Zoom • Attendance: prior to the meeting, e-mail Chair and cc Susan and Gail if you are not able to attend the meeting. • Come prepared: 　o Read submissions ahead of time. 　o Make reference notes of questions on the submissions prior to the meeting. • Be ready to ask questions. • Ask for a brief presentation for new degrees, certificates and some new courses. In 2018-19 the CC will continue with the CLO updates of 1) Social Science and 2) Writing, Foreign Language, English and Communication.	
Submission responsibilities a. Review new submission forms b. Refresh on more challenging curricular areas/decisions (related instruction, 30% rule, contact hours, hidden requisites, repeatability, learning outcomes)	Review of "CGCC Course Content and Outcome Guide Development Template" handout. To be used as a cross-reference and guideline for submissions. • Problem areas 　o Hours for lecture and lec/lab 　　▪ Minimum amount of hours is stated on the CCOG	

	▪ Maximum amount of hours is entered in Webforms.
	    o Related Instruction: all certificates of 45 credits or more will need to include related instruction
	        ▪ Avoid imbedded related instruction
	        ▪ Using science courses as standalone RI for math should be reviewed
	    o 30% rule: if there is 30% or more change in a degree or certificate, the State requires the degree/certificate be submitted as a new program.
	    o Hidden requirements: Any course listed as a prerequisite that cannot be tested out may represent a hidden requirement.
	• All degrees have a WR 121 requirement.
	• Repeatability
	
	Forms:
	• Reviewed summer revisions to course, certificate and degree forms
	    o Departmental impact; suggestion that maybe both deans should sign
	    o How is non-limited entry program "B or better" upheld; ie Em-Tech
	    o Guidelines for writing outcomes need to be updated	

Discussion Item:		

1. New program adoption
   a. Draft guidelines, requirements, process. (Strategic Goal 3, objective #1)
   b. Developing answer to the questions regarding:
      i. Labor market needs
      ii. Minimal student enrollment
      iii. Sustainability
   c. Cost analysis example (provided at meeting)
	Very brief discussion regarding new program adoption. How can we bring on programs? How do we evaluate what a successful program is? What do we need to know in advance to know the program is successful? If these guidelines are not made by the CC, then someone else will make these decisions. The CC needs to start to find answers to the questions; the guidelines and benchmarks to what makes a valuable and reasonable program and how we decide on that and come up with a plan.
	Areas of concern:
	• Cost analysis of programs
	• Process: early presentation of new program concept prior to designing the courses	

Future changes?	Susan will transition out of the Curriculum Committee as she learns more of her new responsibilities from the CAO and the President. During and after that transition she will still be a valuable on campus resource.	
Adjourn: Noon – Katy moved		
Next Meeting: October 4, 2018 3:30pm – 5:00pm Location: TDC Room 3.218 (SS Conference Room) and HRC Room 1.209 (Conference Room)		