

Curriculum Committee Minutes



Meeting Date	Meeting Time & Location	
Monday June 3, 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. Present:

Members: Kim Rzeszewicz, Barbara Peterson, Susan Schneider, John Falskow, Phil Hunter, Steve Ashpole, Char Gore, Mike Mixdorf, Jethro Delisle, Greg Ferencko, Rosalie Olson, , Darlene Rompogren, Caroll Ferguson, Dave Howard, Mike Flodin, Sean Vandomellen, Julie Benson,

Visitors: Elizabeth Golen-Johnson, Mary Skinner, Janet Olejar, Jonathan Kaiser, Sarah LeCompte

2. Approval of minutes from 5/6/13 meeting

Char Gore moved to approve the minutes from the May 6, 2013 meeting.

Rosalie Olson seconded the motion.

Discussion: none.

Motion carried.

3. Additions to the agenda? None

4. TABLED Courses

EMC tabled courses to be part of program CAP which will be worked on over the summer and submitted in fall quarter

**RS 200 Cross Sectional Anatomy
RS 225 Clinical Education IV**

Char Gore moved to recommend approval of RS 200 and RS 225.

Rosalie Olson seconded the motion.

Discussion: 200 is in first quarter of second year; the main change is in the prereqs. Since this is the only class in RS that's open to the public, and since this course is accepted by other colleges, RS added the prereqs to make clear what is required of non-TCC students to take it.

Increased the credits for 225 by one, which increases the clinical hours to 264.

Phil Hunter: abbreviated titles for SMS – can we just copy the course title in?

Kim Rzeszewicz: Sure.

Kim: Regarding 200, no longer sequenced with RS 142?

Mike Mixdorf: No. Don't need to worry about that.

Kim: 225 – is it required for students to be in the program to take it?

Mike M: Yes.

Kim: Does the 122 prereq listed assume they're already in the program?

Mike M: Correct.

Dave Howard: since 225 is adding credits, does that have ramifications for the faculty contract year?

Mike M: he is on campus early anyway, and will be remunerated by administration.

Motion carried.

5. DELETED Courses

HIM 253 HIM Capstone And PHIL courses

Dave Howard moved to recommend deletion of HIM 253, PHIL 105, PHIL 190, PHIL 200, PHIL 215, PHIL 230, PHIL 260, PHIL 267, PHIL 270, PHIL 290, PHIL 299, PHIL& 101, PHIL& 106

Rosalie Olson seconded the motion.

Discussion:

Steve Ashpole: If we remove the common course PHILs, he can't pull those courses into our system if students try to transfer them in from another school. If we approve these deletions, transfers-in will show up at PHIL 900s; they won't even show up as 100s.

Jethro Delisle – couldn't the 100s be left on so that an adjunct could teach them? It seems a disservice to students if we delete 101 and 106.

Barb Peterson: Should we amend motion to keep PHIL 101 on the books so that it can meet a distribution requirement?

Kim: There is a rationale behind deleting them all.

Barb: Even if we delete all, students can still get credit for a transferred-in PHIL course as a general elective.

Mike Flodin: Colleen Spezia seems able to make exceptions to allow that. 106 no longer exists in the State, but 101& can be kept on the books, so it can transfer in.

Steve: These won't be able to come in as PHIL 101; will be able to come in as a Humanities distribution, but would save time if we can keep 101 on the books.

Bernie: My colleagues are concerned as well about deleting PHIL 101&.

Kim: Can also keep 101 on the books and not publish in catalog.

Steve: That would be preferable. We can keep it inactive vs. deleting it.

Dave Howard amended his motion to delete all courses listed in the original motion, except to keep PHIL&101 on the books in an inactive state and not in the catalog.

Motion carried.

6. NEW Courses

PLST 235 Evidence and e-Discovery

Char Gore moved to recommend approval of PLST 235.

Mike Mixdorf seconded the motion.

Discussion:

Jonathan Kaiser: Due to big changes in civil and criminal litigation regarding e-discovery, this course is now necessary. More paralegals are needed to help attorneys with the management of e-discovery. This course will not be taught in a vacuum. 3-credit elective, not required to be taken for completion of the program.

Janet Olejar: Will be offered for the first time Winter quarter.

Jonathan: In the course proposal, please delete PLST 154 as a prereq. 153 is the only prereq. Move "Students should have an interest in current civil litigation procedures" to the last sentence in the course description. DIFFERENCE IN NOTES: I have "okay to remove 'Students should have an interest in...'"

Phil: The complete title will fit in the Abbreviated Title. Any reason not to use it?

John: No reason. If it fits, that's fine.

Kim: Typo in CLO #7 – will fix "retracting" to "redacting".

Motion carried.

7. UPDATED Courses

ECE 100 Introduction to Early Childhood Education

ECE 101 Early Childhood Environmental Design

ECE 102 Math, Science, and Technology for Young Children

ECE 112 Language, Literacy, and the Arts in Early Childhood Education

ECE 121 Child, Family and Community Relations I - Creating Community Among

Adults in Early Care Settings

ECE 122 Child, Family and Community Relations II Building a Caring Community with Children

ECE 123 Child, Family and Community Relations III Building Quality Relationships with Families

ECE 130 Cultural Competency and Responsiveness in Early Childhood Education

Char Gore moved to recommend approval of updates to ECE 100, ECE 101, ECE 102, ECE 112, ECE 121, ECE 122, ECE 123, and ECE 130.

Rosalie Olson seconded the motion.

Discussion:

Mary Skinner: Changing all EDP prefixes to ECE. The committee approved these courses last month.

Kim: small glitch in CurricuNet; for 100, 101, and 102 CurricuNet crossed out the PLO alignment. That was a mistake/glitch on CurricuNet's part.

Julie Benson : Outcome #1 in 122 begins with "Understand" – change to "Describe"

Mary: These CLOs came from a national organization, developed by other colleges.

Kim: in 130, are the PLO's aligned?

Mary: Yes.

Julie: It shows both letter and grade are okay.

Mary: Yes. Students from the outside could come in with either letter or grade.

Motion carried.

Phil Hunter moved that the Committee give the Chair permission to recommend provisional approval of the remaining ECE courses over summer, to come back in October for committee review.

Mike Mixdorf seconded the motion.

Motion carried.

HIM 151 Insurance/Claims Processing

HIM 152 Advanced Outpatient Coding

HIM 153 Healthcare Office Management and Leadership

HIM 241 Healthcare Statistics and Data Quality

Mike Mixdorf moved to recommend approval of the updates to HIM 151, HIM 152, HIM 153, and HIM 241.

Jethro Delisle seconded the motion.

Discussion:

Char Gore: For 151, 152, and 153, minor changes; moved a course to be concurrent with others, and updated prerequisites.

In 241, bigger change – had 2 separate courses (HC statistics and Quality Improvement). Need to rejoin those two courses. Rationale to rejoin due to students tending to forget the information. Does not change overall credits.

Motion carried.

HIST 210 History of Modern Europe w/ “M” designation
HIST 211 History of China w/ “M” designation
HIST 230 History of Japan w/ “M” designation

Char Gore moved to recommend approval of HIST 210, HIST 211, and HIST 230, including “M” designation for each.
Mike Mixdorf seconded the motion.

Discussion:

Bernie Comeau: These are CAP updates. Phil Hunter and Yi Li worked on a couple of issues, including small inconsistencies in language (e.g., “Japanese History” vs “History of Japan”) – Kim will change title to “History of Japan” to make it consistent with “History of China.”

Kim will change start date to 2013.

Phil: For 210, SMS title will be same as course title.

There is a typo in outcome #3; Kim will fix.

In the course description for 210 change to: 17th c to the present. Kim will double-check with Phil later to make sure Yi is OK with that change.

Bernie/Phil: maybe 17th century up to the formation of the European Union.

Kim: On all, just to clarify, short title should be “History of . . .”? Should it be letter grade only?

Bernie: Yes. Also, Yi did not intend to be adamant that the grades be “letter grade only.” It can be either, but will check with Yi.

Phil: Will resend Yi’s email to Kim R.

Motion carried.

MO 110 Medical Office Procedures
MO 241 Clinical Applications for Medical Office

Julie Benson moved to recommend approval of updates to MO 110 and MO 241.
Mike Mixdorf seconded the motion.

Discussion: Char Gore: There are a few changes in descriptions/credits for students coming in in Fall. 110 is a change in objectives; combines 3 small-credit classes and contextualizes the information more effectively.

241 is currently the internship; for the new degree will be a 2-credit optional course.

Motion carried.

PLST 223 Alternative Dispute Resolution
PLST 230 Business Organization/Corporations

Char Gore moved to recommend approval of updates to PLST 223 and PLST 230.
Julie Benson seconded the motion.

Discussion: Janet Olejar: While moving through the CAPPing process, accidentally left off these two courses.

Kim: OK to change implementation to Fall?

Janet: Yes.

Phil: In 230, outcome #5, change to "Prepare". Same with outcomes 7 and 10.

Janet: ok to remove the extra verbiage and make changes.

Motion carried.

8. DEGREE/CERTIFICATE Courses

Medical Registration & Admissions Specialist:

Julie Benson moved to recommend endorsement of the Medical Registration & Admissions Specialist Certificate.

Jethro Delisle seconded the motion.

Discussion: Char Gore: Since MO came over to HIM, found out that the old certificate wasn't enough to get a student a good-paying job. Changed this certificate so that it ties directly into HIM program. This new certificate includes some of the updated HIM courses on this agenda. Are still I-Best appropriate; once completing the first year, students will get the certification. Credits increased to 45 for this certificate. 241 is optional.

In the future, may need to look at a different route than requiring Bio 170s; the HIM program has expanded to the point that there are too many HIM students to funnel through.

Motion carried.

9. OTHER BUSINESS

a. *BUS& 201 PLO alignment w/ social science*

Bernie was never contacted. Consensus among social science faculty is that these outcomes are not consistent with the Social Science PLOs.

Mike Flodin: BUS&201 can't be a Soc Sci distribution course; would be out of compliance with the state. Would not transfer as Social Science credits.

Barb: not a good idea to include it in Social Sciences.

Bernie Comeau moved to unalign BUS&201 with Social Sciences distribution.

Char Gore seconded the motion.

Motion carried.

b. *Math department minimum grade change*

Greg distributed a handout with details and signatures from Mike Flodin (dean), Meredith LaFlesh (Math chair), Rebecca Sliger (Sci & Eng chair).

Greg amended his (written) proposal to change the Math grade threshold for progressing in MATH and Science courses, to include changing the threshold grade for ACCT& 101, BUS 110, 256, and ECON& 201, as well.

There are changes happening at the state and transfer level that are "forcing our hand" to change these thresholds to a C from a C-. It would also better align with other TCC courses and will better maintain consistency.

Kim: All of the affected courses will need to come through CurricuNet – something like 55 courses. Or, someone can go in manually into CurricuNet, and administratively change those courses to “effective Fall 2013, all of these courses’ prereqs will change from Math XX with a grade of C-, to Math XX with a grade of C” There needs to be a paper trail of when these changes take place.

Barb: we can endorse today but how will 55 courses to through the system? Will it be a person’s responsibility or will this committee read through 55 course proposals?

Mike F.: Greg and I will be here this summer; we can work through this.

Char Gore moved to endorse the Math and Science & Engineering departments’ new standard to change the grade threshold for MATH classes from C- to C, and to allow administrative changes to be made in order to enable prerequisite adjustments that accommodate the Math department’s new standard to change the grade threshold for MATH classes from C- to C. Dave Howard seconded the motion.

Motion carried.

c. *Reassignment of CC rep’s responsibility*

Barb: FYI -- re-distributing some of Position 10’s responsibilities to Position 12. When new person is hired in Advising, he/she will also join this committee.

d. *Glossary of terms*

This next week, please send comments on the Glossary items that have question marks.

Rachel will send out link to the last draft to everyone.

Dave is taking lead to make sure the glossary gets finalized in the next 5 days.

e. CC Manual revisions – need to be done by December. It must be ready by March of 2014.

f. *Distribution Requirement Guidelines*

Phil: Science is working on a document now. Hope to have it done in Fall. Asked Curric Comm what they think about this:

1. If a course is a Natural Sci course, will be required to align with NS PLOs.
2. Would need to go through a more rigorous “approval” process than other courses that Natural Sci courses go through – includes discussion among faculty in the department.

Kim: What about HUM or Soc Sci? Have those groups had conversations about this?

Bernie: Faculty in Soc Sci would likely agree with everything Phil said – would want to align with Soc Sci PLOs. The Soc Sci process is less formalized than the Natural Sci process, though.

Kim: Once the Science department’s document is finalized, it sounds like the other departments could tweak it to use for their distribution requirements, too.

Maybe this can come to the October meeting, if the Sci document is done by then.

Barb: This should ultimately go in the Curriculum Manual, too.

g. *final cycle of CAP projects*

Barb: A number of courses/programs have not been through the CAP process. Must be done no later than the February meeting. Please start talking to people in our distribution areas. Barb will send us a list to start working on.

h. *299 courses as distribution*

Kim: There are about 5 299 courses that show up as still meeting distribution requirements. Do we want those to show up as meeting distribution requirements?

John Falskow moved that MUSC 299, PE 299, PSYC 299, SOC 299, and ANTH 299 should no longer be recorded as meeting distribution requirements.

Phil Hunter seconded the motion.

Motion carried.

Kim will fix these.

i. Further discussion for 179 courses and pilot courses – Steve/Barb/Kim

Steve Ashpole: 179 courses – when CTC Link goes into place, we won't have the ability to quarter-by-quarter give a course a new descriptive name. Will only be "MUSC 179 Special Topics".

John Falskow: so when students see a 179 offered, it will only be listed as "Special Topics" and their transcript will only reflect "Special Topics" rather than a descriptive course title?

Barb: correct.

John: That's a potential marketing problem – how will students know what they're signing up for?

Barb: Range of 170-179 is for special topics, workshops, seminars. We can use those for up to 10 courses . . .

Steve: But then we'll have to delete a course once we've run 10 special topics in order to make room for a new one.

Barb: Seems like statewide, curric comms are asking all courses to come through the committee for approval, including special topics courses.

Is there really any difference between adding a special topics course and just a regular course, if it has to come through curric comm?

Dave: But curriculum has to be driven by faculty and responsive to student needs. Need to maintain flexibility in order to maintain creativity.

Barb: So maybe these would be pilot courses, then if they run more than once, it has to go through our regular approval?

John: We don't really know what course numbers are reserved for pilots, correct?

Phil: want to be careful to not get rid of the opportunity for an instructor to craft a course creatively around a broad set of objectives.

Steve: Won't solve today, but need to keep in mind that as CTC Link comes along, we will need to think about how this impacts student transcripts, without compromising faculty creativity.

Phil: in the 170-175 sequence, there are some common course numberings.

l. Election of Chair for 2013-2014 academic year

The committee agreed that Barb was elected at the last meeting, and that Barb agreed to serve.

m. Motion for provisional approvals by Chair during summer

Dave Howard moved to give Barb Peterson permission to make provisional approvals during the summer.

Char Gore seconded the motion.

Motion carried.

n. Need second recorder for CC meetings

Rosalie is retiring from Curriculum Committee, so need second recorder. Please consider volunteering.

o. Other

Phil noted that the May minutes do not reflect the election of Barb Peterson as Chair for the upcoming term.

Phil Hunter moved that the May meeting minutes be amended to reflect the election of Barb Peterson for the upcoming term of Chair of Curriculum Committee.

Greg Ferencko seconded the motion.

Motion carried.

Respectfully submitted,

Rachel Goon & Rosalie Olson