

Curriculum Committee  
Minutes



<b>Meeting Date</b>		<b>Meeting Time &amp; Location</b>	
Monday, October 6, 2014		2:30 pm, Board Room, Building 12	
<b>Chair</b>	<b>Vice-Chair</b>	<b>Recording Scribes</b>	
Dr. Barbara Peterson, Human Services Program	Phil Hunter, Science/Engineering	Dr. Darlene Rompogren, EAP	

**Agenda Items**

**1. Members Present:** Barb Peterson, Dave Howard, Mike Mixdorf, Char Gore, Darlene Rompogren, Susan Schneider, Greg Ferencko, Phil Hunter, Bernie Comeau, Sherry Cmiel, Rachele McGill, Jeff Calkins, Steve Ashpole, Colleen Spezia, Carroll Ferguson, Sean van Dommelen, Kim Rzeszewicz, Tod Treat; **Guests Present:** Tracey Brooks, Joyce Oswald, Kristina Young, Annalee Rothenberg, Loo-Moy Call, John Falskow, Charlie Crawford, Sam Loftin.

**2. Minutes from 6/2/14 meeting:** There was no scribe present at the May 5 meeting and the digital recordings of the meeting were lost, so the minutes were put together from notes taken by meeting attendees.

**3. Additional agenda items:** None

**4. TABLED Courses:** None

**5. NEW Courses:** None

**6. DELETED Courses:** None

**7. UPDATED Courses**

**ACCT 145 Payroll And Business Taxes**

**Motion: Char Gore. Second: Phil Hunter.** This is a proposal to add a new prerequisite. An advisory committee consisting of people from the industry and the community recommended that Business Math (Math 110) be added as a prerequisite for ACCT 145, and there is evidence that taking Math 110 helps students do better in ACCT 145. Steve Ashpole asked whether the requisite grade should be C or C-minus; Annalee verified that it should be C. **Motion carried.**

**ART 103 Three-Dimensional Design**

**ART 105 Beginning Drawing**

**ART 106 Advanced Drawing**

**ART 156 Beginning Painting**

**ART 172 Beginning Sculpture**

**ART 173 Intermediate Sculpture I**

**ART 180 Art for Elementary Education**

**ART 233 Ceramics Master Study**

**ART 246 Intermediate Photography**

**ART 272 Sculpture: Modeling, Moldmaking and Casting**

**ART 273 Sculpture: Carving of Stone, Wood, and Plaster**

**ART 274 Sculpture: Fabrication Techniques of Wood and Metal**

**ART 275 Sculpture: Metal Casting: Iron, Bronze, and Aluminum**

**ART 299 Special Problems in Art**

**Motion for all of the Art courses: Phil Hunter. Second: Char Gore.** Kim Rzeszewicz noted that the majority of the comments and issues regarding these art classes have been addressed. Phil Hunter suggested that we approve them as distribution courses and performance skills courses. Barb Peterson noted that these changes (including wordsmithing issues) can be done administratively, and John Falskow concurred. Steve Ashpole noted that there were no specified grades listed for the prerequisite courses and asked what the grades should be; John noted that he thought a grade of D or better would be OK but that he would confer with others in his department before making a final decision.

**Art 106:** Kim noted that she revised outcome #4 and wanted to know if this was OK with John and the rest of the committee; she and John agreed to work together on a final revision.

**Art 173:** Barb noted that this course can't be added to the distribution list until John has checked with the Humanities Division. There is no official procedure for this and no single specific person in Humanities who approves it; rather, John will need to have a discussion with Humanities faculty and then verify that this course meets the listed criteria. Barb noted that there needs to be a procedure for this and recommended approving the course itself and then later formalizing a process for determining whether courses meet Humanities distribution requirements. Kim noted that this relates to seven other art courses on today's agenda and suggested that we approve them now and then add them to the distribution list later. Phil proposed that we do both today;

**Phil Hunter moved** to remove any new Humanities distribution designation from any of these art courses for which this designation is new and consider those courses without said designation. **Char Gore seconded. Motion carried**

**Art 272:** Kim asked why the term "basic" is used in the course description when it is a 200-level course. John explained that it is a basic skills course in a specific medium. The prerequisites are more about general knowledge, not skills specific to this course. Kim noted that the same problem exists with other 200-level art courses—they start with the word "beginning." John suggested that he and Barb or Kim work it out administratively, to which Kim agreed. Kim asked whether the implementation dates for all of these art courses would be changed to Winter 2015, and Barb verified that they would. **Motion carried for all of the listed Art courses.**

### **BIOL 140 Marine Biology**

**Motion: Phil Hunter. Second: Dave Howard.** Phil explained that this course is being changed from three hours of Lecture plus four hours of lab to 4 hours of lecture plus two hours of lab. This is actually already being done this quarter. **Motion carried.**

## **8. DEGREES and/or CERTIFICATES**

**NONE**

## **9. OTHER BUSINESS**

### **a. Degree application exception – Maleia Smith**

**Motion: Char Gore. Second: Dave Howard.** Colleen Spezia noted that this student, who had planned to graduate in Summer Quarter, had taken a science class that had no lab (Geology 205); she had been misadvised by her academic advisor, who told her that it would still count toward her graduation. She has passed other lab and science courses, which Phil noted were as close to meeting the requirements as it is possible to get without actually meeting them; he recommended awarding the degree. Tod Treat mentioned that there had been a robust discussion of this over Summer Quarter, with those involved noting that we should act in the student's interest and consider the impact of our recommendation on the student. Barb noted that this decision is bigger than just the one student's record; it brings up the notion that we should have an outline of the procedure for this in the Curriculum Committee manual. Steve noted that it wouldn't impact the student's ability to transfer to or attend the University of Washington. **Motion carried.**

### **b. FEPPS transcription of credits for ENGL& 101, ENGL 103, and POLS& 202**

Mary Weir from Freedom Education Project, Puget Sound presented a request on the transcription of credits for the three courses currently being taught at WCCW, Purdy: ENGL& 101, ENGL 103, and POLS& 202. Barb noted that we have endorsed other courses of theirs; she also indicated that Mary Fox, Ken Fox, Sherry Cmiel (on the Library's behalf), and David Endicott have reviewed and approved the syllabi and course materials for each of these courses. She noted that these courses have met every element of our procedure for vetting these courses, with emails verifying every step of the way. Bernie Comeau noted that he had met with the people involved and felt very comfortable in supporting their proposal. **Motion: Char Gore. Second: Phil Hunter.**

Dave Howard asked whether this could be considered outsourcing of classes that should be taught by TCC faculty. Tod Treat noted that there is a college MOU that addresses this and if the legislature comes up with a procedure that allows TCC faculty to teach at the WCCW or MCCC changes will be implemented at that time. Steve Ashpole asked whether there was a procedure that would re-vet the courses if this were to happen. Barb noted that there is indeed a procedure that does this every time faculty changes happen. **Motion carried.**

### **c. New committee position**

During Spring Quarter, two instructors who teach at WCCW and MCCC requested that Corrections Education (CE) be given formal representation on the Curriculum Committee to make sure they maintain TCC standards and to develop stronger connections to the main campus. Bernie noted that it is good to have faculty representation but wondered if it would be problematic whenever the committee was dealing with courses CE doesn't have. Barb replied that every credit-bearing area that offers TCC classes is represented on this committee except CE. Phil noted that it would be a big plus because we often have questions when CE's courses come before this committee. Steve noted that it would be very beneficial for the college and the committee. **Dave Howard made the motion to create a new position to represent Correction Education. Second: Char Gore.**

Carol Ferguson asked whether it should be just one position or two (one for ABE/GED courses and one for other Courses). Dave explained that he would rather keep his motion as he originally moved: to create one position. **Motion carried.**

### **d. Role of CC reps and alternates in 2014-2015 and review procedures**

This concerns Curriculum Committee Position #5 (Humanities). The committee earlier decided that its representatives need to come from an area that is represented by the 13 positions currently listed. The Humanities Division decided that someone from History could cover that position. Barb noted that Humanities consists of World Languages, Humanities, Art, Music, and English above the 200 level, but not History which is in Social Sciences. Barb asked for the will of the committee. After some discussion it was decided that we will uphold the policy on representatives and not allow someone in outside of the indicated disciplines to represent those.

### **e. Review courses not undated in CCNet – plan?**

There is a small list of courses that have not yet been updated in Curricunet. Barb will confer with Phil and Kim and get in touch with the related departments to work that out during the rest of this school year.

### **f. Sub-committee to draft verbiage for degree app exception process**

This sub-committee will be formed for the purpose of drafting a single paragraph for the Curriculum Committee Manual. There being no enthusiastic volunteers, Barb will tap some CC members for this task.

**g. Approval of timeline (below)**

Barb will disseminate this information (see the last table in these minutes) to the entire campus. Phil noted that the November 24 meeting is scheduled for Thanksgiving week and asked if this date could be moved. Barb said that she would reschedule the November deadline to the Friday before Thanksgiving.

**h. For information only: Competency Based Degree for Business Transfer**

Tod Treat introduced the Competency Based Degree for Business Transfer: Washington State has a business DTA. All of the TCC courses have gone through Curriculum Committee, but now they have created a competency based Program, so they are creating new courses. This will be a secondary path to a Business degree (alongside the regular Business degree). This will probably start in Spring Quarter or later. Kim asked if these would be all online courses, and Charlie Crawford said they would, which means the two programs (regular and competency-based) would not interchange students. Tod noted that this would help students who are working adults attain a Business degree.

The meeting was adjourned at 4:20.

Future meetings will all be in the Board Room at 2:30 pm. All curriculum for consideration at future meetings MUST be entirely through Curricunet by the Monday prior to the CC meeting. Note it takes a minimum of six academic days for a course to get completely through the system, IF everyone completed his or her tasks right away.

Minimal submission date	Proposals thru CCNet	Curriculum meeting
October 17, 2014	October 27, 2014	November 3, 2014
November 14, 2014	November 24, 2014	December 1, 2014
January 15, 2015	January 26, 2015	February 2, 2015
February 12, 2015	February 23, 2015	March 2, 2015
March 16, 2015	March 30, 2015	April 6, 2015
April 16, 2015	April 27, 2015	May 4, 2015
May 14, 2015	May 22, 2015	June 1, 2015