

Curriculum Committee
Meeting Minutes



Meeting Date		Meeting Time & Location	
Monday March 3, 2014		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	Dr. Darlene Rompogren, EAP Program	

Agenda Items

1. Members Present: Barb Peterson, Mike Mixdorf, Char Gore, Susan Schneider, Greg Ferencko, Phil Hunter, Becky Sproat, Rachelle McGill, Jethro de Lisle, Darlene Rompogren, Julie Benson, Steve Ashpole, Colleen Spezia, Carroll Ferguson, Sean van Dommelen, Kim Rzeszewicz, Tod Treat, John Falskow, David Endicott, Kristin Harrison, Matthew Mburu, Allison Muir, Kim Ward, Rebecca Sliger

2. Minutes from 2/3/14 meeting

There being no discussion or amendment of the 2/3/14 minutes, **Mike Mixdorf** moved to approve them, and **Char Gore** seconded. **Motion carried.**

3. Additional agenda items

The following ABE courses were added to the agenda under New Courses: ABE 066, 067, 068, 069, 070, 071, 072, 073, 074, 075, 077, 078, and 079, along with an update to ABE 020.

4. TABLED Courses

BUS 256 Statistical Analysis

Motion: Char Gore

Second: Mike Mixdorf

Matthew Mburu explained that the computing skills requirement was removed for this class. **Motion carried.**

4a. Special Consideration

John Falskow/Kim R/Barb

ARAB 121 Arabic I

ARAB 122 Arabic II

ARAB 123 Arabic III

ART 101 Art Basics

ART 102 Two-Dimensional Design

ART 103 Three-Dimensional Design

ART 105 Beginning Drawing

ART 106 Advanced Drawing

ART 110 Beginning Graphic Design

ART 111 Intermediate Graphic Design

ART 131 Beginning Ceramics

ART 132 Intermediate Ceramics I

ART 133 Intermediate Ceramics II

ART 146 Beginning Photography

ART 147 Introduction to Digital Photography
ART 150 Beginning Printmaking
ART 151 Advanced Printmaking
ART 156 Beginning Painting
ART 157 Intermediate Painting
ART 158 Advanced Painting
ART 172 Beginning Sculpture
ART 173 Intermediate Sculpture
ART 174 Intermediate Sculpture
ART 180 Art for Elementary Education
ART 199 Gallery Viewing Lab
ART 201 History of Western Art: Ancient
ART 202 History of Western Art: Medieval & Renaissance
ART 203 History of Western Art: Baroque through Modern
ART 233 Ceramics Master Study
ART 246 Intermediate Photography
ART 272 Sculpture: Modeling and Casting
ART 273 Sculpture: Carving
ART 274 Sculpture: Fabrication Techniques
ART 275 Sculpture: Bronze Casting
ART 299 Special Problems in Art
ART& 100 Art Appreciation

CHIN& 121 Chinese I
CHIN& 122 Chinese II
CHIN& 123 Chinese III

ENGL 234 Introduction to Mythology and Folk Stories
ENGL 261 The Bible as Literature
ENGL 262 Children's Literature
ENGL 264 English Literature: From Beowulf Through Shakespeare
ENGL 265 English Literature: From Donne Through Blake
ENGL 278 Creative Writing – Poetry
ENGL 279 Creative Writing – Poetry

ENGL& 220 Introduction to Shakespeare
ENGL& 235 Technical Writing
ENGL& 244 American Literature I
ENGL& 245 American Literature II
ENGL& 246 American Literature III

FRCH& 121 French I
FRCH& 122 French II
FRCH& 123 French III

GERM& 121 German I
GERM& 122 German II
GERM& 123 German III

HUM 110 Introduction to Pacific Rim Cultures
HUM 111 Reading Popular Fiction

HUM 120 The American Multicultural Arts Experience
HUM 130 Introduction to Film
HUM 260 Themes or Topics in Humanities (Revolving Topics)
HUM 285 The City
HUM& 101 Intro. to Humanities
HUM& 116 Humanities I
HUM& 117 Humanities II
HUM& 118 Humanities III

MUSC 100 Fundamentals of Music
MUSC 106 World Music
MUSC 120 Music in the Classroom
MUSC 123 Class Applied Music: Guitar
MUSC 124 Class Applied Music: Piano I
MUSC 125 Class Applied Music: Piano II
MUSC 126 Class Applied Music: Piano III
MUSC 130 Private Vocal or Instrumental Instruction
MUSC 141 Music Theory I
MUSC 142 Music Theory II
MUSC 143 Music Theory III
MUSC 150 Special Topics in Music
MUSC 160 Orchestra
MUSC 170 TCC Singers
MUSC 175 Gospel Choir
MUSC 180 TCC Voices
MUSC 230 Private Vocal or Instrumental Instruction
MUSC 260 Orchestra
MUSC 270 TCC Singers
MUSC 280 TCC Voices
MUSC 290 Symphonic Band
MUSC 291 Jazz Band
MUSC 299 Independent Study
MUSC& 105 Music Appreciation

Motion: Dave Howard

Second: Julie Benson

John Falskow explained that all the classes in this list needed to have their outcomes aligned with the Humanities Division PLO's, but more issues have revealed themselves during the CAP process; they need to reorganize and do a complete audit of the division's SMS titles and course numbering that has been done from 1965 until now. They have identified and are willing to fix the problems, but it will be a massive undertaking that will require time to be done right.

John Falskow noted that they need to make sure the documentation reflects the good teaching they've been doing.

David Endicott said the Humanities division has shifted so much in its curriculum process that it will take more time to clean it up—possibly to the end of this academic year.

Barb Peterson and **Kim Rzeszewicz** then suggested a plan: They will work with the Humanities Division to develop PLO's and course outcomes, and if any of these courses are to be offered in the fall, Barb will give them provisional approval now and then bring them to Curriculum Committee in the fall.

Kim R. mentioned that she would work with the division as an outside facilitator to keep the process moving smoothly. She sees this as a vignette for our

self study: how we've identified a problem and sought ways to fix it. There are bigger questions that surfaced that need to be answered too, including how to redesign the Humanities PLO's and develop a curriculum flowchart.

Tod Treat noted that John Falskow is carrying the burden of decades of not-sufficient attention in these courses; we can't have strong instruction without a good curriculum—we shouldn't focus on getting forms filled out for CC purposes only. He also noted that non-CAPped courses won't be allowed to be offered, so we need to be careful with provisional approvals.

Also, all these courses must be CAPped by November 2014, and they must be CAPped before being offered; thus, all Fall Quarter classes must be CAPped at the April 7 CC meeting.

Becky Sproat suggested that a librarian be included in the discussion on these courses.

Dave Howard moved to table these 91 Humanities Division courses, with a second by **Julie Benson**. **Motion carried.**

5. NEW Courses

MUSC 110 Introduction to Digital Music

Motion: Char Gore

Second: Becky Sproat

John Falskow explained that this course is to be offered as a Special Topics class, parallel to learning about art in a painting or drawing class; that is, students learn music concepts by actually creating music. This course will be taught in Fall Quarter or later.

John noted that it should be letter grade or S/U.

Char Gore asked if there would be any lab portion,

John explained that the entire course is project-based.

Motion carried.

ABE 066 Applied Math I

ABE 067 Applied Math II

ABE 068 Integrated Algebra and Geometry I

ABE 069 HS21+ Portfolio Class

ABE 070 Reading and Writing for the Sciences: Health Science

ABE 071 Reading and Writing for Occupational Education

ABE 072 Reading and Writing for Social Studies: Washington State History

ABE 073 Reading and Writing for Social Studies: Contemporary World Issues

ABE 074 Reading and Writing for the Sciences: Biology

ABE 075 Reading and Writing for Social Studies: US History

ABE 077 Reading and Writing for the Sciences: Environmental Science

ABE 078 Reading and Writing for Social Studies: World Cultures

ABE 079 Reading and Writing for Social Studies: US Government and Civics

Motion: Char Gore

Second: Mike Mixdorf

Allison Muir explained that with the new for-profit GED, the state has opened new options for students, which has necessitated a redesign of the ABE program for students who want to take the GED test or transition to college.

Kim Rzeszewicz asked how this compares with Fresh Start,

Allison explained that Fresh Start is for students under age 21.

Kim Ward noted that the State Board didn't give much guidance for this process, so the faculty worked hard to ensure that the rigor and content were there and that these courses were truly meeting High School requirements.

Kim R. mentioned that all CC member comments have already been addressed, but there were still some issues with some of these ABE courses: in ABE 067, the prerequisite

should be ABE 066 math; also, some of the CLO's need to match. In ABE 068, the prerequisite should be ABE 067 and assessment at or above Math 85.

Greg Ferenc asked if these were tied to science classes, and if so, would there be a co-requisite; **Allison** explained that there were no co-requisites; all of the math and science is taught within the ABE course.

Motion carried.

6. DELETED Courses

BIOL 108 Northwest Plants and Animals

BIOL& 170 Human Biology

ECE 190 Early Childhood Clinical Experience

EDP 103 Basic Child Care Provider Training

EDP 104 Essentials I

EDP 105 Essentials II

EDP 106 Essentials III

RS 275 Student Leadership Seminar

WRITE 080 Grammar Review

WRITE 081 Sentence Structure Review

WRITE 082 Punctuation Review

WRITE 084 Spelling Review

WRITE 085 Paragraph Writing

Motion: Char Gore

Second: Becky Sproat

These are all courses that are no longer taught.

Motion carried.

7. UPDATED Courses

ABE 020 Educational Interview

Motion: Char Gore

Second: Mike Mixdorf

Motion Carried.

ACCT 165 Accounting with Sage

Motion: Char Gore

Second: Mike Mixdorf

All of the changes in response to the CC members' comments were sent to Kim Rzeszewicz.

Motion carried.

BIOL 179 Special Topics in Biology

BOT 179 Special Topics in Botany

ENVS 179 Special Topics in Environmental Science

BIOL 294 Biology Research

Motion: Phil Hunter

Second: Char Gore

Phil Hunter explained that the 179's are special topics courses modeled on the ones in other sciences that have already been approved. All of the 179's are 2-credit courses. Examples of special topics are volcanism and St. Helens floods in central Washington (for Geology). These are non-lab courses.

Kim Rzeszewicz asked if there are ever any issues with the 15-credit distribution requirement,

Phil explained that there aren't any issues since these courses can also be used as non-distribution electives. He also noted that BIOL 294 is an experimental research course, so the number of credits (variable—up to 5, with a repeatability of 2) depends on the scope of the projects done in the course.

Motion carried.

ENGR 299 Independent Study

ENGR& 114 Engineering Graphics

Motion: Phil Hunter

Second: Dave Howard

Rebecca Sliger explained that these are both CAP updates. ENGR 114 counts for both Humanities and Engineering, so the outcomes for this course are aligned with the outcomes for both of these divisions. ENGR 114 is no longer a performance skills class though it has a lab component (it is held in a lab classroom) and there are a lot of lab activities.

Barb Peterson suggested that it may be better without a lab definition for now, and then it can be modified in the future,

Rebecca agreed.

Kim Rzeszewicz noted that some wordsmithing was needed on the 299 course to make sure the verbs were measurable.

After some discussion of the wording,

Rebecca suggested that she and Phil Hunter could work something out and bring it back to CC later since this course won't be taught until Winter 2015. Accordingly, **Phil Hunter** amended his motion to ENGR 114 only, with ENGR 299 tabled, and **Dave Howard** seconded.

Motion carried.

PHIL& 101 Introduction to Philosophy

Motion: Char Gore

Second: Mike Mixdorf

Bernie Comeau noted that even though this course hasn't been taught recently, it is a good idea to keep it on the books for students transferring to TCC having taken PHIL 101 elsewhere. There is no need to publish this course in the catalog.

Motion carried.

RS 101 Fundamentals of Radiologic Science and Health Care

RS 170 Introduction to Fundamentals of Patient Care

RS 214 Imaging Pathology

RS 216 Pharmacology and IV Therapy

RS 233 Leadership and Management

RS 243 Radiographic Positioning IV

RS 244 Radiographic Positioning V

RS 250 Advanced Healthcare Organization

RS 255 Advanced Imaging Modalities

Motion: Char Gore

Second: Julie Benson

Mike Mixdorf explained that these are the last of the RS cap project. He noted that CC members had called his attention to minor issues, which have already been fixed. The minimum grade for these 9 RS courses is C.

Motion carried.

8. DEGREE/CERTIFICATE Courses

NONE

9. OTHER BUSINESS

a. CAP Project

This was discussed at the previous CC meeting.

b. Distribution Criteria

The distribution criteria will be included as an addendum to the CC Manual.

c. Curriculum Manual endorsement

Motion: Julie Benson

Second: Darlene Rompogren

This is still a work in progress.

Becky Sproat noted that a few CC members had emailed her their editorial suggestions and asked if CC could endorse the Manual on the assumption that the small edits would be made.

Phil Hunter asked if this approval would include the Social Sciences and Humanities Distribution information as well, to which Barb answered that it would.

Becky Sproat asked if the Manual would be turned into an electronic document with links, and **Barb** explained that it would be in the Portal, but not knowing what kind of support there will be, we may need to wait a bit for the electronic linkable format to be done. For now, a printed copy will be supplied to each faculty building rather than having a copy printed for every person. A few minor edits were made in the latest version of the Manual,

Kim Rzeszewicz noted that the Writing Intensive guidelines still need to be revisited; this will be put on a future CC agenda.

Motion carried.

d. Accreditation Visit

Barb Peterson announced that the Accreditation team would like to meet with the CC members during next week's Accreditation visit (time and place TBA).

e. Degrees and Certificates

These will be next year's main CC activity.

There being no further business, the meeting was adjourned at 4:20.