

Curriculum Committee Minutes
 October 22, 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 Science)
 P.K. Hoffman (Arts & Hum)
 Steve Holman (Inst Dean)

Katy Jablonski (WR/FL/Eng)
 Ashley Mickels (CTE)
 Emilie Miller (Science)
 Pam Morse (MTH)

Non-Voting Committee Members

Susan Lewis (Curriculum)

Jarett Gilbert (VP Instructional Services)

Support Staff

Gail Gilliland

Guests

Kevin Cole
 Mary Kramer

ABSENT

Voting Committee Members

Courtney Cunningham (ESL)
 Mimi Pentz (Nurs/Hlth Occ)

Non-Voting Committee Members

Mary Martin (Student Services)

Item	Discussion	Action
Call to Order	Meeting called to order by Chair Kristen Booth at 3:30 am	
Business		
Approve October 8, 2020 minutes	October 8, 2020 minutes approved as written	Motion: Pam 2 nd : PK Action: 6 in favor – 0 Opposed – 0 abstentions
Old Business		
	Note: Jarett wanted to comment on the suspension guidelines discussion and his concern that the concept of a cost benefit analysis is not necessarily	

	within the purview of the Curriculum Committee. Rather, this discussion may be more suited to other leadership groups.	
Action Item Update		
<p>a. September 24 Action Items</p> <p>i. Susan will change the CCOG header under “Texts & Materials” and “Content” to read that “specified texts, videos, etc are suggested, not required.” (In process. Header will have to be added to each CCOG individually, or IT will need to update the Course Node. Will first add individual entry on courses that currently have text and materials sections and/or texts/materials mentioned in their content sections.)</p> <p>ii. Susan will add note to the CCOG development template indicating outline or bullet form is required for description of content under each outcome. (done)</p> <p>iii. Katy will take the writing discussion to her department. [regarding possible revision to standard prerequisites] (??)</p>	<p>1.a.i. Susan is working on this; however, it may take some time. There are two options: 1) manually enter the language in each of the CCOGs, close to 400; or 2) have IT update the Course Node so that it automatically is inserted in all existing and future CCOGs. Option 2 is the ideal but requires assistance from IT, and she is not certain how long that may take. She will see about making the manual entry into the new CCOGs for which this has particular relevance, and she will be working with IT to update the node.</p> <p>1.a.iii. Katy will meet with WR dept this week and discuss it this week. The action item is carried over.</p>	

<p>b. October 8 Action Items</p> <p>i. Susan will include “Old Business” in the Curriculum Committee agenda. (done)</p> <p>ii. Todd Meislan 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>iii. Steve will bring suspension information to share with the Curriculum Committee. (??)</p>	<p>1.b.ii Ashley reports back from meeting of BA and CAWT in which they discussed the ASOT requirement for 8 credits of computer applications. They are proposing that the requirement be changed to: CAS 133 or BA 131 and CAS 140. This will be discussed as part of discussion item #1 which has been postponed to a future meeting.</p> <p>Emily enters 3:40</p> <p>1.b.iii – Steve does not have the most recent draft from his former institution. We can talk about discussing in the future. Please send documents to Susan for addition onto a future agenda. Action item carried over.</p>	
<p>Submissions</p>		
<p>AMT 191 Aviation Maintenance: General 101 (New CTE Course) with Related Instruction</p>	<p>Mary Kramer presents the new Aviation Maintenance Technology (AMT) program. Original intent was to build a hanger on the grounds of the Dallesport Airport; however, the funding for this has been delayed to 2022. In the meantime, the college is leasing the former Crestline building at the Port of the Dalles. The AMT program was a community driven decision. There are FAA hour requirements built into the program, as well as community college requirements.</p> <p>Mary introduces Kevin Cole to provide answers to technical questions about the program. The AMT program will be starting summer, 2021 with related instruction courses and AMT specific courses will start in the fall.</p>	<p>Motion #1: Steve 2nd: Zip Action: 7 in favor – 0 Opposed – 0 abstentions</p> <p>Motion #2: Zip 2nd: Steve Action: 7 in favor – 0 Opposed – 0 abstentions</p>

	<p>PROCEDURAL QUESTION: Steve advises the committee about the correct order for motions and discussion. A motion, with second, is to be made prior to discussion in order to correctly follow Robert’s Rules of Order. The committee agrees to proceed in this manner.</p> <p>The math requirement is questioned, as it is listed as MTH 60 in the description and MTH 65 in the requisite section. MTH 65 is correct. Description will be amended.</p> <p>Where is the physics understanding coming from mentioned in Outcome #4? Mary informs the Curriculum Committee that it is built into the AMT courses.</p> <p>Kevin informs the CC about aviation theory. The center of gravity of an airplane is key to flying and math and physics are key. Understanding of lift, drag, thrust are key components of flying. The courses in this program will instruct students how to apply physics.</p> <p>Many of the courses are 6 credit courses. It is a very intense program. The FAA advised CGCC to do a 12-month program to make a distinction from Lane Community College program. CGCC is now a 15-18-month program. The program load is similar to the RET load when it began.</p> <p>Department Impact is briefly discussed. Examples of previous department impact are CAS and BA. A current example would be the impact of AMT on the Math department. Currently MTH 105 is not offered in the summer, it is only offered in the winter. Possibly if more students are interested in signing up for it, it could be offered at a different term.</p> <p style="text-align: center;">Motion #1: Approve as written</p> <p style="text-align: center;">Motion #2: Amend description prerequisites to say: Prerequisite: MTH 65 or equivalent placement test scores, placement into RD 90 and WR 90 or higher. Include Related Instruction in the approval of the course.</p>	
<p>AMT 192 Aviation Maintenance: General 102 (New CTE Course) with Related Instruction</p>	<p>Brief discussion regarding when the certificate and degree should be approved. The certificate and degree cannot be approved until there the courses to be included are approved.</p>	<p>Motion: Steve 2nd: Pam</p>

	<p>Related instruction is imbedded with AMT 192. Susan informs the committee that when a submission is brought through the Curriculum Committee the Related Instruction just requires a separate from for imbedded instruction. The committee is just saying we approve that the course is included. Susan did this work for the course and Mary and Kevin counted the MTH being taught within the course.</p> <p style="text-align: center;">Motion: Approve as written with RI</p>	<p>Action: 7 in favor – 0 Opposed – 0 abstentions</p>
<p>AMT 193 Aviation Maintenance: General 103 (New CTE Course) with Related Instruction</p>	<p>Pam moves to discuss AMT 193 and all docs included. Steve 2nds. Kristen opens AMT 193 to discussion.</p> <p>Brief discussion regarding Related Instruction hours. Susan clarifies that Related Instruction is just a portion of the course.</p> <p>Concern was expressed regarding the accountability for whether Related Instruction is being done. The RI hours are bullets from the content section which is expected to be carried out by any instructor teaching the course. In addition, the content is linked to an outcome for which assessment strategies are provided. Accountability is the same for ensuring that any required instruction is taking place in a course.</p> <p style="text-align: center;">Motion: Approve as written with RI</p>	<p>Motion: Pam 2nd: Steve Action: 7 in favor – 0 Opposed – 0 abstentions</p>
<p>AMT 194 Aviation Maintenance: General 104 (New CTE Course)</p>	<p>Katy moves to open discussion and Pam 2nds. Kristen opens discussion of AMT 194.</p> <p>Mary informs the Curriculum Committee that this course needs to be split between two terms, hence the reason for the additional AMT 194A and AMT 194B. AMT 194 is being submitted in anticipation of any future need to offer the entirety of 194 in one term.</p> <p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Katy 2nd: Pam Action: 7 in favor – 0 Opposed – 0 abstentions</p>

<p>AMT 194A Aviation Maintenance: General 104A (New CTE Course)</p>	<p>Steve moves to open discussion and Pam 2nds. Kristen opens AMT 194 A to discussion.</p> <p>Mary informs the Curriculum Committee that this is the first part of the previous course AMT 194.</p> <p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Steve 2nd: Pam Action: 7 in favor – 0 Opposed – 0 abstentions</p>
<p>AMT 194B Aviation Maintenance: General 104B (New CTE Course)</p>	<p>Katy moves to open discussion, Steve 2nds. Kristen opens AMT 194B to discussion.</p> <p>Brief discussion ensues regarding prerequisites 194 and 194A. These course prerequisites are written this way in case AMT 194A and 194B are offered at the same time. This probably will never be used as the option is available to offer AMT 194 instead.</p> <p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Katy 2nd: Steve Action: 7 in favor – 0 Opposed – 0 abstentions</p>
<p>AMT 195 Aviation Maintenance: General 105 (New CTE Course)</p>	<p>Steve moves to open discussion, Zip 2nds. Kristen opens AMT 195 to discussion</p> <p>Brief discussion regarding AMT 194 as a prerequisite. Prereq section should match what is written in the description: AMT 194 or (AMT 194A and AMT 194B).</p> <p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Steve 2nd: Zip Action: 7 in favor – 0 Opposed – 0 abstentions</p>
<p>AMT 261 Aviation Maintenance: Airframe 1 (New CTE Course)</p>	<p>Steve moves to open discussion, Emilie 2nds. Kristen opens AMT 261 to discussion</p> <p>Brief discussion regarding the line under transferability that it is comparable to Lane Community College</p> <p style="text-align: center;">Motion: Approve as written</p>	<p>Motion: Steve 2nd: Emilie Action: 7 in favor – 0 Opposed – 0 abstentions</p>
<p>AMT 262 Aviation Maintenance: Airframe 2 (New CTE Course)</p>	<p>Katy moves to open discussion, Pam 2nds. Kristen opens AMT 262 to discussion.</p>	<p>Motion: Katy 2nd: Pam</p>

	Motion: Approve as written	Action: 7 in favor – 0 Opposed – 0 abstentions
AMT 263 Aviation Maintenance: Airframe 3 (New CTE Course) with Related Instruction	Zip moves to open discussion, Steve 2nds. Kristen opens AMT 263 to discussion. <p style="text-align: center;">Motion: Approve as written with RI</p>	Motion: Zip 2nd: Steve Action: 7 in favor – 0 Opposed – 0 abstentions
AMT 264 Aviation Maintenance: Airframe 4 (New CTE Course)	Steve moves to open discussion, Emilie 2nds. Kristen opens AMT 264 to discussion <p style="text-align: center;">Motion: Approve as written</p>	Motion: Steve 2nd: Emilie Action: 7 in favor – 0 Opposed – 0 abstentions
AMT 271 Aviation Maintenance: Powerplant 1 (New CTE Course)	Steve moves to approve discussion, Pam 2nds. Kristen opens AMT 271 to discussion Brief discussion regarding prerequisite AMT 195. <p style="text-align: center;">Motion: Approve as written</p>	Motion: Steve 2nd: Pam Action: 7 in favor – 0 Opposed – 0 abstentions
AMT 272 Aviation Maintenance: Powerplant 2 (New CTE Course)	Steve moves to approve discussion, Pam 2nds. Kristen opens AMT 272 to discussion <p style="text-align: center;">Motion: Approve as written</p>	Motion: Steve 2nd: Pam Action: 7 in favor – 0 Opposed – 0 abstentions
AMT 273 Aviation Maintenance: Powerplant 3 (New CTE Course)	Steve moves to approve, Pam 2nds. Kristen opens AMT 273 to discussion. Brief discussion ensued regarding elective transferability. AMT 273 would transfer to university as a CTE elective <p style="text-align: center;">Motion: Approve as written</p>	Motion: Steve 2nd: Pam Action: 7 in favor – 0 Opposed – 0 abstentions
AMT 274 Aviation Maintenance: Powerplant 4 (New CTE Course)	Katy moves to approve, Pam 2nds. Kristen opens AMT 274 discussion. <p style="text-align: center;">Motion: Approve as written</p>	Motion: Katy 2nd: Pam

		Action: 7 in favor – 0 Opposed – 0 abstentions
AMT 281 Aviation Maintenance: Airframe Return to Service (New CTE Course)	Pam moves to approve, Emilie 2nds. Kristen opens the discussion. Motion: Approve as written	Motion: Pam 2nd: Emilie Action: 7 in favor – 0 Opposed – 0 abstentions
AMT 282 Aviation Maintenance: Powerplant Return to Service (New CTE Course)	Steve moves to approve, Zip 2nds. Kristen opens AMT 282 discussion. Brief discussion ensues why so many courses do not transfer. AMT 282 is more of a work experience course. Motion: Approve as written	Motion: Steve 2nd: Zip Action: 7 in favor – 0 Opposed – 0 abstentions
Aviation Maintenance Technology AAS (New Degree)	Steve makes a motion to approve the degree and all the courses that have been approved beforehand. Zip 2nds Motion: Approve as written Brief discussion ensues regarding graduation rates at Lane and PCC. Mary informs the Curriculum Committee that Lane has 80% graduation rate and Lane attributes the success rate to the cohort. 25 student maximum in the cohort. CGCC will probably start at 12-15 students. Kevin Cole informs the Curriculum Committee that the FAA has a stipulation that one instructor can only have 25 students. This program could grow. Students do not need to start as a cohort. Noted that the inclusion of MTH 98 as a program prerequisites option is incorrect. AMT 191 requires MTH 65 or equivalent placement test scores. The reference to MTH 98 should be removed from program requisites. MTH 98 is only offered in fall, so if this is something that is needed, Math department chair, Pam Morse, will need to know the AMT math needs. Zip Krummel, Social Science department chair will need to know the AMT needs	Motion: Steve 2nd: Zip Action: 7 in favor – 0 Opposed – 0 abstentions Amendment: Steve 2 nd : Ashley Action: 7 in favor – 0 opposed – 0 abstentions

	<p>for PSY 101 as well. Mary Kramer will follow up with Pam and Zip. Math does not have the staff to fill this summer. Mary appreciates the notification.</p> <p>The AAS is the same as the certificate, except for the 8 credits of Gen Ed in fall, 2nd year. The additional 8 credits of required General Education required for an AAS is provided by MTH 105 and PSY 101.</p> <p>Advertising takes place after all the State and NWCCU approvals. Approvals should be in late spring.</p> <p>How will teaching take place in light of the pandemic. This program has been developed to be a F2F program. We will deal with Covid next fall.</p> <p style="text-align: center;">Amendment to the Motion</p> <p style="text-align: center;">Amendment: to approve the degree and previous courses with the “or MTH 98” option removed from the program prerequisites.</p> <p>In the future Steve would like the certificate included with the degree. Susan would like the certificate and degree voted on separately.</p>	
<p>Aviation Maintenance Technology (New Certificate) with Related Instruction Template</p>	<p>Zip moves with the removal of Math 98 from the prerequisite of the certificate. Katy 2nds</p> <p>Extensive discussion about voting on the Related Instruction Template. It is included in the approval of the certificate, similar to how the RI submissions are included as part of the course. The template asks if the Related Instruction has been approved for all courses in the certificate that include embedded RI. That approval happened when the course was approved, so no additional vote of approval is needed here.</p> <p style="text-align: center;">Motion: Approve as amended</p> <p style="text-align: center;">Amendment: to approve the degree and previous courses with the “or MTH 98” option removed from the program prerequisites.</p>	<p>Motion: Zip 2nd: Katy Action: 7 in favor – 0 Opposed – 0 abstentions</p>
<p>Discussion Items:</p>		

Tentative item (dependent on progress toward Action Item ii for October 8): ASOT-BUS General Requirements 3, 4, 5 (4:45 – 4:55 pm) (Postponed)	Postponed	
Addition of MTH 110 Technical Math as a Computation standalone option for Related Instruction 6	<p>Suggested that technical math course, may be more appropriate choice to fulfill RI in the AMT certificate. Mary K. would not be surprised if we move in that direction, but would like to leave the program as is and then later check out Math 110 as an option for the students.</p> <p>Pam has no objections. MTH 110 meets the MTH computation definition.</p> <p>Motion: include MTH 110 Technical Math as a Computation standalone option for Related Instruction</p>	<p>Motion: Zip 2nd: Steve Action: 7 in favor – 0 Opposed – 0 abstentions</p>
Meeting Adjourn: 5:00	Zip Moves, Katy 2nd	
Next Meeting: November 5, 2020		