

Curriculum Committee Minutes
September 23, 2021, 2:00 pm - 4:00 pm
Location: Due to State Social Distancing requirements, this meeting is held via Zoom.

PRESENT:

Voting Committee Members Chair-
 Stephen Shwiff (Social Science) Vice
 Chair- Pam Morse (Math)
 P.K. Hoffman (Arts & Hum)
 Andrea Ware (CTE)
 Kristen Booth (Pre-College)

Mimi Pentz (Nurs/Hlth)
 Katy Jablonski (ESL)
 Emilie Miller (Science)
 Rebecca Schwitz (Inst Dean)

Non-Voting Committee Members

Susan Lewis (Curriculum)
 Jarett Gilbert (VP Instructional Services)
 Mary Martin (Student Services)

Supporting Staff

Sara Wade (Curriculum)

Guest

ABSENT

Voting Committee Members

Courtney Cunningham (ESL)

Non-Voting Committee Members

Item	Discussion	Action
Call to Order:	Meeting was called to order by Chair Kristen Booth at 2:10 pm.	
Approval of Minutes	None	

Old Business:		
1. Document Updates <ul style="list-style-type: none"> • Curriculum Committee Charter • OP 040.009.001 Curriculum Development and Approval • Curriculum Committee Procedural Rules 	<p>Susan shared the newly revised Curriculum Committee Charter, the committee's OP and Committee's Procedural Rules that the committee previously voted to remove Robert's Rules of Order from meetings.</p> <p>Susan wanted to review and show new Curriculum Committee members the "Rights and Responsibilities" of being a Curriculum Committee member.</p> <ul style="list-style-type: none"> • Be at Meetings • Read & Review Submissions and Documents prior to the scheduled meeting. • Listen Respectfully and with an open mind to other members and guests. • Communicate Respectfully and Constructively • Provide curriculum expertise with submissions from departments. • Vote on submission and action items 	
2. OSU approval of Bacc Core designations for ED 216 and ED 219	<p>Susan shared with the committee that Bacc Core designations for ED 216 and ED 219 were approved from OSU.</p>	
New Business:		
NO Submissions:		
Committee Action:		
1. Election of 2021-22 Chair and Vice Chair	<p>Pam was nominated by Rebecca for Vice Chair & Stephen was nominated by Pam to become Chair.</p> <p>Kristen motion for vote of Stephen Shwift as Chair and Pam Morse as Vice Chair. P.K. seconded. All in favor, Motion Passed.</p> <p>Stephen Shwift: 2021-22 Curriculum Committee Chair Pam Morse: 2021-22 Curriculum Committee Vice Chair</p>	<p>Motion: Kristen 2nds: P.K. 9 In-favor- 0 opposed- 0 Abstained</p>
2. In Person and/or Zoom Attendance	<p>Jarett starts conversation about being remote via Zoom and wants to allow in-person for those that want to participate in-person. And asked what the committee has done in the past.</p>	

	<p>Stephen explained that the committee use to meet in both Hood River Campus & The Dalles Campus with a Zoom link to connect them and for people that could not be there physically.</p> <p>Susan explains her reasoning behind remote meetings only for Fall term, and in hopes of going back to the normal meetings in Hood River & The Dalles in Winter & Spring terms.</p> <p>It was decided to schedule meeting places at both campuses for the people that want/feel comfortable to come to the meetings in-person.</p> <p>ACTION ITEM: Sara will schedule The Dalles Campus Building 1 Board Room & Hood River Campus Conference room.</p>	
<p>3. Reviewing Curriculum Submissions</p> <ul style="list-style-type: none"> • Course Submissions • Certificate/Degree Submissions 	<p>Members were reminded of items on the course and degree/certificate submission forms to keep an eye out for while reviewing them prior to the meeting. Items Curriculum Committee member to check in a Course Submission Form:</p> <ul style="list-style-type: none"> • Credits and Content Hours • The explanation of Lec/Lab to equal the right amount of credits. • ILOs Outcomes should not be described by assignments but by the content that is being taught in the courses. • Course Descriptions should be written by following the outlined guideline. • Student Learning Outcomes should be written for the student to understand of what knowledge they will have gained from the course. <p>*In a new certificate keep an eye out for the impact on another department when looking through the submission.</p>	

	<p>Talk about prerequisites & requisites, to check to ensure that a course has the right requisites for that course. Jarett asked if there was another way for the college to support students in a course other than requisites to be successful in a course. It was agreed that requisite(s) are not the only answer to help a students to enter into a course.</p> <p>Susan reviews the new certificate submission with the committee members and points out key places for committee members to double check while reviewing submissions.</p>	
4. Preview of Anticipated Submissions for 2021-22	<p>Susan shares with committee upcoming submissions that will be coming to the committee's table this year. These include:</p> <ul style="list-style-type: none"> • New 2nd year construction & manufacturing. • Prerequisites redesigns for Construction Courses • Possible Paramedic, later in the year • Changes to the Shakespeare course(s) 	
5. Providing college credit for internships and viability of independent study courses	<p>Jarett explains to the committee that the community has been asking about possible credit bearing internships for students to get hands on skills through work experience.</p> <p>Concerns on how to have credit courses without having them connected to a degree or certificate. Committee had a discussion on different ways to implement these into degrees/certificates and/or other means.</p> <p>ACTION ITEM: Jarett will come back to the committee with more information and examples from other institutions.</p>	
6. Initial discussion of WR 121 having a Gen Ed designation	<p>Due to lack of time it was agreed upon to bring the discussion on the WR 121 Gen Ed designation to a future meeting.</p>	

	FUTURE AGENDA ITEM: Rebecca would like to discuss the use of WR 121 as a prerequisite in so many courses.	
Meeting Adjourned: 4:02 pm	P.K. motioned to end the meeting, Pam 2nded, all in favor. The meeting ended at 4:02 pm.	Motioned: P.K. 2nds: Pam All in Favor
Next Meeting: October 7, 2021		