

# Curriculum Committee Agenda



Meeting Date		Meeting Time & Location	
Monday November 4, 2013		2:30 pm Board Room Building 12	
Chair	Vice-Chair	Recording Scribes	
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Dr. Darlene Rompogren Chair/Instructor, EAP	

## Agenda Items

**1. Members present:** Barbara Peterson, Dave Howard, Mike Mixdorf, Char Gore, Susan Schneider, Greg Ferencko, Phil Hunter, Bernie Comeau, Becky Sproat, Rachelle McGill, Jethro De Lisle, Darlene Rompogren, Julie Benson, Steve Ashpole, Colleen Spezia, Carroll Ferguson, Sean Van Dommelen, Kim Rzeszewicz, Tod Treat  
**Guests present:** Yi Li, David Endicott, Melissa Stoddard, Mary Skinner, Kim Harrington, Carol Evenhuis

**2. Minutes:** Barb noted that the minutes from 10/7/13 were prepared from a recording and may contain omissions. The consensus was that the few typos they contained could be corrected via email. This being the case, **Mike Mixdorf** moved to accept the minutes from October 7, 2013 meeting, and **Char Gore** seconded. **Motion carried.**

**3. AGENDA:** RC 192 was removed from the list of updated courses, and HUM 131 was added to the list of new courses

## 4. TABLED Courses

- ECE 140 Promoting Positive Behavior
- ECE 141 Guiding Behavior of Young Children I - Understanding Behaviors and Building Relationships with Children
- ECE 142 Guiding Behavior of Young Children II - The Encouraging Classroom
- ECE 143 Guiding Behavior of Young Children III - Positive Guidance
- ECE 190 Early Childhood Clinical Experience
- ECE 201 Effective Communication with Colleagues and Families
- ECE 202 Nutrition, Health, and Safety for Young Children
- ECE 203 Family Systems & Supports
- ECE 211 Administration of Early Learning Programs I - Program Administration
- ECE 212 Administration of Early Learning Programs II - Operation of Children's Programs
- ECE 213 Administration of Early Learning Programs III - Staffing and Professional Development
- ECE 290 Practicum

**Motion:** Mike Mixdorf

**Second:** Char Gore

Mary Skinner explained that most of the ECE classes listed above were submitted in June but missed the deadline. The above classes were originally tabled because they needed to have their course learning outcomes tied to the program learning outcomes, and that has now been done. Discussion then centered around ECE 190, the field experience class, which was listed as repeatable three times. Kim Rzeszewicz suggested that rather than have the one class repeatable three times, there should be three different classes (called ECE 191, 192, & 193) to avoid problems with financial aid and student confusion. Mike Mixdorf amended his motion to recommend approval of all of the ECE courses except ECE 190, and Char Gore seconded. **Motion carried.**

## 5. NEW Courses

### NAST 090 Nursing Assistant

**Motion:** Dave Howard

**Second:** Char Gore

Carol Evenhuis explained that this is the non-credit class at WCCW for inmates to qualify to work in the WCCW health care facility. It does not count for NAC certification or for graduation credits.

**Motion carried.**

### HUM 131 Film Production

**Motion:** Dave Howard

**Second:** Jethro De Lisle

David Endicott explained that this class is being created to have a film production class that is separate from the film appreciation class (HUM 130). The reason for having the repeatability of three times is that many students take this type of class not for graduation credit but to prepare for a career in film production. Steve Ashpole recommended that the minimum grade in the prerequisite class (HUM 130) be changed from C-minus to C, to which David agreed. Char suggested that outcome #1 be changed to “demonstrate application (rather than demonstrate understanding) of the complete film process. When Becky expressed concern about campus resources (iPads and library resources), David explained that this class would not be a burden on TCC resources since they would be used on campus only (not lent out).

**Motion carried.**

## 6. UPDATED Courses

### NUTR 101 Human Nutrition

**Motion:** Phil Hunter

**Second:** Jethro De Lisle

Kim Harrington explained that this Nutrition class is being modified into a non-lab version to make it work better for non-science-majors who may not have the academic experience needed for the more rigorous lab-based nutrition class. Kim Rzeszewicz asked if changing the class and removing the “&” from the course number would affect students’ transcripts, but Kim Harrington explained that it wouldn’t. Steve Ashpole also said that there would be no problem with this change in the new system.

**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

### EMC 132 Paramedic Clinical III

**Motion:** Char Gore

**Second:** Dave Howard

Melissa Stoddard handed out a flowchart showing the Paramedic course flow and explained that the EMC classes were being submitted without prerequisites listed to avoid having to use entry codes. She explained that the lack of entry codes will not pose a problem since students taking these classes have to be admitted to the Paramedic program first. Kim Rzeszewicz suggested that she add the prerequisites (120 and 130 as prerequisites for 121 and 131; 121 & 131 as prerequisites for 122 and 132), and Melissa agreed.

**Motion carried.**

### HIM 105 Comprehensive Medical Terminology

### HIM 125 Health Data Structure, Content, and Standards

### HIM 141 Outpatient Diagnostic

HIM 142 Physician Reimbursement and Revenue Cycle  
HIM 150 Pharmacology for Health Information Management  
HIM 160 Pathophysiology  
HIM 185 Medical Reimbursement Specialist Clinical  
HIM 186 Outpatient Coding Clinical  
HIM 187 Physician Practice Management Clinical  
HIM 195 Healthcare Law and Ethics  
HIM 210 HIM Revenue Cycle  
HIM 215 Information and Communication Technologies  
HIM 216 CPT Coding  
HIM 221 Intermediate ICD-10-CM/PCS Coding  
HIM 222 Health Records In Alternative Care  
HIM 225 Record Content and Standards II  
HIM 240 ICD-10-CM/PCS Coding  
HIM 245 Advanced Coding  
HIM 254 HIM Capstone  
HIM 255 Professional Practice Experience

**Motion:** Dave Howard

**Second:** Julie Benson

Char explained that these courses are being updated to change their prerequisites to list only the highest prerequisites for each class. This is to avoid having a long list of the lower prerequisites for each class, which could cause unnecessary confusion for students.

**Motion carried.**

HIST& 126 World Civilizations I *w/ "M" designation*

HIST& 127 World Civilizations II *w/ "M" designation*

HIST& 128 World Civilization III *w/ "M" designation*

**Motion:** Julie Benson

**Second:** Dave Howard

Yi Li explained that the Multicultural designation is warranted because the entire content of the World Civilizations classes deals with various cultures around the world. Kim R. asked if this change is for Winter 2014, and Yi said yes. Phil asked for more detail about the multicultural aspect of the classes, and some of the language in the document was changed to make the multicultural nature of the classes more evident.

**Motion carried.**

**NURS 260 Nursing Focus VI: Advanced Intravenous Therapy Skills**

**Motion:** Char Gore

**Second:** Dave Howard

Julie explained that this class is being updated to make the number of credits more accurately reflect the actual number of hours spent in the lab and in the classroom. Kim R. noted that the implementation date should be changed to 2014, which Julie agreed to do.

**Motion carried.**

**RC 160 Cardiopulmonary A & P and Pathophysiology**

**RC 161 Arterial Blood Gases**

**RC 175 Respiratory Care Orientation**

**RC 192 Advanced Mechanical Ventilation**

**RC 193 Respiratory Pharmacology I**

**RC 194 Respiratory Pharmacology II**

**RC 195 Respiratory Pharmacology III**

**Motion:** Char Gore

**Second:** Julie Benson

Char explained that RC 160 & 161 are being modified to reflect CAP updates. RC 192 is being removed from the list above and will be resubmitted for inclusion on the December CC agenda.

**Motion carried.**

## 7. DELETED Courses

HIM 101 Success Strategies for HIM Students

HIM 135 Medical Terminology II Module 135

HIM 136 Medical Terminology II Module 136

HIM 137 Medical Terminology II Module 137

HIM 138 Medical Terminology II Module 138

HIM 139 Medical Terminology II Module 139

HIM 145 Healthcare Statistics and Research

HIM 175 Clinical Classification Systems

MO 141 Medical Transcription II

MO 142 Medical Transcription III

MO 148 Medical Reimbursement II

MO 299 Individual Study in Medical Office Transcription

**Motion:** Julie Benson

**Second:** Phil Hunter

Char explained that this is just cleanup to remove from the course bank these courses that are no longer taught at TCC. The Medical Office program no longer exists, and the HIM classes listed above have not been taught in three years.

**Motion carried.**

## 8. DEGREE/CERTIFICATE Courses

NONE

## 9. OTHER BUSINESS

a. **CAP Project Plan** - Barb explained that this is just a heads-up to make people aware of the CAP projects that are coming up in the next few months. She distributed a handout listing the classes that are slated for an update, along with the timeline for this activity.

b. **Social Science, Humanities, Math Distribution criteria needed** – Barb announced that those CC individuals who represent these disciplines should work with the departments to create updated distribution criteria. This needs to be completed in time for the February CC meeting to ensure CC endorsement and inclusion in the CC manual prior to the accreditation visit. If anyone needs more information or comments they should feel free to contact her or Kim Rzeszewicz.

c. **Transcription of Credit Draft** – Tod explained that he wanted the CC to review this process because TCC has had requests to do this from other entities such as Invista, Washington Conservation Corps, and the FEPS program at WCCW. Tod mentioned that he had received comments expressing concerns about union-related issues such as hiring and staffing; he explained that this procedure is separate from the decision on whether TCC would actually enter a relationship with any outside entities. That decision will be thoroughly evaluated before it is made. Phil asked whether there would be any department-level review before any such classes get to CC, and Barb explained that this is for courses that we already have an equivalent for, but we do still need to develop a procedure to follow if they want to bring in new courses. Greg asked if these courses would be transcribed as if they had been taught by TCC faculty, and Tod explained that we need to separate the procedural aspect from the context. This is related to articulation

with other entities and institutions. Tod further explained that if our procedure is too rigid, we will lose opportunities—but if it is too loose, we will lose quality. There was a lot of discussion about the amount of oversight needed and the issue of ensuring a standard of quality with these classes. Tod compared this to College in the High School and Running Start courses, where TCC syllabi are used and there are mentors to make sure the courses are up to TCC standards. Barb said that we still have some tweaking to do; the subcommittee is still working on it. Tod noted that we need to have this done in December.

d. **Glossary of terms** – Dave Howard announced that his work on the Glossary of Terms to be included in the CC Manual is complete; he will email the link to all CC members as soon as possible.

e. **CC Manual revision Update/Timeline** – Barb mentioned that the subcommittee is working on the revision and will have their draft ready in December. The CC members will then review it, submit any editorial recommendations they may have, and then vote on it by February.

f. **CJ& 100 & 101 courses** – Barb explained that the CC had voted earlier to delete these Criminal Justice classes but that vote was overridden by the previous Vice President for Academic and Student Affairs. She asked for a motion for the CC to vote on them again.

**Char Gore** moved to delete CJ&100 and CJ&101

**Dave Howard** seconded

**Motion carried**

g. **ExVP override of CC recommendations to disapprove** – Barb explained that some CC members have expressed concerns about CC votes being overridden by the ExVP; discussion of this issue will be deferred until May to give Tod more time to familiarize himself with it.

h. **CC policy for inactive courses** - Barb pointed out that inactive courses are those still in the course bank that have not been taught in two to five years. The question to consider is how long we should let them stay in the course bank before they are deleted or become inactive. There is no vote today, but CC members are asked to think about it with a view toward creating a policy for this. The CC members will discuss this further at the December meeting.

i. **Reorganizing Curriculum Committee Responsibilities – Barb (attachment to follow)** Given that the CC needs to have a librarian as a member so that issues of resources can be addressed when new courses are proposed, the membership needs to be reorganized so that the librarian doesn't end up "representing" a department or division that s/he has no official connection with. Barb explained that she will be sending out a new CC membership chart that has the librarian in a stand-alone position, with the academic units formerly listed as being represented by the librarian moved and added to the lists of units represented by the other CC members.

The meeting was adjourned at 4:40

Respectfully submitted by Darlene Rompogren