**Curriculum Committee Minutes- Orientation**
**Thursday, September 17, 2026; 10am – 12pm**
**Location:** TDC Boardroom 1.162& Zoom

**PRESENT:**

**Voting Committee Members**

Chair - Todd Meislahn (Busines)
Kristen Booth (Pre-College)
Mimi Pentz (Nursing/Health)
jessamyn duckwall (Art,Cult,Comm)
Anne Kelly (Inst Dean/Dir)
Tyson Aldrich (Tech/Trades)
Stephen Shwiff (Social Science)
Andrea Chrisman (Science)
John Evans (Math)

**Non-Voting Members**

Susan Lewis (Curriculum)

**Support Staff**

Sara Wade (Instructional Services)

**Guests**

**Absent**

**Voting Members:**

**Non-Voting Member**

Jarett Gilbert (VP Instructional Services), Cat Graham (Student Services)

| Item | Discussion | Action |
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| **Call to Order: 10:05am** | **Chair Todd Meislahn called the meeting to order at 10:05am.** | |
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| 1. Election of Vice Chair for AY 2026-27 | Explanation of the job of the Vice Chair as well as the Chair of the Curriculum Committee. Tyson Aldrich was nominated for Curriculum Committee Vice Chair.<br>**Motion: Elect Tyson Aldrich to be Curriculum Committee Vice Chair for Academic Year 2026-27.** | Motion: Andrea<br>2nds: John<br>8 in favor – 0 opposed – 0 abstains |
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| 1B. Committee Member Substitution | It was reminded that if a committee member has a scheduling conflict with teaching and their committee work, it is their and their department's responsibility to appoint a stand in until the original member can return. However, classes should be scheduled around their commitment to the Curriculum Committee. | |
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| 2. Review of Committee Procedural Rules | Committee quickly reviewed the Committee Procedural Rules, no changes proposed or questions. | |

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| 3. Review of Submission Requirements | Curriculum Committee Submission Deadlines<br>• The committee discussed establishing a firm cutoff for curriculum submissions near the end of the academic year.<br>• Department chairs will be reminded of the deadlines, with the committee also helping communicate expectations to faculty.<br>• Discussion on being more consistent about enforcing deadlines while allowing exceptions when necessary.<br>• There was discussion about setting an earlier deadline for CCN/MTM or other time-sensitive submissions so there is time to make corrections before the final meeting.<br><br>Curriculum Committee Members Role<br>• Committee members discussed being more involved with their departments as a resource for curriculum submissions. Members should help faculty understand the submission process and review submissions before they reach the Curriculum Committee.<br>• The goal is to provide support and catch issues early rather than having Susan make corrections after submission.<br>• Committee members should be a resource and knowledgeable contact for their departments, while still evaluating submissions objectively.<br>• According to CC Procedural Rules, CC Members are not to make motions or 2nd motions for submissions from their own departments, but they are expected to vote on those submissions.<br>• CC members will advise their departments about the addition of review by the department's Curriculum Committee member. A line will be added to the Department Review section.<br>**Motions:**<br>**1) Add CC rep review check off box to the Department Review section of the submission forms.**<br>**2) Time sensitive submissions, particularly those for CCN and MTMs, will be required to be submitted no later than the penultimate CC meeting in case there is need for them to return for a second review.** | Motion: Anne<br>2nds: jessamyn<br>8 in favor-1 opposed-0 abstains |
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| 4. Accreditation EIE Update | A reminder to the committee that CGCC is currently writing our seven (7) year Evaluation of Institutional Effectiveness accreditation report. The report submission will be followed by a visit by an | |

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| | NWCCU evaluation team April 21st thru April 23rd. The Curriculum Committee may be asked to have a meeting with the evaluators, to answer questions. The final visit schedule should be available and finalized by the end of January. | |
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| **Discussion Items:** | | |
| 1. Request for revision of course submission forms<br>• ACTION ITEM from the retreat: Every Curriculum Committee Member to get feedback from their departments on the submission forms and bring feedback regarding potential changes to the Fall Orientation meeting. | The committee discussed the request to review and revise the current curriculum submission forms. Members were asked to check with their departments for feedback on:<br>• Parts of the forms that are difficult or confusing to complete.<br>• Information that may no longer be necessary.<br>• Any other concerns with the curriculum submission process.<br>No specific changes were identified, additional department feedback will be gathered and brought back to the next CC meeting.<br>The committee also mentioned the benefit of having the department assigned Curriculum Committee members work closely with their departments and serve as a resource during the submission process. This might help with questions and support between the departments and the Curriculum Committee.<br>**ACTION ITEM CONTINUED** | |
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| 2. Requiring CCN Submissions to include a new Gen Ed Request submission | • The committee discussed whether CCN (Common Course Numbering) courses that already have a Gen Ed designation should be required to submit a new Gen Ed request when their course outcomes change.<br>• Currently, the procedural rules allow CCN courses to change their outcomes without submitting a new Gen Ed request.<br>• The committee discussed that when course outcomes change, the Gen Ed request should also be updated to ensure the course continues to meet Gen Ed requirements.<br>• The committee discussed the potential impact on students and noted that teach-out plans are used when course changes affect students already working through a sequence.<br>• The committee agreed that courses with Gen Ed designations should continue to qualify based on their updated outcomes and should submit a Gen Ed request when outcomes change. | |

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| | **Motion: All courses with Gen Ed designations submitting Course Revisions with revised outcomes, must also submit a new Gen Ed request reflecting the revised outcomes.** | Motion: Andrea<br>2nds: John<br>9 in favor – 0 opposed – 0 abstains |
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| 3. Acceptance of CPL for general subject areas rather than specific courses | Carry forward from the Retreat, should Credit for Prior Learning (CPL) be awarded for general subject areas or "buckets" rather than a specific course.<br><br>The committee noted that CGCC's current CPL process requires the CPL to align with a specific active course in the CGCC catalog as written in the CPL – General administrative rule. Evidence for student portfolios is evaluated against a specific course's learning outcomes and course content.<br><br>The committee discussed whether there was a practical way to create a CPL process for general subject areas rather than specific courses. Member concerns included:<br><br>• how prior learning would be evaluated without specific course outcomes to align with<br>• how would number of credits be determined?<br>• would a "bucket" be transferable to a university?<br><br>Regarding suggestions that other colleges allow for this acceptance of "bucket" areas, particularly Mt Hood CC, Susan contacted CGCC's former registrar who now works in enrollment at MHCC. This individual was not aware of MHCC accepting CPL in this manner. It was noted that there is a mechanism for accepting "bucket" credits from other institutions when a student is transferring with a course that is not taught at CGCC but clearly fulfills, based on its outcomes and content, a general subject area. The MHCC representative did not think it would be appropriate to approve CPL for anything other than a specified course that existed in the catalog.<br><br>**Motion: To not create a process for awarding CPL credit for general subject areas or "buckets".** | Motion: Kristen Booth<br>2nds: Anne Kelly<br>9 in favor – 0 opposed – 0 abstains |
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| 4. Mandatory requirement of FYE for AAS degrees | **Table for a future meeting.** | |
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| **Meeting Adjourned: 11:57am** | **All in favor, Chair Todd closed the meeting at 11:57am** | **Next Meeting: November 6, 2025** |