

Curriculum Committee Summary 2012-13

Leadership

Chair: Stephen Shwiff

Vice Chair: Janette Harrington

Courses reviewed

7 New CTE courses were approved

25 New LDC courses were approved

9 CTE course revisions were approved for IICA

1 CEU course revision was approved

Degrees and Certificates reviewed

1 Certificate was suspended

Decisions or Actions approved

NWCCU compliment

1. Compliment from NWCCU accreditation visiting team: "The evaluators compliment the Curriculum Committee for the work that they have done to prepare to implement a curriculum that is separate and independent from that of Portland Community College. The committee has approached this work in an earnest and systematic manner." (5/14/13)

Procedural changes for meetings

2. Process for approval of minutes revised. (11/13/12)
 - a. When minutes are first sent out, it is a request for any needed revisions or updates. After five business days, the revisions will be documented and the minutes sent out for approval.
 - b. Committee members have three business days to respond, recording their approval. Members that do not respond will be recorded as an abstention.
3. For the 2013-14 academic year, the committee will extend its meeting time to 2 hours per month. In addition, the committee will accept submissions for the first meeting of the year in September. This meeting is usually reserved for training and preparation. (7/10/13)

Initial Independent Course Approval (IICA)

4. Initial Independent Course Approval (IICA): Upon independent accreditation, all courses must be initially approved by the Curriculum Committee. Initial independent course approval will be completed over three years, 2013-2016, with scheduling to be determined by the department in collaboration with the Curriculum Office. A three-year schedule for each department's initial independent course approval is being drafted. While all courses are required to go through "initial independent course approval," based on prior approval by the PCC Curriculum Committee, all courses listed as a CGCC course in the 2012-13 catalog or approved by the CGCC Curriculum Committee within the 2012-13 academic year will be rolled over and eligible to offer through spring term, 2016. Courses that do not comply with the "initial independent course approval" process within the 2013-2016 time schedule will be inactivated and have to be resubmitted as a new course before offering. After 2016, ongoing course review will proceed as part of regularly scheduled department reviews. Departments will review, evaluate, and validate all courses as to their authenticity, currency, and relevancy. Documentation of such review is to include evidence of faculty participation in the review process (department meeting minutes, signed reviews). (9/18/12, 11/13/12)
5. IICA submissions will include application for gen ed designation and cultural literacy designation for courses seeking to maintain or add those designations. All courses will be required to show how their outcomes map up to degree/certificate/program outcomes and to CGCC core learning outcomes, and provide percentages showing the weight of each outcome. (7/10/13)
6. Nursing courses that were approved in 2012 will not be required to go through IICA. (2/12/13)

Administrative Rules and Operating Procedures

7. Administrative Rules and Operating Procedures:
 - a. Curriculum Development and Approval (AR 040.009.000) (10/09/12, 11/13/12)
 - b. Curriculum Development and Approval (OP 040.009.001) (10/09/12, 11/13/12)
 - c. Related Instruction – draft (7/10/13)
 - d. Termination of degree/certificate/program – draft (7/10/13)
8. Joint meeting with Academic Standards & Practices (ASPC): (12/4/12)
 - a. Embedded Related Instruction: Retain the option of using embedded instruction; however, strongly encourage departments to use stand-alone courses whenever possible, avoiding some of the pitfalls around embedded RI and instructor qualifications.
 - b. Experimental courses: initial agreement that experimental courses do not need to be approved by the CC, rather they would be information items to the committee. Experimental courses may be offered for only two terms within a five term period. After being offered twice or the passage of five terms, the course would have to go through the CC new course approval process in order to be offered again. Referred to the Academic Standards and Practices Committee (ASPC) for drafting of AR.
 - c. Inactivation of Courses: Courses not offered/taught for three years will be considered dormant. If a course becomes dormant, the relevant department chair and director will be notified by the Curriculum Office (CO) of the new status and asked if the course should be inactivated. For courses to be inactivated, department chairs will submit an inactivation form to the CO. No response from the department chair results in no action by the CO.
 - d. Other areas listed for further discussion and recommendations: repeatability of courses, granting of CEUs, credit guidelines, course challenge, degree and certificate substitution standards, experiential and prior learning, department responsibilities in regard to curriculum, governance of three standing committees.
9. CEU Courses will complete CEU request forms to be reviewed by the Curriculum Office (CO) in a timely manner. The CO will report as an information item to the CC any new courses that have been entered in the Course Master. (1/15/13)
10. Repeatability of courses: In order to determine a policy, the committee agrees that more research is needed including discussion with stakeholders at CGCC – faculty and students. Next steps proposed for 2013-14 year: 1. Organize stakeholder information sharing and gathering sessions (including faculty and students); 2. Continue research of other institutions’ policies; 3. Research number of students impacted. (12/4/12, 1/15/13, 2/12/13)

Designations & Course Description Addendum

11. General education designation to be based on Educational Philosophy Statement and the 5 Core Learning Outcomes. Gen Ed courses will be required to show that their course outcomes map in depth to at least three of the 5 core learning outcomes and partially to one additional core learning outcome. (7/10/13)
12. Cultural Literacy designation to be based on meeting the AAOT Cultural Literacy outcome and criteria as described in the JBAC guidelines. (7/10/13)
13. Course description addendums will remain the purview of the department. The name will be changed to “department notes” and the section on the CCOG will be moved lower on the form and grouped with sections that are available for departments to revise without CC approval. (7/10/13)

Discussion Items

- General Education designation (11/13/12, 4/9/13, 6/4/13, 7/10/13)
Cultural Literacy designation (6/4/13, 7/10/13)
Governance structure and the three standing committees (IC, CC, ASPC) (12/4/12)
Science addendum (12/4/12, 5/14/13, 6/4/13, 7/10/13)