

Curriculum Committee Minutes



Meeting Date	Meeting Time & Location	
Monday March 4, 2013	2:30 pm Board Room Building 12	
Chair	Vice-Chair	Recording Secretaries
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Rachel Goon Rosalie Olson

Agenda Items

1. Introductions

Kim Rzeszewicz, Barbara Peterson, Dave Howard, Mike Mixdorf, Char Gore, Susan Schneider, Rosalie Olson, Bernie Comeau, Terrica Jones, Carol Ferguson, Jethro DeLisle, Colleen Spezia, Julie Benson, Phil Hunter, Rachel Goon, Darlene Rompogren, Greg Ferencko, Bekah Townsend, Kristen Harrison, Steve Ashpole, Sean Vandomelen., Shea Bower, Jeanette Smith-Perrone, David Straayer, John Falskow

2. Approval of minutes from 2/4/13 meeting

Rosalie Olson moved to approve the minutes from the February 4th meeting.

Jethro DeLisle seconded the motion.

Discussion:

In reference to a mention in the minutes about our Special Topics/179 discussion, Phil Hunter suggested that if we all "agreed" that 1-2 credit 179 courses don't need to come through Curriculum Committee each time they are offered, then there should be a motion to that effect.

Barb Peterson asked if we should add that item to the agenda for this meeting.

John Falskow suggested that since there is an active sub-committee working on this issue, we could let the sub-committee come up with some ideas and bring the topic back in a future meeting, so no motion is necessary at the moment.

Motion carried.

3. Additions to the agenda? None.

4. TABLED Courses

ABE 036 College Bound Math Level 6

Char Gore moved to recommend approval of updates to ABE 036.

Rosalie Olson seconded the motion.

Discussion:

Bekah Townsend: This course has been updated by adding in more measurable verbs to course objectives; implementation date is changed to Spring 2013.

Phil Hunter: in Outcome #6, add an “and” to ‘bar, line, AND circle graphs’. Kim will add.

Jethro DeLisle : #14 negates the second part of Outcome #6, which can be struck.

Bekah: Okay.

Motion carried.

5. DELETED Courses

ENGR 170 Fundamentals of Materials Science

MUSC 165 Independent Orchestra

MUSC 166 Independent Choral

SOC 287 Sociology of Gender and Sexuality

SPAN 100 Basic Conversational Spanish

Dave Howard moved to approve deletion of ENGR 170, MUSC 165, MUSC 166, SOC 287, and SPAN 100.

Rosalie Olson seconded the motion.

Discussion: None – Barb reports these courses are no longer offered.

Motion carried.

6. NEW Courses

HT 203 Advanced Cardiac Life Support

Char Gore moved to recommend approval of the new course HT 203.

Susan Schneider seconded the motion.

Discussion:

Julie Benson: This is an advanced cardiac life support course; could make our students more marketable. Want to offer it to all allied health programs. Plan to offer it every quarter; this pilot will run in spring. ACLS outcomes.

Phil: publish in catalog?

Julie: not yet – it’s still in pilot phase.

Kim: Since it runs in spring, it won’t get into the catalog anyway, so is it OK if we say “yes” to publish in the catalog now? It is easier to take it out later than to insert it later.

Greg: Not really clear which students this is for –is approval or permission needed?

Barb: HT courses are for all Allied Health

Julie: It is for 2nd year currently enrolled TCC students.

Greg: will it be clear to students? Should enrollment in an Allied Health program be a prereq?

Kim: Will add that as a prereq.

Motion carried.

IT 275 Security Assessment & Remediation
IT 278 Incident Response & Intrusion Analysis
IT 281 Cyber Security Capstone

Char Gore moved to recommend approval of the new courses IT 275, IT 278, and IT 281.

Susan Schneider seconded the motion.

Discussion:

Jeanette Smith-Perrone: These courses are

Kim: change to: Identify the basics of risk management. part of a new Cyber Security Track for the Networking program. NSF grant is pending for spring. Gives students added marketability for cyber security. Focusing on students who have just exited military and still have a military security clearance – this will make them highly marketable. Meant to be highly practical skill-building courses. Already have students, and instructors are already in place.

Julie: IT 275 – objective #2 – seems more like assignment than outcome . . .

Also, #6, change “Understand” to “Define.”

Char: Change “Demonstrate” to “Explain” in Outcome #5

Phil: In 278, in Outcome #3, drop “Demonstrate the ability to”.

Phil: in 281, Outcomes #2 and #4 could also drop “Demonstrate the ability to”

Julie: in 281, #1 and #3, drop the run-up to the action verb: “demonstrate knowledge gained in previous courses to”

Motion carried.

7. UPDATED Courses

BIOL 125 Biology in the Field

BIOL 140 Marine Biology

BIOL 280 Human Cadaver Prosection

BIOL& 100 Survey of Biology

Phil Hunter moved to recommend approval of the updates to BIOL 125, BIOL 140, BIOL 280, and BIOL& 100.

Jethro DeLisle seconded the motion.

Discussion:

Kristen Harrison: for Bio 100, changed outcomes to align with other bio courses that have been capped. Trimmed outcomes to make the course more flexible.

Phil: 125 has been updated to align with Geology in the Field and outcomes have been enhanced.

140 was just capping.

280 – now at “repeatable = 2” and changed the prerequisite, and it is not an AGS Distribution.

Phil distributed some changes based on comments made in Curricunet during review by committee members. (handout included)

Kim – Bio 280; title is “Prosection”, but everywhere else in the proposal discusses “dissection.”

Julie—Prosection is the “demonstration by the teacher;” Dissection is what the student does, until they become the “prosector” as demonstrator.

Kim – can we put “prosection” in the course description?

Phil and Julie – maybe not necessary – the word might just confuse students.

Kim – Outcome #3 measurable?

Julie and Dave – Yes, if there are protocols for student behavior in the class.

Char: How about break Outcome #3 into two separate outcomes –

Kristen: that would make it more in line with the other bio classes.

Phil will send Kim the wording.

Phil: re: repeatability, upped it to 2 because surgical procedures are quite different every time the course is offered.

Motion carried.

BOT 101 General Botany

Phil Hunter moved to recommend the approval of updates to BOT 101.

Char Gore seconded the motion.

Discussion:

Kristen Harrison: changed outcomes to more measurable action verbs and to be better aligned with other biology courses, but not many changes to this one.

Phil: Changed “tenants”.

Motion carried.

CHEM& 121 Introduction to Inorganic Chemistry

CHEM& 131 Introduction To Organic/Biochemistry

CHEM& 261 Organic Chemistry w/Lab I

CHEM& 262 Organic Chemistry w/Lab II

CHEM& 263 Organic Chemistry w/Lab III

Phil Hunter moved to approve the updates to CHEM& 121, CHEM& 131, CHEM& 261, CHEM& 262, and CHEM& 263.

Second: Char Gore

Discussion: Phil: distributed a flow chart to demonstrate students’ progression through the chemistry courses. These are the last of the chemistry courses to be capped.

Also distributed a list of changes to make – (see handout)

Chem 121 will change outcome 5 to “describe the process of science”

Kim – in 131, outcome #8 down, PLOs didn’t get aligned?

Phil – Right, and he will give Kim a list.

Phil – in 200-level courses, 4 hours lecture and 3 hours lab. Curriculum divides lab hours by 2 to determine amount of credit; this makes it a 5.5 credit course. It shows up as 1.5 credits of lab, but it is really just 1 credit. So is still a 5 credit course. In outcome #15 about “green chemistry,” which is common to all 3 200-level courses, Phil proposes change to “apply the precepts of green chemistry to organic chemistry.” This change will be made on all courses with this outcome.
Jethro: on outcome 9, add (OF) to Relate the role OF
Kim will change.

Motion carried.

CS 142 Java Programming for Engineers and Scientists I
CS 143 Java Programming for Engineers and Scientists II

Phil Hunter moved to recommend approval of updates to CS 142 and CS 143.

Char Gore seconded the motion.

Discussion:

David Straayer: These are mostly CAP updates. Changed verbs. Human expectations added to outcome 7.

Kim: Also changed from out of Natural Sciences and into Engineering. Kim will change to reflect a Spring 2013 start instead of Winter 2013 for CS142.

Motion carried.

DMS 103 Sonography Lab III
DMS 123 Gynecology And Obstetrics II
DMS 124 Introduction to Vascular Sonography
DMS 125 Advanced Sonography
DMS 140 Patient Care and Scope of Practice
DMS 150 Introduction to Clinical I
DMS 151 Ultrasound Clinical II
DMS 252 Ultrasound Clinical V
DMS 270 Sonography Registry Review

Char Gore moved to recommend approval of updates to DMS 103, 123, 124, 125, 140, 150, 151, 252, and 270.

Julie Benson seconded the motion.

Discussion:

Shea Bower: These are the last submission of revised outcomes for DMS course. All are now repeatability = 1. Couple of other changes were made on recommendation of curriculum committee members.

Phil – on 125, outcome 1 – remove “Demonstrate the use of” and change to just “Use”?
Kim will work with Shea on changing that in several places.

Jethro: in DMS252, what about outcome 7?

Shea: These are not medical records. It refers to students' records or exam records. Maybe it would be better language to say "clinical log".

Motion carried.

ENVS& 101 Introduction to Environmental Science

Dave Howard moved to approve updates to ENVS& 101.

Phil Hunter seconded the motion.

Discussion:

Kristen Harrison: Course description and outcomes have been updated to reflect what is being taught – spending more time on climate change, pollution, environmental issues, and sustainability. Changed verbs in outcomes.

Motion carried.

GEOL 179 Special Topics in Geology

GEOL 299 Independent Study in Geology

OCEA 179 Special Topics in Oceanography

OCEA 299 Independent Study in Oceanography

Phil Hunter moved to approve updates to GEOL 179, GEOL 299, OCEA 179, and OCEA 299.

Rosalie Olson seconded the motion.

Discussion:

Phil: Changes to Geology courses are CAP updates. Oceanography courses were updated to align them with the Geology courses.

Kim will change all to implement in Spring 2013.

Kim : also, the 179's are meeting 2 distribution credits, but 299's do not, correct?

Phil: yes.

Motion carried.

SCI 110 Physical Science and Technology

Phil Hunter moved to approve updates to SCI 110.

Julie Benson seconded the motion.

Discussion:

Phil: Formerly Science 100; changed this one to show that it has higher math prereqs than Science 105. The changes reflect what is really taught.

Julie: should #8 be two outcomes?

Phil: should leave as one, since deals with work and energy.

Motion carried.

8. DEGREE/CERTIFICATE Courses

UPDATE - Physician Practice Manager Certificate

Medical Reimbursement Specialist

Medical Registration and Admission Specialist

Associate of Applied Science in Health Information Management

Barb - PPM Cert has been approved by Scott Marsh.

Char has some tips about how to populate the Degree Certificate boxes in Curricunet. Char will make up a "How To" sheet and add it in to Curricunet.

9. OTHER BUSINESS

a. Syllabi Reviews – Kim

Kim: Not all faculty are submitting their syllabi, and the outcomes on some of the syllabi that are submitted don't match official outcomes. This is problematic for students and also for upcoming accreditation visit.

Suggestion that Sean V. will pull all the syllabi, send them to the appropriate Deans, and the Deans will keep the most updated versions of the program and course outcomes for every course in an easy-to-find place, since Curricunet is so tricky to use. We only have one year to fix this.

Jethro—would be helpful to put the link to this collection in Instructor Briefcase.

Rachel – would also be helpful if the system recognized which courses an instructor is teaching and puts a link to the appropriate CLOs and DLOs inside Instructor Briefcase

Steve Ashpole: CMS won't let us do that, and new CTC Link will probably not be that flexible.

Char and Darlene: Timing of email to faculty will be crucial to get people to verify the outcomes on their syllabi. Week 9 and during break week and in the Welcome letter would be good.

Julie: There should be an educational piece involved.

b. CC Glossary of Terms – Dave will send out the most recent version of the glossary for us to decide on next quarter.

c. Barb will be posting CC agenda during break; CC meeting for April is on first day of the quarter.

Kim: deadline for submitting proposals is the Wednesday of finals week.

Respectfully submitted,
Rachel Goon