

Curriculum Committee Minutes



Meeting Date		Meeting Time & Location	
Monday November 5, 2012		2:30 pm Building 12 – Board Room	
Chair	Vice Chair	Recording Secretaries	
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Rosalie Robinson Rachel Goon	
Agenda Items			

1. Introductions

Mary Skinner, Wendi Fein, Carol Evenhuis, Ed Tharp; Bernie Comeau, Greg Ferencko, Carroll Ferguson, Phil Hunter, John Falskow, Julie Benson, Colleen Spezia, Darlene Rompogren, Rachel Goon, Susan Schneider, Kim Lee, Mike Mixdorf, Dave Howard, Barb Peterson, Kim Rzeszewicz, Char Gore, Jethro DeLisle, Erika Bowles

2. Approval of minutes from 10/1/12 meeting

Motion: John Falskow

Second: Phil Hunter

Discussion: none

Motion carried

3. Additions to the agenda?

Barb: HFL 099 needs to be deleted; update on DMS 175 discussion; finalize details for chars position; 179/299 discussion.

4. TABLED Courses

ABE 036 College Bound Math Level 6

Discussion: misunderstanding about whether and why this was tabled – **RETABLED**.

ABE 056 ABE Math Vocabulary**

Motion: Phil Hunter

Second: Susan Schneider

Discussion: Wendi Fein – many ABE students who are ESL students who have high math skills, but low vocab skills. Many students in this class are at college level math. Piloted in Fall 2012 as 2-credit class without being formally approved. Pilot is working – enrolled students and instructors feel it is benefiting students. Not connected to any particular class; can be taken by any student to supplement their vocab learning.

Kim – will change outcome #2 to delete reference to specific textbooks.

Kim – can supplement or replace 035/036 – but we can't build that into SMS/Curricunet. Does ABE department keep close tabs on those students for advising purposes? YES

Motion carried

HORT 112 - Landscape Construction & Estimation**

Motion: John Falskow

Second: Dave Howard

Discussion: Ed Tharp – students get grades on their landscapes. Project-based. When testing, tests for knowledge of concepts such as informal vs formal landscape, etc.

Julie – so probably you'll want to amend outcome 1 and 2 to say something like that.

Kim will make these changes:

Outcome #1 becomes: Differentiate types of landscapes

Outcome #2 becomes: Demonstrate ability to implement a landscape plan

Motion carried

5. DELETED Courses

ADJ 101 Criminal Law

ADJ 206 Juvenile Justice

ADJ 207 Law Enforcement/Criminal Justice internship I

ADJ 208 Law Enforcement/Criminal Justice internship II

ADJ 299 Special Projects

Motion: John Falskow

Second: Susan Schneider

Discussion: no longer taught.

Motion carried

HFL 097 Child and Family Studies I-Family Health, Safety, and Nutrition

HFL 098 Child and Family Studies II-Child Development

HFL 099

Motion: Phil Hunter

Second: Julie Benson

Discussion: Mary Skinner – no longer taught.

Motion carried

RS 270 Introduction to Mammography

Motion: Dave Howard

Second: Phil Hunter

Discussion: no longer taught

Motion carried

6. UPDATED Courses

BUS& 201 Business Law

Motion: Char Gore

Second: Dave Howard

Discussion: Carroll Ferguson: before Len Heritage left, he said these are state-required outcomes that need to be added to this course. Language does not meet TCC

standards, but state requires these.

Kim – verbs aren't measurable, and no PLO alignment. Not sure if we can change the verbiage, but we do need to do the PLO alignment. Usually the chair does that part.

Bernie – since it's listed as a Soc Sci distribution, PLOs need to be changed.

Kim – also, the wrong degree is indicated. This should not be tagged as Assoc. of Applied Sciences.

Char Gore- rescinds motion, recommends tabling.

Motion carried **TABLED.**

HSP 230 Co-occurring Disorders: Assessment and Treatment

Motion: Char Gore

Second: Mike Mixdorf

Discussion: Barb – this course has been taught by PT faculty in past. New faculty is teaching it, who has expertise in this area; she wants to update the verbiage in the outcomes. Does not include PLO alignment because is a specialty course.

Phil – do none of the PLOs align?

Barb – they might, but HSP dept only does PLOs on the 8 core courses that all students must take. Would have to really stretch some of the outcomes to make them fit.

Julie – even adding PLOs to one outcome would support the use of the course as an elective?

John – would defer to the wisdom of the department to decide whether to align with PLOs

Greg – does this set a precedent for faculty deciding which courses should align, and which don't? It might be better to conditionally approve and have HSP add alignment later.

Barb – HSP is in the process of changing its PLOs to match state/national outcomes.

Alignment will work better after this change. But can make a case now for PLO #3 being connected to each CLO.

Dave – requiring some degree of alignment would be in the interest of establishing systematic consistency.

John – so does every class have to have at least one CLO that aligns with a PLO?

Barb – all the specialty courses will come back through Curric Comm this year with new PLOs, since HSP dept is updating their PLOs.

Phil – probably, any course author who brings a course to this committee with no CLO/PLO alignment should expect heavy questioning from this committee.

Barb – sounds like we are saying that ALL COURSES that come through curric comm. should have at least some CLO/PLO alignment?

Phil – not necessarily, but thinks they should be questioned.

Bernie- but to an outsider, it suggests that the program is offering a course that has nothing to do with what the program values.

Jethro – lack of alignment suggests that the PLOs are not sufficient to cover the classes that the program wants to cover.

Kim – none of us seems to remember that it was a big deal when these courses came through originally with no alignment – so our thinking has evolved on this point over time.

Barb – in the future, a guideline would be valuable in these cases.
John – guideline, not policy, sounds like a good way to go.
Barb will add PLO #3 to each CLO.

Motion carried

7. NEW courses

BUSLOG 115 Logistics Security and Risk Management

Motion: Dave Howard

Second: Char Gore

Discussion: Erika - This course was a 2nd year goal of the NSF grant that is funding the development of these courses.

Carroll – should it be just LOG?

Erika and Kim – yes, should be just LOG.

Motion carried

HSP 262 Loss and Grief through the Lifespan

Motion: Mike Mixdorf

Second: Julie Benson

Discussion: New specialty course, as a result of student interest. Many students doing internships with hospice. Apply PLO #3 to all CLOs, please.

Greg: typo in outcome 5, and in 2.

Dave: Outcome 2 – change to explain the *possible* effects of grief . . .

Outcome 7 – why dying and then death? No practical applications for the dead.

Kim – will cross out “and death.”

Motion carried

EDU& 203 (added to agenda)

Motion: Dave Howard

Second: Susan Schneider

Discussion: Mary Skinner: Federal grant to revise all paraeducator/early childhood program, and add a course for children w/ special needs. 203 will be taught as a one-time pilot.

Phil – common course?

Mary – yes, but only accepted as an “other college elective”.

Barb – after taught in winter, will come to Curriculum Committee as a new course in May.

Motion carried

8. OTHER BUSINESS

CJ& 100 Introduction to Administration of Justice

CJ& 101 Introduction to Criminal Justice

Barb -- Deletion of these courses was not approved by ExVP; he wants to keep on books because they align with other courses in the state.

RT 175, DMS 175 after further research it was determined that these two course are not the same. Verbiage will be changed DMS 175 to reflex this finding.

Chair requirements for Curriculum Committee –

Barb – at least 3 years on committee seems to be one that everyone agrees to. Any others?

Dave – Do you have to be tenured to be on this committee?

Barb – Yes, is in handbook.

Bernie – did we define “current”? Should we define it as “within the last 5 years?”

Char – Does it need to be faculty?

Barb – yes, must be a voting member.

General discussion about how maybe no one would meet the “3 year” requirement.

Rachel – 2 years and a current member?

Motion : Julie Benson by – to recommend the following requirements for Curriculum Committee

Chair:

- Must be a full time tenured faculty member;
- Must be a member of the committee for at least the last 2 years, and be currently serving on the committee;
- Nominations will take place in May
- Voting in June by faculty committee members only

Second: Char Gore

Motion carried

Subcommittee for 179/299 classes

John Falskow – 179 are “special topics” seminar; 299s are individuals. Subcommittee members distributed a handout used in Music Dept. for 179 and 299 contract.

299s should not replace any other class we are offering . . .

Char – has happened that students have come through the HIM program having taken courses “out of order” – have done 299 so that they could take the course they missed as a 299.

Phil – in that case, they didn’t take a 299, they took the actual course; the mode was one-on-one, but it wasn’t actually an independent study.

Barb – so actually, you did a special offering of that course, rather than a 299.

Char – but how do we arrange payment for faculty – different payment for a 299 then for other courses.

Barb will talk with Steve Ashpole.

Dave – it’s a contract question.

John and Jethro recommend that 299s can be dealt with between the chair, dean, and the student, and that individual 299s don’t need to come through Curriculum Committee.

Phil – value of having a curriculum committee member check off on each 299 is that that member can recognize outcomes that are or are not appropriate/in line with our standards.

Barb – Should the Curriculum Committee rep sign off on an independent study in that case?

Dave – but we don’t approve courses.

John – Phil’s point seems reasonable, and not like an overwhelming amount of work.

None of the 299s should count as distribution credit.

Phil – won’t transfer.

Bernie – may want a note on the form just to inform student and faculty that the credits will not transfer.

Char – since the 179s might count as distribution, needs its own form.

John – so –

- Separate forms
- Note on form that 299s don't transfer on form
- Space on form for Curric comm. member to sign off

Kim – how does this info get disseminated? Where does the form live?

Barb – Barb or subcommittee will take it to IC.

Kim – Blank forms would need to go on portal

Barb – would be part of manual.

Kim – for tracking purposes, will want to keep track of the filled-out forms to see how many 299s are offered.

John – how about if this gets turned in with syllabi?

Won't work bc there's a 970# on it.

Barb – so, we're not sure where it will be saved.

Motion to adopt this as the uniform way to report independent studies across campus?

Dave – first, let's take it back to depts to discuss?

John will email to us to discuss with our departments. Curriculum Committee members should solicit feedback from faculty in the areas of curriculum that we represent.

John – 179 are actual classes with a larger number of students. Only the Science 179s are currently meeting distribution requirements. Students in Science need to complete 7 elective credits; a 2-credit 179 often is used.

John proposed that if the class is 2 credits or less, it doesn't need to come to curriculum committee; but 3 credits or more should come to CC.

Barb – Historically, 2-credit 179s came to CC for review.

Kim – so the vague 179 description would still be in Curricunet, but the specifics of what the course would cover would go on the form.

John – thinks all 179 courses are 2 credits or less, except for a Business course that's listed as variable credit 1-10.

John will create 2 forms and distribute them. Curric Comm members will get input from their curriculum areas.

Jethro – how about the 179 forms also have a space for the CC member to sign off, too.

Phil – points out that this is more oversight than we've had – it's good that we are emphasizing the importance of outcomes.

Respectfully submitted,
Rachel Goon