

**Curriculum Committee Minutes**  
**September 19, 2024 – Orientation**  
**Location: TDC Boardroom 1.162**

**PRESENT:**

**Voting Committee Members**

Chair- Andrea LoMonaco (Business)  
 Vice Chair- Pam Koop (Math)  
 Mimi Pentz (Nursing/Health)  
 Kristen Booth (Pre-College)  
 Robert Wells-Clark (Ind/Trade)

Stephen Shwiff (Social Science)  
 Vacant (Science)  
 Vacant (Art,Cult,Comm)  
 Tori Stanek (Inst Dean)

**Non-Voting Committee Members**

Susan Lewis (Curriculum)  
 Jared Dill (Student Services)

**Supporting Staff**

Sara Wade (Instructional Services)

**Guests**

**ABSENT**

**Voting Members**

**Non-Voting Committee Members**

Jarett Gilbert (VP Instructional Services)

Item	Discussion	Action
<b>Call to Order: 10:03 pm</b>	Meeting was called to order at 10:03am by Andrea LoMonaco.	
Election of Vice-Chair for 2024-25	Pam Koop was elected to Vice Chair by a Rock Paper Scissor battle between Mimi and anonymous committee vote.  <b>Pam is 2024-25 Vice Chair!</b>	6 in favor – 0 opposed – 0 abstains
Review of Committee Procedural Rules	Susan reviewed the Procedural Rules of the Curriculum Committee. <ul style="list-style-type: none"> <li>• Attendance reminder, please try to attend all scheduled meetings for the 2024-25 Academic Year. You are the representative for your departments and it is your</li> </ul>	

	<p>responsibility to relay information back to your departments.</p> <ul style="list-style-type: none"> <li>○ If you can not make it contact via email the Curriculum Committee Chair &amp; CC in Susan Lewis &amp; Sara Wade.</li> <li>● Pre-read agenda &amp; submissions prior to the scheduled meeting. <ul style="list-style-type: none"> <li>○ Adjuncts get paid up to 5 hours at special project rate of Curriculum Committee work.</li> </ul> </li> <li>● Listen &amp; be respectful of other Curriculum Committee members, guests, and others opinions, feelings &amp; thoughts.</li> <li>● Go back to your departments &amp; share information and discuss items that have come to the Curriculum Committee.</li> <li>● It is completely okay to not agree or question with your own departments' submission.</li> <li>● Susan reminded the committee members of her role within the Curriculum Committee. <ul style="list-style-type: none"> <li>○ It is the responsibility of the members of the Curriculum Committee to look at each submission find mistakes, have questions. Don't rely or expect Susan to be able point things out or catch everything that could be wrong or needing correction in submissions.</li> </ul> </li> </ul>	
<p>Anticipated Submissions for 2024-25</p>	<p>Susan shared possible submissions for 2024-25:</p> <ul style="list-style-type: none"> <li>● New Math course on gaming</li> <li>● Manufacturing CPL Licensures rolled over from 2023-24 AY</li> <li>● Mandatory FYE &amp; corequisites</li> <li>● HECC request to start changing all course numbers that end in "80" as it is designated for CWE courses.</li> <li>● Possible PSY, COMM, HDFS MTMs coming in from the state committees.</li> <li>● Move in EMS to competency-based assessment &amp; requirements to change EMS 105 &amp; 106.</li> <li>● Paramedic Program- partnering/contracting with Chemeketa</li> <li>● AG Tech updates</li> </ul>	
<p>Review of Submission Requirements</p>	<ul style="list-style-type: none"> <li>● Updates on submission forms</li> </ul>	

	<ul style="list-style-type: none"> <li>Reminders of the submission due dates for Curriculum Committee, which can be found on the college's website (<a href="http://cgcc.edu/curriculum">cgcc.edu/curriculum</a>)</li> </ul>	
<b>Discussion Items:</b>		
<p>Contact Hour Definitions</p> <ul style="list-style-type: none"> <li>Revise approach to a single understanding of Contact Hours?</li> <li>Build a Moodle Shell for instructors, providing online teaching strategies, opportunities for sharing and discussing ideas?</li> </ul>	<p>There has been some discussion from different department members and department chairs around contact hours. These discussions have sparked the question if there needs to be a college wide policy around Contact Hours and what the baseline for the number of Contact Hours for all modalities.</p> <p>Possible options included:</p> <ul style="list-style-type: none"> <li>1 hour of direct instruction &amp; 2 hours of indirect instruction</li> <li>Possibility of just having 3 hours of instruction</li> </ul> <p>Committee agreed to all do research on how different community colleges determine contact hours. As well as taking the discussion to IC to have the idea of a college wide policy created for contact hours.</p>	
<p>Mandatory FYE</p> <ul style="list-style-type: none"> <li>Start with transfer degrees (AAOT, AS, ASOT-BUS, ASG, MTMs)</li> </ul>	<p>An update around what was happening with FYE:</p> <ul style="list-style-type: none"> <li>FYE Committee is still researching how CGCC can mandate this course to all new students</li> <li>FYE has a new coordinator to help streamline and support the FYE students not only in the first term but through out their complete first year. As well as bridge the gap between Student Services &amp; Instructional Services around students needs.</li> <li>Discussion on how FYE might be or could be helpful to students on Oregon Promise as it might fulfill a requirement for students, Jared Dill, Student Services will be looking more into this.</li> <li>Thought that the submission should come from the IC, using the format that has been used for other such submissions that impact multiple degrees (standard prereq revision, additional COMM options for general degrees, etc). Tori will spearhead this.</li> </ul>	
General Education Requirements for AAS Degrees	Continued discussions about lowering the number of Gen Ed requirements for AAS degrees.	

<ul style="list-style-type: none"> <li>• Decrease required Gen Ed from 16 credits to 12 credits</li> <li>• Replace Gen Ed requirements with Related Instruction requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Concern that programs are mapped for 15+ credits each term. This is a burden to students as the maximum amount of financial per term is based on 12 credits.</li> <li>• Would dropping the Gen Ed requirements down 4 credits help with the financial aid issue? The total number of credits required for an AAS degree is 90 credits. If GE credits were removed and the total fell below 90, additional credits would have to be added back in. So, GE is not responsible for financial aid challenges. If students are to complete a 90-credit degree in 6 terms, they will need to average 15 credits per term.</li> <li>• Discussion around options for rebalancing credits so that students would only need to take 12 credits per term: include one or two summer terms; extend for a third year.</li> <li>• However, if GE credits were lowered, it would leave more room for adding more technical courses.</li> <li>• Discussion around Tech &amp; Trade and the challenges that students are facing</li> <li>• Committee Members will look further into 3 course Gen Ed <ul style="list-style-type: none"> <li>○ Research to see if this would even be viable option</li> <li>○ Research GE credit loads at other colleges</li> <li>○ Review purpose of GE and the ability to cover GE content in less credits. ILO assessment committee is already discussing a shortage of instruction for two of the ILOs.</li> <li>○ Read the college's AR around Related Instruction to determine in RI is a possible alternative.</li> </ul> </li> </ul>	
<p><b>Meeting Adjourned: 12:05pm</b></p>	<p><b>Andrea brought the meeting to an end at 12:05pm. All in favor.</b></p>	<p><b>Next Meeting: October 10, 2024</b></p>