Curriculum Committee Minutes

TACOMA COMMUNITY COLLEGE

Meeting Date	Meeting Time & Location
Monday December 3, 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

In attendance: **Faculty Members:** Barb Peterson, Dave Howard, Mike Mixdorf, Char Gore, Susan Schneider, Rosalie Olson, Jethro Delisle, Darlene Rompogren, Julie Benson, Phil Hunter, Rachel Goon, Bernie Comeau, Greg Ferencko, **Ad hoc Menbers:** Steve Ashpole, Carole Fergusson, Sean Vandomellen, Kim Rzeszewicz, Terrie Jones **Guests:** Bekah Townsend, Kim Ward, Heather Cushman, Kim Harrington, Shea Bower, Mike Flodin

2. Approval of minutes from 11/5/12 meeting
Motion to approve: Rosalie Olson
Second: Susan Schneider
Discussion: None
Motion Carried

3. Additions to the agenda? None

4. DELETED Courses
Char Gore moved to recommend deletion of
ENGL 074 Foundations for Writing and Reading
ENGL 075 Writing I: Foundations for Writing
ENGL 085 Writing II: Building College Writing Strategies
ENGL 095 Writing III: College Composition Strategies
Second: Rosalie Olson
Discussion: no longer offered
Motion Carried

Rosalie Olson moved to recommend deletion of
IBEST 010 Introduction to Practical Computing for ABE
IBEST 011 Introduction to Practical Computing for AESL
IBEST 012 Word 1 for ABE

IBEST 013 Word 1 for AESL
IBEST 014 Computer User 3 for ABE
IBEST 015 Computer User 3 for AESL
IBEST 016 Excel 1 for ABE
Second: Jethro De Lisle
Discussion: no longer offered; this is a cleaning up of IBEST courses.
Motion Carried

   Char Gore moved to recommend deletion of
READ 075 Reading I: Foundations for College Reading Comprehension
READ 085 Reading II: Building College Reading Comprehension Strategies
READ 095 Reading III: College Reading
Second: Mike Mixdorf
Discussion: no longer offered; reading and writing have been integrated.
Motion Carried

5. NEW Courses
   Dave Howard moved to recommend adoption of new course
SCI 105 Introductory Topics in Natural Science
Second: Phil Hunter
Discussion: Heather Cushman explained this course will provide a new lab class and is intended to get students interested in science generally. Lower math pre-req. Multiple-science-disciplinary. Theme can change quarter-to-quarter. Math090 is now a co-req vs. a pre-req.

Bernie: Any transfer issues investigated? Soc sci course similar to this one had issues because it wasn't going to transfer well.
Heather: might not transfer as a specific class, but would transfer as part of the degree.
Bernie: maybe add that to the course description
Phil – Transfer issue probably not a big deal to science students; several other science courses offered here only transfer between comm. colleges. This course would transfer the same way as those other courses.
Julie : So this course would meet the Transfer A/Nat'l Science distribution requirement.
Greg: And taking this and, for example, Bio would meet the two requirements in Science.
Phil: yes.
Kim R: There are other SCI courses on the books already.
Motion Carried

6. UPDATED Courses
   Char Gore moved to recommend approval of updates to
ABE 022 ABE Computer assisted Learning - Level 2
ABE 023 ABE Computer-Assisted learning - Level 3
ABE 024 ABE Computer-Assisted Learning - Level 4
ABE 046 College Bound Reading and Writing 6
Second: Rosalie Olson
Discussion: Bekah Townsend– PLATO gone, so needed to update these courses.

Many small administrative clean-ups:

ABE 022
Outcome 13 is subset of outcome 25 per Phil's observation. Will delete 13.
Multiple CLOs – replace "understand" with "demonstrate an understanding of"

ABE 023
Outcomes 12 & 23 don't measure progress; change "understand" to "demonstrate an understanding"

Outcomes 25 and 14 are repeats; will be cleaned up.

ABE 024
Outcome 11 – generalize to "word processing" from WORD
Outcome 14 will be deleted
Outcome 17 – demonstrate the understanding of
Outcome 18 – change to: read, write and compare benchmark fractions, and apply them to real life applications.
Outcome 22, 24: change to "demonstrate an understanding of"
Outcome 23: change to: "Measure to the nearest 1/8 inch. Make simple metric conversions."
Outcome 9: change to: "support a topic sentence"
Outcome 25 & 26: add: demonstrate an understanding of
Outcome 19: change % to "percentage"

ABE 046
Changed to be a graded course.
Outcome 11: change to "word processing"
Course description: change to : fiction, not non-fictional
There was not a grade attached to this course; however, now it is a graded course.
Motion Carried

   Char Gore moved to recommend approval of updates to
DMS 102 Sonography Lab II
DMS 111 Pathophysiology II
DMS 121 Small Parts and Superficial Structures Sonography
DMS 122 Gynecology and Obstetrics I
DMS 131 Ultrasound Physics and Instrumentation II
DMS 175 DMS Orientation
DMS 251 Ultrasound Clinical IV
DMS 261 Ultrasound Seminar and Critique III
Second: Rosalie Olson
Discussion: Shea Bower explained the rational for these second quarter program up dates. She also included an updated flow chart of what is taken what quarter. The skills do not build on each other, so sequencing is not an issue. Sequencing is important in

clinical.

Regarding repeatability: should be "repeatability 1". Kim R will fix.

Kim R: Will include minimum grade of C for 101 for the prereqs for 102; matches the grade requirements used in the Nursing courses.

Shea: for 175, decided to eliminate the cross-listing with RC and RT discussed at the last meeting; this course is too different to be cross-listed. Yes, it should be published in the catalog.

Kim R: no prereqs for 121?
Shea: went back in and revised --- now fixed.

Phil: all meet QSR?
Shea – Curricunet required her to pick a "domain". QSR is incorrect -- Kim will fix.
Motion Carried

Rosalie Olson moved to recommend approval of updates to
GED 025 GED Computer-Assisted Learning - Level 5
Second: Jethro Delisle
Discussion: Bekah Townsend presented corrections based on comments in the Curricunet system

Outcome 3: Add "and apply"
Outcome 4: Add "and apply"
Outcome #6 should remove "and"
Outcome 7: remove and
Outcome 8: change to including: . . . add semi-colons between items.
Outcome 25: change to "word processing"
Outcome 3 should be two outcomes: split into:

Add, subtract, multiply and divide decimals and money and apply to 1-2 step word problems.

Apply decimals to real life using circumference . . .

Outcome 8: "evaluate expressions and solve 2-3 step equations and use simple algebraic formulas (interest . . .)
Outcome 9: "perform simple metric conversions"
Outcome 12: change a b/c to: fraction key

Kim R: in course description, spell out abbreviations, such as CAL will be Computer Assisted Learning Lab and LVL will be Level.
Motion Carried

Char Gore moved to recommend approval of updates to
IBEST 033 Practical Accounting 1 for AESL

Second: David Howard
Discussion: Kim R – appears to be just a prereq change
Kim R: changing wording in co-requisite section; Math085 or equivalent…is that ok?
Kim Ward: yes
Phil: In outcome 11 – write out "general ledger"
Char: needs an "and" in the prereqs to be clear; 218 and 235 and …
Kim will fix the pre-req and co-req confusion over Math 85.   "Math 85 or equivalent. May be co-enrolled."
Dave H: course description typo "English"
Motion Carried

7. DEGREE/CERTIFICATE Courses

CC will start reviewing degrees and certificates. We will run three program degree/certificate from committee members to work out the procedural issues before this moves forward for other groups to review in the future

Char – national association changed competencies; needed to make updates on that account. Also, the HIM program is re-merging with MO program, which formerly had 1-year certificates that HIM is integrating into their program. The first year of HIM is now those two 1-year certificates.

First year is lock-step (see the chart Char distributed in the meeting).

The two certificate paths (Medical Reimbursement Specialist and Certified Physician Practice Manager) involve taking the same courses through the 3rd quarter; at that point students decide how they want to specialize, and choose one certificate path.

Students can stop if they like after one year and sit for their specialized credential, or go into the second year of the HIM program.

Certificate program will start in spring 2013.
Kim R: Will this work for publication in the catalog?
Carroll F: Yes.

The 2-year degree is pretty much the same as it has been; had to add a few classes to accommodate new requirements passed down from the national association.

Barb – going forward, Curriculum Committee will be involved in degree/certificate endorsement.

Health Information Management
   David Howard moved to recommend adoption of new course
N HIM 105 Comprehensive Medical Terminology
N HIM 150 Pharmacology for Health Information Management

N HIM 151 Insurance/Claims Processing
N HIM 152 Advanced Outpatient Coding
N HIM 153 Healthcare Office Management and Leadership
N HIM 185 Medical Reimbursement Specialist Clinical
N HIM 186 Outpatient Coding Clinical
N HIM 187 Physician Practice Management Clinical
N HIM 222 Health Records In Alternative Care
N HIM 225 Record Content and Standards II
Second: Julie Benson
Discussion:
Char: 105 – Really is 5 credits. ONLY for HIM students; the 131 still exists for non-HIM students -- that is still 8 credits.

Char noticed anyone who scored lower than B in biology has a hard time in HIM program; for that reason, wants to keep prereqs at no lower than C.

150 and 222 – used to have these courses a long time ago, now bringing them back. These numbers are shared with Shoreline. That's why they appear to be not "aligned."

185, 86, 87 – only difference in course descriptions for these is the "specialization."

Kim R: 150 CLO 13: change "and so on" . . . going to remove.

Char – also, the "weird letters" next to the PLOs in some CLOs are related to the national association.

Kim R: 152 Course description: will change to "Course includes extensive advanced practice"
Motion carried

   Julie Benson moved to recommend approval of updates to
U HIM 110 Health Care Delivery Systems
U HIM 125 Health Data Structure, Content, and Standards
U HIM 141 Outpatient Diagnostic Coding
U HIM 142 Outpatient Finance Reimbursement and Revenue Cycle
U HIM 160 Pathophysiology
U HIM 195 Healthcare Law and Ethics
U HIM 216 CPT Coding
U HIM 254 HIM Capstone
 U HIM 255 Professional Practice Experience
Second: Rosalie Olson
Discussion: Char Gore explained these are just updates to CLOs for the most part.
Kim – will work with Char about nesting of pre-reqs.

HIM160: Course Objective 2: add "medical terminology".
HIM110: Should be Repeatability: 1

Motion Carried

Julie Benson moved to endorse the HIM degree and the Medical Reimbursement Specialist and Certified Physician Practice Manager certificates:
Second: Jethro Delisle
Discussion: no additional discussion following the discussion above
Motion Carried

Barb explained once the certificate/degree approval piece is set up in Curricunet, Curriculum Committee will review the HSP and Nursing degrees/certificates in the Feb and March meetings.

8. OTHER BUSINESS
a. M designation draft
Phil explained no changes were made in terms of what an M course is. But old document was confusing, so created new document describing requirements for M in more detail was created by Phil, Greg, and Bernie. Need some re-tweaking of the associated Curricunet screen, but would like this document to be easily found by faculty in multiple places (e.g., in Curricunet, in portal, etc.)

Mike Flodin made the committee aware that there have been some issues around the M designation on the state level; in the last year, the state system decided there would be mandatory reciprocity of M across WA community colleges. A few colleges, like TCC, have 50+ M courses. Most colleges have about 10 or even fewer. This is no problem for TCC, but other schools have very strict guidelines for how their students meet the M or "diversity" requirement.

Char Gore moved to endorse M designation guide for inclusion in the Curriculum Committee Handbook.
Second: Mike Mixdorf

Kim will work with M taskforce to find out how the document should look in Curricunet (Greg, Bernie, Phil)
Motion Carried

b. **Degree/certificate reviews** - Kim R and Barb will be meeting with Tim in January to establish a college wide review flow chart. Curriculum Committee will review it at the February meeting.

c. **ALP – Accelerated Learning Program**
Kim Ward presented information on ALP which is part of an effort to streamline students through dev ed. Many students testing into dev ed don't really need the whole sequence -- just a brush-up. With instructor recommendation, students can by-

pass 95 and go straight to 101 as long as they take a "companion course" (in this way, it's similar to the I-BEST program). So far, results have been very encouraging.

Respectfully submitted,
Rachel Goon
12/4/ 2012