

# Curriculum Committee Meeting Minutes



<b>Meeting Date</b>	<b>Meeting Time &amp; Location</b>	
Monday Feb. 3, 2014	2:30 pm Board Room Building 12	
<b>Chair</b>	<b>Vice-Chair</b>	<b>Recording Scribe</b>
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Dr. Darlene Rompogren, EAP Program

## Agenda Items

**1. Members Present:** Barbara Peterson, Mike Mixdorf, Kim Lee (alternate for Char Gore), Susan Schneider, Greg Ferencko, Kristen Harrison (alternate for Phil Hunter), Bernard Comeau, Becky Sproat, Rachelle Mc Gill, Jethro De Lisle, Darlene Rompogren, Julie Benson, Steve Ashpole, Colleen Spezia, Carroll Ferguson, Sean VanDommelen, Kim Rzeszewicz, Tod Treat

**Guests Present:** Meredith LaFlesh, Kathy Brown, Matthew Mburu, Tanya Erzen, Shea Bower, MJ Oberhofer, Mary Skinner, Jeanette Smith-Perrone, Mary Dewine

### 2. Minutes from 11/4/13 meeting

Kim Rzeszewicz suggested that one of the sentences in item 4 of the minutes (Transcription of Credit Final Draft) be reworded for clarity; she also noted that in item 9b, "Humanities" should be replaced with "Social Sciences." **Jethro De Lisle** moved that the minutes be approved with the changes included. **Mike Mixdorf** seconded.

**Motion carried.**

### 3. Additional agenda items

**Motion: Julie Benson**

**Second: Mike Mixdorf**

ECON 201 and 202, tabled from the 12/2 meeting, were added to the list of Updated Courses, and an update on the ongoing revision of the Curriculum Committee Manual was added to section 9, Other Business.

### 4. Endorsement of Transcription for Credit Courses – FEPPS/WCCW

**ENG&101 English Composition I**

**SOC& 101 Introduction to Sociology**

**Motion: Jethro DeLisle**

**Second: Becky Sproat**

Tanya Erzen was present to explain the process and answer any questions. Since this process has already been presented at Instructional Council, there were no further questions. **Motion carried.**

## 5. NEW Courses

### ASTR& 110 The Solar System

### ASTR& 115 Stars, Galaxies and the Cosmos

**Motion:** Jethro DeLisle

**Second:** Becky Sproat

Keith explained that these two classes are actually the existing Astronomy 101, split into two quarters so that the topics can be covered more in depth; the 110 course will focus on the Solar System, and the 115 will focus on outside the Solar System. Kim Rzeszewics asked if they were still planning on offering Astronomy 101 or deleting it, and Keith explained that they wanted to leave it on the books temporarily and then delete it once they know how the new divided course will work. **Motion carried.**

### CMST 120 The Process of Public Speaking

### CMST 179 Special Topics in Communication

### CMST& 210 Interpersonal Communication

**Motion:** Julie Benson

**Second:** Mike Mixdorf

Jethro explained that these courses have been created to fill gaps in CMST offerings. CMST 120 is a public speaking class that covers just the process (outlining & preparation) but not doing actual speeches. This class is especially for students who haven't completed English 101 yet. The hope is that CMST 120 will be paired with other courses. This course is not intended as a prerequisite to CMST 220. CMST 179 was originally listed as a five-credit class but has been changed to variable credit (either 2 or 5 credits). The repeatability for CMST 179 should be 3. Jethro said that CMST 210 should be added to the Humanities distribution list. When Kim R. mentioned that the course outcomes need to be aligned to Humanities PLO's, Jethro said to leave it off the Humanities list for now until the Humanities PLO alignment is completed. **Motion carried.**

### ECE 191 Early Childhood Clinical Experience I

### ECE 192 Early Childhood Clinical Experience II

### ECE 193 Early Childhood Clinical Experience III

**Motion:** Jethro DeLisle

**Second:** Julie Benson

Mary Skinner explained that these three classes replace ECE 190. They are to be paired with co-requisites and are not graded courses. These are all really the same course: field experience, so their outcomes are all the same. **Motion carried.**

### IT 201 Introduction to Programming

**Motion:** Sue Schneider

**Second:** Jethro DeLisle

This is actually not a new course, just an inactive one that is being brought to the committee as a new course because it's not currently in the Curricunet system. The rationale for re-introducing this course is that students have a gap in their programming skills when they transfer to a university, so this course is a way for students to get the logic skills they need. This course is meant to be non-transferable.

**Motion carried.**

## 6. DELETED Courses

BUS 103 Customer Service and Sales  
BUS 120 Teamwork Essentials  
BUS 162 Fundamentals of Supervision  
BUS 230 Business Ethics and Corporate Responsibility  
LOG 101 Introduction to Secure Logistics  
LOG 103 Warehousing & Inventory Management  
LOG 201 Logistics Technology  
LOG 210 Logistics Management  
POLS 205 State and Local Government and Politics

**Motion: Julie Benson**

**Second: Mike Mixdorf**

These are all courses that are no longer offered. There was no discussion. **Motion carried.**

## 7. UPDATED Courses

**AESL 012 Integrated ESL - Level 2**

**AESL 014 Integrated ESL - Level 4**

**AESL 016 Integrated ESL - Level 6**

**Motion: Jethro DeLisle**

**Second: Mike Mixdorf**

Kim R. explained that these were supposed to be on the agenda for the December 2 CC meeting. The updates were changes in verbiage, switching from non-graded to letter grade, and a change to a measurable verb in one of the outcomes. **Motion carried.**

**BUS 160 Small Business Entrepreneurship**

**Motion: Carroll Ferguson**

**Second: Mike Mixdorf**

MJ Oberhofer explained that the outcomes for this class have been revised to include more active, measurable verbs. The prerequisite for this class should be English 95 with a minimum grade of C. **Motion carried.**

**CMATH 090 Computer-Based Elementary Algebra**

**MATH 090 Elementary Algebra**

**MATH& 148 Business Calculus**

**Motion: Greg Ferencko**

**Second: Becky Sproat**

Greg Ferencko explained that the repeatability should be 2 and the implementation date should be spring 2014. Students can take up to two quarters to complete the course material in CMATH 090, which has the same learning outcomes as MATH 090 but is completely computer mediated. Meredith LaFlesh explained that MATH 148 is simply being updated to change the outcomes to measurable verbs. Kim R. asked if this course is really not supposed to be published in the catalog as indicated on the course proposal form, and Meredith replied that the non-publish indication was an error in filling out the form; Math 148 should be published. Kim R. asked if knowledge of Excel was required and if CU 103 was supposed to be a prerequisite. Meredith replied that CU 103 is not a prerequisite, and Greg Ferencko suggested that "or equivalent" be added to indicate that CU 103 is not required.

**Motion carried.**

**DMS 160 Clinical Seminar I**  
**DMS 299 Clinical Independent Study**

**Motion: Mike Mixdorf**  
**Second: Sue Schneider**

Shea Bower explained that these courses just underwent a CAP update and DMS 299 was given a more appropriate SMS title. Both courses should be published in the catalog. Kim R. asked if DMS 299 was all DMS didactic and lab coursework, and Shea replied that this course is used to cover the 5-week gap.  
**Motion carried.**

**EMC 110 Emergency Medical Technician Basic**  
**EMC 112 Emergency Medical Technician Recertification**  
**EMC 116 Introduction to Emergency Medical Care**  
**EMC 140 Supplemental Education for EMC Programs**  
**EMC 150 Supplemental Education for EMC Programs**  
**EMC 200 Contemporary Issues in Pre-hospital Care**

**HD 098 Managing Math Anxiety**  
**HD 116 Life Choices**  
**HD 299 Independent Study**

**Motion: Jethro DeLisle**  
**Second: Becky Sproat**

Kathy Brown explained that these are just CAP updates, but HD 299 needs a change in the outcomes, so she will just give the list to Kim R. later. **Motion carried.**

**PE 100 Total Fitness**  
**PE 106 Tai Chi**  
**PE 108 Beginning Weight Training**  
**PE 109 Toning**  
**PE 111 Walking for Wellness**  
**PE 122 Beginning Bowling**  
**PE 126 Beginning Badminton & Pickleball**  
**PE 134 Softball**  
**PE 135 Beginning Soccer**  
**PE 136 Volleyball**  
**PE 140 Cardio Fitness**  
**PE 142 Introduction to Yoga**  
**PE 155 Fast Fitness**  
**PE 170 Independent Fitness Lab I**  
**PE 171 Independent Fitness Lab II**  
**PE 175 Hiking**  
**PE 190 Health and Wellness**  
**PE 191 Contemporary Health and Wellness**  
**PE 200 Advanced Total Fitness**  
**PE 208 Intermediate Weight Training**  
**PE 222 Intermediate Bowling**  
**PE 226 Intermediate Badminton/Pickleball**  
**PE 236 Intermediate Volleyball**  
**PE 237 Advanced Volleyball**

### PE 292 Advanced First Aid

### PE 295 Teaching Elementary Physical Education and Health

### PE 299 Individual Study in Physical Education

**Motion: Julie Benson**

**Second: Becky Sproat**

Mike Mixdorf addressed these classes for Steve Brown. There were just minor changes to these courses, mainly to add measurable verbs to the outcomes. Kim asked if these courses should be published in the catalog because some of the course proposal forms indicated that they shouldn't be. Mike replied that they should all be listed. Barb will follow up with Steve Brown on this. Steve Ashpole noted that the Independent Fitness courses (170 & 171) could easily be confused with 299, Independent Study, but Kim R. said that the course descriptions make the difference clear enough. Barb mentioned that the SMS titles for some of the classes were the same and that she would follow up with Steve Brown on this. Two other PE classes had minor changes—a measurable verb for PE 200 and outcomes added to PE 292. **Motion carried.**

### POLS 231 Politics and Film

### POLS& 101 Introduction to Political Science

### POLS& 202 American Government

### POLS& 203 International Relations

**Motion: Julie Benson**

**Second: Jethro DeLisle**

Bernie Comeau explained that these are just CAP updates. For POLS 231, he sent Kim R. a new list of outcomes and mentioned that Steve Sandweiss wanted it to have a repeatability of 2. However, Kim R. noted that the other film class has a repeatability of just 1, so Bernie said to go ahead and make them both a repeatability of 1. Steve Ashpole noted that state financial aid will pay for a student to take a class just twice (as of this coming August). **Motion carried.**

### RC 162 Advanced RC Pathophysiology

### RC 170 Respiratory Therapy Equipment I

### RC 171 Respiratory Therapy Equipment II

### RC 172 Respiratory Therapy Equipment III

### RC 192 Advanced Mechanical Ventilation

### RC 240 Advanced Assessment and Diagnosis

### RC 251 Respiratory Pathophysiology Case Presentations

### RC 261 Pediatric and Neonatal Respiratory Care

### RC 262 Review of Applications of Respiratory Care

### RC 280 Specialty Clinical Rotation

### RC 281 Advanced Critical Care Clinical Rotation

### RC 282 Neonatal Clinical Rotation

### RC 283 Specialty Clinical Rotation II

### RC 299 Individual Study in Respiratory Therapy Technology

**Motion: Julie Benson**

**Second: Becky Sproat**

Camille Lowman explained that these courses just underwent CAP updates, with measurable verbs added to the outcomes. Greg Carter has already given Kim R. a list of the fixes on the CLO verbs. RC 299 should be repeatable because this course can be a different experience each time, a practicum,

writing a paper, etc. **Motion carried.**

**RS 100 Radiologic Science Orientation**

**RS 108 Radiation Physics I**

**RS 109 Radiation Physics II**

**RS 120 Clinical Education I**

**RS 121 Clinical Education II**

**RS 122 Clinical Education III**

**RS 140 Radiographic Positioning I**

**RS 141 Radiographic Positioning II**

**RS 142 Radiographic Positioning III**

**RS 150 Principles of Image Formation**

**RS 153 Principles of Digital Radiography**

**RS 225 Clinical Education IV**

**RS 226 Clinical Education V**

**RS 227 Clinical Education VI**

**RS 228 Clinical Education VII**

**Motion: Jethro DeLisle**

**Second: Becky Sproat**

Mike Mixdorf explained that these were mostly CAP updates, with a few course descriptions updated. There was no further discussion. **Motion carried.**

**SOC& 201 Social Problems**

**Motion: Jethro DeLisle**

**Second: Becky Sproat**

Bernie Comeau explained that these were just CAP updates plus the addition of a few measurable verbs in one of the courses' outcomes. Kim R. asked if the repeatability should be 2, and Bernie replied that it should be just 1. Jethro amended his motion to include the Multicultural designation for this course. **Motion carried.**

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

**Child Development Specialist Certificate**

**Management of Early Learning Program Certificate**

**Motion: Becky Sproat**

**Second: Jethro DeLisle**

Barb asked if there were any questions about these courses. Mary having already explained that there were just basic changes made, there were no further questions. **Motion carried.**

## **9. OTHER BUSINESS**

a. CAP Project Update

Barb explained that 141 courses still need to be reviewed. Programs with PLO's being reviewed can just use their old ones for now and then update them later once the new PLO's have been finalized. This is better than not having them CAPped by the time the Accreditation Committee visits TCC. Also, part of the difficulty is that Humanities is using a single set of PLO's for such a wide variety of courses. Maybe a different set of PLO's is needed for each of the various programs within Humanities (Art, Music, Humanities, Literature, Language, etc.). However, if they do split them out, it might make it hard for students to understand since their main interest is to make sure if they're meeting distribution requirements. It might make things too complicated for students, so we need to look at this more carefully.

Bernie noted that each course doesn't have to address all of the PLO's—it could address just one.

b. Update on ongoing revision of Curriculum Committee Manual

Barb noted that we are still waiting for the Humanities work to be completed before the CC manual can be finalized. She will get copies of the updated handbook out to all of the CC members, who need to give their feedback to the handbook subcommittee within two weeks in order for it to be completed before the next CC meeting.

The meeting was adjourned at 4:10.

Respectfully submitted by Darlene Rompogren