

## Curriculum Committee Minutes

March 14, 2019, 3:30pm – 5:00pm

Location: TDC Room 3.218 (SS Conference Room) and Hood River Room 1.209 (conference room)

**PRESENT**

**Voting Committee Members**

Katy Jablonski (Chair) (WR) (remote arriving at 4:56)  
 Kristen Booth (VChair) (Pre-College)(leaving 4:24)  
 P.K. Hoffman (Arts and Humanities)  
 Linnea Jaeger (ESOL)  
 Zip Krummel (Social Science)

Emilie Miller (Science)  
 Pam Morse (Math)  
 Mimi Pentz (Nursing/Health Occupations) arriving at 4:00pm  
 Stephen Shwiff (Instructional Dean)  
 Andrea Ware (CTE) (remote)

**Non-Voting Committee Members**

Susan Lewis (Curriculum)  
 Dawn Sallee-Justesen (Student Services)

**Guests**

Doris Jepson, Mary Kramer

**Support Staff**

Gail Gilliland (Curriculum)

**Absent**

**Voting Committee Members**

**Non-Voting Committee Members**

Item	Discussion	Action
<b>Call to Order</b>	Meeting called to order by Kristen Booth, Vice Chair at 3:35pm	
<b>Informational item:</b>		
Course inactivations: BA 203, BA 215, BA 233, BA 238, BA 239, BA 242	The following courses will be inactivated: BA 203, BA 215, BA 233, BA 238, BA 239, BA 242 Brief explanation of inactivation history of these courses. ie. low enrollment, etc.	

<b>Business:</b>		
Approval of February 21, 2019 minutes	<b>Motion: approve as written</b>	Motion: Pam 2 <sup>nd</sup> : Linnea Action: 7 in favor – 0 opposed – 0 abstention
CC Retreat location	The Curriculum Committee (CC) retreat will be held April 5 <sup>th</sup> from 11:00am to 2:00pm at Katy Jablonski’s home. Katy has not arrived at the CC meeting, at this time. We will get the address from her later and e-mail it to the CC. Lori has been invited. Katy arrives at 4:46 and will e-mail the address to everyone.	
<b>Submissions:</b>		
Consent Agendas (2) <ul style="list-style-type: none"> <li>• Accounting/Bookkeeping Degree <ul style="list-style-type: none"> <li>○ Remove BA242</li> </ul> </li> <li>• Administrative Assistant Degree Intro to Office Software Or Administrative Assistant Certificate Elective (REMOVE the “OR Administrative Assistant Certificate Elective option and leave CAS 133 as a requirement.)</li> </ul>	These are degrees and certificates with minor revisions. These consent agendas are approved as a package.  <b>Motion: approve as written</b>	Motion: Linnea 2 <sup>nd</sup> : Pam Action: 7 in favor – 0 opposed – 0 abstention
HST 104 History of the Middle East (CLO update)	<b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Linnea Action: 7 in favor – 0 opposed – 0 abstention

HST 110 World History I: Ancient to Medieval (CLO update)	<b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Andrea Action: 7 in favor – 0 opposed – 0 abstention
HST 111 World History I: Medieval to Modern (CLO update)	<b>Motion: approve as written</b>	Motion: Pam 2 <sup>nd</sup> : Emilie Action: 7 in favor – 0 opposed – 0 abstention
HST 112 World History I: Early Modern to Present (CLO update)	<b>Motion: approve as written</b>	Motion: Linnea 2 <sup>nd</sup> : Zip Action: 7 in favor – 0 opposed – 0 abstention
HST 201 History of the US to 1840 (CLO update)	<b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Pam Action: 7 in favor – 0 opposed – 0 abstention
HST 202 History of the United States 1840-1914 (CLO update)	<b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Pam Action: 7 in favor – 0 opposed – 0 abstention
HST 203 History of the United States 1914 to present (CLO update)	<b>Motion: approve as written</b>	Motion: Pam 2 <sup>nd</sup> : Zip Action: 7 in favor – 0 opposed – 0 abstention
HST 218 American Indian History (CLO update)	<b>Motion: approve as written</b>	Motion: Pam 2 <sup>nd</sup> : Zip Action: 7 in favor – 0 opposed – 0 abstention

HST 225 History of Women, Sex, and the Family (CLO update)	<b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Pam Action: 7 in favor – 0 opposed – 0 abstention
HST 270 History of Mexico (CLO update)	<b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Pam Action: 7 in favor – 0 opposed – 0 abstention
ENG 104 Introduction to Literature: Fiction (CLO update)	Susan explains the descriptions and content were slim. The revisions made are primarily to add more information for how the CLO is addressed. Texts and Assessment strategies are not required in CLO revisions  <b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Pam Action: 7 in favor – 0 opposed – 0 abstention
ENG 106 Introduction to Literature: Poetry (CLO update)	<b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Pam Action: 7 in favor – 0 opposed – 0 abstention
ENG 214 Literature of the Pacific Northwest (CLO update)	<b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Pam Action: 7 in favor – 0 opposed – 0 abstention
ENG 237 Working Class American Literature (CLO update)	<b>Motion: approve as written</b>	Motion: Pam 2 <sup>nd</sup> : Emilie Action: 7 in favor – 0 opposed – 0 abstention

ENG 253 American Literature to 1865 (CLO update)	<b>Motion: approve as written</b>	Motion: Emilie 2 <sup>nd</sup> : PK Action: 7 in favor – 0 opposed – 0 abstention
ENG 254 American Literature from 1865 (CLO update)	<b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Pam Action: 7 in favor – 0 opposed – 0 abstention
ENG 260 Introduction to Women Writers (CLO update)	<b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Pam Action: 7 in favor – 0 opposed – 0 abstention
MA 117 Medical Office Administrative Procedures (Crs Revision: req, des)	Mimi informs the Curriculum Committee that all of the MA courses are requisite changes, with revised descriptions to reflect the new requisites. Feedback from clinics in the area suggest that CGCC students'/program graduates are in need of better writing skills. Writing 115 is the skill level that is needed. Content in WR 115 is better suited to the MA student. The MA program has a WR 121 requirement. Some of these MA courses will remove their limited entry in the future. <b>Motion: approve as written</b>	Motion: Andrea 2 <sup>nd</sup> : Zip Action: 7 in favor – 0 opposed – 0 abstention
MA 122 Medical Office Assistant 2 (Crs Revision: req, des)	MA 122 revision allows students opportunity to take this course in a different term. <b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Pam Action: 7 in favor – 0 opposed – 0 abstention

MA 123 Medical Office Clinical Procedures (Crs Revision: req, des)	<b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Pam Action: 7 in favor – 0 opposed – 0 abstention
MA 131 Pathophysiology for the Medical Assistant (Crs Revision: req, des)	<b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Pam Action: 7 in favor – 0 opposed – 0 abstention
MA 132 Medical Office Assistant 3 (Crs Revision: req, des)	This course is to be taken in the program's last term, as corequisite to the final year practicum. <b>Motion: approve as written</b>	Motion: Andrea 2 <sup>nd</sup> : Linnea Action: 7 in favor – 0 opposed – 0 abstention
MA 136 Medications (Crs Revision: req, des)	MA 136 students need the skills to be able to do conversions to calculate doses, hence the math prerequisite. <b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Pam Action: 7 in favor – 0 opposed – 0 abstention
MA 180 Coding and Reimbursement (Crs Revision: req, des)	MP 111 is change from a prerequisite to prerequisite/concurrent. <b>Motion: approve as written</b>	Motion: Pam 2 <sup>nd</sup> : Emilie Action: 7 in favor – 0 opposed – 0 abstention
MA 270 Clinical Practicum (Crs Revision: req, des)	This change does impact other departments; however, it is an impact with no impact. Katy phones in 4:46pm Doris arrives at 4:46pm <b>Motion: approve as written</b>	Motion: Zip 2 <sup>nd</sup> : Andrea Action: 8 in favor – 0 opposed – 0 abstention

<p>Electro-Mechanical Technology (Certificate Suspension, Teach Out Plan, Termination Checklist)</p>	<p>Mary Kramer presents the Em-Tech certificate suspension. The new Em-Tech certificate will replace this certificate, providing students a preferable shorter term first year path. The Wind Turbine course is being removed. Em-Tech is no longer specific to wind energy. The program is continually being evolved to meet industry needs.</p> <p style="text-align: center;"><b>Motion: approve as written</b></p>	<p>Motion: Andrea 2<sup>nd</sup>: Pam Action: 7 in favor – 0 opposed – 0 abstention</p>
<p>CAS 134 Introduction to Google Drive (New Course)</p>	<p>Andrea explains that this course is to be included in the Administrative Assistant degree. Many people are moving from Microsoft Office to Google Docs. CAS 134 is a general overview of Google Drive and not an in-depth course. Currently, it will not replace taking the Word class as students need instruction in both Microsoft Office and Google Drive to be very well prepared. Possibly in the future we might see changes in some of the certificates which may include CAS 134.</p> <p>Stephen would like to add CAS 134 to the Business degree and wonders if the inclusion can be done by a consent agenda. Susan agrees that the inclusion can be accomplished with a consent agenda.</p> <p style="text-align: center;"><b>Motion: approved as amended</b></p> <p style="text-align: center;"><b>Amendment: Section #2 Administrative Asst AAS credit count revised to say 95 credits rather than 90</b></p>	<p>Motion: Zip 2<sup>nd</sup>: Stephen Action: 7 in favor – 0 opposed – 0 abstention</p>
<p>Administrative Assistant AAS (Degree Revision: crs, creds)</p>	<p>Current 95 credits increasing to 103 credits. There are 4 credits of math that are now included that were a hidden requirement. Advisory meeting date needs to be edited from 10/26/19 to 10/26/18.</p>	<p>Motion: Mimi 2<sup>nd</sup>: Emilie Action: 8 in favor – 0 opposed – 0 abstention</p>

	<p>Mimi arrives at 4:04pm Curriculum Committee is encouraged to count credits and check for over 30% change in revisions.</p> <p style="text-align: center;"><b>Motion: approve with correction</b></p> <p style="text-align: center;"><b>Correction: Date of Advisory Committee meeting changed from 10/26/19 to 10/26/18</b></p>	
Management AAS (Degree Suspension, Teach Out Plan, Termination Checklist)	<p>Stephen explained the suspension of the Management AAS. Students will be identified and offered any needed courses or provided an opportunity for independent study next year. Student Services will contact the remaining students. Only two courses from this degree are being canceled. BA 233 may be problematic. The rest of the courses are in the new degree. A revision of the degree was not possible as the revision involves over 30% change. The new Entrepreneurship AAS will have 12 additional credits. This includes a capstone and the currently hidden math credits. Hopefully, students will take the new degree. Dawn will work with Stephen regarding language to inform students.</p> <p>Mary Kramer arrives 4:11pm</p> <p style="text-align: center;"><b>Motion: approve as written</b></p>	<p>Motion: Zip 2<sup>nd</sup>: Andrea Action: 8 in favor – 0 opposed – 0 abstention</p>
Marketing (Certificate Suspension, Teach Out Plan, Termination Checklist)	<p>Stephen presents Marketing suspension. No students are taking this certificate. The actual marketing course will remain in the entrepreneurial degree/certificate and will be online.</p> <p>4:24 Kristen (Vice Chair) leaves Stephen will lead the rest of today's meeting, in absence of Chair and Vice-Chair.</p> <p style="text-align: center;"><b>Motion: approve as written</b></p>	<p>Motion: Pam 2<sup>nd</sup>: Andrea Action: 7 in favor – 0 opposed – 0 abstention</p>



<p><b>Discussion Items: New Ed Degree</b></p>	<p>Susan presents the topic of the new Ed program being developed. It will be a teacher prep pathway articulated with OSU. The student will earn the AAOT and then take certain courses. Kristen is designing a few new courses to be added to this new program. Two new OSU courses, ED 219 and practicum, are being developed. Three educational math classes, MTH 211, 212, 213 are being developed by Pam and Annette. Zip has extensive K-5 experience and would be interested in creating a PSY course for K-5. The goal is for the pathway to be available for fall 2019. Courses will need to be approved prior to fall. These new courses will be presented at the retreat, as well as CLO's and the program development approval process/guidelines.</p>	
<p><b>Adjourn: 5:00pm</b></p>	<p>Zip moves and Andrea 2nds</p>	
<p><b>Next Meeting: April, 2019 11:00 – 2:00pm Location: Katy Jablonski's home Lyle, WA</b></p>		