

## Curriculum and Assessment Coordinating Committee Notes of Discussion

March 6, 2020, 12:30pm- 2:00pm, Virtual/Zoom

Meeting called by: Sandra Davis, Chair  
Type of meeting: Curriculum and Assessment Coordinating Committee  
Facilitator: Sandra Davis  
Note taker: Barbara Branton

Voting members: Kyle Winfree, Bruce Fox, Marieke Taney

Non-Voting members: Melinda Trembl, Jeff Berglund, Ricardo Guthrie, Shadow Armfield, Cynthia Conn, Karina Collentine, Marieke Taney, Cori Gordon

Excused: Gioia Woods, Emily Hoppe

### Agenda and notes of discussion

Topic	Discussion
<b>Welcome</b>	Call to Order. Quorum was present.
<b>Business</b>	
<b>Revised Course Purpose language</b>	<p>B. Fox and M. Trembl shared the discussion on revisions to the description of the course purpose statement in the master syllabus template. The requested revision should result in fewer revisions to syllabi submitted for liberal studies designation. The course purpose statement, course description and course learning outcomes are often used as interchangeable narratives which is incorrect. The group jointly wordsmithed the course purpose description language. See below:</p> <p><i>Course Purpose Provides a well-articulated rationale addressing why this course contributes to student learning as well as its importance to the academic program or discipline; if the course is being proposed for a Liberal Studies and/or Diversity designation, describes why this course fulfills those designations. Also, the Course Purpose summarizes how the content and skills learned in the course differentiate this course from all other courses.</i></p> <p>The results will be communicated to the various committees for feedback.</p>
<b>Timeline for curriculum for AY 20-21</b>	<p>M. Trembl shared the draft timeline for the AY 20-21 curriculum process. Members requested a revision under review period 2 to allow another week for review. M. Trembl will work with the OCLDA staff on this. It was noted that colleges generate over 1000 items for review annually.</p>
<b>Good of the order</b>	<p>Academic Standards Committee (ASC) chair Winfree mentioned their committee's plan to formalize an appeal process for student complaints about faculty. As outlined, members were in agreement that starting</p>

	at a lower administrative level to resolve such complaints is beneficial and should not begin at associate dean levels for resolutions. The ACS will share a draft at a future meeting.
<b>Adjournment</b>	Meeting was adjourned.