

## Curricular Issues Inservice Workshop Notes

**Present:** Annette Easdale, and Jennifer Ketterman Paul Hibbard, Jeanee Reichert, Andrew Feldman, Mary Campbell, Jane Walker, Stacy Mallory, Deron Carter, Shari Spencer, Jayme Frazier, Sally Widenmann, John Jarschke, Lewis Franklin, Tammi Drury, Dodi Coreson and Misty Donaghy Cannon

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### Welcome

Stacy Mallory, chair, welcomed the members and all present introduced themselves.

### Role and Work of the Committee

The Curricular Issues Committee's primary role is to review and approve new and revised courses and new programs. This year we will be looking at the structure of the membership. Each member is asked to represent their group and share information. If you cannot attend, you may send a proxy to vote in your place. Our current committee Guidelines are available on the Curricular Issues Committee Website <http://linnbenton.edu/cic-website>.

[CIC Guidelines \(Rev. 5/2015\)](#)

We will use the Consent Agenda format again for approving Course Outcomes only. If they have revised other parts of the Course Outline, it will have to move through the normal approval process.

### Smart Catalog

[Smart Catalog](#)

You can start at [linnbenton.edu](http://linnbenton.edu) and go to Quick Links/Catalog. It has a power search tool on the upper left corner. An easy way to search for a program is to use Programs of Study which is an alphabetical list of all programs with links directly to the Program's Page. Below Degrees and Certificates are Courses. All courses are included with descriptions/credits/prerequisites with a link to the course/notes indicating whether the course is LDT or CTE, etc. The Smart Catalog is printer friendly see print link at the top right corner. Also at the top right corner you can create a custom catalog for yourself or a student. If you create a logon, it will be there for you whenever you need it. This can also be organized into file folders that you create. There are buttons at the bottom left that enable you to share to Facebook, Tweet, or email a page.

## **Workflow - Dashboard**

### [Curriculum Management Dashboard Link](#)

On the left are the forms to Submit a Proposal which includes both Programs and Course Outlines. See handout for workflow visual. Items for the CIC to review would be located under the title of Curricular Issues Meeting. You will receive an agenda 1 week before the meeting with all items to be approved listed.

### Approving Course Outlines

The Workload Section of the COG is a required section, but the CIC will not be responsible to review this section. COG revisions will have much of the content automatically populated. This does not include outcomes this year. They will auto populate next year.

The Content section of the COG has been deleted for CTE course outlines. (contents/issues/skills) We are adding a new field at the bottom for uploading attachments for those programs that require additional information for their accrediting body. CIC will not review this section.

Courses will be submitted monthly to the State after CIC approval.

There will be 758 Course Outlines moving through the process that need Outcomes Revisions. (See handout on breakdown) *Because of the quantity expected, the CIC members decided to divide the COGs to be reviewed into 2 groups, each group taking 1 group of COGs to review before the next meeting. We will try this for the first meeting and then assess whether the process should be used for future meetings.*

### Revised Course Proposals

You will know what type of revision it is by the boxes chosen.

Type of Change - Course Title

Type of Change - Course Description

Type of Change - Decrease Credits

Type of Change - Increase Credits

Type of Change - Prerequisite

Type of Change - Co-requisite

Type of Change - Outcomes

Type of Change - Other

If a transferable course, a document needs to be attached indicating transferability. We will send a link with OSU criteria on the agenda.

## Prerequisites

The Faculty Senate has sent a prerequisite document to Ann Buchele. *This will be on the agenda for the next meeting.* So far there are no criteria guidelines.

## Approving New Programs

The CIC is the first group in the Program Approval Process to review and approve programs. LBCC cannot offer or market new programs until all approvals are obtained.

## [Program Approval](#)

## Consent Agenda

We will be using the Consent Agenda process for COGs that have Outcomes Revisions only. A MAC Mentor is working with each department chair on these to ensure quality outcomes. You will know that they have been reviewed by a MAC Mentor because they will indicate such in the Comments Section at the bottom of the form. All COGs that fit this criteria of outcome revisions only can be found in the Consent Agenda Folder. We will be voting to approve all in the Consent Agenda, but single items can be disapproved.

## **Goals for the Year**

Need to take a look at the Related Instruction Human Relations courses list. Currently we use all courses from the AAOT Degree with the Cultural Literacy indicator.

## Retention