

Curriculum Committee Minutes



Meeting Date	Meeting Time & Location	
Monday October 7, 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	

Agenda Items

1. Members present: *Barbara Peterson, Mike Mixdorf, Char Gore, Susan Schneider, John Falskow, Greg Ferencko, Phil Hunter, Bernie Comeau, Becky Sproat, Rachelle Mc Gill, Jethro De Lisle, Darlene Rompogren, Julie Benson, Steve Ashpole, Carroll Ferguson, Shema Hanebutte, Kim Rzeszewicz, Sean Van Dommelen, Tod Treat*
Guest present: *Shannon Pressley, Lynn Walrath, Carol Evenhurs*

2. Char Gore moved to accept the minutes from the June 3, 2013 meeting; **Julie Benson** seconded. **Motion Carried**

3. AGENDA: Prior to the meeting the ECE courses were removed from the agenda because there are still some items that need to be reworked.

Note: There was not scribe for this meeting; Proceedings were digitally recorded.

4. PROVISIONAL COURSE: HUM 131 – Introduction to Film Production

Barb: this slipped through the systems. It was deleted in 2010 so was never put into Curricunet. It is being offered this quarter at the Gig Harbor campus. B. Peterson gave the course provisional approval with the understanding that the Humanities Dean, David Endicott, will have a proposal through the system for the whole committee to review at the November 2013 meeting.

Kim: New ctlink system which will go online in August 2014 will not allow this to happen in the future

5. NEW COURSES:

MARC 098 Tools for Mathematics Success:

Motion: Char Gore

Second: Phil Hunter

Lynn explained this is a support course for MARC 075, 085, and 095. The focus is learning Math orientated study skills. It is linked to Math 085 and 095 and provides extra time for the skills instruction. Ideally they will be taken with the first math course the students take.

MOTION CARRIED

PSYC 092 Job Search Skills

Motion: Phil Hunter

Second: Julie Benson

Carol explained this course is a Department of Corrections standardized course taught at other institutions within the state to coach offenders who are nearing release time prepare for future employment searches.

Several action verbs were corrected in the course learning objectives.

Bernie: question from PSY faculty that this prefix may give the students a false sense about the course content being psychology orientated.

Barb: this course will not be published

Carol: this is a larger discussion that needs to happen at the state level

Kim: Non credit bearing course

Char: asked questions about accreditation because this course does not have program learning outcomes aligned with

MOTION CARRIED

6. UPDATED COURSES

BIOL 108 Northwest Plants and Animals

Motion: Char Gore

Second: Mike Mixdorf

Greg explained that this course was caught when doing the math rep-req changes. Had not been offered in some time.

Phil: this is one of about a half dozen course that will be capped in the future.

Kim: This course may actually be deleted in the future. Mike Flodin has not problem if the committee does not approve this course.

Phil noted that Greg did a HUGE amount of work this summer relating to updating all the math pre-requisite

MOTION FAILED

HSP 212 Systems and Case Work

Motion: Char Gore

Second: Mike Mixdorf

Barb explained that these updates represent what the HSP advisory committee and community agencies have recommended. Updating name and some learning objectives as well as prerequisites. Is being offered this quarter which is why it says Fall 2013

Becky: Why was the pre requisite changed?

Barb: students no longer need to have case management because this course is no longer an extension of case management. The focus now is more on the systems students need to know about when doing case work in the field.

MOTION CARRIED

MATH 140 Introduction to Pre-calculus

Motion: Mike Mixdorf

Second: Phil Hunter

Greg explained needed to change the quantitative skills requirements. This course is only two credits.

There was a lot of discussion about distribution and how this course could be used as the general elective credits.

Kim: have update AA work sheet to reflect this

Barb: Shema will take this information back to the

Kim: it still shows as distribution for AGS degree

Mike: amend to recommend approval of the course with the removal of the course from quantitative distribution for AGS degree

MOTION CARRIED

7. Other Business

a. Acknowledge Greg's work on Math pre-requisite work:

Barb added to Phil's recognition of all the efforts Greg put into making sure all course that had math pre-requisites were updated to reflect the minimum grade of C.

b. Science and Engineering Distribution Criteria Work:

Phil explained the Natural Science distribution criteria that has been developed and approved by the Science and Engineering departments.

Barb: within the next four months we need to have the other areas of distribution. The work that has been presented by Phil is a strong model/example for the other distribution disciplines to use as a foundation for their work.

How does this become official?

Barb: would like to see this set of criteria become the model and once all distribution criteria have been developed that those will all be included in the Curriculum Manual as an appendix.

Kim: As with the writing intensive designation and the multicultural designation, which require a separate vote when such a course is recommended for approval, the distribution designation could also be a separate vote and Curricunet could be set up to make that work. This would indicate a course had gone through a rigorous process of review before adoption.

Tod: told story and then indicated he would support courses being reviewed at both the discipline and curriculum committee levels before recommendation for adoption.

Phil Hunter moved to adopt the Natural Science distribution criteria to be used in the future as the guide for any course to be considered for Natural Science distribution.

Second: Becky Sproat

MOTION CARRIED

c. Nutrition 101:

Phil presented this course which will be coming to the committee for approval in the near future, but because of the long history science folks wanted to make sure everything was ready from the committee's perspective. This will no longer be a lab class so there is issue around the common course numbering that this course currently has.

Barb: is the common course Nutrition 101 that is being offered at other schools a lab course?

Phil: no, this is part of what made us unique.

Barb: to be consistent with the offerings at other schools across the state it seems our Nutrition & 101 should not have a lab component.

Steve: may create problem for those students who had the course with the lab getting appropriate lab credit.

Kim: is there any discussion about creating another Nutrition course in the future

Phil: there is some discussion on it.

Kim: so there is the possibility that another course might address different factors of Nutrition.

d. Glossary of terms:

David not present so an update on the final glossary is not possible. Barb acknowledged all the good input from committee members and thanked them for their contributions. Once those are firm those will be added to the Curriculum Manual and become our working guide

e. Curriculum Committee Manual Revision:

Mike, Darlene, and Becky have volunteered to put their eyes to this task. They will bring any revisions to the committee at the December meeting. The whole committee will review during December and January. Any necessary revisions will be addressed and a final draft will be presented at the February meeting for approval. All this is in preparation for the accreditation visit in spring.

f. Syllabus Template

Kim: the template proposal has been reviewed by CC, IC, IA, and other groups around campus and have talked about the possibility of putting templates into Instructor Briefcase so that faculty, particularly new or adjunct faculty could go there and find a template for their course that had all the appropriate verbiage about accommodations, last date for withdrawal, as well as curriculum approved learning objectives with alignment with PLOs and DLOs. Sean has spent a large number of hours creating syllabi templates for all 900 courses we offer here at TCC. He has created an excel spread with links to each of the 900 courses. PDF links are live and when CC makes any changes those course revisions will automatically be updated.

Barb: If used this means everyone's syllabi should reflect the current learning objectives and relevant course information.

Kim: what is there is not the prettiest but it can be saved as a word document and then manipulated by individual instructors. It is also on the portal so don't even have to go into Instructor Briefcase. Also, specific information relevant to a given discipline can also be added so all folks within that discipline will have the same verbiage.

Barb: vital we share this will those programs and disciplines each of use represent.

Kim: will be pulling key people who teach online to make sure this model is helpful

Julie: Is there a policy for keeping syllabi and where the syllabi are kept.

Kim: Yes there is a policy, Curricunet and Instructor Briefcase are not meant to be a repertory for syllabi. That is somewhere else. This is just meant to be a resource to facilitate consistency.

g. Final Cycle of CAP Projects

Barb: still have close to 400 courses to be CAPPED. Barb will be sending out emails to all programs who have not completed their CAP work. She will do this before the end of the week and each representative, program chair, and dean will be also receiving notification of which courses need to be CAPPED. will spread the work over the next four meeting with the intent of having all this work completed prior to the accreditation visit. Please help push these through as scheduled. The more representatives are involved in the early work on these the fewer questions we will have to address during our meetings.

Julie: will we be looking at degrees and certificates during this time frame?

Barb: requested from Tod that we not do any of those until after the visit. and he was okay with that because of the amount of work we have to do with the courses that are

uncapped.

?: Was there a schedule at some point?

Barb: yes there was a schedule; however, people have not always followed through with my requests – so I will be more forceful

Adjourned 3:35 pm

Respectfully submitted,

Barbara Peterson
Chair