

Curriculum Committee Minutes
Friday, May 2, 2025
Location: HRC Classroom 310

PRESENT:

Voting Committee Members

Chair- Andrea LoMonaco (Business)
Pam Koop (Math)
Mimi Pentz (Nursing/Health)

Leigh Hancock (Art,Cult,Comm)
Anne Kelly (Sub-Inst Dean)
Vaccant (Science)

Kristen Booth (Pre-Coll/ESOL)
Robert Wells-Clark (Tech/Trade)
Stephen Shwiff (Social Science)

Non-Voting Members

Jarett Gilbert (VP Instructional Services)
Susan Lewis (Curriculum)

Cat Graham (Sub-Student Services)

Support Staff

Sara Wade (Instructional Services)

Guests

Zip Krummel

Absent

Voting Members:

Non-Voting Member

Item	Discussion	Action
Call to Order: 9:10am	Chair Andrea called the meeting to order at 9:10am.	
Approval of April 17, 2025 Minutes	Motion: approve as written.	Motion: Leigh 2nds: Stephen 7 in favor – 0 opposed – 0 abstains
Submissions:		
ED 293 Elementary Educator Practicum (Course Revision: des, req)	Motion: approve as written.	Motion: Andrea 2nds: Leigh 8 in favor – 0 opposed – 0 abstains

ED 294 Education Practicum Seminar (Certificate Revision: des, req)	Motion: approve as written.	Motion: Leigh 2nds: Mimi 8 in favor – 0 opposed – 0 abstains
Oregon Registry Step 7 (Licensure Articulation – CPL)	Motion: approve as written.	Motion: Mimi 2nds: Kristen 8 in favor – 0 opposed – 0 abstains
CDA Credential (Licensure Articulation – CPL) (Licensure Articulation – CPL)	Motion: approve as written.	Motion: Kristen 2nds: Mimi 8 in favor – 0 opposed – 0 abstains
New Business:		
1. 2025-26 Curriculum Schedule	<p>Susan explained the 2025-2026 Curriculum Committee meeting schedule. Because of the timeline of the catalog is being pushed to be done in mid May, the last curriculum submission meeting will be earlier. Discussion that the March 26th meeting is scheduled during Spring Break. It was proposed to move the date out a week.</p> <p>Motion #1: approve with the amendment to change the March 26th meeting to April 2nd.</p> <p>It was discussed to make it easier and more convenient for committee members was to keep Curriculum Committee meetings to be held via Zoom. The Curriculum Committee Orientation and retreat will be held in person, orientation being in The Dalles & the retreat being held in Hood River.</p> <p>Motion #2: approve to hold regular Curriculum Committee meetings via Zoom. Curriculum Committee orientation and retreat will be held in person rotating campuses. Members are asked to raise their hand to speak and requirement that cameras are on during the meeting.</p>	<p>Motion #1 Motion: Andrea 2nds: Pam 8 in favor-0 opposed-0 abstains</p> <p>Motion #2 Motion: Stephen 2nds: Leigh 8- in favor – 0 opposed – 0 abstains</p>
Discussion Items:		

1. 3-4 Credit Conversion Policy	<ul style="list-style-type: none"> Historically, Oregon community colleges transitioned many Gen Ed classes from 3 to 4 credits (15–20 years ago), but not all did. A "friendly agreement" was made across institutions to accept 3-credit versions for fulfilling requirements of 4-credit courses (Writing 121), but not to award the extra credit. <ul style="list-style-type: none"> Example: A 3-credit Writing 121 fulfills the requirement but only counts as 3 credits. The student must make up the missing credit elsewhere. Recent confusion arose within the Registrar's office, with concerns that some students may have been mistakenly awarded 4 credits. The group confirmed the current practice: <ul style="list-style-type: none"> Accept 3-credit versions to meet course requirements. Only award the number of credits actually earned The issue mostly stems from communication gaps in Student Services. It was agreed that clarification with those teams is needed. There was some discussion on whether to end the agreement, but consensus was to keep it to maintain consistency and good relationships with other colleges. 	
2. Substitution of Course Policy	<ul style="list-style-type: none"> Substitutions must be based on course content and learning outcomes, not just course prefixes or numbers. Registrar Cat Graham clarified: <ul style="list-style-type: none"> Transfer evaluations can be done directly if course descriptions match clearly. For substitutions or unclear equivalencies, the Registrar consults department chairs. Agreement from the committee to maintaining academic integrity and ensuring students meet intended learning outcomes before approving substitutions. 	
3. Split Science Courses – Lecture/Lab – Gen Ed Designations	<ul style="list-style-type: none"> Common Course Numbering (CCN) efforts have introduced inconsistencies in how science courses are structured across institutions, particularly biology and chemistry. 	

	<ul style="list-style-type: none"> ○ Biology Courses: Subcommittee opted to keep lecture and lab components integrated into a single course (4-credit class: 3 lecture + 1 lab). Individual institutions retain flexibility in how they assign credit splits. ○ Chemistry Courses: Subcommittee chose to separate lecture and lab into two distinct courses with separate numbers and outcomes. The total credit amount (5 credits) can be divided variably, which complicates credit transfer and equivalency. • This inconsistency makes transferring credits between schools confusing. • Other subjects (like art, communications, or even math) might face similar issues. • There's a push for standard credit splits to make transfers easier for students. • This doesn't affect us now, but it could soon—especially with lower-level chemistry. <p>Keep an eye out for future changes across different departments.</p>	
4. Corequisites for Math and Writing – prerequisite language for continuing students	<ul style="list-style-type: none"> • Writing 121Z corequisite has Q designation instead of a lab L, previously. • New students are placed using a multiple measures rubric into: <ul style="list-style-type: none"> ○ Writing 115 ○ Writing 115 + Writing 115Q (co-requisite) ○ Writing 121Z ○ Writing 121Z + Writing 121Q (co-requisite) • Concerns were raised about students bypassing co-requisites due to system limitations <ul style="list-style-type: none"> ○ Create clear prerequisite language based on final grades from previous courses. • Anthology currently can't manage both the corequisites and the prerequisites together. It blocks the student from enrolling until they have met the grade requirement • With a new possible SIS on the horizon this may be resolved with a system but currently a process needs to be outline for staff and students for clarity. 	

5. Bachelor of Applied Science in Education	<p>Jarett and Susan have been working within a consortium with five other community colleges to create a applied Baccalaureate in Education.</p> <p>A shared curriculum model is proposed:</p> <ul style="list-style-type: none"> • Core 3rd/4th-year education courses will be collaboratively taught with the colleges in the consortium. • Students may take shared online coursework taught by consortium faculty. • Practicums will occur locally through school district partnerships. • Local campus identity retains through transcript notation. <p>This has been anticipated to be at least a 2 year project. The goal is to start the program Fall 2027. Consortium members will apply separately for program approval and accreditation (via TSPC and NWCCU), but use a unified Statement of Need.</p>	
6. Form revisions: Course Revision; Opt-Out of Standard Prerequisites Request	<p>Update the Course Revision Form to also include fields for credits and contact hours. This would streamline the process and reduce duplication when both types of changes are needed.</p> <ul style="list-style-type: none"> • The existing Contact Hour/Credit Change Form will remain available for situations where only that change is needed • Susan will bring back the updated form to the CC orientation for committee review and approval. 	
7. Department Curriculum Committee Members Positions Elections	<p>Susan will reach out to the Department Chairs that have Curriculum Committee representation up for reelection.</p> <ul style="list-style-type: none"> • Possible in the future to have the reelections earlier in the year to help with class scheduling around the committee meetings • Question and discussion why there is no library representation. 	

Meeting Adjourned: 11:15 am

All in favor, Chair Andrea closed the meeting at 11:15 am

Have a great summer!!

