

Curriculum Committee Minutes

October 8, 2020

3:30 pm – 5:00 pm

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 Sci)

Courtney Cunningham (ESOL)

P.K. Hoffman (Arts & Hum)

Steve Holman (Inst Dean)

Ashley Mickels (CTE)

Emilie Miller (Science)

Pam Morse (MTH)

Mimi Pentz (Nurs/Hlth Occ)

Non-Voting Committee Members

Susan Lewis (Curriculum)

Jarett Gilbert (VP Instructional Services)

Mary Martin (Student Services)

Support Staff

Gail Gilliland

Guests

Todd Meislahn

ABSENT

Voting Committee Members

Non-Voting Committee Members

Item	Discussion	Action
Call to Order	Meeting called to order by Chair Kristen Booth at 3:30 pm	
Business		
Welcome new members – Courtney Cunningham ESOL representative	The Curriculum Committee welcomes new member Courtney Cunningham, representative of the ESOL department. Brief introductions follow.	
Approve September 24 th minutes	Ashley would like the action item in the “Review of committee member responsibilities: Review of potentially confusing submission areas” changed from “text and materials” to “text and materials and content”	Motion: Ashley 2 nd : P.K.

	<p>3:35 Emilie arrives</p> <p>Motion: Approve September 24, 2020 minutes with amendment Amendment: change action item from ..."text and materials" to "text and materials and content"</p>	<p>Action: 7 in favor – 0 Opposed – 1 abstentions</p>
Old Business	<p>The Curriculum Committee would like the agenda to include "Old Business". This would provide a section in the agenda to follow-up on action items found in the minutes from the previous meeting.</p> <p>Follow-up from 09.24.20 action items:</p> <ul style="list-style-type: none"> • Gail sent Curriculum Committee meeting invitation to Steve • Jarett received information from peers regarding the Degree/Certificate Suspension Guidelines. The information was not what was needed. • Katy is absent. The Curriculum Committee would like to hear a report back from Katy's action item: "Appropriateness of current Gen Ed standard prerequisites...". Katy was to take the discussion to her department. <p>Future agenda item. We will discuss Katy's report back at the next meeting. After reviewing future action items from the September 24 meeting, the Curriculum Committee discusses possible agenda items for upcoming meetings.</p> <ul style="list-style-type: none"> • Should courses be reviewed more often. This might be in program review • Aviation Maintenance will be submitting 15 courses and certificate and degree. Possibly some imbedded instruction and related instruction <p>Action Item: Susan will include "Old Business" in the Curriculum Committee agenda.</p>	
Submissions		
1. None		
Discussion Items:		
1. ASOT-BUS General Requirements	<p>Todd Meislahn and Susan present the ASOT-BUS general requirements. See agenda attachments</p> <p>See 2020-21 CGCC catalog ASOT Business Core Requirements</p> <p>Computer Applications: BA 131 – 4 credits or CAS 133 – 4 credits or</p>	<p>Motion: Kristen 2nd: P.K. Action: 7 in favor – 0 Opposed – 0 abstentions</p>

	<p>CAS 170 3 credits or CAS 270 3 credits</p> <p>Extensive discussion ensues regarding 8 credit requirement. BA 131 and CAS 133 are similar in content, and each are 4 credit courses. However, CAS 170 and 270 are 3 credits each, making it difficult to reach the 8 credit requirement.</p> <p>Can we change the 8 credits? If we do, we have to check what OR state requires. A lot of these requirements came from PCC. We assumed they were State requirements, but they are not; they are PCCs requirements.</p> <p>BA 131- Todd confirms that BA 131 does meet or provide a level of proficiency that is asked for by the State. It touches on all Microsoft programs, except Access. There is also information about computer history, hardware, software.</p> <p>CAS 170 and 270 teach Excel.</p> <p>Need to change BA 131 OR CAS 133; not both.</p> <p>BA 131 is good as it also addresses ethical decisions. Ethics are important. The government now requires when financial statements are issued the owners can be criminally charged. This has had an impact on fraud. Ethics need to permeate what is being taught.</p> <p>Todd does not know why both courses are listed in this degree. Todd would recommend BA 131 as it applies to business.</p> <p>The Curriculum Committee requests information about student enrollment numbers. BA 131 is taken by many. CAS 133 is heavily attended.</p> <p>Susan clarifies that the choice of BA 131 or CAS 133 provides more flexibility to the student moving from CAS to Business.</p> <p>The Core Requirements could be written as BA 131 OR CAS 133; and one of these others CAS 170 and CAS 270 (and list other course options). There is a digital presentation CAS 109 for 1 credit, or a 4 credit Database class CAS 140. This would be a great solution, per Todd. CAS 133 does not cover Access very much. CAS 140 does cover Access.</p> <p>The State does not require 8 credits. That is a CGCC requirement. It would be good to check with the Business consortium to make sure we are not missing anything.</p> <p>The option of revising CAS 170 and CAS 270 to a 4 credit class could be problematic. Impacts many degrees and certificates, adding credit. And, does the course need the additional credit.</p>	
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	<p>The Curriculum Committee would like to have the Business department convene with the CAS instructors to have a broader idea of what would be best for the Business department. Todd is in agreement with this.</p> <p>Susan would like to see both CAS 133 and BA 131 kept, as they are both advantageous for the students.</p> <p>Suggested that the credit requirement could be changed to 7 rather than 8 credits. The Curriculum Committee is in agreement with this.</p> <p>Motion: to have the business department and CAS department come up with their suggestion and bring it back to Curriculum Committee</p> <p>Action Item : Todd will convene a meeting between the Business department and CAS instructors to get a broader idea of what would be most advantageous for the ASOT-Bus Core Requirements for Computer Application requirements</p>	
<p>Degree/certificate Suspension Guidelines – determining when and for what reasons a program may be suspended.</p> <ul style="list-style-type: none"> • Enrollment trends • Cost/Benefit Analysis: expense vs intake, and program financial sustainability • Labor market realities (local, regional, national) 	<p>Susan reminds the Curriculum Committee that we have a process for suspension. We are looking for and needing to develop that place in the process that it says “department decides when program is to be suspended.”</p> <p>Jarett’s colleagues suggest a regular process to review the program every three years. Base any decision on enrollment and program numbers.</p> <p>Steve suggests program prioritization that is built into the Program Review. This is a three tiered process. Steven has a written process that he will be glad to share. Susan asks Steve to bring his information to share with the Curriculum Committee.</p> <p>Extensive discussion continues, including questions around:</p> <ul style="list-style-type: none"> • How many years does the program have to build enrollment? (It is noted that the college needs to invest to increase enrollment.) • Potential cost/benefit analysis • Changes in labor market needs <p>We need to know the tipping point for when to let a program go. Possibly we can work backward from the guidelines for building a new program.</p> <p>Steve provides the example of Computer Science at his previous college. When all issues were looked at they decided CIS was a better route and worked CS into CIS.</p>	

	<p>Looking at other courses/paths. You can say things in different ways are built into these programs. Stackability. bridging to other programs.</p> <p>Ashley agrees that looking at the blending into other programs across the college would be a good path.</p> <p>Susan would like suggestions for how to proceed. Who should be involved in making these decisions.</p> <ul style="list-style-type: none"> • Kristen suggests a check list would be advantageous. A list of 3-5. Then taken to a vote <ul style="list-style-type: none"> ○ Enrollment, sustainable, workforce need, lack of faculty in the suspension area. <ul style="list-style-type: none"> ▪ We already have this list. ○ Courtney suggests creating more of a rubric, rather than a check list and then take that to a vote. <p>Questions regarding with what frequency we review courses and whether there is a list of courses not offered. Run/offer/enrollment data is available for review at any time. It would also be part of Program Review. Jarrett wants to know if we are actively reviewing these courses that are not being offered on a regular basis.</p> <p>There are two areas under discussion:</p> <ul style="list-style-type: none"> • class/course inactivation's • and program suspension. <p>Lori Ufford tasked the committee with developing suspension guidelines. That is why it keeps coming back. Suspension guidelines aren't necessarily a decision made by the Curriculum Committee on its own. The committee could formulate a recommendation that could be presented to the Instructional Council and to the President's Council for input and added framing.</p> <p>Those proposing a "rubric" are asked if they can bring a super rough draft of what they have in mind. There is a feeling that there isn't enough yet to go on to create such a rubric.</p> <p>Action Item: Steve will bring suspension information from his previous colleges to share with the Curriculum Committee</p>	
Meeting Adjourn: 5:02	Zip moves, P.K. 2nds	
Next Meeting: October 22, 2020		