

Curriculum Committee Meeting Minutes-APPROVED

Date: 10/18/16, Tuesday 8:30-9:30AM

Location: Metolius 214

Present (voting members):

- Jessica Giglio (*transfer representative*)
- Sara Henson (*transfer representative*)
- Wayne Yeatman (*CTE representative*)
- Eric Magidson (*CTE representative*)
- Jenni Newby (*Instructional Dean*)

Absent (voting members):

- ASCOCC Representative (not yet appointed)

Present (non-voting members):

- Vickery Viles (*Director of Curriculum and Assessment*)
- Jared Forell (*Assistant Director of Admissions & Records-Curriculum and Technology*)
- Lisa Bacon (*Note taker/Support Specialist for Instructional Deans*)

Absent (non-voting members):

- None

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

1. Consent Agenda

- Minutes from 10/4/16 meeting
- Ad Hoc Curriculum Minutes from 8/25/16
 - Question regarding whether or not the content of the minutes was up for review. These items have already been approved through the ad hoc committee. The Curriculum Committee is approving the minutes only.
 - Question regarding whether AH 199 would be coming through Curriculum Committee this year. It will be presented to the committee, but is not yet ready. It will be a reflection of accreditation standards, advisory board review, and student certification results.
- Sara Henson motioned to approve the consent agenda, and Eric Magidson seconded the motion. The consent agenda was unanimously approved.**

2. New Business/First Readings

- Review Sample Course Revision Form w/ Committee Comments



- i. The preferred method of commenting is within Dropbox so the comment is attached to the section of the form being addressed.
- ii. Discussion on whether or not the committee comments demand a revision or are just a suggestion. Understand that the faculty/department who owns the form may need to defend their reasoning (e.g. accreditation) and does know the curriculum best. Comments should open up a discussion; give and take.
- iii. Question regarding Curriculum Committee role in defining student learning outcomes, and what LOA's role will be. Wayne will be on LOA this year, so he can act as a bridge between the two groups. **Vickery will schedule a meeting with the LOA group to discuss relationship in more detail.**
 1. Difficult for Curriculum Committee to throw out and re-write outcomes altogether. Committee will be more focused on aligning outcomes and measurements.
- iv. Tension between academic freedom for faculty and the role of the Curriculum Committee to view work through a quality lens and have the ability to say no.
- v. Discussion regarding proposals for an increase in credits and being leery of "credit creep." Credit increases should be reflected clearly in the outcomes.
- vi. Should committee members reinforce comments they agree with to indicate their review? The group agreed that it should be documented in a comment when members have consensus with comments from others to show support for their feedback.
- vii. "Mental markers" with a fairly vague comment are acceptable as a point of reference to circle back to during the meeting. This can also be a jumping off point for other committee member comments.
- viii. Keep in mind, the forms with comments can be printed for the faculty member, so comments should be constructive and phrased positively.
- ix. Discussion on if there is an occasion for certain things to be taken back to the faculty member for corrections prior to coming to committee. The committee may not review the forms with enough time for the agenda to change, but in some cases, it might be more helpful for the person to revise the form instead of coming to Curriculum unprepared. Vickery asked for the group's help and feedback in determining whether or not something is ready for the meeting or not. Vickery will try to give the group a heads up on forms that may need extra attention.
- x. Vickery encouraged the group to put in positive/praise comments as well.

3. Old Business/Second Readings

- a. Curriculum Committee charge (2015 work vs. 2016 work)



- i. This was pulled off the College Affairs agenda for this week, and will miss the deadline for the next meeting. It will likely be on a mid-November agenda.
 1. Academic Affairs is proposing that changes of this nature only need to go through Academic Affairs and not College Affairs.
- ii. Discussion regarding whether or not the committee is authorized to make decisions or if they recommend for decision. **Vickery will check with Tim Peterson and Betsy Julian on this.**
 1. If the committee is decision-making, is there a higher level of appeal (e.g. VPI)?
Vickery will check on this.
- iii. Remove procedural information (e.g. Discipline Studies information) from the 2015 version of the charge.
- iv. Question regarding when chair should be elected—spring or fall? Since a continuing member of the committee should be the chair, it likely makes the most sense to elect in the spring.
- v. The discussion will continue during the next meeting.

Adjourn: 9:35AM

Next Meeting: Tuesday, October 25, 2016—MET 214 at 8:30AM