

Curriculum Committee Minutes



Meeting Date		Meeting Time & Location	
December 6, 2010		2:30pm – Building 11, Senate Room	
Chair	Co-Chair	Recording Secretary	
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Jamie Palermo Administrative Assistant	
Members Present			
Barbara Peterson, Chair Dave Howard, Co-Chair, - Counseling Mike Mixdorf – Health, Justice & Human Services Susan Schneider – Business Darlene Rompogren – EAP/LRC Greg Ferencko – Math Phil Hunter – Science/Engineering		Bernard Comeau – Social/Behavioral Sciences Charlene Gore – Professional Technical Rachel Goon – Library Rosalie Robinson – ABE Steve Ashpole – ad hoc Julie Benson – ad hoc Kim Rzeszewicz – ad hoc	
Guests Present			
David Endicott Ralph Hitz Carol Evenhuis Charlie Crawford		Jeanette Smith-Perrone Annalee Rothenberg Duane Garrison Mary Phelps Tarrer	
Agenda Items			
<p>1. Approval of minutes – November 1, 2010. Motion was made by Rosalie Robinson to approve these minutes, and was seconded by Phil Hunter. <u>Motion unanimously carried.</u></p> <p>2. Approval of agenda – The agenda was approved as is.</p> <p>3. TABLED Courses</p> <p>ENGL-084 Resubmitted from being tabled at the 11/10 meeting. ENGL-094 Resubmitted from being tabled at the 11/10 meeting. These courses had been tabled last month due to too many questions that could not be answered. David Endicott spoke on behalf of these courses this month and was able to answer the committee’s questions. Original motion made by Rachel Goon and seconded by Robert Hijiya stand. <u>Motion unanimously carried to approved these new courses.</u></p> <p>ACCT-290 Resubmitted from being tabled at the 11/10 meeting Annalee resubmitted this course from last month. With corrections made to the first course objective, which can be seen by clicking on the link above, the motion made by Rosalie Robinson and seconded by Mike Mixdorf stands. <u>Motion unanimously carried.</u></p> <p>BUS-290 Resubmitted from being tabled at the 11/10 meeting Annalee resubmitted this course from last month. With corrections made to the first course objective, which can be seen by clicking on the link above, the motion made by Dave Howard and seconded by Susan Schneider stands. <u>Motion unanimously carried.</u></p>			

[SMG-101](#) The course was originally tabled at the 11/10 meeting. This course is okay to move forward as is because it is part of the City of Tacoma contract program.
Due to the information gathered after the last meeting regarding this course, it has been decided that the change requested is to move forward as is. The motion made by Rachel Goon and seconded by Robert Hijiya stands. **Motion unanimously carried.**

4. DELETED Courses

[ADJ-141](#)

[ADJ-142](#)

[ADJ-143](#)

[ADJ-144](#)

[ADJ-145](#)

[ADJ-146](#)

[ADJ-147](#)

[ADJ-148](#)

[CU-106](#)

[BOT-250](#) - Correction

[HIST-225](#)

[IBEST-048](#)

[IBEST-049](#)

[PSYCH-170](#)

[PSYCH-207](#)

[PSYCH-210](#)

[PSYCH-215](#)

[PSYCH-220](#)

[READ-080](#) – Previously deleted 6/7/10

[READ-096](#)

[READ-100](#) – Previously deleted 6/7/10

[STDSK-111](#)

Motion was made by Dave Howard to approve the deletion of these courses, and seconded by Susan Schneider. **Motion unanimously carried.** While updating the databases after this meeting, it should be noted that BIOL-250 does not exist and that it should be BOT-250 that is being deleted. This correction can be seen by clicking on the BOT-250 course above. Also, both READ-080 and READ-100 have already previously been deleted at the June 2010 Curriculum Committee meeting. Approval for deleting these two courses is not necessary for this meeting.

5. NEW Courses

[HT-110](#) Fundamentals of Patient Care

[HT-120](#) Patient Care Clinical

Motion was made by Rosalie Robinson to approve these new HT courses, and seconded by Susan Schneider. Mary Phelps Tarrer spoke on behalf of these courses and explained that students who take both courses would qualify to sit for the CNA exam and earn a certificate. A benefit for taking these courses to earn a CNA certificate is that students do qualify for financial aid, where they do not qualify for aid when taking the NAC program through Continuing Education. **Motion unanimously carried**

[SAM-100](#) Stress/Anger Management

Motion was made by Rachel Goon to approve this new SAM course, and seconded by Rosalie Robinson. Carol Evenhuis spoke on behalf of this course and explained that this course is required by the Department of Corrections. **Motion unanimously carried.**

6. UPDATED Courses

[BIOL&-170](#) Human Biology (Prerequisite)

[BIOL&-175](#) Human Biology with Lab (Prerequisite)

Motion was made by Phil Hunter to approve these updated BIOL courses, and seconded by Rosalie Robinson. Ralph Hitz spoke on behalf of the courses and explained the addition of BUS-110 in the prerequisite is due to the small group of HIM students who take these courses are not required to take MATH-090, but are required to take BUS-110. **Motion unanimously carried.**

[CU-091](#) Introduction to the Keyboard (prerequisite, course objectives)

CU-100	Introduction to Practical Computing (course objectives)
CU-101	Web-Enabled Learning & Communication (prerequisite, course objectives)
CU-102	Word I (prerequisite, course objectives)
CU-103	Excel I (prerequisite, course objectives)
CU-104	Power Point (prerequisite, course objectives)
CU-105	Work I, Excel I (Prerequisite, course objectives)
CU-108	Outlook (prerequisite, course objectives)
CU-110	Access I (prerequisite, course objectives)
CU-202	Word II (prerequisite, course objectives)
CU-203	Excel II (prerequisite, course objectives)
CU-210	Access II (prerequisite, course objectives)

Motion was made by Rachel Goon to approve these updated CU courses, and seconded by Dave Howard. Jeanette Smith-Perrone spoke on behalf of these courses and decided that the PLO's should not have been presented for consideration at this time, so they have been removed from the minutes. In reviewing the course objectives for these CU courses, it was agreed that the word "discover" should be replaced by "Identify" or "Identify and use." These changes can be seen by clicking on the links above. **Motion unanimously carried.**

Developmental and College Level English

ENGL-075	Writing I: Foundations for Writing (course objectives)
ENGL-085	Writing II: Building College Writing Strategies (course objectives)
ENGL-095	Writing III: Composition Strategies (course objectives)

Motion was made by Rosalie Robinson to approve these updated Dev. ENGL course, and seconded by Susan Schneider. Duane Garrison spoke on behalf of these courses. **Motion unanimously carried.**

ENGL-101	English Composition I
ENGL-102	Composition II: Argument & Persuasion
ENGL-103	Composition III: Writing about Literature

Motion was made by Rachel Goon to approve these updated ENGL courses, and seconded by Rosalie Robinson. David Endicott spoke on behalf of these courses. **Motion unanimously carried.**

IBEST-040	Introduction to early Childhood Education for ABE (title, description, course objectives)
IBEST-041	Introduction to early Childhood Education for AESL (title, description, course objectives)

Motion was made by Rachel Goon to approve these updated IBEST courses, and seconded by Mike Mixdorf. **Motion unanimously carried.**

IBEST-042	Early Childhood Environmental Design for ABE (title, description, course objectives)
IBEST-043	Early Childhood Environmental Design for AESL (title, description, course objectives)

Per Kim Ward, these courses have been removed from the agenda – no changes have been made or approved.

Network & Convergence Technologies – PLO's

IT-102	Microcomputer Fundamentals (prerequisite, course objectives)
IT-110	Operating Systems I (prerequisite, course objectives)
IT-112	Help Desk Operations (prerequisite, course objectives)
IT-210	Operating Systems II (prerequisite, course objectives)
IT-245	Data Modeling (prerequisite, course objectives)
IT-258	E-Business & Commerce (prerequisite, course objectives)
IT-260	Client/Server Technology LANs (prerequisite, course objectives)
IT-261	Administration of Networks (prerequisite, course objectives)
IT-262	Technical Support of Windows Network (prerequisite, description, course objectives)
IT-270	Service & Support Fundamentals (prerequisite, course objectives)
IT-271	Internetworking (prerequisite, course objectives)

- [IT-274](#) Network Security Fundamentals (prerequisite, course objectives)
- [IT-277](#) Data Storage Security & Management (prerequisite, course objectives)
- [IT-280](#) Advanced Networking Technologies (prerequisite, course objectives)
- [IT-290](#) Work Internship (course objectives)
- [IT-299](#) Independent Study & Special Projects (course objectives)

Motion was made by Rosalie Robinson to approve the updated IT courses, and seconded by Rachel Goon. Changes to the wording of course objectives for IT-277, 280, and 290 can be seen by clicking on the links above. **Motion unanimously carried.**

- [MATH-095](#) Intermediate Algebra (course objectives)

Motion was made by Rachel Goon to approve this updated MATH courses, and seconded by Susan Schneider. **Motion unanimously carried.**

- [READ-075](#) Reading I: Foundations for College Reading Comprehension (course objectives)
- [READ-085](#) Reading II: Building College Reading Comprehension Strategies (course objectives)
- [READ-095](#) Reading III: College Reading (course objectives)

Motion was made by Rachel Goon to approve these updated READ courses, and seconded by Mike Mixdorf. **Motion unanimously carried.**

- [STDSK-095](#) Survival Study Skills (course objectives)
- [STDSK-098](#) Essential Study Skills (course objectives)
- [STDSK-110](#) College Study Skills (course objectives)

Motion was made by Rachel Goon to approve these updated STDSK courses, and seconded by Rosalie Robinson. **Motion unanimously carried.**

7. OTHER Committee Business

- a. 299 Guideline Discussion – Barb Peterson asked the committee to start having conversations regarding the 299 courses each department offers so that there is consistency throughout the campus. She would like to have guidelines regarding this created and put up for approval in February or March.
- b. Pilot Course Definition Discussion – Same as the 299 Guidelines, Barb Peterson asked the committee to start having conversations regarding pilot courses, the definition of, and the length of time a course remains in the pilot stage. Guidelines will be created and up for approval in February or March.
- c. [Curricunet Update](#) – Kim Rzeszewicz updated the committee with the status of Curricunet. She also announced that the Curriculum Committee will be trained on January 24th. More information will be coming soon.