

# Curriculum/Gen Ed Committee

A Standing Committee of the Education Advisory Council

Wednesday, February 3, 2021 | 3:00 PM to 5:00 PM

Virtual Meeting via Zoom

## Minutes

<b>Committee – Voting Members ✓</b>					
✓	Erin Briddick	✓	Doug Jones (Chair)	✓	Tara Nelson
	Magda D’Angelis-Morris	✓	Pam Kessinger		Nermine Ramadan
✓	Tammy Dowd Shearer	✓	Cynthia Killingsworth	✓	Joanna Sullivan
✓	Marc Goodman	✓	Jane Loverin		Rick Willebrand
✓	Patty Hawkins		Alexie McKee		
<b>Committee Support – Non-Voting Members ✓</b>					
✓	Joshua Andersen	✓	Anne Haberkern	✓	Sarah Tillery
	Dorothy Badri	✓	Stacey Holland	✓	Susan Watson
	Nicole Booker	✓	Nikki Paterson		
✓	Ann Cary		Avi Taylor		
<b>Guests ✓</b>					
Aubrey Baldwin (PL)		Christina Friedle (GEO)		Louisa Partain (FP)	
Bill Benjamin (FP)		Blake Hausman (ES)		Maureen Wright (CIS)	
Ellie Bessarab (OMT)		Jason Johnson (OMT)			
Christine Fletcher (VT)		Eric Kirchner (MT)			

Information Items from the Curriculum Office:  
(These items do not require curriculum committee recommendation)

**Grading Option Changes:**

N/A

**Experimental Courses:**

CS 299A	Proficiency Experience
BCT 199 R	Chief Architect for Remodelers
VT 199A	Veterinary Microbiology

**Course Inactivation:**

CAS 100A	CAS 100A: Computer Success Skills
CAS 101	CAS 101: Introduction to Website Development & Design
CAS 103	CAS 103: Introduction to Windows
CAS 104	CAS 104: Basic Internet Skills
CAS 106	CAS 106: Introduction to HTML
CAS 109	CAS 109: Beginning PowerPoint
CAS 110	CAS 110: Introduction to Web Graphics
CAS 111D	CAS 111D: Beginning Website Creation: Dreamweaver
CAS 111W	CAS 111W: Beginning Website Design: WordPress
CAS 118	CAS 118: Beginning Photoshop
CAS 121	CAS 121: Beginning Keyboarding
CAS 121A	CAS 121A: Beginning Keyboarding
CAS 122	CAS 122: Keyboarding for Speed and Accuracy
CAS 123	CAS 123: Professional Document Formatting
CAS 133	CAS 133: Basic Computer Skills/Microsoft Office
CAS 137	CAS 137: Basic Web Design Skills/Adobe
CAS 140	CAS 140: Beginning Access

CAS 151	CAS 151: Microsoft Outlook
CAS 170	CAS 170: Beginning Excel
CAS 170A	CAS 170A: Beginning Excel
CAS 171	CAS 171: Intermediate Excel
CAS 175E	CAS 175E: Intro Web Animation
CAS 180	CAS 180: Search Engine Optimization-SEO
CAS 181D	CAS 181D: CMS Website Creation: Drupal
CAS 206	CAS 206: Principles of HTML and CSS
CAS 211W	CAS 211W: WordPress Customizations and Theme Building
CAS 213	CAS 213: JavaScript and JQuery for Designers
CAS 215	CAS 215: Intermediate CSS and Preprocessors
CAS 216	CAS 216: Beginning Word
CAS 216A	CAS 216A: Beginning Word
CAS 217	CAS 217: Intermediate Word
CAS 220	CAS 220: Project Management - Beginning MS Project
CAS 222	CAS 222: Integrated Website Design
CAS 225	CAS 225: PHP and MySQL for Designers
CAS 231	CAS 231: Publisher
CAS 232	CAS 232: Desktop Publishing: InDesign
CAS 233	CAS 233: Beginning Illustrator
CAS 242	CAS 242: UX/UI Design for the Web
CAS 246	CAS 246: Integrated Computer Projects
CAS 265	CAS 265: Emerging Web Tools and Trends
CAS 280W	CAS 280W: Cooperative Education: Web Site Development
CAS 285	CAS 285: Capstone for Website Development/Design

**Notes from Curriculum Office:**

N/A

**Directions for Accessing CourseLeaf:**

CourseLeaf can only be accessed via the MyPCC portal. Log into MyPCC, go to the Faculty tab, select the “Course Management” or “Electronic Approval Queue” link under the Faculty Tools menu, and then select “Curriculum Committee Chair” in the drop-down menu. You can also copy and paste this link directly into the Course Management window: [https://catalog-next.pcc.edu/courseleaf/approve/?role=Curriculum\\_Chair](https://catalog-next.pcc.edu/courseleaf/approve/?role=Curriculum_Chair).

**New Business:** ✓

<b>Course # &amp; Prefix</b>	<b>Course Title</b>	<b>Status</b>	<b>Discussion ↓</b>	<b>Recommend</b>	<b>Recommend w/ Amendments</b>	<b>Postponed</b>
<b>CIS 120</b>	Digital Literacy	Rev		✓		
<b>ES 214</b>	Race and Racism	New		✓		
<b>ES 250</b>	Introduction to Black (Africana) Studies	New		✓		
<b>ES 260</b>	Decolonizing Education	New		✓		
<b>ES 261</b>	Applied Ethnic Studies I	New		✓		
<b>ES 262</b>	Applied Ethnic Studies II	New		✓		
<b>FP 133</b>	Wildland Firefighter	Rev		✓		
<b>FP 205</b>	Management and Quality in the Fire Service	New		✓		
<b>FP 214</b>	Occupational Safety & Health for the Fire Science	Rev		✓		
<b>FP 245</b>	Firefighting Strategy & Tactics	New		✓		

<b>GEO 267</b>	Geospatial Applications	Rev		✓		
<b>MT 112A</b>	DC and AC Electronics	New		✓		
<b>MT 113A</b>	Applications of Semiconductor Devices	Rev	Outcome 4: Revised to read “Practice safe electronics testing procedures.”		✓	
<b>MT 113B</b>	Applications of Semiconductor Devices II	New	Outcome 4: Revised to read “Practice safe electronics testing procedures.”		✓	
<b>MT 150</b>	Hand Tools for Assembly of Mechanical Systems	New		✓		
<b>NAS 249</b>	Introduction to Alaska Native Studies	New		✓		
<b>OMT 122</b>	Practicum I: Ophthalmic Medical Technology	Rev	Changed total course hours from 216 to 180.		✓	
<b>OMT 222</b>	Practicum II: Ophthalmic Medical Technology	Rev		✓		
<b>OMT 223</b>	Practicum III: Ophthalmic Medical Technology	New		✓		
<b>OMT 224</b>	Practicum IV: Ophthalmic Medical Technology	New		✓		
<b>PL 101</b>	Introduction to the U.S. Legal System	Rev		✓		
<b>PL 102</b>	Survey of Substantive Law	Rev		✓		
<b>PL 103</b>	Legal Ethics and Professional Responsibility	Rev		✓		

PL 107	Interviewing and Investigating	Rev		✓		
PL 130	Legal Software	Rev		✓		
PL 204	Applied Legal Research and Drafting	Rev		✓		
PL 250	Cultural Competence in the Legal Field	Rev	Course Title: changed “Cultural” to “Intercultural”. Transcript Title: changed “Cult.” to “Intercultural”.		✓	
PL 295	Paralegal Capstone	Rev		✓		
PSY 201A	Introduction to Psychology - Part 1	Rev	Postponed per SAC request			✓
PSY 202A	Introduction to Psychology - Part 2	Rev	Postponed per SAC request			✓
VT 107	Veterinary Parasitology	Rev		✓		
VT 207	Public Health and Sanitation	Rev		✓		

## Discussion:

### Ethnic Studies Highlights

- **ES 250** – this course will transfer as an equivalent course to PSU, OSU and UO.
- **ES 260, 261 and 262** – This course sequence is part of PCC’s new “Critical Educator of Color” program developed in collaboration with Pacific University, where student cohorts will complete teaching degrees and credentials. Pacific University is providing substantial support to students, including tuition waivers, career and academic advising, etc.

## Curriculum Committee Retreat

- Scheduled for Thursday, March 18<sup>th</sup>, 2020 from 1pm to 4pm during Finals Week.
- Topics –
  - 1) Orientation and Training on the Curriculum Process: what is “HECC”, “OTAC”, “CCWD”; what are the curricular and regulatory differences between CTE and LDC; what are specific PCC internal curriculum policies; etc. What does the Curriculum Office do?
  - 2) Review MTM (Major Transfer Maps), the recent, state-wide legislated degree paths (like the AAOT).
  - 3) Rubrics for CCOGs: why certain verbs work better than others (for example, why not “understand”); which parts of a CCOG should the committee actively review (for example, the course addendum); draft a one page cheat sheet to give to SACs to assist them in reviewing their course curriculum and what to expect from the committee; etc.
    - **Inclusive Language**
      - This month’s curriculum review highlighted the need to develop rubrics for CCOGs that can be shared with SACs to assist them in writing course descriptions and outcomes with an equity lens.
      - It would be helpful to have an expert on inclusive language attend the retreat and lead a workshop or give a presentation to help the committee develop CCOG guidelines with an equity lens.
        - It would also be helpful to have reading material *before* the committee retreat for members to read.
        - It would be helpful to gain more insight into how the different SACs actually assess their outcomes. This would help the curriculum committee develop strategies and recommendations to the SACs.
      - It is always important to keep in mind what is actually be taught and assessed in the classroom. Just because CCOGs change does not necessarily mean what happens in class changes as well.
  - 4) Curriculum Committee Composition: The EAC bylaws for the curriculum committee state that only faculty can be voting members.
    - Traditionally, mainly full-time faculty have participated with few part-time faculty members in attendance. However, there is funding for part-time faculty to participate: 4 hours for prep work and 2 hours for the meeting.
    - Should the committee allow non-faculty to be voting members? Should the ASPCC student representative be a voting member? How big should the committee be?

## A Student-facing Curriculum Process for the Future?

- What would a student-facing curriculum process look like? How might it incorporate academic pathways, advising redesign and strategic enrollment? Would SACs review ALL its curricula every 3 years at once? There are other curriculum models to look at and learn from.