

Curriculum Committee
Minutes



Meeting Date		Meeting Time & Location	
Monday May 4, 2015		2:30 pm Board Room Building 12	
Chair	Vice-Chair	Recording Scribe	
Barbara Peterson	Phil Hunter	Darlene Rompogren	

Agenda Items

1. Members Present: Barbara Peterson, Dave Howard, Mike Mixdorf, Char Gore, Susan Schneider, John Falskow, Greg Ferencko, Phil Hunter, Bernard Comeau, Sherry Cmiel, Tracy Brooks, Jeff Calkins, Darlene Rompogren, Betsy Abts, Colleen Spezia, Carroll Ferguson, Sam Loftin, Kim Rzeszewicz, Tod Treat, Carla Carey, Mary Skinner, Ruth Lopes, Jennifer Sorensen.

2. Minutes from 4/6/15 meeting: Motion to approve by Char Gore, seconded by Sherry Cmiel, with one correction: The names of guests Kazuko Howard, Patty Green, and Heather Cushman need to be added to the list of attendees.

4. TABLED Courses

ART 297 Folio Preparation

This course remains tabled since it is still not ready for consideration by the committee.

5. NEW Courses

NONE

6. DELETED Courses

AESL 047 AESL Careers and Community Resources

AESL 066 AESL Transition to College

ART 101 Art Basics

ART 258 Watercolor

ART 259 Advanced Watercolor

ENGL 201 Advanced Expository Writing

ENGL 260 Themes or Social Issues in Fiction/Drama/Poetry

ENGL 282 Writing the Autobiography

MO 241 Clinical Applications of Medical Office

Motion: Char Gore. **Second:** John Falskow. Motion carried without discussion.

7. UPDATED Courses

ARAB 122 Arabic II

ARAB 123 Arabic III

CHIN& 122 Chinese II

CHIN& 123 Chinese III

Motion: John Falskow. **Second:** Char Gore. John Falskow noted that the updates were to address questions about the Multicultural aspect of these courses and to correct some minor typos. **Motion Carried.**

ECE 203 Family Systems and Supports

Motion: Char Gore. **Second:** Sherry Cmiel. Mary Skinner explained that the updates were a few minor changes stemming from a new rubric that the grant that funds the course is based on. **Motion Carried.**

ENGL 084 Beginning Writing and Reading

ENGL 094 College Composition and Reading

These courses were tabled due to some issues with the course update forms.

HUM& 117 Humanities II

HUM& 118 Humanities III

Motion: Char Gore. **Second:** John Falskow. This is a CAP update. John Falskow explained that these two courses are similar in outcomes, but they cover different historical time periods. Kim Rzeszewicz suggested adding the era to the course outcomes to distinguish them from each other. **Motion Carried.**

MATH 075 Review Arithmetic

Motion: Char Gore. **Second:** Phil Hunter. Greg Ferencko explained that a glitch in Curricunet caused this course not to go through the process correctly the first time. Greg Ferencko noted that the prerequisite should be assessment at Math 75, not CMath; Kim Rzeszewicz will make the correction. **Motion Carried.**

MUSC 124 Class Applied Music: Piano I

MUSC 125 Class Applied Music: Piano II

Motion: Char Gore. **Second:** John Falskow. This is a CAP change to add a measurable verb; also, this should be designated as a performance skills music class. **Motion Carried.**

PLST 237 Introduction to Tax Law

Motion: Char Gore. **Second:** Tracy Brooks. This is actually a new course, not a course update. Jennifer Sorensen explained that this course was created in an effort to provide another law elective in response to student demand for a greater variety of electives to choose from. She noted that the repeatability should be 1. **Motion Carried.**

SMG 261 Dynamics of Leadership

Motion: Char Gore. **Second:** Dave Howard. Carla Carey explained that this is a course for a contract with the City of Tacoma. It will be offered every two years. **Motion Carried.**

SPAN 299 INDEPENDENT STUDY in Spanish

Motion: Char Gore. **Second:** Tracy Brooks. John Falskow explained that this course will not carry the Multicultural designation because it is a variable-credit course. It will also not count for distribution credits because of transferability issues (there are no equivalent courses at other colleges). **Motion Carried.**

8. DEGREES and/or CERTIFICATES

Child Development Specialist

This item was removed from the agenda because it has not yet gone through Curricunet.

Medical Billing Specialist

Motion: Char Gore. **Second:** Tracy Brooks. Char Gore explained that changes were needed because parts of the HIT program that were previously used for this program were too high-level for these students. Some course prefix changes were also made. **Motion Carried.**

9. OTHER BUSINESS

a. Curriculum Committee Mission Statement: John Falskow said that the Google Doc that was created to collect suggestions from the Curriculum Committee members had several good suggestions. After some discussion of the suggested revisions, Barb Peterson said that she would create a new draft and bring it to the June CC meeting for further discussion.

b. Degree/certification Approval Process: The discussion of this item centered around the Curriculum Committee's level of scrutiny; that is, whether we should focus on program-level or course-level issues. Barb Peterson noted that we need a process that doesn't entail having the committee scrutinize every reasonable and moderate change that the various departments make in their courses, while Char Gore said that sometimes departments do need to know about things that other departments may think are minor (such as changes affecting prerequisites). John Falskow suggested that perhaps the Curriculum Committee should decide what "reasonable and moderate" means, or perhaps ask the chairs and deans to decide. Barb asked for three volunteers to start the process of creating a definition of "reasonable and moderate," with Phil Hunter, John Falskow, and Char Gore volunteering. Kim Rzeszewicz echoed Char's concern about having someone decide what gets put in the CC agenda and what doesn't. Tod Treat suggested that we could give up some scrutiny at the course level in order to get more scrutiny at the program level.

c. Discussion Courses with same name/number – different focus: Barb Peterson noted that over the past few years, some courses have had the same course title and topic but different learning outcomes (for example, two Humanities courses that cover different eras) and said that we need a way to address this. Betsy Abts replied that the soon-to-be-implemented CTC Link will have ways to accomplish this, using its "course topics" or "Special Topics" functionality. This will allow the course's subtitle to appear on the transcript of any student who has taken the course, eliminating any confusion with regard to "repeating" a course that actually had a different topic each time.

d. HIM BAS, HIT, and Nursing PLO updates:

Regarding the Nursing PLO updates (**Motion:** Char Gore. **Second:** Dave Howard), Ruth Lopes explained that the Nursing department is revising its curriculum, creating a framework around six themes, each of which addresses a different area of nursing. A lively discussion ensued around the 4th item in PLO #2, which contains the words “Demonstrate humility,” with Ruth Lopes reiterating that humility is an important contributing factor to the way a nurse interacts with patients; however, anyone who has an alternative word to suggest should let her know.

Motion Carried.

As for the HIM BAS and HIT updates, (**Motion:** Char Gore. **Second:** Tracy Brooks) Char Gore explained that the national association that governs this field has designated entry level competencies in six domains, which have recently been changed. These competencies outline at which level a student will be able to do each of the listed outcomes.

Motion Carried.

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

Minimal submission date	Proposals thru CCNet	CC meet
May 14, 2015	May 22, 2015	June 1,