Curriculum Committee Minutes
September 22, 2022 10:00 am to Noon
Location: TDC 1.162 (Board Room)- Curriculum Committee Orientation
Zoom Link: https://cgcc.zoom.us/j/9374767434

PRESENT:

Voting Committee Members
Chair- Pam Morse (Math)
Vice Chair- Mimi Pentz (Nurs/Hlth)
Kristen Booth (Pre-College)
Andrea LoManaco (Buiness)
Emilie Miller (Science)

Stephen Shwiff (Social Science)
Robert Wells-Clark (Ind/Trade)
Jenn Kamrar (Art,Cult,Comm)
Rebecca Schwartz (Inst Dean)

Non-Voting Committee Members
Susan Lewis (Curriculum)
Jarett Gilbert (VP Instructional Services)

Mary Martin (Student Services)

Supporting Staff
Sara Wade (Curriculum)

Guests

ABSENT

Voting Committee Members

Non-Voting Committee Members

Item	Discussion	Action
Call to Order: 10:00am	Meeting called to order at 10:08am by Chair Pam Morse.	
Old Business:		
1. **ECE Elementary Educator Pathway relationship – shifting ECE from CTE to LDC (left at Retreat that Rebecca would conduct research on what other colleges classify ECE under)**	Pending	
New Business:		
1. Welcome	Pam welcomed the new members, along with the returning members. Everyone in the committee introduced themselves.	

#	Item	Discussion	Motion
		Discussion about if or if not the CC Chair could vote besides. *(Moved up from a later discussion in the meeting)* **Motion: the chair will vote during the general voting, and in a case of a tie, the chair will have 2 votes to break said tie.**	Motion: Mimi 2nded: Emilie 8 in favor – 0 opposed – 0 abstained
2.	Election of Vice Chair	Pam & Susan explained the way the vice chair works to the new members. The vice chair is responsible for running the meeting and signing submissions when the chair cannot be present. The vice chair will become the new chair the next year. Stephen Shwiff nominated Mimi for Vice Chair. Mimi accepted. **Motion: approve Mimi as Vice Chair for 2022-2023**	Motion: Stephen 2nded: Robert 8 in favor - 0 opposed – 0 abstained
3.	CC Member Roles and Responsibilities • CC Charter – CC responsibility • CC Procedural Rules • CCOG Development with CC Notes	Pam reminds the committee of the responsibility of being on the committee -Susan dives deeper into the responsibilities of members of the Curriculum Committee. • If a member is going to be gone, email the chair (Pam), Susan and Sara. • Be respectful to all the committee members & guests • Don't be shy to ask questions • Know your department ➤ You don't have to be an advocate for a submission from your department, but if you can supply possible knowledge or support to help the committee members understand the submission. Susan explained the CC Procedural Rules • A question was asked if the submitter was not able to be present to answer questions that the committee might have, what is the procedure. ➤ Susan says most of the time she can answer a question that may arise but if it can't be answered by the department rep or Susan it can be tabled until the another meeting when the submitter can be there or an answer is brought to the committee.	

	➢ The committee can rewrite or reword certain things such as an outcome or description to make the submission clearer or to make more sense.
	**Reminder it is okay to say "NO" to a submission, if it doesn't seem right in any way.
	
	The process & schedule of meeting minutes were shared:
	• If the meeting is within 2 weeks, minutes will be approved at the next meeting
	• If the meeting is at 3 weeks or after, minutes will be approved via email **(ALL voting members have to respond w/a vote)**
	
	Process of Submissions were shared with the committee
	• Before meeting submissions signed by Department Chair & Dean
	• After the submission if it passes it is sent to the CC Chair and then the VPIS.
	
	Pop Quiz on CCOG development for members
	• 3 categories of Related instruction
	   ➢ Communication, Computation, Human Relations
	• Contact Hours and how many hours' students should be getting of instruction
	   ➢ At least 3 hours of instruction
	Reminder to double check the number of characters in the Title & Transcript Title to be below: 30 for transcript characters & 60 characters for the title -	

4. CCOG and Submission Form Revisions • Add Standard response for Outcomes Assessment Strategies (similar to Course Activities) – carry over from retreat • Intent of Library check-off on Submission Form – Changing LLC perspective – carryover from Retreat **	Susan shared the proposed new paragraph for a standard response for Outcomes Assessment Strategies that was researched and prepared by Kristen Booth and past CC member Katy Jablonski. Discussion on the proposed paragraph: *"The determination of assessment strategies is generally left to the discretion of the instructor. Here are some strategies that you might consider when designing your course: writings (journals, self-reflections, pre writing exercises, essays), quizzes, tests, midterm and final exams, group projects, presentations (in person, videos, etc), self-assessments, experimentations, lab reports, peer critiques, responses (to texts, podcasts, videos, films, etc) or student generated questions."*	Motion: Rebecca 2ned: Mimi 7 in favor – 0 opposed – 0 abstained

	• Agreement that this paragraph will be helpful in giving ideas to faculty for new assessment tools & ideas for their courses. • Pam explained an escape room/station work assessment model to the group & propose for a possible assessment tool • It was also shared that adding interviews & portfolios to the list of possible assessments strategies would be helpful. **Motion: Approve Outcomes Assessment Strategies paragraph with the additions of Escape Room, interviews, and portfolios.** ***Waiting for the information to be gathered from the Library, so the committee decided to table the "Intent of Library check-off on Submission Form – changing LLC perspective*

5. Contact Hour Definitions – carryover from Retreat
• What is Lecture, Lec/Lab, Lab
• What do the definitions of Contact Hours look like within the F2F, Zoom, and Online classrooms?
• Recourses
   I. Credit & Contact Hour & Instructional Equivalencies Guideline – Valdosta
   II. Credit/Contact Hour Policy – SUNY
   III. Quantifying Online Learning Contact Hours
   IV. Calculating contact hours in online and hybrid classes
	There was an explanation of contact hours, followed by a discussion of what contact hours may look like in each modality of instruction: Face-2-Face, Online, Hybrid & Hyflex.
	
	Discussion on the difference of the contact hours in f2f courses and online courses.
	• Confusion & discussion over the difference of each teaching styles and how instructors come up with the right amount of instruction hours.
	• An explanation of what an online classroom looks like to provide enough instruction hours for the students.
	• There was worry that this may not be clear to all faculty that the same amount of contact hours has to be taught for all forms of courses.
	
	**Committee tabled discussion to the next meeting due to the lack of time.

6. Outlook for 2022-2023 Curriculum Activity	***Tabled until October 6, 2022 meeting.***
Meeting Adjourned: 12:00pm	**Rebecca motioned to end the meeting Mimi seconded, all in favor. Meeting ended at 12:00pm**

Next Meeting: October 6, 2022