

Curriculum Committee Meeting Minutes-DRAFT

Date: 11/24/2015, Tuesday 8:30-9:30AM

Location: Metolius 214

Present (voting members):

- Stephanie André (*transfer representative*)
- Jessica Giglio (*transfer representative*)
- Chad Harris (*Instructional Dean*)
- Dawn Lane (*CTE representative*)
- Eric Magidson (*CTE representative*)

Absent (voting members):

- ASCOCC Representative (not yet appointed)

Present (non-voting members):

- Sharon Bellusci (*Enrollment Services representative—temporary assignment*)
- Vickery Viles (*Director of Curriculum and Assessment*)
- Lisa Bacon (*Note taker/Support Specialist for Instructional Deans*)

Absent (non-voting members):

- None

Guests:

- Timothy Peterson (*Chair of Academic Affairs Committee*)
- Tony Russell (*Faculty Assessment Coordinator*)

Minutes: (Note: **Approvals and action items** written in red)

1. Consent Agenda

a. Approval of Minutes

- i. Dawn Lane motioned to approve the minutes from 11/3/2015, and Jessica Giglio seconded the motion. The minutes were unanimously approved. Eric Magidson abstained due to non-review.

b. Approval of remaining Consent Agenda items

- i. There were no approval items taken off the consent agenda.
- ii. Eric Magidson motioned to approve the remaining items on the Consent Agenda, and Dawn Lane seconded the motion. The remaining items (math requirements for Vet Tech and Pharmacy Technician) were unanimously approved.

2. Other Items

- a. Timothy Peterson came to discuss the Academic Affairs Committee, including policy work, closing loops, and the committee's review of procedures. Academic Affairs is also charged with overseeing the Curriculum Committee, and is working to open channels of communication between the two committees. The committee discussed ways that the groups could improve communication and decided that approved Curriculum Committee minutes would be a Consent Agenda item at Academic Affairs meetings. It



was also suggested that minutes from the Learning Outcomes and Assessment Committee be shared with Academic Affairs.

3. Suspending and Deleting Programs, Vickery Viles

- a. Vickery brought up the discussion around policies and procedures for the suspension or deletion of a college program based on the recent request to delete CEED programs due to low enrollment and content confusion.
- b. The group reviewed program deletion and suspension standards as set by CCWD and the Northwest Commission on Colleges and Universities (found [here](#)).
- c. A handout from Portland Community College was also reviewed as a procedural example of suspending or deleting a program.
 - i. Discussion by department chair and dean
 - ii. Research and identification of student impact
 - iii. Development of teach out plan
 - iv. Development of communication plan
- d. There was a group discussion on the topic, including burden of proof and burden of work, program sustainability, and student impact.
- e. **Vickery welcomed continued feedback to be sent to her after the meeting.**

The meeting was adjourned at 9:34AM.

Next Meeting: Tuesday, December 1, 2015—MET 214 at 8:30AM.