

**Curriculum Committee Meeting Minutes – DRAFT**

**Date: 3/20/18, Tuesday 8:00-9:30AM**

**Location: Ochoco 141**

**Present (voting members):**

- Jenni Newby (Instructional Dean)
- Jessica Giglio (Transfer Representative)
- Michele Decker (CTE Representative)
- Sara Henson (Transfer Representative)
- Elizabeth Hylton (Transfer Representative)

**Absent (voting members):**

- Wayne Yeatman (CTE Representative)

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

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

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

- ASCOCC Representative (not yet appointed)

**Guests:**

- Karl Baldessari (Program Director, Aviation)

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

**Consent agenda**

1. Approve minutes from 3/12/18 and 3/13/18 meetings.
2. **Second readings recommended for consent agenda (no changes from first to second reading or recommendations only).**
  - a. Programs
    - i. 5140: Master Automotive Technician CC
    - ii. 5142: Automotive Management AAS
    - iii. 5143: Automotive Management: Technology in Electronics and Diagnostics AAS
    - iv. 7130: Automotive Basic Skills with Welding STCC
    - v. 7131: Automotive Basic Skills with Basic Engine Performance STCC
    - vi. 7132: Automotive Hybrid Electric Vehicles (HEV) Technician - Level 1 STCC
    - vii. 7133: Automotive Hybrid Electric Vehicles (HEV) Technician - Level 2 STCC
    - viii. 7134: Clean Energy Diesel Technician (Advanced) STCC
    - ix. 7135: Automotive Controller Systems Technician Level 1 STCC
    - x. 7136: Automotive Controller Systems Technician Level 2 STCC
    - xi. 7142: Automotive Drive Train Technician STCC
    - xii. 7143: Automotive Engine Technician STCC
    - xiii. 7144: Automotive Heating Air Conditioning Technician STCC
    - xiv. 7146: Under-Car Technician STCC

- xv. 7151: Automotive Electrical Technician (Basic) STCC
- xvi. 7152: Automotive Electrical Technician (Advanced) STCC
- xvii. 7153: Automotive Engine Performance Technician STCC

b. Courses

- i. HD 103: Strategies for Life Management
- ii. HS 180: Addictions, HIV and other
- iii. HS 201: Families and Addictions
- iv. HS 208: Multicultural Issues Hum Serv
- v. PSY 250: Readings in Psychology
- vi. PSY 261: Indonesia Field Study
- vii. MTH 261A: Introduction to Linear Algebra (new course)
- viii. WR 227: Technical Writing
  - 1. Revised course description and student learning outcomes.
- ix. LIB 127: Information Research Skills (inactivating course)
- x. LIB 227: Mapping Info World (inactivating course)
- xi. LIB 299: Special Topics: Library (inactivating course)
- xii. HHP 185PB: Stand Up Paddle Boarding
- xiii. HHPA 186: Stand Up Paddle Boarding
- xiv. KIK 201: Second Year Kiksht I (new course)
- xv. KIK 202: Second Year Kiksht II (new course)
- xvi. KIK 203: Second Year Kiksht III (new course)
- xvii. FW 135: Museum Techniques (reactivation)

- c. Jessica Giglio motioned to approve the minutes from 3/12/18 and 3/13/18, and all consent agenda items. Elizabeth Hylton seconded the motion. The motion was unanimously approved.**

**3. Second readings with conditional first reading approval**

a. Programs

- i. 5120: Aviation - Professional Pilot Airplane AAS
- ii. 5122: Aviation - Professional Pilot: Helicopter AAS
- iii. Adding BA 214 as an option to WR 121
  - 1. The Curriculum Committee has a concern that BA 214 may not have the necessary reading component that WR 121 provides.
  - 2. BA 214 does not have a prerequisite so students who do not have college level reading skills can register into BA 214. WR 121 has a prerequisite to prevent this from happening.
  - 3. The Aviation Program Director advises students to register into WR 121 who plan to transfer to a bachelor's degree program. A bachelor's degree is not necessary for students planning on going into the Helicopter field. BA 214 is appropriate for students in the Aviation - Professional Pilot: Helicopter AAS.
  - 4. The Aviation Program Director will review student's placement test scores during advising to ensure their reading comprehension is appropriate to register into BA 214.
  - 5. Vickery Viles added a footnote to the Aviation programs in CourseLeaf to clarify that WR 121 is recommended for students planning to transfer to a bachelor's degree program.

6. Question: Does BA 214 meet the related instruction (communication) requirement at COCC?
    - iv. **Sara Henson motioned to approve the second reading of the Aviation program changes and Michelle Decker seconded the motion. The motion was unanimously approved.**
  - b. Courses
    - i. SP 255: Free Expression Public Assem
      1. Jon Bouknight confirmed general education status with PSU.
        - a. Vickery entered the general education status in CourseLeaf.
    - ii. CJ 250: Terrorism Emergency Management
      1. Jared Forell confirmed general education status with WOU.
        - a. Vickery entered the general education status in CourseLeaf.
    - iii. **Jessica Giglio motioned to approve the second reading of SP 255 and CJ 250 and Jenni Newby seconded the motion. The motion was unanimously approved.**
    - iv. HHP 212A: AHA BLS Provider CPR
      1. Julie Downing and Tim Peterson rewrote the student learning outcomes for HHP 212A.
        2. **Michelle Decker motioned to approve the second reading of the revised student learning outcomes for HHP 212A and Jessica Giglio seconded the motion. The motion was unanimously approved.**
4. **Other Business**
  - a. COCC needs to better define the components of related instruction (communication, computation, human relations).
    - i. Deciding whether BA 214 considered a part of related instruction (communication) should go through go through Academic Affairs.
  - b. **Action item: The curriculum committee will articulate the concern on the definition/components of related instruction and bring it to Academic Affairs for review.**

**Adjourn:** 9:00AM

**Next Meeting:** April 10, 2018—OCH 141 at 8:30AM