



Curriculum Committee

July 9, 2019 – 2:00 pm

Bldg. 19, Room 124

Minutes

Attendees: Michelle Barre, Franklin Clark, Cristeen Crouchet, Michelle Hillesland, Celva Boon, Dean Kelly, Kelley Meeusen, Cindy Mowry, Hannah Precour, Don Souza,

Absent: Michael Bowman, Robert Carver, Dr. Chris Chen Mahoney, Lisa Colombini-Hyke, Mabel Edmonds, Myra Griffin, Elaine Holster, Dr. Claire Korschinowski, Timothy Kvamme, LaRita Montgomery-Mandley, Melissa Siedlicki, Carrie Van Beek, Mike Wheeler, Kristy Crosby, Tyler Scott, Roxanne Sou

Non-Voting: Teresa Borchardt, Megan Davis

1) Call to Order

Michelle Hillesland called the meeting to order at 2:01 pm.

2) Safety Awareness

Michelle reviewed the safety procedures to follow in case of an emergency

3) Approval of Minutes

The minutes from June 11, 2019 were approved as written

MOTION TO APPROVE: Dean Kelly

MOTION SECONDED: Kelley Meeusen

MOTION CARRIED

4) Consent Agenda – none

5) New Business – none

6) Continuing Business – none

7) Action Items – none

8) Committee Reports

a) Committee for Outcomes on Learning Assessment

Franklin reported that the assessment work is making great progress. There is a lot of faculty participation. 44 courses will have learning outcomes evaluated. Summer work will be geared towards assessment map creation.

b) eLearning Council

Kelley reported that the SBCTC eLearning council will be meeting August 6-8, 2019.

c) Curriculum Committee Review Process Team

Michelle explained why the committee was formed and some history behind that. Kelley continued by talking about the goals of the committee and some accomplishments made so far. The goal of the committee is to simplify and clarify the process for submitting curriculum. So far a cover sheet has been created so that proposals can be submitted as a whole program rather than by course. The course outline has been revised. Committee still needs to review scope and sequence, summary page, and the actual steps in the process.

9) Teach Out Policy

CPTC has always had a teach-out "practice", but is now adding to the list of policies and procedures, which is required by NWCCU. The committee reviewed the draft policy/procedure. A few lines were edited and verbiage was added. Michelle will make those edits.

10) Good of the Order

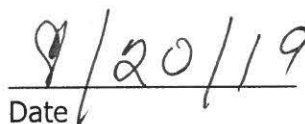
- Plan ahead this year with curriculum changes as this spring will be very busy with Guided Pathways work.
- Discussed whether the committee should add more meetings or lengthen the time on the once a month meeting. No consensus was made. More discussion later.
- Committee discussed that frequent changes during the middle of the year make it very difficult for counselors and advisors to determine where a student is at in his/her program. Also difficult for community partners and agencies.

11) Next Meeting/Adjournment

The next regularly scheduled meeting will be held on August 13, 2019 in building 19 room 124.



Vice President for Instruction
Curriculum Committee Chair



Date