

Curriculum Committee Minutes

Meeting Date
June 6, 2011

Meeting Time & Location
2:30pm – Building 27 – Board Room

Chair

Dr. Barbara Peterson

Co-Chair

Dr. Dave Howard

Recording Secretary

Rosalie Robinson
Rachel Goon

INTRODUCTIONS:

Members Present

Phil Hunter
Mike Mixdorf
Robert Hijjya
Darlene Rompogren
Bernard Comeau
Char Gore
Susan Schneider
Rosalie Robinson
Barb Peterson
Julie Benson
Greg Ferencko
Dave Howard
Kim Rzeszewicz
Steve Ashpole
Tim Stokes

Guests Present

Satwant Singh-Kurtz
John Falskow
David Endicott
Wendy Fein
Carol Evenhews?
John Miller
Ruth Ann Mikkell
Kim Harrington
Sharon Michaels

Agenda Items

MINUTES MAY2, 2011

- a. *Rosalie Robinson* moved to approve the minutes.
- b. *Robert Hijjya* seconded the motion.
- c. **Discussion points:** Phil Hunter pointed out typo and said he had no recollection of planning to change the Course Outcome #1 on PHSY 299. Barb will check on that.

d. Motion carried.

After note: 5/2/11 minutes have been corrected to exclude the comment to change CO#1 for PHSY 299. It will stand as submitted on the course proposal.

TABLED ITEMS

NUTR 101& Human Nutrition

- a. *Phil Hunter* moved to approve the updates to this courses.
- b. *Mike Mixdorf* seconded the motion.
- c. **Discussion Points:**
 - Phil explained the purpose of the changes to the prerequisites and outcomes.
 - Tim asked if Mike Flodin had been contacted to have discussion about the VPs underlying concerns about enrollment dropping.
 - Phil: No discussion with Mike F. There is no change in the math prerequisite. Rate at which students pass will increase with change in prerequisites.
 - Tim's concern is that 1/3 currently enrolled students who do not meet the proposed prerequisites would not be able to access the course. Math prerequisites will make course inaccessible to many students.
 - Sharon: polled 7 sections, most of the students who do poorly are not allied health students; by letting them in, we invite them to fail, because they don't understand that Nutrition is a science-heavy course.
 - Barb: Perhaps we need two courses: an entry-level Nutrition course, and a 200-level Nutrition course for allied health students.
 - Tim stated he will not approve this course unless another course is created to provide more access, or Bio 100 math prerequisites are lowered to Math 85. Requiring Math 90 will not allow as many students to take the course. Suggests alternately that a nursing-specific course be created.
 - Tim suggests the science department create a second course.
 - Ruth Ann: Science department may not want another entry level lab course, would allow students to take distribution of lab courses exclusively in bio sciences without getting a breadth of exposure to other sciences.
 - Char: can we even change this to 200-level since it is CCN?
 - Julie: also this course is required for transfer degree, so there is a state-level consideration.
 - Tim: can create a higher level course for allied health.
 - Phil: Once a proposal comes to committee we must approve/reject/table. To move forward, we must approve or reject.
- d. 8 Yea, 1 Nay, 1 Abstention. **Motion carried.**

RC 180 Respiratory Therapy Clinical I

RC 181 Respiratory Therapy Clinical II

RC 182 Respiratory Therapy Clinical III

- a. *Rosalie Robinson* moved to approve the updates of these courses.
- b. *Mike Mixdorf* seconded the motion.
- c. **Discussion Points:**
 - Greg Carter: Clarified previous concern was that the objectives were very similar. Those have been corrected
- d. **Motion carries**

DELETED COURSES

CMST 102 Mass Media and Society

CMST 111 Intercultural Communication II

CMST 299 Individual Study in Speech

IBEST 056 Medical Office Procedures for ABE

IBEST 057 Medical Office Procedures for ESL

IBEST 060 Introduction to Human Services for ABE

IBEST 061 Introduction to Human Services for AESL

IBEST 062 Therapeutic Approaches and Techniques for ABE

IBEST 063 Therapeutic Approaches and Techniques for AESL

IBEST 064 Fundamentals of Case Management ABE

IBEST 065 Fundamentals of Case Management for AESL

IBEST 074 Secure Logistics for ABE

IBEST 075 Secure Logistics for AESL

MATH 210 Discrete Mathematics

SOC 252 Sociology of the Family

- a. *Rosalie Robinson* moved to approve the deletion of these 15 courses.
- b. *Char Gore* seconded the motion.
- c. **Discussion Points:** none
- d. **Motion carries**

NEW COURSES

BUS100 (for Curricunet purposes only) Passed at 5/2/11 meeting

ENGL /085 Academic Reading and Writing I: Foundations

ENGL /085 Academic Reading and Writing I: Foundations

- a. *Rosalie Robinson* moved to approve these courses.
- b. *Robert Hijiya* seconded the motion.
- c. **Discussion Points:**
 - David explained that this course will take the place of Eng 85 and Read 85.
 - Darlene comments: can we add EAP 155 and 159 with grade of C or higher as “or” prerequisites? Those are current prerequisites for the current 85 level courses.
 - Kim will add administratively.
 - Tim: concerned about students putting off going into the classes they should go into since tuition has risen so dramatically and will be continue to rise. 47% in 5 years.
 - Darlene and David: Clarification - Very very few students request to go into 85 from EAP 155/159. Most opt to go to 95. Not limiting students.
- d. **Motion carries**

EXPL 200

- a. a. *Char Gore* moved to approve this course.
- b. b. *Rosalie Robinson* seconded the motion.
- c. **Discussion:** none
- d. **Motion carries**

IEN 102 Professional Nursing 2

IEN 103 Professional Nursing 3

IEN 105 Topical Nursing 2

IEN 106 Topical Nursing 3

IENT 107 Maternal-Child Nursing

IENT 108 Pharmacology 1

IENT 109 Mental Health

IENT 110 TOEFL Prep 1

IENT 111 TOEFL Prep 2

IENT 112 Nclex-Rn Preparation-Ien

IENT 113 Pharmacology 2

a. *Dave Howard* moved to approve these courses.

b. *Rosalie Robinson* seconded the motion.

c. Discussion Points:

-Sant explained courses.

-Kim: are there no prerequisites? Sant clarified that should be the previous qtr courses, Kim will add administratively.

-Barb: Outcomes do not start with action verbs.

-Sant says OK to alter. Kim will fix administratively.

-Julie: suggested change outcome #2 in IEN 102 to a better verb.

-Kim: IEN 103 – prerequisites should only be the previous qtr courses.

-Kim: IEN 105 – prerequisites check; confirmed that no passing grade is OK.

-Rosalie & Sant: confirmed that do not need to check “limited English”

-Kim IEN 106 – prerequisites should be winter qtr courses, she will fix

-Julie: May want to remove the specific teaching method from outcomes, Sant OK-

-Kim: IEN 107 – checked on prerequisites

-Kim: IEN 108 – checked on prerequisites.

-IEN 109- noted lots of course objectives. Sant: since 11 countries represented in program, there are many levels in one course. Many students haven’t done psych. Pace depends on the cohort.

-Kim: IEN 111 – checked on prerequisites

-Julie: wording of outcomes has lower level of Bloom’s than the course below it.

-Sant: this course is based on individual assessment.

-IEN 112 – Kim checked on prerequisites

-IEN 113 – Kim checked on prerequisites

d. Motion carries

NURS 151 Nursing Technology

a. *Rosalie Robinson* moved to approve this courses.

b. *Susan Schneider* seconded the motion.

c. Discussion Points:

-John Miller explained they needed a technology class early in the program.

-Tim: net increase to degree total credits is 1 credit hour? At max?

-Julie: This classes temporarily will max, but since curriculum is being reorganized, total will change next year.

d. Motion carries

UPDATED COURSES

ABE 032 ABE Math - Level 2

ABE 033 ABE Math - Level 3

ABE 034 ABE Math - Level 4

ABE 035 College Bound Math Level 5

ABE 036 College Bound Math Level 6

ABE 042 ABE Reading and Writing Level 2

ABE 043 ABE Reading and Writing Level 3

ABE 044 ABE Reading and Writing Level 4

- a. *Rosalie Robinson* moved to approve the updates of these courses.
- b. **Robert Hijjiya** seconded the motion.
- c. **Discussion Points:**
 - Wendi Fein explained that these are CAP updates. Met with English and Math departments to make sure all are in alignment.
 - ABE 036: CASA score should say 236-248. Kim will fix administratively.
 - Kim: 034: Should 033 be the prerequisites to 034 instead? Kim will fix administratively
 - Tim: 042: writing sample, should it be "AND" instead of "OR" in the prerequisites?
 - Wendi: Yes.
 - Kim: 032: no prerequisites. Only 034 has another course as a prerequisites. Starting at 033, prerequisites should be the previous course, OR CASA score, etc. Kim will fix administratively .
- d. **Motion carries**

ANTH 100 Survey of Anthropology

ANTH 204 Archaeology

- a. *Dave Howard* moved to approve changes to these courses including M designation.
- b. *Rosalie Robinson* seconded the motion.
- c. **Discussion Points:**
 - Liz explained these are CAP alignment updates
 - Kim: 100 needs M design to be approved too, Dave amended motion, and that these are also AEGS courses.
- d. **Motion carries**

ASTR 101 Introduction to Astronomy

- a. *Phil Hunter* moved to approve updates to this course.
- b. *Mike Mixdorf* seconded the motion.
- c. **Discussion Points:**
 - Phil: CAP update.
 - Kim: this could also meet the AGS requirement, Kim will fix administratively.
 - Barb: please add & to this course as it is a CCN. Kim will fix administratively.
- d. **Motion carries**

BIOL 160 General Cell Biology

- a. *Phil Hunter* moved to approve the updates to this course.
- b. *Rosalie Robinson* seconded the motion.
- c. **Discussion Points:**
 - Phil: significant changes, but mostly CAP updates. Making sure aligns with CHEM 110,.
- d. **Motion carries**

BUS 165 Human Resource Management

- a. *Rosalie Robinson* moved to approve the updates to this course.
- b. *Rachel Goon* seconded the motion.
- c. **Discussion Points:**
 - Kim: Jim Wiek sent through all his courses before, but this course was missing appropriate Eng/Read prerequisites. This is just adding those.
- d. **Motion carries.**

CHEM 110 Chemical Concepts w/lab
CHEM 161 General Chemistry w/Lab I
CHEM 162 General Chemistry w/Lab II
CHEM 163 General Chemistry w/Lab III

a. *Phil Hunter* moved to approve updates to these courses.

b. *Mike Mixdorf* seconded the motion.

c. Discussion Points:

-Phil: CAP updates includes changes to learning outcomes.

-Phil: wants to amend credits for 161, 162, 163 to 5 credits instead of 5.5 credits.

Curricunet automatically assigned 5.5 credits.

-Kim: are there any other courses that have fraction credits?

-Steve: only when courses are transferred from semester systems.

-Kim & Phil: Lab hours are extended beyond a “full number” due to needing 3 hours + to complete. Not unique to TCC many other colleges have credit numbers that do not reflect actual hours.

-Barb & Steve: can override the system so that it only shows at 5 credits. Concern about creating a system that will require students to pay more tuition for fraction of credit.

-Greg: “may be taken concurrently” applies to Math 141 as well. Kim will fix administratively.

d. Motion carries

EAP 089 Pronunciation and Conversation I

EAP 090 Pronunciation and Conversation II

EAP 091 Grammar and Speaking I

EAP 092 Grammar and Speaking II

EAP 093 Grammar and Speaking III

EAP 094 Grammar and Speaking IV

EAP 095 Reading and Writing I

EAP 096 Reading and Writing II

EAP 097 Reading and Writing III

EAP 098 Reading and Writing IV

EAP 100 Special Programs Reading/Writing I

EAP 101 Special Programs Reading/Writing II

EAP 154 Advanced Composition and Reading

EAP 155 Grammar and Speaking V

EAP 159 Reading and Writing V

EAP 160 Advanced Writing

EAP 162 Advanced Reading

EAP 190 American Culture and Conversation

EAP 191 Pronunciation and Conversation III

EAP 192 The American Accent

EAP 195 Special Programs Speaking/Listening II

a. *Darlene Rompogren* moved to approve updates to these courses.

b. *Robert Hijiya* seconded the motion.

c. Discussion Points:

-Darlene addressed “cut score” questions in the comments box. The current test gives a holistic score, rather than a cut score. Also, considering to use Accuplacer ESL which has

cut scores; but if move to different test, doesn't want to push these through again just to change the cut scores.

-Darlene: re: comment box question about "showing improvement," this would be by comparing pretest and posttest.

-Julie: is there leveling between the 3 minute speeches at different levels?

-Darlene: at different levels, they should be able to use the grammatical structures learned at that course.

-Kim: EAP 91, 92, 93, and 94: change outcome for 3-minute speech: add "using the grammatical structures taught at this level"

-Greg: Fix typo in the PLOs (in every course proposal): responsibly

-Kim: EAP 154 checked on prerequisites

-Darlene says they are OK as is

-Kim: EAP 191 is part of series and will change outcome to "demonstrate improvement" instead of "show improvement"

-Tim: would like the department to consider condensing the number of courses.

-Darlene: within each of the 5 levels, there are 3 areas (reading/writing, speak/listen/grammar). That's why it looks like so many classes.

-Tim: would like more clarity in the learning outcomes considering there are 21 courses.

d. **Motion carries**

HIST 146 US History I

HIST 147 US History II

HIST 148 US History III

HIST 214 Pacific NW History

HIST 219 Native American History w/ Multicultural designation

HIST 220 African-American History w/ Multicultural designation

HIST 240 Religion in America and the Modern World w/ Multicultural designation

a. *Rosalie Robinson* moved to approve the updates to these courses (including M designation for HIST 219, HIST 220, and HIST 240)

b. *Dave Howard* seconded the motion.

c. Discussion Points:

-Bernie: CAP updates. Used "Demonstrate knowledge" instead of "understand."

-Kim: will deal with the Eng/Read 95 prerequisites in the fall as a larger discussion.

-Bernie: re comments box question: how long do we keep the "formerly known as . . ." tag? -

-Barb: 5 years has been the standard we have used in past.

-Julie: are objectives higher in 147 than in 148?

-Bernie: no, should be same and courses not sequential.

-Kim: M designation needs to be approved as well. Rosalie amended motion to accommodate update of M on 219, 220, and 240.

-Tim thanks Bernie for cleaning up history courses.

d. **Motion carries**

IBEST 032 Practical Accounting for ABE

IBEST 071 Medical Terminology for AESL

a. *Rosalie Robinson* moved to approve these courses.

b. *Robert Hijjya* seconded the motion.

c. Discussion Points:

updates were explained

e. **Motion carries**

ITC 100

- a. *Rosalie Robinson* moved to approve updates to this course.
- b. *Susan Schneider* seconded the motion.
- c. **Discussion Points:**
 - Carol: this course developed for Department of Correctional sites. Will be offered for vocational and basic skills courses. Objectives driven by DOC regulations.
 - Rosalie & Carol: 15 contact hours = 1 credit, different calculations than on campus. - That is why the “systems” element is still in our curriculum system.
- d. **Motion carried**

IT 112 Help Desk Operations

IT 230 Introduction to Project Management

- a. *Char Gore* moved to approve updates to these courses.
- b. *Susan Schneider* seconded the motion.
- c. **Discussion Points:**
 - no one present to address the updates
 - Kim: similar to Jim W’s program courses; these two just need final update approval of new IT 112 course objectives.
 - Committee not sure about the prerequisites for 112 and 230; the wording is ambiguous.
 - Char: IT 230: HIM students have to wait for instructor permission, which is difficult for them. Would like to add an HIM course in as a prerequisites so that her students will not get squeezed out of registration.
 - Kim: likely needs to table.
 - Tim: instead of tabling over summer, vote “no” so that course can be offered as is for now. Also easier for catalog update purposes.
 - IT can submit a update course proposal in Fall.
- e. **Motion failed**

MATH 096 Accelerated Algebra

MATH 140 Introduction to Pre-calculus

MATH 153 Calculus III

MATH 238 Elements of Differential Equations

- a. *Robert Hijjya* moved to approve updates to these courses.
- b. *Char Gore* seconded the motion.
- c. **Discussion Points:**
 - Greg: CAP updates. 96/140 are paired courses. Leads to Sci/Eng path. Mostly common language incorporated into PLOs.
 - Greg: Wanted to create dual pathways into 96; set one prerequisites to Math 90 with a “B.”
 - Tim suggests changing it to “B-“ to be consistent with the “C-“ prerequisites for Math 95.
 - Greg: they are collecting data on success rates.
- d. **Motion carries**

PHYS 121 Engineering Physics – Mechanics

PHYS 122 Engineering Physics - Electricity and Magnetism

PHYS 123 Engineering Physics - Waves, Optics, and Thermodynamics

- a. *Phil Hunter* moved to approve updates to these courses.
- b. *Rosalie Robinson* seconded the motion.
- c. **Discussion Points:**
 - Phil: notes CAP update. Updated outcomes and using more uniform language.

-Phil: re comments box question: Could be used in AGS. There is leveling built into these courses; the complexity builds throughout the sequence.

-Kim: clarified need D- (passing grade) in Phys 121 for 122 or 123, which can be taken in any order.

-Tim: PHYS 121: Course description starts with "Mechanics." OK?

-Phil: Intentional to help students see the difference between the courses.

d. **Motion carries**

RC 263 Pulmonary Functions

RC 272 Pulmonary Rehabilitation, Home Care, and Assistance in Specialty

Procedures

a. *Char Gore* moved to approve updates to these courses.

b. *Susan Schneider* seconded the motion.

c. **Discussion Points:**

-Greg Carter: updated objectives to meet newer national standards.

-Barb noted: Please delete redundant objectives

-Julie: Understand – can we measure? Change to "demonstrate an understanding of . . ."

-Kim: RC 272 does not meet AAS, should be APA degree. Will change administratively

d. **Motion carries**

SOC 101 Introduction to Sociology

SOC 205 Sociology of African Americans

SOC 262 Race and Ethnic Relations

SOC 265 Sociology of Asian Americans

a. *Rosalie Robinson* moved to approve updates to these courses with M designation (for all four courses).

b. *Susan Schneider* seconded the motion.

c. **Discussion Points:**

-Kim: all also needs M designation. Rosalie amended motion.

-Bernie: CAP updates.

-Kim will fix 101 "2.a" auto-calculation section. administratively

d. **Motion carries**

OTHER COMMITTEE BUSINESS

1. Reorganization of committee representation

-Barb: With changes in college organization as a result of budget cuts will be reorganizing committee so there will be balance in representation. Committee representatives will be the first line of contact for faculty in curriculum matters.

-Barb distributed proposed organizational list.

- John Falskow will be added as additional Humanities person.

-Tim: add Chalu Harris under Dave Howard's area.

-Greg: Educ is both transfer and prof/tech. Barb clarified and make announcement in fall.

-Barb: rotation will stay as 3-year tenure of duty.

2. **CC representatives role and responsibilities** (rolled into discussion of previous issue)

3. **ENGL /085 and /095 as prerequisites** (formerly 085 and 095).

- Will be moved to October 2011 meeting agenda because of lateness of hour.

4. Ratio formula definitions/clarifications

-will move to October 2011 meeting agenda because of lateness of hour.

5. Curriculum Committee User's Manual – ideas for inclusion

-Barb: She and Kim will work on a User's Manual over summer. Would like committee members input about what we need to know about being first-line responders, what would be helpful for new reps coming into the committee. May have refresher training in fall quarter about CAP, Curricunet, etc., before we help other people.

-Rosalie: would like more info on how much Curricunet does in terms of facilitating conversation among the originators/chairs/committee members/etc. Would be good to add a flow-chart to the user manual.

-Kim: would like to add an FAQ list about Curricunet to the manual, too.

-Kim: Curriculum Committee now has some of Kim Phillip's time to help with Curricunet issues but she is the second-line responder to faculty members.

6. Potential Provisional Approvals over summer

-Barb asked for ability of CC Chair with Ex VP to act on potential course proposals that may need to be acted on during summer quarter.

a. *Dave Howard* moved to give Committee Chair Barbara Peterson provisional approval abilities if needed to work with Tim Stokes concerning emergency course approvals over summer.

b. *Rosalie Robinson* seconded the motion.

c. **Discussion Points:** none

d. **Motion carried**

7. Graduation appeal request.

Discussion Points:

-Steve Ashpole: presented graduation appeal request for Min Jae Kim.

-Student got caught in confusion over how HD 101 counted;

-Was advised that it would meet Humanities requirement by a new advisor.

-He is an international student and will be returning home right after graduation.

-He cannot stay over summer to do the 3 credits because of military obligations at home.

-He has extra chemistry courses that could count for natural science; one of his natural science courses is Anthropology which could be moved to humanities.

-He has more than enough total credits, just 3 credits short in Humanities distribution

-Robert: past practices have been that if we think it was TCC staff who messed up, then benefit of the doubt goes toward the student.

Dave Howard: move to approve the graduation appeal of Min Jae Kim

Robert Hijiya: seconded the motion

Motion carried