
MEETING MINUTES FOR AUG. 25, 2017

Attendance: Amber Anaya (ex officio), Julia Bledsoe (ex officio), Dan Bouweraerts, Lisa Buehler, Jill Channing, Melissa Deadmond (ex officio), Hieu Do, Jinger Doe, Wes Evans, Tanja Hayes, Andy Hughes, Virginia Irintcheva, Molly Maynard, Terry Mendez, Jeffrey Metcalf, Haley Orthel-Clark (Chair), Melanie Purdy, Paul Seybold, Julie Stage-Rosenburg, Cliff Uren, Corina Weidinger

Absent: Grecia Anaya-Arevalo, Erika Bein, Amy Blomquist, Natalie Brown, Tara Connolly, Andrew Daniels, Bob Fletcher, Leslie Jia, Jay Jorgenson, Katie Kolbet, Sione Lavaka, Olga Mesina, Staci Miller, Perla Petry, Courtney Pentecost, Jennifer Pierce, Nick Reszetar

Guests: Cheryl Cardoza, Angie Hernandez, Lana Reeves

Meeting called to order at: 9 a.m.

Approval of the Meeting Minutes from May 5, 2017.

Motion: Dan Bouweraerts **2nd:** Wes Evans

Excerpted email from Haley Orthel-Clark containing a meeting recap and discussion points for upcoming meetings.

Hello CRC Members,

Thank you all for attending our training meeting on 8/25 and for providing valuable feedback—I feel very hopeful that our new curriculum submission program will help to make much of what we do in our committee smoother and more efficient.

I wanted to recap some of what we went over on Friday so that everyone has a sense of what to expect when they receive course or program submissions for review.

1. When a submission is made, the proposal will begin moving through a predetermined workflow. Each CRC member has been placed within a review group in the program. If your group is selected to review, you will receive an email in your TMCC mail account from "General Catalog Update" as soon as that submission makes it to your step in workflow.
2. Within the email from "General Catalog Update" you will be provided with a link to follow. Follow the link.
3. Once you follow the link, you will be prompted to authenticate, by entering your TMCC login credentials.
4. Please review all submissions thoroughly. Within your review of courses, please keep the following in mind:
 - **Course Objectives** provide a broad overview of the course goals
 - Example: The objectives of the course are to introduce the basic principles of pharmacology used in veterinary practices.
 - **Learning Outcomes** identify what students will be able to do, in demonstration of a course objective being met
 - Example: Students will identify and classify the drugs used in modern veterinary medicine.
 - **Measures** specify how a stated learning outcome will be assessed
 - Example: Skills will be assessed by examinations and quizzes. Exams are evaluated with a key.

Example Questions to Consider

- Is there alignment between course objectives, learning outcomes and measures?
 - Are the learning outcomes measurable?
 - Do the proposed learning measures clearly articulate how student work will be evaluated?
 - For General Education submissions, are the selected GE criteria apparent within the stated course learning outcomes?
 - Is the submission clean, free of typos and easy to understand?
5. If you have edits or changes to request, please vote "No" and provide feedback to the submitter. "Yes" votes indicate that there are no edits or changes required. Please leave your comments to the submitter in the voting comments area. As always, please be courteous and respectful when providing feedback.

Our first submission deadline for CRC will be **Friday, September 8**. The due date for reviews will be end of day on **Friday, September 15**. This will provide those who made the submission adequate time to review and address any comments they receive prior to the CRC meeting on **Friday, September 22**.

If you get the chance, check out the [new CRC web pages](#)! There are still a couple of content areas to address—but this is what we came up with as a committee at the end of last semester.

Thank you for all the hard work that you do—I'm looking forward to another fun and productive semester!

Meeting Adjourned at 10:59 a.m.