

Curriculum Committee Minutes



Meeting Date	Meeting Time & Location	
Monday May 6, 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	Rosalie Olson Rachel Goon

Agenda Items

1. In attendance: Kim Rzeszewicz, Barbara Peterson, Mike Mixdorf, Char Gore, Jethro Delisle, Susan Schneider, Gail Watters, Rosalie Olson, Mary Skinner, Len Heritage, Bekah Townsend, Colleen Spezia, Carroll Ferguson, James Mendoza, Phil Hunter, Rachel Goon, Bernie Comeau, Trung Tran, Wendi Fein

2. Approval of minutes from 4/1/13 meeting

Rosalie Olson moved to approve the minutes from the April 1, 2013 meeting.
Mike Mixdorf seconded the motion.
Discussion: none

Motion carried.

3. Additions to the agenda?

Kim Rzeszewicz will report out about progress on syllabus templates.

4. TABLED Courses

BUS& 201 Business Law

Char Gore moved to recommend approval of updates to Business 201.

Susan Schneider seconded the motion.

Discussion:

Len Heritage: Business Law is a required course for the DTA. Updates include state-mandated outcomes. The state is seeking uniformity among schools.

Kim R.: the state-recommended language includes non-Bloom's verbs; their recommended verbs are still in the outcomes in parentheses.

Len: Yes, the state's verbage was used, but TCC verbage was added as well.

Phil Hunter: Outcome #3 -- change to "correct"

Len: the state wants it to remain “correctly”.

Phil: Since this is a Soc Sci distribution, should it be aligned with the Soc Sci PLOs?

Kim: Yes . . . Kim will address

Phil: Is it supposed to be letter grade only?

Len: since most students are transferring to the UW, let’s leave it as letter grade only.

Kim will change implementation date to Fall 2013.

Motion carried.

EMC 120 Paramedic I

EMC 121 Paramedic II

EMC 122 Paramedic III

EMC 130 Paramedic Clinical I

EMC 131 Paramedic Clinical II

EMC 132 Paramedic Clinical III

Tabled due to no one present to represent these courses.

5. DELETED Courses

NONE

6. NEW Courses

HIM 100 Success in Online Learning

Mike Mixdorf moved to approve the updates to HIM 100.

Char Gore seconded the motion.

Discussion:

Char Gore: this will really not be HIM 100, and the objectives that are there are not really the real objectives. Proposed prefix is OLL (Online Learning).

Jethro De Lisle: Hybrid and online classes across the disciplines tend to fill quickly, but often with students who are not prepared to take online courses. This course is meant to be generic enough that could be applied to any discipline. No prereqs. It includes applications as well as learning strategies.

Jethro and Char distributed a sheet of outcomes for OLL 101.

Phil: To be taken concurrently with an online course or prior to?

Jethro: Could be. Designed to be flexible; could be condensed to partial quarter length. Could be tailored by individual faculty to fit their discipline. Could be face to face or taken in a lab setting or fully online.

Char: Krista Fox says she is willing to be the managing dean, and Char is willing to Chair for the time being.

Barb clarified that the motion on the table is to approve not HIM 101, but to approve OLL 101.

Char: the hope is to pilot this fall of 2013 as a 2-credit course.

Kim: how will all the changes be made?

Char & Jethro: we can fix them: no PLO’s, not specific to HIM, Course Objectives changed.

Motion carried.

7. UPDATED Courses

ABE 035 College Bound Math Level 5

ABE 045 College Bound Reading and Writing 5

Rosalie Olson moved to approve the updates to ABE 035 and 045.

Susan Schneider seconded the motion.

Discussion:

Wendi Fein: The ABE department wanted to change Math Level 5 a graded course. Level 6 is a graded course, and there is an agreement that Level 6 students who get a certain grade can fast track into Math 85. Wanted to make Level 5 graded in part to mirror behavior in College-level courses – to get students used to paying attention to grades. In part, too, want to set up an articulation possibility from Level 5 into Math 85 in the future.

Kim R.: implementation Fall 2013?

Wendi: will be running in summer – is summer implementation OK?

Colleen: Yes, summer is OK.

Phil: Referring to Greg's comments (submitted through CurricuNet) that outcomes 1, 4, and 7 might out-run the course description -- In outcome 1, should "estimating" be "rounding"?

Kim will change to "estimating and rounding".

Phil: In ABE 045, it seems like the language in the course description might be too sophisticated.

Bekah Townsend: The department wrote the description, but also state and federal standards informed the wording. Level 5 readers are comparable to low-level dev ed readers.

Kim: how do students register – are they guided?

Bekah – Yes, they go through an advisor; they are not reading these descriptions and placing themselves.

Wendi: Need to delete the reference to Engl 75 in this proposal. Kim has already struck that.

Kim: prereqs – is the ABE writing example only required if they enter via instructor permission?

Bekah: no, all new students are required to do a writing sample.

Kim: will change prereqs to: ABE writing sample AND ABE 044 CASAS score of 236-245 OR instructor permission

Kim: change outcome #4 to "consciously use"?

Bekah: OK

Kim: change "good" to "variety" in #8.

Bekah: implementation date is Summer 2013.

Motion carried.

GED 026 GED Computer-Assisted Learning- level 6

Rosalie Olson moved to approve updates to GED 026.

Phil Hunter seconded the motion.

Discussion:

Bekah Townsend: Addressing Phil and Greg Ferencko's CurricuNet comments, she consents to all of their suggested changes.

Kim: OK, will make changes.

Bekah: in outcome #9, Kim will remove "Review algebraic concepts including" and will fix typo.

Implementation Summer 2013.

Motion carried.

HIM 142 Physician Reimbursement and Revenue Cycle

Mike Mixdorf moved to approve updates to HIM 142.

Jethro De Lisle seconded the motion.

Discussion:

Char Gore: HIM is recreating this course because there was content in here previously that seemed misplaced.

Kim: #2: missing "of". Kim will fix. In #14, "and" in wrong place. Kim will fix.

Phil: #6 and #8, use "including" instead of "to include"? One of the outcomes (#5) still has the wording "out-patient" in it.

Char: OK.

Motion carried.

HSP 282 Program and Proposal Development

Phil Hunter moved to approve updates to HSP 282.

Rosalie Olson seconded the motion.

Discussion:

Barb Peterson: Updated learning objectives. Updated the course title to reflect proper terminology and what is taught in the course. The Course Description changed, too.

Course has not been taught in 15 years.

Kim: The changes were not all found in Curricunet.

Barb: Course objectives 8, 9, 10 are new. 3 changed to add stakeholders; 1 changed.

Motion carried.

8. DEGREE/CERTIFICATE Courses

Early Childhood Education Certificate with an Emphasis on Children with Special Needs

Early Childhood Education Associates Degree with an Emphasis on Children with Special Needs

Char Gore moved to consider approval of the Early Childhood Education degree and certificate.

Rosalie Olson seconded.

Discussion:

Mary Skinner: Courses have all been updated, and now they are adapting the degree to reflect those changes. Mary distributed a paragraph description. The program name is changing to "Early Childhood Education" program. The degree will be an Associate of

Applied Science in Early Childhood Education with an Emphasis on Children with Special Needs.

The Early Childhood Education Certificate with an Emphasis on Children with Special Needs will ladder into this particular degree.

Phil: for the degree, why are some of the entry-level science courses excluded – such as the entry-level Botany, and the Science 105?

Mary – focused on the courses that they thought would be especially useful for their students.

Phil – suggested that some of the other entry-level sciences might also be useful.

Mary – she can make individual exceptions for students who want to take science courses not on the list, or else other courses can be added into the degree listing.

Phil proposes that we add to the degree: Bot 101, Geog 205, Geog 210, Sci 105, and Sci 110. Kim will add.

Char Gore amended her motion to include the list of science courses:

Move to recommend approval of the Early Childhood Education degree and certificate, with the inclusion of Botany 101, Geography 205, Geograph 201, Science 105, and Science 110 in the list of courses to meet the science course requirement for the degree.

Motion carried.

Associate in Applied Sciences Pre Nursing

Associate in Applied Sciences Nursing Generic Plan

Char Gore moved that we endorse the Associate in Applied Sciences, Pre Nursing and the Associate in Applied Sciences Nursing, Generic Plan degrees.

Rosalie Olson seconded the motion.

Discussion:

Julie: For the AAS pre-nursing degree, there have been no changes; just getting it into the system.

AAS Nursing Generic – eliminating the 10-year restriction on Biology and taking off the science requirement that it has to be face-to-face for labs, because the program can't check for/enforce that requirement.

Phil: Greg Ferencko noted a question about Math 136 –

Julie: Math 136 is not included because it hasn't been determined that that course is transferrable. Some colleges don't yet recognize it.

Motion carried.

Kim: need a second motion to remove the 10-year limit from the LPN-to-RN Bridge degree.

Julie Benson moved that we remove the face-to-face requirement for lab and the 10-year requirement for Biology from the LPN –to-RN Bridge degree.

Phil Hunter seconded the motion.

Motion carried.

9. OTHER BUSINESS

a. Prefix Change for Early Childhood Education EDP to ECE – Mary Skinner

Mary will be marketing this change to students. Students in the program as of September will have the choice to finish the Para-Early Childhood certificate/degree, or switch to the new degree.

Mary is submitting a generic proposal to create this new prefix. Mary will need to change every former course to reflect this change, and will need to bring all those courses back to the Committee.

We are considering this prefix change today so that Mary can get started on her advertising.

Char Gore moved that we endorse the prefix change for Early Childhood Education from EDP to ECE.

Rosalie Olson seconded the motion.

Motion carried.

b. CC Glossary of Terms – Sub Committee

Steve Ashpole is working on the few definitions that are still unfinished.

Regarding “Disapproval” – need to change language in the Manual. The CC Chair can recommend approval, table, or “hold for changes.”

Kim: next step in changing the language around “Disapproval” will be to make some changes to the Manual and bring those changes to the new EVP.

Kim: in CurricuNet, “Disapproval” is something that the EVP or the Board can do; we can approve “disapproval,” though.

Jethro suggests we just call it “the opposite of approval.”

Carroll: “Institutional intent code” definition is all wrong. Carroll will send.

Phil: Would be good to add to the Glossary who is responsible for adding the Instructional intent code in CurricuNet. (Kim says it’s currently the admin assistant).

Carroll: “Limited English” must be more for ESL and EAP. Check with Kim Ward.

Barb: for “Pilot and experimental courses”, suggests that we ought to have one number to designate a course as a pilot, to keep it from being taught over and over. Barb will check with a few other schools to see how they handle pilots.

Carroll: “Work Based Learning” -- TCC doesn’t use these; used at Technical Colleges.

Barb: Will look over her notes on this to get answers and hope to get these approved at the next meeting.

c. HSP PLO updates – Barb Peterson

All PLOs changed. Have gone from 5 (not sufficient) to the 10 National Standards as PLOs. All HSP courses have been updated and aligned to these PLOs.

Julie Benson moved that this administrative PLO change be adopted officially.

Phil Hunter seconded the motion.

Motion carried.

d. 299 courses

Barb: one correction – the “170-“ on the procedures page should be crossed out. It should just say “179 Special Topics.”

Barb wants us to share these at Faculty Forum and also in our departments. Please share this with our colleagues before the next meeting, in preparation for adoption in June.

e. 179 courses

See above.

f. Term of office – Barb Peterson

Rosalie’s term of office is over; looking for a replacement.

Chair election will be on agenda for next month.

g. Syllabus template – Kim Rzeszewicz:

We can put links in Instructor Briefcase to templates. SLIC has approved this proposal; will go to IC in May, as well. Instructional Administrators will review in June. Hopefully, Sean Vandommelen will be able to put these links into Instructor Briefcase over the summer, so they will be available in Fall. Final Grade Appeal language has already been changed by Dolores Haugen.

h. Deadline for submission for June – originator must submit no later than 2 Wednesdays before the meeting.

Respectfully submitted,
Rachel Goon