

## Curriculum Committee Minutes

June 3, 2021, 9:00 am to Noon

Location: Due to State Social Distancing requirements, this meeting is held via Zoom.

**PRESENT:**

**Voting Committee Members**

Chair- Kristen Booth (Pre-College)  
 Vice Chair- Zip Krummel (Social Science)  
 P.K. Hoffman (Arts & Hum)  
 Ashely Mickels (CTE)  
 Pam Morse (MTH)

Mimi Pentz (Nurs/Hlth)  
 Katy Jablonski (Wr/FL/Eng)  
 Emilie Miller (Science)  
 Vacant (Inst Dean)

**Non-Voting Committee Members**

Susan Lewis (Curriculum)  
 Jarett Gilbert (VP Instructional Services)

**Supporting Staff**

Sara Wade (Curriculum)

**Guest**

**ABSENT**

**Voting Committee Members**

Courtney Cunningham (ESL)

**Non-Voting Committee Members**

Mary Martin (Student Services)

Item	Discussion	Action
<b>Call to Order: 9:07 am</b>	Meeting was called to order by Chair Kristen Booth at 9:07 am	
<b>Approval of May 6, 2021 minutes?</b>	<b>Motion: May 6<sup>th</sup> minutes approved as written</b>	Motioned: Pam 2nds: P.K. 6 in favor – 0 opposed – 0 abstains

<p><b>Old Business:</b></p>		
<p><b>1. Meeting procedure proposals</b></p> <ul style="list-style-type: none"> <li>• <b>Proposal #1: The Curriculum Committee by Robert’s Rule</b></li> <li>• <b>Proposal #2: Curriculum Committee Procedural Rules without Robert’s Rules</b></li> </ul>	<p>Discussion of each proposals</p> <p>Kristen stated that she supports completely removing “Robert’s Rules” out of the meeting procedure. By doing so it will eliminate possible confusion for new committee members that Robert’s Rules don’t apply to this committee.</p> <p>Chair Kristen asked committee members to weigh in on the decision so that an agreement can be made, and this issue can be resolved. <i>In support of Proposal 2: Kristen, Pam, P.K., Katy, Emilie</i></p> <p>Ashley states a concern that Proposal 2 does not have a clear procedure process as like Proposal 1. Zip explains that the Committee’s work is formal and having a simple reference to Robert’s Rules will help keep the meeting flowing and formal. <i>In support of Proposal 1: Zip, Ashley</i></p> <p><b>Motion #1: is to use proposal #2 with the amendment that a description of meeting processes such as in proposal #1 is added without the mention of Robert’s Rules.</b></p> <p>Susan wanted to share that the document outlining Curriculum Committee approved procedures in proposal 2 includes agreements, proposals and rules that the committee has agreed upon over the years, designing for itself how the meetings should be run. She added that she did not add to or make these rules. Susan added even with the modified Robert’s Rules the remaining or not mentioned rules are still in play. And why not stick with the rules that the committee has made for itself.</p> <p>Ashely shared concerns about proposal 2 and that it could be hard for new members to understand. Susan said that the committee could add or make a</p>	<p><b>Motion #1</b> Motion: Ashley 2nds: Katy 5 in favor – 1 opposed – 0 abstains</p>

	<p>description/overview combining the information on how the meetings are to be ran in proposal 1 to proposal 2.</p> <p>It was noted that there was really no need to vote on Proposals 1 &amp; 2, but instead a vote is needed on whether to leave the reference to Robert’s Rules in the committee’s charter, or to remove that language. Once the committee removes Robert’s Rules from the charter the committee will rely on the procedural rules it has established for itself over the years, Proposal 2.</p> <p>It was decided to table until fall a discussion about how the committee will handle abstentions in meetings.</p> <p><b>Motion #2: is to remove Robert’s Rules of Order (Newly Revised) from the Curriculum Committee’s Charter.</b></p> <p>Susan asked the committee if they want to change language in the Operating Procedures to add “Time for discussion will be provided, and a motion supported by a second will be required prior to voting” into the submission/request section.</p> <p><b>Motion #3: revise the Course Development Operating Procedure as written in proposal 2</b></p> <p><b>**ACTION ITEM: Susan will add meeting procedure language from proposal 1 to proposal 2 to better describe procedural processes. She will bring it back to the committee in the fall.</b></p>	<p><b>Motion #2</b> Motion: Zip 2nds: Ashley 7 in favor – 0 opposed – 0 abstains</p> <p><b>Motion #3</b> Motion: Zip 2nds: P.K. 7 in favor- 0 opposed – 0 abstains</p>
<b>New Business:</b>		
<b>Submissions:</b>		
ED 216 General Education Request	<p>Zip points out that the outcomes of the course don’t quite match what the Course Description states. Kristen explains the reasoning behind why it was originally written this way.</p> <p><b>Motion: approve as written</b></p>	<p>Motion: Katy 2nds: Pam 7 in favor – 0 opposed – 0 abstains</p>

ED 219 General Education Request	<p>Susan explains that this course has not be officially approved by OSU as a general ed requirement, Courtney has been working with them to get it approved and redesign the syllabi to OSU’s liking. Susan explains that she is pushing this class now, so that it can be included in the catalog, especially for ECE students as it will be a general education requirement.</p> <p>Question arose what department the ED Courses will fall under, they will be under Social Science Department. It was also discussed that the enrollment of these course will steadily increase due to this being a required course for certain degrees.</p> <p><b>Motion: approve as written with the stipulation that OSU approval as a Gen Ed course is achieved.</b></p>	<p>Motion: Emilie 2nds: Katy 7 in favor – 0 opposed – 0 abstains</p>
ASOT-BUS Degree Revision	<p>Susan explains the ASOT-BUS change impact from the state &amp; why the curriculum committee is being asked to approve this proposal.</p> <p><b>Motion: approve as written</b></p>	<p>Motion: Zip 2nds: Katy 7 in favor – 0 opposed – 0 abstains</p>
<b>Committee Action:</b>		
1. Procedural updates (Consent agenda, chair/vice chair eligibility) & Charter review	<p>Susan explains that there has been an unofficial understanding for several years that the chair and vice-chair positions will be held by faculty members rather than administrative members; however, this “understanding” has never been made official. Would the committee like to officially make it a rule that Curriculum Committee’s chair and vice chair positions are held by faculty members only?</p> <p><b>Motion: revise Procedural Rules – Membership/Eligibility and Elections/Officers: add a second bullet that says, “Officers are elected from among the voting faculty.”</b></p>	<p>Motion: Zip 2nds: Ashley 7 in favor- 0 opposed- 0 abstains</p> <p>Motion: Ashley</p>

	<p>Susan explains that deletion and addition of electives could be included in a Consent Agenda, for a time they were allowed. Susan asked the committee if the committee needs to see a full revision form to complete the deletion and addition of electives.</p> <p><b>Motion: in the Committee’s Procedural Rules: remove section A under Miscellaneous Procedures- Rules/Consent Agenda Usage</b></p> <p>Susan asks if there were any other revisions needed for the Curriculum Committee’s Charter. Charter review is to take place each spring. None were recommended.</p>	<p>2nds: Pam 7 in favor- 0 opposed- 0 abstains</p>
<p>2. 2021-2022 Chairman</p>	<p>Kristen, Zip, P.K. Emilie terms ended, this year. Kristen, P.K. and Emilie have been re-elected but Zip is being replaced by Stephen Shwiff.</p> <p>Since Zip was the committee’s incoming chair for next year, a decision needs to be made on how to proceed now that he will not be a member in the coming year.</p> <p>There are two options for election of a new chair</p> <ol style="list-style-type: none"> <li>1. Wait until fall to elect a chair and vice chair</li> <li>2. The committee could elect a new chair at this meeting.</li> </ol> <p>It was agreed to wait to elect the chair until the fall Orientation Meeting. Kristen agreed to run the first meeting in the fall until the new chair and vice chair are elected.</p> <p>Jarett asked the committee if there were any questions about being the chair. Ashley asked Kristen what it takes and how much time does it usually take to be the chair. Kristen explains what she does to prep for the meetings.</p>	
<p>3. Schedule</p>	<p>Curriculum Committee Schedule for 2021-2022</p> <p>September 23, 10 am – 12:00 pm – Orientation (2 hours)</p>	

	<p>October 7 and 21  November 4 and 18 (or December 2)  February 10  March 3 and 17  April 7  May 12  June (finals week?) – Retreat (3 hours)</p> <p>The only date in question is November 18 or December 2. It was agreed upon to go ahead with December 2 instead of November 18.</p> <p>Jarett will share the dates with the new General Education Dean. He gave a brief introduction about the new dean, sharing who she is and when she is going to be starting.</p> <p><b>Motion: to except the proposed dates for Curriculum Committee meetings with the date of December 2.</b></p>	<p>Motion: Katy  2nds: Ashley  7 in favor- 0 opposed- 0 abstained</p>
<p>4. Review guidelines for writing outcomes and descriptions- Updates</p>	<p>Zip wanted to bring attention to the Course Outcomes and to make the committee aware when writing the Course Outcomes, they should be written with the student in mind so they will be able to understand them.</p> <p>When the committee is approving the course outcomes to make sure that they are written for the students to understand. Susan explains the difference between a specific skill that the student will learn and complicated language and sentence structure.</p> <p>Ashley asked what Zip saw from other colleges and universities in their course outcomes. And Zip explained that some community colleges outcomes are too wordy, and universities use technical terminology that is difficult for students to understand.</p> <p>The committee viewed the course outcome writing guidelines; it was talked about the possibility of updating the examples. It was agreed to keep the writing guidelines as is.</p>	

	<p>Katy did mention it would be nice to have the course description be more descriptive. Susan will change the submission forms to allow more words for course descriptions.</p>	
<p>5. Introduction to new Associate of Science Transfer (AST), Associate of Arts Transfer (AAT), and Major Transfer Maps (MTMs for Biology, Elementary Education, English Literature)</p>	<p>Susan explains Major Transfer Maps (MTMs). The HECC have created two new transfer degrees to be the vehicle for the awarding of the MTMs, the Associate of Science Transfer (AST) and Associate of Arts Transfer (AAT). These degrees don't exist for another reason except to house MTMs. AST &amp; AAT are pre-approved through the state and don't have to be put into Webforms, but they must be submitted to and approved by NWCCU and entered as a college offerings.</p> <p>Moving forward, we may decide that we should suspend the ASOT-BUS from our offerings as the AST-Business is very similar. We will probably have a similar conversation regarding the current Elementary Educator Transfer Pathway as it is nearly identical to the Elementary Education MTM.</p> <p>Susan just wanted to bring this to the committee's attention. MTMs will be voted in the fall and submitted to the NWCCU for approval.</p>	
<p>6. Including standardized research practices into curriculum – learning communities, LIB 101, embedded in coursework</p>	<p>Katy brought to the attention of the committee her interest in addressing the need for students to get greater exposure to information literacy skills. Katy states her concern that students are leaving college without good researching skills.</p> <p>Discussion on how to implement LIB 101 into every student's curriculum. The possibility of implementation into FYE (First Year Experience), it won't be the full class but a partial class to students.</p> <p>Katy explained that how LIB 101 is designed it would be better to be in line with another class that will include a research component such as WR 121. LIB 101 would be</p>	

	<p>more of a mentor to do research paper for a class. It was talked how it could be a lab to WR 121 or WR 122.</p> <p>Susan asked what a good student for this class would be, would a student taking an AAS degree/terminal degree really need this class. Or would it be better for transfer students. And that WR 122 would be a better class. Ashley expressed the value it would provide for students in the ECE program – an AAS. Ashley would like to know that their students were leaving with the skills to discern the accuracy of information and its sources.</p> <p>Suggested that this conversation should probably start in the Instructional Council and in Guided Pathways committees. Also suggested that this may be added to fall in-service, providing training to faculty on how to include instruction on good researching skills into their classes.</p>	
7. Providing college credit for internships and viability of independent study courses	<b>Postponed until September's Meeting</b>	
<b>Wrap-up</b>	<p><b>Go see P.K.'s art exhibit at Maryhill Museum!</b></p> <p><b>Susan wanted to thank Kristen for all her hard work as chair this year.</b></p>	
<b>Meeting Adjourned: 12:03 pm</b>	<p><b>Zip motioned to end the meeting, Ashley 2nd. The meeting ended at 12:03 pm.</b></p> <p><b>Have a great Summer!</b></p>	<p>Motion: Zip 2nds: Ashley All in favor</p>
<b>Next Meeting: September 25, 2021</b>		