

**Curriculum Committee Meeting Minutes**

**Date: 3/14/17, Tuesday 8:30-9:30AM**

**Location: Ochoco 141**

**Present (voting members):**

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

**Absent (voting members):**

None

**Present (non-voting members):**

- Vickery Viles (*Director of Curriculum and Assessment*)
- Jared Forell (*Assistant Director of Admissions & Records-Curriculum and Technology*)
- Erika Wooler (*Instructional Systems Support Specialist*)
- Keri Podell (*Academic Advisor, CAP Center*)

**Absent (non-voting members):**

- ASCOCC Representative (*not yet appointed*)

**Guests:**

- Shannon Waller (*Program Director, Pharmacy Technician*)
- Paul Pelly (*Full-Time Faculty, Automotive department*)

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

**Consent agenda**

1. Minutes from 3/7/17 meeting.
  - a. **Sara Henson motioned to approve the minutes from 3/7/17, Wayne Yeatman seconded the motion. The motion was unanimously approved.**
2. Approval: New Independent Study Courses
  - a. Some departments have course descriptions and some do not.
    - i. All courses will have a default course description.
    - ii. **Required Action: Vickery will email default course description to committee.**
  - b. **Sara Henson motioned to approve the new independent study courses. Wayne seconded the motion. The motion was unanimously approved.**

**Old Business/Second Readings**

None

**New Business/First Readings**

1. Automotive
  - a. Program change to 5142 Automotive Management AAS



- i. Remove from requirements (16-22credits):
  1. GE 9-15 cr
    - a. Committee commented that there is a trend in removing general education from AAS degree programs. The committee decided this issue needs to be brought forth to the Academic Affairs committee.
  2. Remove WR 214
    - a. WR 214 is an error, it should be BA 214.
  3. Remove BA 207
    - a. **Required action: Automotive department needs to connect with the Business department regarding the impact in removing BA 214 & BA 207.**
- ii. Add (20 CR)
  1. AUT 201
  2. AUT 202
  3. AUT 203
  4. AUT 251
  5. AUT 256
  6. AUT 114
  7. AUT 112
  8. AUT 113
- iii. AUT 201, 202, 203, 251, 256, 112, 113 and 114 are in several short-term automotive certificates but not a part of the automotive AAS, which is the base (parent) program. The short-term certificates that current have classes not a part of the parent program can't be approved by the state until this issue is fixed.
- iv. Paul Pelly mentioned that the communication plan to staff and students regarding the changes the Automotive program will be in the form of group advising sessions and emails to advisees.
- v. BA 178 and 206 meet the Human Relations requirement but there is an additional human relations requirement course listed.
  1. Paul Pelly mentioned this is intentional.
- vi. Recommendation: Remove "In addition to this degree, 9 certificates will be awarded" in the catalog copy.
  - a. The statement does not specify the nine certificates.
  - b. It is not clear on whether students who earn the AAS are automatically awarded the 9 certificates when they earn the AAS or if need to apply for each of those certificates.
    - i. **Required Action: Jared with check with Transcript and Degree Evaluation on whether this statement is correct.**
- vii. Credit change: increase by 4 cr

- b. Sara Henson motioned to approve Automotive changes with required action items. Wayne Yeatman seconded the motion. The motion was unanimously approved.**

2. PHM

a. New Courses

i. AH 115 (program requirement and HR list)

1. Committee complimented Shannon on the addition of this course.
2. Student Learning Outcomes
  - a. Recommendation: Rewrite student learning outcomes.
    - i. The second student learning outcome is contained in the first outcome. Recommend either removing the second outcome or remove “how this might impact patient care” from outcome one.
      1. Need to clarify “diversity” wording.
    - ii. Give specific examples of assessments tasks for all outcomes.
    - iii. Change “recognize” to “explore” or a different active verb on outcome #4.
    - iv. Change “show” to “demonstrate” or a different active verb on outcome #5.
3. WR 121 is a prerequisite so it needs to be included in the course description.
  - a. Vickery updated the course description to include the prerequisite on the N:drive documents during the meeting.
4. Human Relations List
  - a. Recommendation: Change “collaboration” to a different word in on outcome #1. Change “solve” to “discuss”.

ii. PHM 115 (program requirement)

1. Student Learning Outcomes
  - a. Student learning outcomes are not from accreditors.
2. Discipline field is missing from the form.

iii. PHM 145 (program requirement)

b. Revised Courses

i. PHM 100 (change 4 to 5 credits)

1. Rational for removing lab component
  - a. Adding PHM 115 & 145, which are both lecture/lab.
2. Rationale for removing CIS 120 as a prerequisite
  - a. Students receive on the job training and use computers in the classroom. The online orientation is still required.
  - b. Need to be competitive
    - i. The Pharmacy Technician program at Linn Benton Community College is only three months long.
  - c. Adding a recommended prep of CIS 070 to PHM 100 is an option.
3. Student learning outcomes

- a. Recommendation: Give specific examples of assessment tasks for each outcome.
- ii. PHM 120 (change 3-5 credits, SLOs)
  1. Change course title to Pharmacology I
- iii. PHM 130 (change 3-5 credits, SLOs)
  1. PHM 120 & 130 have the same first four outcomes.
    - a. The outcomes are the same because both courses use the same book. The first half of the book is covered in PHM 120 and the second half is covered in PHM 130.
  2. Change course title to Pharmacology II
- iv. PHM 140 (change 4-5 credits, SLOs)
  - v. **Required Action: Vickery will update the course titles on the curriculum forms for PHM 120 & 130.**
  - vi. **Required Action: Vickery will email Shannon Waller the Dropbox documents with the committee comments.**
- c. PHM Program Revision
  - i. Add requirements: AH PHM 115, PHM 145
  - ii. Removal of AH 111, 112, BI 121/2 or 231/2/3, CIS 120/test, SP 218
  - iii. **Required Action: Shannon will double check the credit count. 54 or 51 credits?**
  - iv. **Required Action: Vickery will add a second reading folder to Dropbox.**
- d. **Sara Henson motioned to approve all changes and Eric Magidson seconded the motion. The motion was unanimously approved.**

**Adjourn: 9:45AM**

**Next Meeting: March 21, 2017—OCH 141 at 8:30AM**