

Curriculum Committee
Minutes



Meeting Date	Meeting Time & Location	
Monday May 5, 2014	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, Instructor/Chair, EAP Program

Agenda Items

- 1. Members Present:** Barb Peterson, Dave Howard, Greg Carter, Char Gore, Greg Ferencko, Phil Hunter, Bernie Comeau, Becky Sproat, Rachelle McGill, Darlene Rompogren, Julie Benson, Carroll Ferguson, Sam Loftin, Steve Ashpole, Sherry Cmiel, Danielle Ritter, John Falskow, Mike Flodin, Sean VanDommelen, Kim Rzeszewicz, Tod Treat
- 2. Minutes from 3/3/14 meeting:** Barb noted that since she didn't email the minutes from the previous meeting, the approval of these minutes will be deferred until the June meeting. She will email out the March minutes along with the June agenda.
- 3. Additional agenda items:** A discussion of the S/U grade was added to the agenda.

4. TABLED Courses

NONE

5. NEW Courses

NONE

6. DELETED Courses

NONE

7. UPDATED Courses

CU 202 Word II

Motion: Phil Hunter. Second: Char Gore. This was a change in prerequisites and the removal of CLO #2, along with minor edits on outcomes (removing "demonstrate ability to" from all the CLO's).
Motion carried.

EDUC& 205 Introduction to Education w/ Field Experience

Motion: Char Gore

Second: Phil Hunter

Mike Flodin explained that this was a CAP update. There being no questions from the committee, there was no further discussion of this item. **Motion carried.**

HIT 105 Comprehensive Medical Terminology
HIT 110 Health Care Delivery Systems
HIT 115 Health Information Technologies
HIT 125 Record Content and Standards I
HIT 140 Beginning Diagnostic Coding ICD-9
HIT 141 Outpatient Diagnostic Coding
HIT 142 Physician Reimbursement and Revenue Cycle
HIT 151 Insurance/Claims Processing
HIT 152 Advanced Outpatient Coding
HIT 160 Pathophysiology
HIT 170 CPT Coding
HIT 175 Healthcare Statistics and Data Quality
HIT 186 Outpatient Coding Clinical
HIT 195 Health Law and Ethics
HIT 200 Pharmacology for Health Information Technology
HIT 210 Revenue Cycle
HIT 221 Intermediate Coding
HIT 222 Health Records In Alternative Care
HIT 225 Record Content and Standards II
HIT 242 Leadership and Management I
HIT 245 Advanced Coding
HIT 250 Coding Specialist
HIT 254 Leadership and Management II
HIT 255 Professional Practice Experience

The motion regarding these 24 courses was made by Char Gore
Second: Becky Sproat

Char Gore explained that some major changes have been made by the governing organization that oversees the HIM program, chief among them being the change from HIM to HIT. Also, the addition of a Master's Degree has precipitated a cascading change in course numbers and course titles, with a few small changes in order of courses. These changes will take effect for Fall Quarter. In response to a question from Phil Hunter, Char noted that the minimum grade for the prerequisite courses should be C, not C-minus. **Motion carried.**

MO 106 Professional Document Production

Motion to table: Becky Sproat.

Second: Dave Howard.

Tabled.

8. DEGREES and/or CERTIFICATES

Health Information Technology

Medical Registration & Admissions

Medical Reimbursement Specialist:

Motion: Julie Benson

Second: Dave Howard

The only changes being made are names and reordering of courses. The Reimbursement Certificate is also being pulled out, but the prerequisites for the Associate's Degree will still be the same. Barb noted that the wrong attachment was uploaded into Curricunet for Medical Registration & Admissions. Char also mentioned that the "within ten years" requirement has been removed. A discussion about the "24/7

access to Internet” requirement ensued, the question being whether it is really necessary to require this. The requirement was changed to “reliable access to the Internet.” **Motion carried.**

9. OTHER BUSINESS

a. Accreditation Follow-up

Barb Peterson explained that the accreditation evaluators wanted to know how the Curriculum Committee uses learning outcomes information in making decisions; they felt that there should be a deeper connection between the Curriculum Committee and the Outcomes Assessment Committee. The biggest concern is assuring that the data created by Outcomes Assessment will be used in making Curriculum Committee decisions. **Kim Rzeszewicz** is working on a flowchart to show how a course moves through the process so that we can identify appropriate places where the data might be used. **Barb** asked the committee members to suggest ideas on how we can connect Outcomes Assessment and CC, noting that it happens on occasion but is not routine. **Barb** suggested that in the Course Proposal Form there could be a question asking whether the changes being made are due to course outcomes assessment or program degree outcomes assessment. **Barb** asked how the CC and Instructional Assessment committee can/should work together. **Greg Ferenc** suggested that we ask course submitters to be more explicit about this in the Rationale section of the Course Proposal Forms. **Kim R.** further suggested that we follow up on this in CC discussion of those submitted forms, asking what data the submitting department collected and how they assessed it, and then we should make sure these discussions are recorded in CC minutes. **Kim R.** will create a graph of this process and email it to the CC members along with the agenda for the June CC meeting.

b. Provisional Status on Humanities Division Courses, and c. Humanities Distribution Criteria

Barb Peterson said she will review the Humanities Division courses and do a provisional approval so they can be included in the Fall Quarter schedule. The Art and World Languages courses will be ready on June 10 and will be on the October CC agenda. **John Falskow** has also worked on provisional documents with a revised mission statement and learning outcomes. (NOTE: These documents were emailed to the CC members: the Humanities mission statement and program learning outcomes, guidelines on what makes a course a Humanities course at TCC, guidelines on what makes a course a Humanities distribution area course, and what makes a course a Performance Skills course.) Subsequent discussion focused on tweaking the way the course course are calculated (for example, the idea that the lab-to-lecture hour ratio must be 2:1). It also needs to address lab, activity, performance, studio, and PE activity hours. **Barb** noted that this also needs to be clarified in the CC manual and glossary. **Char Gore** moved to endorse the Humanities documents, and **Julie Benson** seconded. These will become part of the CC manual. **Motion carried.**

d. Nominations for 2014-2016 Vice Chair

Julie Benson nominated **Dave Howard**. **Mike Mixdorf** nominated **Phil Hunter** and **Char Gore**. These three names will be on the ballot, with voting to take place at the June CC meeting.

e. Reorganization of Curriculum Committee work load - work flow:

Barb Peterson explained that we need to re-look at how the CC does its work. We need to focus less on wordsmithing at CC meetings ask ourselves, What do we see as the big picture—what’s our purpose? Do we see a connection between CLO’s and PLO’s? We need to be more mindful of that and do the wordsmithing outside the meetings. **Tod Treat** noted that faculty own the curriculum, which is not just a collection of courses—it’s students’ experience, and the CC is the keeper of the curriculum. **Phil Hunter** added that CC is where faculty from all areas get together to look at all the courses—the entire curriculum. More time should be spent discussing how everything fits together for students. **Char Gore** also noted that requesting more background information on why courses are being updated will cause submitting departments to have that conversation with colleagues before they submit courses. **Barb Peterson** suggested that we could create a function that gives highlights of CC work to the faculty every month. **Kim Rzeszewicz** observed that we tend to look at how things affect the department, course, and division, but not at how it affects students—though we are moving in that direction. **Char Gore** added that we need to continue to be an approachable and collaborative committee—here to work together, not just to be the “deciders.” **Bernie Comeau** noted that conversations between faculty, department, and dean should have already happened before a course gets to CC. **Barb** reminded the group that we also need to see how a course fits into the big picture. As an example, she mentioned that she has had students ask her why we don’t offer American Sign Language anymore; this is the type of thing that CC needs to look at. **Becky Sproat** added Philosophy and Journalism to the list.

f. Other: The S/U grade (added to the agenda via motion at the beginning of the meeting).

Barb Peterson noted that the language detailing the S/U grade has been softened by adding “some” to show that not all courses have the S/U option. The instructor has the option of a letter grade only or letter grade or S/U, and this has to be in the syllabus and must be decided by week 3. However, this is not in the catalog or communicated in any clear way to students, and students need to know the ramifications of the S/U option. There will be further discussion of this at the October CC meeting.

Meeting adjourned at 3:50.