

Curriculum Committee Minutes
Thursday, October 9, 2025
Location: Zoom

PRESENT:

Voting Committee Members

Chair- Kristen Booth (Pre-College)
 Todd Meislahn (Business)
 Mimi Pentz (Nursing/Health)

Jessamyn Duckwall (Art,Cult,Comm)
 Anne Kelly (Sub-Inst Dean)
 Tyson Aldrich (Tech/Trade)

Stephen Shwiff (Social Science)
 Andrea Chrisman (Science)
 John Evans (Math)

Non-Voting Members

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

Cat Graham (Student Services)

Support Staff

Sara Wade (Instructional Services)

Guests

Absent

Voting Members:

Non-Voting Member

Item	Discussion	Action
Call to Order:	Vice Chair Todd Meislahn called the meeting to order at 3:34pm	
Approval of September 18, 2025 Minutes	Motion: approve as written.	Motion: Stephen 2nds: Tyson 7 in favor – 0 opposed – 0 abstains
Submissions:		
BA 226Z Introduction to Business Law (Course Revision: out, cont)	Todd explained that this correct the fifth outcome, as well as add a sixth outcome to BA226Z. Motion: approve as written.	Motion: Stephen 2nds: Mimi 8 in favor – 0 opposed – 0 abstains

New Business:		
Review of Curriculum Committee ARs and OPs	There is a change in how ARs and OPs on how they will be managed. The Equity Vetting Tool will be applied to these ARs and OPs as it was used in the review and updates of the Board Policies last year. Susan does not have the tool and with an upcoming training in the future. The committee agreed to move forward in reviewing each AR and OP that lives within the Curriculum Committee, reviewing the technical language and all things curriculum, with keeping in mind of making sure the AR/OPs were equitable and DEI review at a later date.	
AR 040.009.000 – Curriculum Development and Approval	The only change was adding the college’s strategic priorities. Motion: approve as written.	Motion: Stephen 2nds: Kristen 9 in favor – 0 opposed – 0 abstains
OP 040.009.001 – Curriculum Development and Approval	Motion: approve as written.	Motion: Kristen 2nds: Mimi 9 in favor – 0 opposed – 0 abstains
AR 040.016.000 – Requisite Requirement + Prerequisite Override Form	Updated to add “FA” grade and new strategic priorities. The grading AR will need to be updated to reflect the changes with the new FA grade. Susan will create an OP for what the student and the registrar will do for process to complete an override. Motion: approve as written.	Motion: Stephen 2nds: Todd 9 in favor – 0 opposed – 0 abstains
AR 040.017.000 – Transfer and General Degree Requirements	Updated to remove the AAOT- BUS Degree which has been suspended, and to add the new Strategic Priorities Motion: approve as written.	Motion: Mimi 2nds: Anne 9 in favor – 0 opposed – 0 abstains
AR 040.027.000 – Credit Guidelines	Added new strategic priorities. Motion: approve as written	Motion: Stephen 2nds: Kristen 9 in favor – 0 opposed – 0 abstains
AR 040.033.000 – Related Instruction	Updated to include new language, approved last year, changing gen ed and related instruction requirements for AAS degrees. Also added new Strategic Priorities. Motion: approve as written	Motion: Mimi 2nds: Kristen 9 in favor – 0 opposed – 0 abstains

OP 040.033.001 – Related Instruction	Updated to include new language, approved last year, changing gen ed and related instruction requirements for AAS degrees. Motion: approve as written	Motion: Mimi 2nds: Kristen 8 in favor – 0 opposed – 0 abstains
AR 040.035.000 – Occupational Supplementary Courses / Continuing Education Units	Added new strategic priorities. Motion: approve as written	Motion: Anne 2nds: jessaymn 9 in favor – 0 opposed – 0 abstains
OP 040.035.001 – Occupational Supplementary Courses / Continuing Education Units	Motion: approve as written.	Motion: Kristen 2nds: Mimi 9 in favor – 0 opposed – 0 abstains
AR 040.037.000 – Termination of a Program	Added new strategic priorities. Motion: approve as written	Motion: Kristen 2nds: Anne 9 in favor – 0 opposed – 0 abstains
OP 040.037.001 – Termination of a Program	Motion: approve as written	Motion: Anne 2nds: Mimi 9 in favor – 0 opposed – 0 abstains
Discussion Items:		
New Certificate & Degrees Submissions	Discussion and explanation of how new degrees and certificates are submitted to the state and the required inclusion of responses to the HECC standards. Suggesting that the state required documents be a part of the Curriculum Committee packet for approval, this will include the paperwork for the HECC, proposed budget, and the mapping of the course outcomes to program outcomes. It will provide more relevant documentation on the creation, purpose, and sustainability of the new award, and make the submission process smoother and more fluid. **Susan and Kristen will bring examples to a future meeting for further discussion and approval of this new process.	
CC Meeting Location	The committee has decided to go back to in-person meetings on The Dalles Campus with a Zoom link for those in Hood River or need to be remote.	
Meeting Adjourned: 4:30pm	All in favor, Chair Kristen closed the meeting at 4:32pm	Next Meeting: October 23, 2025