

**Curriculum Committee Minutes
March 18, 2021, 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)

Ashely Mickels (CTE)
Emilie Miller (Science)
Pam Morse (MTH)

Non-Voting Committee Members

Susan Lewis (Curriculum)

Mary Martin (Student Services)

Supporting Staff

Sara Wade (Curriculum)

Guest

Daniel Changar, Mike Davis, Karren Stafford, Todd Meislahn, Mary Kramer

ABSENT

Voting Committee Members

Katy Jablonski (ESL) (on leave of Absence)
Courtney Cunningham (ESL)
Mimi Pentz (Nurs/Hlth)

Non-Voting Committee Members

Jarett Gilbert (VP Instructional Services)

Item	Discussion	Action
Call to Order: 3:33pm	Meeting was called to order by Chair Kristen Booth at 3:33pm	
Approval of March 4, 2021 Minutes	Amendments to the March 4, 2021 in Old Business: Restart discussion of BA/CAS in the second bullet add that Linda Hughitt was part of the discussion instead of Andrea. Add Linda Hughitt in the 4th bullet as well. Motion: approve with amendment to add Linda Hughitt to the February 11 restart discussion bullets.	Motioned: Pam 2nds: Zip 6 in favor – 0 opposed – 0 abstains

Old Business:		
<p>1. February 11, 2021 Request: Restart discussion regarding revision of BA/CAS course requirements and electives for the ASOT-BUS. (pending – contacting Todd Meislahn and Andrea Ware to determine readiness for discussion)</p>	<p>Todd and Ashley explained and discussed ASOT-BUS requirements listed for Computer Applications. Current issues include:</p> <ul style="list-style-type: none"> • Overall number of credits don't add up using the courses currently listed as options • Question on whether or not BA 131 and CAS 133 are sufficiently alike to have them listed as "or" • Coverage of the 4 areas required by the state: word processing, spreadsheet, database, presentation software (demonstrated by successful completion of applicable course) • Can the survey courses adequately cover these four required areas? <p>CGCC currently has individual courses that address the four requirement areas: CAS 109, CAS 216 or 217, CAS 140, and CAS 170 or 270. However, Todd pointed out that we currently don't have an instructor for CAS 140 Databases. Ashley said we could look for an instructor.</p> <p>Discussion on whether or not BA 131 or CAS 133 could provide sufficient coverage of the four required areas on their own. Both are 4 credit courses, but neither currently addresses all four requirements. BA 131 does not address databases; however, it was noted that the course description says that it does. CAS 133 appears to have limited coverage of databases. Todd and Ashley believe that it would be easier to have a single course that covers all four areas.</p> <p>Regarding overall number of credits. The state guidelines do not stipulate the number of credits, only that the four areas be adequately covered and that student proficiency is demonstrated by successful completion of applicable courses. Therefore, the 8 credit</p>	

	<p>requirement listed in the CGCC catalog is a CGCC decision and not a state requirement. It may be changed; however, Susan was not in favor of a variable total. Variable totals are difficult to audit.</p> <p>Other issue impacting the ASOT-BUS is the new statewide Major Transfer Map (MTM) for Business that is still in the works. There is currently lack of agreement on its makeup and this may impact how we view the ASOT-BUS or indeed the future of the ASOT-BUS.</p> <p>Kristen suggested that Todd and Ashley come back to the April 8th meeting with more information and a proposal for how to proceed.</p>	
New Business:		
Submissions		
CAS 170 Beginning Spreadsheets using Excel (Course Revisions: des, out, cont, text/mat)	<p>Kristen introduced Daniel Changar. Daniel explained that this submission of change is to better align this course with the Oregon Transfer Map, adding a few small changes including in the outcomes the additional skills currently being taught in the course.</p> <p>Kristen asked Daniel about Outcome #3, what it means to be “using”. Daniel explains, “Using” is the description of students accomplishing skills and tools within the excel program.</p> <p>Zip asks if “functions” can be added to make clearer in the content section outcome #3, first bullet.</p> <p>Motion: approve with amendment to the course content section outcome #3, first bullet “... if functions & average functions.”</p>	<p>Motion: Pam 2nds: Zip 6 in favor – 0 opposed – 0 abstains</p>

<p>BLM 100 Professional UAS Pilot Training – Basic (New Non-Credit Course)</p>	<p>Kristen introduced Mike Davis. Mike explained that the Department of Interior approached him about creating a customized training program for BLM employees in drone pilot training. This would be a standardized program for drone pilot training that could be taken online with a short in-person lab by BLM employees across the US. This is a test course.</p> <p>Zip asks Mike who and why someone would take this as a non-credit course. Mike explains this is just the first step, it is an easy way for the BLM to test the program before accreditation or building multiple courses that may be added to the NCTC certificate. The course is designed for individuals that are already employed and interested in upgrading their skills. It is not meant as an open entry course that will be listed in the schedule.</p> <p>Mike explains the difference between the already offered class UAS 101 and BLM 100. There are two major additions in BLM 100: stress management and flight simulations training.</p> <p>Susan explained that while the NCTC is noncredit, it is a transcribed certificate, which is not the case for other noncredit courses.</p> <p>Susan requested changing the course prefix and number to be consistent with other NCT course numbering.</p> <p>Motion: approve with amendment to change prefix and course number from BLM 100 to NCT 32.</p>	<p>Motion: Zip 2nds: Pam 6 in favor – 0 opposed – 0 abstains</p>
<p>Professional UAS Pilot Training – Basic (New NCTC)</p>	<p>Emilie motion to open discussion, Pam 2nds. Professional UAS Pilot Training moves into discussion.</p> <p>Ashley proposed to change the course number in section #3 from BLM 100 to NCT 32.</p>	<p>Motion: Emilie 2nds: Pam 6 in favor – 0 opposed – 0 abstains</p>

	<p><i>**Mike wanted to thank Susan & Zip for their work on this and to the committee for approving this great opportunity for the college.</i></p> <p>Motion: approve with amendment to change course prefix and number to NCT 32 in section #3.</p>	
ECE 200 Professionalism & Advocacy (Course Revision: des, out, cont, text/mat)	<p>Ashley explains that they are updating the description, outcomes and content area, with Karen Stafford taking lead in order to bring the course up to the NAEYC standards.</p> <p>Clarification under Outcome # 6 in Content Section regarding Self and Individual Advocacy. Individual Advocacy can be for a different individual, a child or family unit, and is to support not just the child but to support the family as well.</p> <p>Motion: approve as written.</p>	<p>Motion: Zip 2nds: P.K. 6 in favor- 0 opposed – 0 abstains</p>
Early Childhood Education Fundamentals (Modified Certificate Revision: crse titles)	<p>Ashley explains that the title of ECE 122 was changed last meeting and the new title needed to be reflected in the ECE Fundamentals certificate. No other change to the certificate, so it fell within the use of the new Modified Certificate Revision form.</p> <p>Motion: approve as written.</p>	<p>Motion: Emilie 2nds: Pam 6 in favor – 0 opposed – 0 abstains</p>
Committee Action:		
<p>1. Meeting Procedures</p> <ul style="list-style-type: none"> • Curriculum Committee Charter • Roberts Rules of Order Quick Reference 	<p>Kristen wanted to bring attention to and discuss the use of Roberts Rules of Order in Curriculum Committee meetings. Kristen voiced her concerns about Roberts Rules; she states it can be confusing and may not be needed in the Curriculum Meetings as the committee runs efficiently without them. Zip mentions that it makes</p>	

	<p>the meetings more formal but likes the efficiency it brings to it.</p> <p>A discussion of how Curriculum Meetings run and how possibly they could be changed. And the strengths and weaknesses of the Robert's Rules in the Curriculum Committee Meetings.</p> <p>It was mentioned that other committees have come up with a modified version of Roberts Rules and that could be a new option.</p> <p>Three different options came up to possibly choose from:</p> <ul style="list-style-type: none"> • Robert's Rules • Modified Robert's Rules (always ask for motions, always ask of 2nds, always ask for a discussion, & always ask for a vote) • The previous way of CC Meetings <p>Steve stated that Robert's Rules should be established as per the Curriculum Committee Charter, he was just following what was stated in the Curriculum Committee Charter. If the committee decides to do a modified Robert's Rules or follow a different procedure, it should be stated in the charter.</p> <p>Motion #1: Change the charter and expunge Robert's Rules and go back to the previous way of conducting CC meetings, i.e. discussion, making a motion, and voting, and when there is an amendment to make sure it is written down correctly.</p> <p>Motion #2: to table discussion until April 8th Meeting.</p>	<p>#1 Motion: Motion: Kristen 2nds: P.K.</p> <p>#2 Motion: Motion: P.K. 2nds: Ashley 4 in favor -0 opposed -2 abstained *2 abstained- Steve has a conflict of interest, Steven wants it stated in minutes that he can't vote on a motion that doesn't follow Robert's</p>
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	<p>Kristen makes a motion to dismiss the Motion #1. Ashley 2nds.</p> <p style="text-align: center;">Motion #3: to dismiss Motion #1</p> <p style="text-align: center;">Motion #4: to table Robert's Rules and Curriculum Committee Charter amendment decision to April 8th meeting.</p> <p>**Everybody think about ideas and solutions to bring to the April 8th meeting.</p>	<p>Rules, i.e. voting on a motion when another motion is still pending (in this case Motion #1 had not been voted on yet).</p> <p>#3 Motion: Motion: Kristen 2nds: Ashley 5 in favor -0 opposed -0 abstain</p> <p># 4 Motion: Motion: Kristen 2nds: Ashley 5 in favor -0 opposed -0 abstain</p>
<p>Meeting Adjourned: 4:50pm</p>	<p>Zip motioned to end meeting, P.K. 2nds. All in favor, meeting adjourns at 4:50pm</p>	
<p>Next Meeting: April 8, 2021</p>		