

# Curriculum Committee Agenda



Meeting Date	Meeting Time & Location
Monday December 2, 2013	2:30 pm Board Room Building 12

Chair	Vice-Chair	Recording Scribe
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Gail Watters, EAP Instructor Sub for Darlene Rompogren

## 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, Gail Watters, Kim Rzeszewicz, Steve Ashpole, Colleen Spezia, Carroll Ferguson, Shema Hanebutte, Sean VanDommelen, Tod Treat

**Guests Present:** Wendy Larsen, Matthew Mburu, Charlie Crawford, Len Heritage, David Endicott

**2. Minutes:** **Tod Treat** requested that an additional sentence clarifying item 2b of the Transcription of Credit draft be added to the minutes. **Char Gore** moved to approve the minutes from the November 4, 2013 meeting with the additional sentence included, and **Mike Mixdorf** seconded. **Motion carried.**

**3. Agenda:** BUS 256 was removed from the list of updated courses, and Transcription of Credit Final Draft was moved to the top of the agenda.

**4. Transcription of Credit Final Draft:** In addition to some minor changes in the wording, Phil Hunter suggested adding the following sentence to part 2b of the draft: “An iterative process will ensure that the appropriate program/department’s recommendation has addressed discipline-specific content and/or concerns.” He also mentioned that the process doesn’t seem linear and takes longer than three weeks. Becky Sproat commented that there is not much of a paper trail for this process and suggested that the checklist be on paper. Kim Rzeszewicz asked if only TCC employees would be allowed to submit courses; she wanted it to be clear to everyone that course submissions must be assisted by a TCC employee. Char Gore moved that the Transcription of Credit final draft be approved with the changes in wording included. **Motion carried.**

### 5. REVIEW Course

#### HUM 131 Introduction to Film Production

**Motion:** Phil Hunter

**Second:** Dave Howard

This course is being taught this quarter; it was approved last month, but questions remain. Phil Hunter asked (1) if this is a performance or skills class, and (2) if this class could be used twice for credit (since it can be taken three times). David Endicott said HUM 131 is not a performance/skills class, and it is not to be used more than once for credit. Colleen Spezia asked if this class is going to include special topics, and David said it will not. **Phil Hunter** moved to approve HUM 131 with the repeatability changed to ONE time. **Motion carried.**

## 6. UPDATED Courses

**ACCT& 201 Principles of Accounting I**

**ACCT& 202 Principles of Accounting II**

**ACCT& 203 Principles of Accounting III**

**Motion:** (I didn't get who moved and seconded on these courses.)

**Second:**

**Motion carried.**

**AESL 011 Integrated ESL - Level 1**

**AESL 013 Integrated ESL - Level 3**

**AESL 015 Integrated ESL - Level 5**

**AESL 020 ESL - Educational Interview**

**Motion:** Char Gore

**Second:** Dave Howard

Wendy Larsen explained that these are being piloted as graded courses; the state of Washington has given a one-year pilot period. She noted that ABE courses have heretofore never been graded. Phil Hunter asked if students should get the option of S/U for these, and Wendy replied that she would prefer to pilot them with only letter grades. She also noted that these classes should be listed as Limited English and that there should be two separate prerequisites: CASAS test OR (not "AND") successful completion of the previous level. Wendy concluded by thanking Rachelle McGill for her wordsmithing on these classes.

**Motion carried.**

**BUS& 201 Business Law**

**Motion:** Char Gore

**Second:** Jethro De Lisle

Len Heritage explained that the outcomes for this course were created by the State of Washington and that this course counts as social science distribution credits.

**Motion carried.**

**ECON& 201 Micro Economics**

**ECON& 202 Macro Economics**

**Motion:** Dave Howard

**Second:** Jethro De Lisle

Matthew Mburu discussed the importance of including the quotation marks with the economics Terms and said he would write out his abbreviations. Phil Hunter asked how the outcomes of these courses are tied to the Social Sciences Program Learning Outcomes. He also suggested that the prerequisite be standard. Due to the missing Social Sciences PLOs, Dave Howard suggested that these two courses be tabled. **Motion tabled.**

**MATH& 131 Math for Elementary Education 1**

**MATH& 132 Math for Elementary Education 2**

**Motion:** Phil Hunter

**Second:** Jethro De Lisle

Greg Ferencko explained that the course outcomes were the only changes being made in these Courses.

**Motion carried.**

## **NURS 161 LPN to ADN Articulation (Bridge - Entering Level III) Theory**

### **NURS 299 Individualized Studies in Nursing**

**Motion:** Char Gore

**Second:** Mike Mixdorf

Mike Mixdorf explained that it was simply an oversight that these courses hadn't gone through yet.

**Motion carried.**

## **7. DELETED Courses**

### **NURS 130 LPN - ADN Articulation (Bridge)**

### **NURS 210 LPN - ADN Articulation II (Bridge)**

**Motion:** Char Gore

**Second:** Mike Mixdorf

**Motion carried.**

## **8. DEGREE/CERTIFICATE Courses**

**NONE**

## **9. OTHER BUSINESS**

### **a. CAP Project Plan**

Barb mentioned that the CAP project has to be done by March 1. Since there are still hundreds of courses that still need to be done, Barb encouraged all departments and programs to ensure that their work gets completed by the due date.

### **b. Social Science, Humanities, Math Distribution criteria needed**

Bernie Comeau noted that the Humanities division has completed its work, and Greg mentioned that the Math department will meet on Friday to work on the Math distribution criteria.

### **c. CC Manual revision Update/Timeline**

Barb and Kim presented some options: (1) Add the chair (not easy to do in the Curricunet system), and (2) Have the division CC member notified earlier than others. Phil mentioned that he hopes the division CC representative can catch things, so the proposals should be seen by the division CC rep. Tod asked if just a notification is enough. Bernie said that without the expertise of the CC reps, the process may have to start all over. Jethro mentioned that the CAP project may require that we not require an approval by the division CC representative—notification is enough. Barb noted that the criteria for courses to be moved to inactive will be listed in the updated Curriculum Committee manual. Dave noted that we may not want to delete courses in the catalog that are not being taught now but could be taught in the future, but Becky replied that leaving them in the catalog would cause confusion since students would see them there and expect to be able to take them. In response to this, Shema mentioned that her advisees rarely ask questions about classes in the catalog that are rarely offered or inactive. Kim noted that it is not easy to track the courses that we no longer teach or teach only rarely. Finally, Barb noted that Mike, Becky, and Darlene will get together with her on this topic when they present their revision of the CC manual.