

Curriculum Committee Minutes
September 19, 2019 1:00 pm – 3:00 pm
Location: TDC Boardroom

PRESENT

Voting Committee Members

Kristen Booth (VChair) (Pre-College)
 Linnea Jaeger (ESOL)
 Zip Krummel (Social Science)
 Ashley Michels (CTE)

Emilie Miller (Science)
 Pam Morse (Math)
 Mimi Pentz (Nurs/Hlth Occ)
 Stephen Shwiff (Inst Dean)

Non-Voting Committee Members

Susan Lewis (Curriculum)

Monica Pope (Student Services)

Support Staff

Gail Gilliland (Curriculum)

Guests

Lori Ufford

Absent

Voting Committee Members

P.K. Hoffman (Arts and Hum)
 Katy Jablonski (WR/FL/Eng)

Non-Voting Committee Members

Item	Discussion	Action
Call to Order	Meeting called to order at 1:07 pm by Kristen Booth, Chair.	
Informational item: None	Welcome Ashley Mickels as new member representing CTE department.	
Business:		
Election – Committee Vice Chair	New president, Kristen Booth, thanks Katy Jablonski for her service as 2018-19 Curriculum Committee chair and opens the nominations for 2019-20 vice chair. Mimi Pentz is nominated for vice chair position. Motion: Mimi Pentz to serve as Vice Chair for 2019-20.	Motion: Zip 2 nd : Linnea Action: 7 in favor –0 opposed – 0 abstention

2019-20 CC meeting schedule	2019-20 meeting schedule is posted on the Curriculum Committee webpage. Reminder, please e-mail Kristen, cc Gail if unavailable to attend.	
Member responsibilities (time commitment, attendance, location, preparation, engagement)	<p>Kristen began the review of duties by reading the CC duties to the committee.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Adjuncts are encouraged to charge for the total 5 hours per meeting, per Susan. There may be some agendas that require less time for prep and some agendas that require more time. It should balance. • Be an expert for your department when questions arise about your respective department submissions. • There will be times when members will need to be on a sub-committee. • Meeting location <ul style="list-style-type: none"> ○ Zoom will be the only option available for linking Hood River Campus and The Dalles campus. <ul style="list-style-type: none"> ▪ Stephen will work with Gail to instruct about Zoom ▪ Stephen would like to Include Zoom link on calendar appointment e-mail ○ Extensive discussion regarding changing location of The Dalles campus location for Curriculum Committee meetings ensued. <ul style="list-style-type: none"> ▪ Stephen moved to hold 2019-20 Curriculum Committee meetings in the Instructional Service conference room (TDC room 2.106). The committee agreed. Official vote was not required. 	

	<p>Action Item: Curriculum Committee will meet on The Dalles Campus in the Instructional Service conference room (TDC room 2.106) starting October 3, 2019. The Hood River Campus location will stay the same, HRICC Conference Room.</p> <p>Action Item: Stephen will meet with Gail about Zoom best practices and instructions.</p>	
<p>Submission responsibilities review</p>	<p>Kristen briefly reviewed Submission responsibilities</p> <ul style="list-style-type: none"> • Susan reviewed lec/lab, lecture, and lab. Extensive discussion ensued. <ul style="list-style-type: none"> ○ Lec/lab division can be found on the CCOGs. ○ The value assigned to lecture, lec/lab and lab are federal designations. • Gen Ed <ul style="list-style-type: none"> ○ Requirements <ul style="list-style-type: none"> ▪ For a course to qualify for Gen Ed status, CLO #1 and CLO #2 must have major designation and at least 1 additional CLO must have a minor designation. ▪ Major: this body of knowledge is being taught throughout the class. ▪ Minor: This body of knowledge is taught as one section or a chapter (It has to actually be taught, not just exposed to the class). ▪ Gen Ed also has the responsibility of teaching to the AAOT discipline outcomes. This is critical as this is how we ensure that our courses are eligible for transfer to colleges and universities under the AAOT, OTM, 	

	<p style="text-align: center;">Core Transfer Map, and Major Transfer Maps.</p> <ul style="list-style-type: none">○ Gen Ed Request forms should speak to content rather than assignments as assignments are specific to instructors and content is agreed upon by the department and is taught by all instructors of the course. Exception may be the Communication CLO, as this is more skill based and hard to avoid addressing in the form of assignments.● Cultural Literacy Designation: AAOT outcome and criteria● Requisites<ul style="list-style-type: none">○ Pre/co is a course that can be taken at the same time or prior to the course.● Repeatability will generally always be zero, except for PE courses.● Course Descriptions: it was noted that the links to the description and outcomes writing guidelines are not working. Susan will fix.● Text and materials are mandatory● Course Activities and Design: the standard statement that was voted on last year by CC has been added to all CCOGs.● Related Instruction: Human Relations, Communication and Computation.<ul style="list-style-type: none">○ Only needed in certificates of 45 credits or more.○ State requirement for accreditation that can be found in the Oregon Administrative Rules.○ If it is a standalone class, it can be only one category.	
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	<ul style="list-style-type: none"> • Embedded Instruction: Susan strongly encourages that the CC avoid embedded instruction due to instructor qualification issues. • Speak up when problems are seen. <p>Action Item: Susan will fix links on writing guidelines for outcomes and descriptions.</p>	
Other	No other business	
Submissions:		
HEC 202 Contemporary Families in US (New LDC Course)	<p>Kristen Booth presents HEC 202 new LDC course. A brief discussion of “Activity & Design Statement” ensued. It is noted that the Activity and Design Statement is currently a standardized statement that the Curriculum Committee established in 2018-19.</p> <p>Extensive discussion ensued regarding Learning Outcomes and their fulfillment of OSU uses Bacc Core requirements; SPI or DPD. They are similar outcomes but not identical. HEC 202 has its own learning outcomes. The Bacc Core requirements are made explicit in the Department Notes to help clarify transferability. See page 8 of the new course form. This course will transfer.</p> <p>Determined that ED 101 is not needed as a recommended prerequisite. Since this course is not reserved for the ED Pathway, it wasn’t appropriate to have it even as a recommended prereq.</p> <p>Motion: Approve as amended Amendment: remove ED 101 as a recommended prerequisite.</p>	<p>Motion: Mimi 2nd: Pam Action: 7 in favor – 0 opposed – 0 abstention</p>

	<p>After the vote Monica arrived and expresses concerns about the elective status of HEC 202. If it is an elective there may be problems with transferability.</p> <p>Monica advises the Curriculum Committee that that it will not transfer.</p> <p>Kristen will apply for a Gen Ed designation at CGCC this term. Susan reassures Monica that OSU is already on board with this course. The development of this course has been in collaboration with OSU and we have included OSU Bacc Core outcomes on our CCOG.</p> <p>It is noted that acceptance of the Gen Ed designation is up to the institution that the course is transferring into. Therefore, CGCC designation is not relevant to the accepting university. Gen Ed should be viewed from CGCC perspective; what we accept as Gen Ed.</p> <p>This course will be offered in winter.</p> <p>Action Item: Susan will correct page 7, Section #4 Transferability, line 11, "EOR".</p>	
<p>Discussion Items:</p>		
<p>Standalone course Options for Related Instruction</p> <ul style="list-style-type: none"> Review of proposed course list 	<p>Susan presents discussion item about the identification of courses that may be used as Related Instruction standalone courses. Currently there are four certificates of 45 credits or more that require the inclusion of Related Instruction.</p> <p>Susan would like the Curriculum Committee to review the courses that are not highlighted on the Related Instruction handout to see if they can be used as standalone courses in Related Instruction.</p> <ul style="list-style-type: none"> See AR on page 2, definitions of standalone and embedded instruction; how it should be taught. 	<p>Motion: 2nd: Action: in favor – opposed – abstention</p>

	<p>Monica enters 2:20pm What is needed:</p> <ul style="list-style-type: none"> • Create definition that will answer the question “What would be the requirements for a course to fulfill a Related Instruction Standalone requirement?” (CLOs and AAOT definitions may help) • Create a good solid list of courses that CC is comfortable with as fulfilling standalone Related Instruction requirements. • Divided CC into the following 3 sub-committees: <ul style="list-style-type: none"> ○ Computation: Emily and Pam ○ Communication (written and oral): Linnea, Kristen and Katy ○ Human Relations: Zip, Ashley and Mimi • Sub-committee work to be completed and discussed further at the Nov 7th meeting. <p>Action Item: Sub-committees will report at the November 7th CC meeting, establishing requirements for a course to fulfill a Related Instruction Standalone requirement for each area:</p>	
<ul style="list-style-type: none"> • Review and approval of new Administrative Rule and New Operating Procedure for Related Instruction 	<p>Related Instruction is required for a certificate of 45 credits or more. MA is the only certificate with embedded Related Instruction.</p> <p>Motion: Approve as written</p>	<p>Motion: Kristen 2nd: Stephen Action: 7 in favor – 0 opposed – 0 abstention</p>
<p>New program adoption guidelines</p>	<p>The New program adoption guidelines refer to programs, not courses. Guidelines to course development still needs to be developed and attached. It was noted that Curriculum Committee Chair attends the New Program Review Board. The first meeting of this new board happened last month. Three programs were reviewed</p>	<p>Motion: Pam 2nd: Mimi Action: 7 in favor – opposed – abstention</p>

	<p>and approved for further development: Aviation Maintenance, Construction Technology and Welding Technology.</p> <p>The guidelines are meant to encourage pre-planning instead of last minute fixes.</p> <p>The timeline is all sequential, good visual.</p> <p>Action Item: Susan will post this on the Curriculum Office webpage.</p> <p>Motion: Approve as written</p>	
<ul style="list-style-type: none"> Review and approval of revised Administrative Rule and Operating Procedure for Curriculum Development and Approval 	<p>Susan presents AR & OP revision of Curriculum Development and Approval. Significant revision was made to the AR and OP in order to include new requirements described in the New Program Adoption Guidelines.</p> <p>Motion: Approve as written</p>	<p>Motion: Pam 2nd: Mimi Action: 7 in favor – 0 opposed – 0 abstention</p>
Discussion items for this year	<p>The following discussion items are suggested for Curriculum Committee for 2019-20:</p> <ul style="list-style-type: none"> Sunsetting programs Course Adoption guidelines COMM requirement for the AAOT. Stephen Shwiff, Leigh Hancock, Diane Uto and Susan Lewis will be discussing and likely making a recommendation to the committee for revision to the AAOT requirement. Related Instruction – identification of appropriate standalone courses 	
Adjourn: 3:00 pm	<p>Susan informed the Curriculum Committee that she will be out for surgery Oct 23 thru December 3rd.</p>	<p>Motion: Mimi 2nd: Pam Action: 7 in favor – 0 opposed – 0 abstention</p>
Next Meeting: October 3, 2019		