

**Curriculum Committee Minutes
November 7, 2019 3:30 pm – 5:00 pm**

Location: TDC Room 2.106 (Instructional Services conference room) and Hood River Room 1.209 (conference room)

Zoom log-in <https://cgcc.zoom.us/j/284542510> Zoom Phone [+16699006833](tel:+16699006833)

PRESENT

Voting Committee Members

Kristen Booth (Chair) (Pre-College)
Mimi Pentz (Vice-Chair) (Nurs/Hlth Occ) (phone)
P.K. Hoffman (Arts and Hum)
Katy Jablonski (WR/FL/Eng)
Linnea Jaeger (ESOL)

Zip Krummel (Social Science)
Ashley Mickels (CTE)
Emilie Miller (Science)
Stephen Shwiff (Inst Dean)
Abel Wolman (Math)

Non-Voting Committee Members

Susan Lewis (Curriculum) (phone)

Monica Pope (Student Services)

Support Staff

Gail Gilliland (Curriculum)

Guests

Absent

Voting Committee Members

Non-Voting Committee Members

Item	Discussion	Action
Call to Order	Meeting called to order at 3:35 pm by Kristen (Chair).	
Information Items: None		
Business:		
1. Approval of October 17, 2019 minutes	Motion: Approve October 17, 2019 minutes as written	Motion: Mimi 2 nd : P.K Action: 8 in favor – 0 opposed – 0 abstention
Submissions: none		

Discussion Item:		
<p>1. Related Instruction: Standalone courses approved for Communication, Computation, & Human Relations</p>	<p>Kristen opens discussion. Katy's group did meet. Susan provides more in-depth information about Related Instruction (RI) and clarifies the task of the Curriculum Committee (CC)</p> <ul style="list-style-type: none"> • RI is only required for certificates of 45 credits or more • If a course title clearly states Communication, Computation or Human Relations, then the course is easier to expect that it would be a good stand-alone course. • It is not necessary that the stand-alone list becomes larger, the list does need to be clarified that all courses on the list are appropriate. • The 3 areas, Communication, Computation and Human Relations are terms used by NWCCU, State and national standards and accreditation. • The State looks closely at RI when the certificate is submitted in Webforms and approved by the CCWD specialist. <ul style="list-style-type: none"> ○ CCWD does not have a definition for Communication, Computation and Human Relations • Does the course have evidence in the CCOGs that speaks to the area? <ul style="list-style-type: none"> ○ Communication: <ul style="list-style-type: none"> ▪ does the course have evidence of speaking, reading, and writing in the CCOGs ▪ What do we think would be the best communication course for our college? ○ Computation: 	

	<ul style="list-style-type: none">▪ Falls under “Math”▪ A broader definition can be used, like quantitative literacy▪ Accounting is highly computational, but is computation taught or is it a byproduct of the course.▪ An applied math class will work as a stand-alone RI▪ Students earning certificates have trouble with completing 100 level math classes▪ EM-Tech would like an applied math class for the AAS, but currently applied math doesn’t fulfill AAS degree requirements. <ul style="list-style-type: none">• Be careful about getting caught up with the RI area names• Sources for definitions:<ul style="list-style-type: none">○ For communication and math could make use of the outcomes from the AAOT○ Check CLO outcomes○ Check various community colleges and get a couple outcomes that would match• Embedded Instruction pitfalls<ul style="list-style-type: none">○ Is the instructor qualified to teach the embedded instruction area?○ RI also applies to the AAS degree. However, the AAS degree is covered by Gen Ed.• Most certificates are geared to workforce, consider the language that would speak to workforce.• Task:<ul style="list-style-type: none">○ Create a definition for each area<ul style="list-style-type: none">▪ Communication▪ Computation	
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	<ul style="list-style-type: none"> ▪ Human Relations <ul style="list-style-type: none"> ○ Create a list of appropriate stand-alone courses for each area ○ Bring to next CC meeting <p>Stephen leaves 3:54.</p> <p>Action Item: Each group is to meet again and create a definition for Communication, Computation, and Human Resources; bring the information back to the CC; definitions are to be 3-4 learning outcomes</p>	
Adjourn: 4:35 pm	Motion to adjourn	<p>Motion: Zip</p> <p>2nd: PK</p> <p>Action: 8 in favor – 0 opposed – 0 abstention</p>
Next Meeting: November 21, 2019		