

Curriculum Committee Meeting Agenda

Voting Committee Members

Katy Jablonski (Chair)(WR)

Kristen Booth (VChair)(PreC)

P.K. Hoffman (Arts & Hum)

Linnea Jaeger (ESOL)

Zip Krummel (Social Sci)

Pam Morse (Math) (fall off)

Emilie Miller (Science)

Mimi Pentz (Nurs/Hlth Occ)

John Schoppert (Library)

Stephen Shwiff (Inst Dean)

Andrea Ware (CTE)

Non-Voting Committee Members

Susan Lewis (Curriculum)

Dawn Sallee-Justesen (Student Services)

Support Staff

Gail Gilliland (Curriculum)

Guests

November 1, 2018 3:30 pm – 5:00 pm

The Dalles Campus, room 3.218 (student services conference room)

Hood River Campus, room 1.209 (conference room)

Information items (no voting or discussion required):

1. none

Business:

1. Approval of October 18, 2018 minutes ¹

Submissions: (times are estimates):

1. none

Discussion Items:

1. Motions made by submitting member (Katy)
2. Charter review ² (Susan)
 - a. Membership
 - i. potential to have representation from different CTE areas including: EM-Tech, CAS, ECE
 - ii. BA is once again housed under the Gen Ed director – should it be represented on the CC as a separate department?
 - iii. Length of terms (Section 1.02, 3 & 4)
 - b. Section 1.03 Meetings
 - i. Schedule is different than what is currently listed (A)
 - ii. Quorum language – “seated voting members” (B)
3. CC submission review – proposal for restructure (Katy)

Next Meeting: November 15, 2018

Attachments: ¹ October 18, 2018 minutes; ² Charter

**Curriculum Committee Minutes
October 18, 2018, 3:30pm – 5:00 p.m.**

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

PRESENT

Voting Committee Members

Katy Jablonski (Chair) (WR)
P.K. Hoffman (Arts and Humanities)
Emilie Miller (Science)

Mimi Pentz (Nursing/Health Occupations)
Stephen Shwiff (Director Gen Ed) phone
Andrea Ware (CTE) phone

Non-Voting Committee Members

Susan Lewis (Curriculum)
Monica Pope for Dawn Sallee-Justesen (Student Services)

Guests

Lori Ufford

Support Staff

Gail Gilliland (Curriculum)

ABSENT

Voting Committee Members

Kristen Booth (VChair) (Pre-College)
Linnea Jaeger (ESOL)
Zip Krummel (Social Science)
Pam Morse (Math)(fall sabbatical)
John Schoppert (Library)

Non-Voting Committee Members

Item	Discussion	Action
Call to Order	Meeting called to order by Katy at 3:30pm	
Informational item:	Susan will continue to support the Curriculum Committee	
Business	Motion: approve October 04, 2018 minutes as written	Motion: Mimi 2 nd : P.K. Action: 5 in favor – 0 opposed – 0 abstentions

Submissions		
Entrepreneurship (New Certificate)	<p>Stephen Shwiff phoned in at 3:53 to present the Entrepreneurship new certificate.</p> <p>The Entrepreneurship certificate represents the first year of the Entrepreneurship AAS. The certificate provides enough background for students to have a solid footing in the entrepreneurial world. Similar programs exist at Mount Hood and Portland Community Colleges and is supported here by CGCC's Business advisory board and the local business community.</p> <p>Labor market need:</p> <ul style="list-style-type: none"> • Small business opportunity in the tourism and hospitality area: <ul style="list-style-type: none"> ○ The Hood River area projects a 7% increase in hospitality and tourism in our area. ○ There is an 11% employment growth rate in the Gorge in leisure and hospitality. <p>Enrollment projections:</p> <ul style="list-style-type: none"> • 15-20 students in annual cohort projected based on discussions with current BA students. Expected to be sustainable for several years. • The offering of night and online courses expected to strengthen enrollment • Dual Credit offerings associated with the certificate and degree expected to draw in high school students interested in business. 	<p>Motion: Mimi 2nd: Emilie Action: 5 in favor – 0 opposed – 0 abstentions</p>

	<p>Brief discussion regarding the comparison of what SBDC offers and what this new certificate would offer. SBDC works with those who are ready to start their business right now. Those who will take this certificate are looking for an academic path. Once students graduate from our program, hopefully they will move on to SBDC and take advantage of what SBDC has to offer. The certificate provides mutual benefit for SBDC by feeding into SBDC.</p> <p>It is planned that the current Management AAS will be inactivated once the Entrepreneurial certificate and degree are ready for offer. Students interested in Business Administration would be directed to the ASOT-BUS transfer degree.</p> <p>The first term of the Entrepreneurship certificate is the same as the accounting degree. Hopefully this will provide opportunity for a cohort. This may also include the sharing of outside projects with a new cohort each year.</p> <p>The potential for internships and job shadowing would help with spreading knowledge of the college, its business programming, and the employability of its graduates, improving the image of the college.</p> <p style="text-align: center;">Motion: approve as written</p>	
Entrepreneurship (Related Instruction)	The Related Instruction is provided through standalone courses rather than embedded instruction.	
Entrepreneurship/Small Business Management (New AAS Degree)	Motion: approve as written	<p>Motion: PK 2nd: Mimi Action: 5 in favor – 0 opposed – 0 abstentions</p>

<p>Discussion Items:</p>		
<p>CC submission review – proposal for restructure</p>	<p>Katy presented a proposal to restructure the Curriculum Committee submission review process in hopes of making it more efficient, effective and ease workload.</p> <p>Ideas:</p> <ul style="list-style-type: none"> • Divide up the submission <ul style="list-style-type: none"> ○ All CC members participate in review of course outcomes and how they relate to the institutional outcomes. ○ Review of content done by those members with the specific specialty area of the content. Discussion regarding number of members needed to review the content. At least two members should review content. ○ Transferability would be reviewed by an appointed individual. • The goal is to streamline the process. <ul style="list-style-type: none"> ○ This may make for a more dynamic, robust discussion. • Attendance <ul style="list-style-type: none"> ○ Continuity of attendance. It may be an excuse for lack of participation and intentional review of submissions. ○ Need to make sure the specialist would be in attendance. ○ Could result in some representatives having the bulk of the work as their area has more submissions (CTE for example) <p>(Stephen phoned in 3:53pm)</p> <ul style="list-style-type: none"> • Agenda scheduling <ul style="list-style-type: none"> ○ Suggestion that the committee could preview agenda in one meeting and divvy up the review assignments for the next 	

	<p>meeting's submissions. Submitter not needing to attend this preview session.</p> <ul style="list-style-type: none"> ○ Reality is we do not know what will be included on the agenda until a week before. Needing to preview a submission would result in submissions needing to be either submitted earlier or review being delayed. ● Timing and its importance for moving the submission through the entire process. <p>As similar to the sun-setting process, it may be beneficial to bring new courses to the committee a bit earlier in the process, not so much for a course revision. At the same time, the Curriculum Office is being encouraged to ensure that the curriculum approval process is efficient and timely. There is a need to avoid making the process overly onerous and time consuming.</p> <p>➤ Action Item: Katy will work on providing the committee with a specific plan for streamlining the submission process.</p>	
<ul style="list-style-type: none"> ● Prioritizing future discussion items 	<p>Susan provided a brief introduction/description of each of the proposed discussion items</p> <ol style="list-style-type: none"> 1. Charter review: potential revision of membership language 2. Guidelines for adoption and suspension of programs: incorporation of state standards in our approval process; need for determining the answers the committee would be looking for, not just the questions; using Gainful Employment requirements in our determination of program need; inclusion of a cost analysis. 	

	<p>Lori reminded the CC that the skills center monies are on a fast timeline for programming and building. There are many with opinions and these guidelines need to be completed. It is becoming urgent. Susan and Stephen will complete a starting document, which will include suspending programs, and bring it to the committee. We are marrying it up with what the High Schools are gearing up for.</p> <ol style="list-style-type: none"> 3. General design of Capstones: Determine if there is the potential for an institutional approach. 4. Course Content robustness: a continuation of some of the discussion that began last week when the committee was reviewing several new courses. 5. Gen Ed: ensuring that our Gen Ed courses are fulfilling the AAOT requirements as is expected by the universities who are accepting these courses in transfer. Conversations taking place around the revision of the Gen Ed standard pre-requisites 6. Transfer modules: new curriculum modules coming out of the state's work on transfer. The committee should be up to date on these new models. 7. Submitters making their own motions: <ul style="list-style-type: none"> ➤ Action Item: Susan and Stephen will create a starting document of the guidelines, including suspending programs, for the CC to complete. 	
Adjourn: 5:00pm	PK moves. Emilie 2nds	
Next Meeting: November 1, 2018 3:30pm – 5:00pm Location: TDC Room 3.218 (SS Conference Room) and HRC Room 1.209 (Conference Room)		

COLUMBIA GORGE COMMUNITY COLLEGE CURRICULUM COMMITTEE

The Curriculum Committee shall have the primary responsibility to review the appropriateness and integrity of courses, program offerings, certificates and degrees. The Committee will make recommendations regarding new courses, changes, and deletions to courses, programs, certificates and degrees. The Committee will analyze congruence between content and credits, rigor, and overall effect of courses, programs, certificates and degrees. Recommendations of the Committee will be submitted to the Chief Academic Officer.

Article I. Membership and Meetings

Section 1.01 Members

A. Voting Members

1. One faculty member from each academic department.
Faculty representation must include:
 - a) adjunct faculty
 - b) full-time faculty
 - c) department chairs
2. A Library representative
3. An Instructional Director

B. Non-Voting Members

1. Curriculum Office representative
2. Student Services representative

Section 1.02 Eligibility and Elections

A. Committee Members

1. Department Chairs are responsible for recruiting committee members, who are then elected by their department in the spring.
2. Each spring the Instructional Council will review the upcoming Committee composition to ensure department chair representation.
3. Committee members are elected for two-year terms that commence with the first meeting of the fall term.
4. A Committee member may be re-elected for additional two-year terms.
5. If practical, terms shall be staggered so at least one-half of the Committee members are chosen yearly.

B. Officers

1. The officers of the Committee are a Chair and Vice-Chair.
2. Officers serve for a two year term, the first year as Vice-Chair and the second year as Chair.
3. The election of the Vice-Chair occurs at the first meeting of the fall term by secret ballot.
4. The Vice-Chair becomes the Chair starting with the first meeting of the fall term.
5. In the absence of the Chair, the Vice-Chair assumes responsibility for conducting meetings.

Section 1.03 Meetings

- A. The Committee shall meet ten times per year and additionally as needed (September through June).
- B. A quorum for taking action shall be 50%+1 of seated voting members.
- C. Motions are passed by a simple majority of the members present.
- D. The Curriculum Office is responsible for developing the agenda, determining meeting times and locations, and seeing that all materials are prepared and distributed prior to the meetings.
- E. All Committee meetings will be open to the college community and be governed by Robert's Rules of Order, Newly Revised.
- F. Each spring, the Committee will review and possibly revise the Committee's charter and procedures.