Curriculum Committee Minutes

TACOMA COMMUNITY COLLEGE

Meeting Date	Meeting Time & Location
Monday November 7, 2011	2:30 pm Building 12 – Board Room

Chair	Co-Chair	Recording Secretary
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Rosalie Robinson Rachel Goon

Agenda Items

In attendance: Members: Barb Peterson, Char Gore, Mike Mixdorf, Susan Schneider, Rosalie Robinson, Robert Hijiya, Darlene Rompogren, Phil Hunter, Julie Benson, Rachel Goon, Bernie Comeau, Greg Ferencko **Ad Hoc:** Kim Rzeszewicz, Steve Ashpole, Colleen Spezia **Guests:** Jackie Gorman, Jeanette Smith-Perone, Kim Lee, Pat Von Knorring

Introductions

1. **Approval of minutes –** (Attached) R. Robinson & M. Mixdorf second. Motion: carried
2. **Additions to the agenda –**
   a. Geol 105 and Geog 200 also on hold.
   b. Biol 105 and Geol 101 on hold. Still in CAP process. Will come back in Dec.

3. DELETED Courses – on hold until next meeting.

GEOG 200 - Introduction to ArcView GIS

GEOL 105 - Earth Systems Science

4. NEW Courses

CMATH 075 –Computer Based Review Arithmetic
CMATH 085 –Computer Based Introduction to Elementary Algebra
CMATH 090 –Computer Based Elementary Algebra
CMATH 095 –Computer Based Intermediate Algebra
  Please review attached "Addendum to CMATH Courses" before the meeting
Motion: R. Robinson
Second: P. Hunter
Discussion: Jackie: Math dept looking for a way to get students through the 4 dev ed math courses more successfully. Created 5 credit classes that are more flexible – can move through more quickly, or slowly if they need more than one quarter.
Kim : Can take it twice – so, for students who are taking it slower, is it just 5 credits even if they spread over two quarters?

Jackie: Can't do variable credits; besides, students don't get credits for dev ed math, except in terms of financial aid.

Steve: CMath 85 works for a prereq for Math 90, for example. Have figured out how to let students register for the next quarter, but will flag if they haven't completed by the end of the quarter.

Jackie: students who complete a CMATH course (with an "S" grade) are "listed" as having completed a MATH 75 course in the registrar's system.

Susan: Isn't this a lab, as opposed to a lecture?

Jackie: It's more similar to an online course than a science lab course. Lectures will be available to students online.

Greg: Addendum to CMATH courses are minor; just adding the word "and" in the prereqs, and a period.

Motion carried

HIM 250 – Coding Professional Practice Experience
HIM 254 - HIM Capstone
HIM 255 – Professional Practice Experience
Motion: M. Mixdorf
Second: S. Schneider
Discussion: Kim Lee – rationale for breaking out the courses is that under the former HIM 253, which encompassed all three, if a student failed one part of these, they would have to take all 12 credits again.

Char: will likely need to move the quarterly hours around, esp. for the "in the field" credits. 255 is out in the field, supervised by different people. 255 is a mix of worksite and lab.

Barb: it's fine to leave 255 as lab.

Kim: Kim will change from variable to 5 credits.

Char: 250 really will be variable, though, 2-5 credits.

Barb & Kim: so, leave 250 as is; change 255 to 5 credits; and 254 can leave alone.

Kim will change action verbs in 250 for objectives 2, 3, and 4.

Phil: are these supposed to be "repeatable?" For extra credit?

Char & Kim: no, that's wrong – Kim R. will change to repeatability of 1.

Phil: Problem for corequisites – if they need to take one again, co-req would mean they have to take the other again, too.

Kim R. will fix the prereqs/coreqs on all of these courses.

Motion carried

5. UPDATED Courses
BIOL 105 – Fossils and the History of Life

(not ready yet; will come back in Dec.)

HD 101 – Student Success Seminar
HD 105 – Career and Life Planning
HD 110 - Human Relations
HD 114 - Exploring Human Potential

Motion: C. Gore
Second: R. Robinson
Discussion:
Robert: 105 and 114 look similar in terms of objectives.
Barb: should table it since there are questions and no one present who can answer them.
TABLED

HIM 140 – Beginning Diagnostic Coding
HIM 220 – Inpatient Coding
HIM 240 – ICD-10-CM/PCS Coding
Motion: R. Hijiya
Second: R. Robinson
Discussion:
Char: Accrediting body changed requirements, and coding system changed to ICD-10.
140 used to be ICD-9. Taking the word "ICD" completely out to preclude needing to
update it when the system changes again.
HIM 240 will be taught to the coding community.
Kim R.: 240, objective #7 relates to PLO #3; Kim R. will change administratively
Motion carried

IT 112 - Help Desk Operations
IT 230 – Introduction to Project Management
Motion: S. Schneider
Second: C. Gore
Discussion:
Jeanette: 112 was missing complete list of outcomes. 230 now has more inclusive prereq
wording.
Julie: outcomes wording OK?
Char: really APS-related?
Kim R: that will all be updated all at once, so we don't need to fix it now.
Kim R. will fix "team work" in 112 and other typo in outcome #2.
Motion carried

MO 147 – Medical Reimbursement
Motion: C. Gore
Second: M. Mixdorf
Discussion:
Pat: Combines the two reimbursement classes into a single class. Will simplify
scheduling for students.
Kim R. will fix the HCMA wording; will change wording in Outcome #9; and will change
prereq wording.
Motion carried

ENGR 214 - Statics
Motion: P. Hunter
Second: C. Gore
Discussion:
Phil: CAP update. Only sort of significant change is that design project is now a small team project. Otherwise, no substantive changes.
Motion carried

GEOL 101 - Introduction to Physical Geology
On hold until December meeting.

6. OTHER Committee Business
    a. *Curriculum Committee Manual* – BP (Please Review)
Please send suggested updates for this manual or comments to Barb and/or Kim R.
Barb: Independent studies 299 has come up again recently. Maybe each dept, if they want a 299, could have a general prereq such as "completion of some basic/general course." Please send feedback to Barb

    b. *Curricunet Update* – KR
Email KimR. with any curricunet problems; almost done with the "tweaking" process with vendor. Still some fuzziness between "pending" courses and "Launched."
Should the course be frozen – so once approved down the chain, can't be changed again by the originator? Yes was the overwhelming response from CC members -- Kim will freeze.

Curric Comm will also in the future see degrees/certificates that are being modified, deleted, added, etc. in Curricunet.

Syllabus module also not yet available, but will be rolled out soon. Probably most useful to adjunct faculty or first time teachers of courses.

Curricunet has to be accurate and up to date because it will be the source of info in the online schedule in the future.
Phil suggests that the course outcomes be included in the online schedule for students to see. Kim will investigate feasibility

    c. *Pending vs Launched* – KR (see notes in section (b), above)

    d. *Alternates and PAU credits* BP – curric comm. members get 1 PAU per quarter, so 3 per year. Alternates who attend one meeting per year will get 1 PAU for the year.

    e. *Five Year CAP Review Cycle* KR (Please Review)
Kim identified 18 disciplines that CAPped the majority of courses last year. Need 18 to do it

every year. Have identified 18 more disciplines to finish CAP this year.

    f. ***Credit Hours/Credit Calculations*** BP (Please Review)
Barb: last updated as a WAC in 2010. Our formula is 11:1 (based on 11-week quarters).
Char: Curricunet wording does not match WAC wording.
Kim R. will fix Curricunet.

Respectfully submitted,
Rachel Goon
11/10/2011