Curriculum Committee Minutes

TACOMA
COMMUNITY
COLLEGE

Meeting Date	Meeting Time & Location
Monday February 1, 2016	2:30 pm Board Room Building 12

Chair	Vice-Chair	Recording Scribe
Barbara Peterson	Phil Hunter	Darlene Rompogren

Agenda Items

1. BAS Curriculum Orientation 2:30 to 3:00 pm

Tod Treat explained that the State Board has advised that we have an orientation on the BAS curriculum and that we have a conversation about outcomes statements. We need to map the outcome statements across to the upper-level courses (TCC will eventually have other BAS degrees as well). The task before us now is to figure out how advanced electives will integrate among existing and potential future subject areas as we develop more BAS degrees. For example, Philosophy is part of the Humanities Division, but which area would "own" a Philosophy course such as Biomedical Ethics—would it be HIT or Humanities? Or would it be double-aligned? Tod Treat suggested that it would be better if we have such courses work for multiple departments.

Considering the question of whether the proposed advanced electives should have outcomes consistent with upper-level (Junior or Senior) status, Tod further noted that the PLOs of such a course should align with the upper-level course, in case we someday create a lower-level course that would precede it. Phil Hunter commented that when we created the currently existing PLOs, the focus was on Associate Degree-level outcomes, so TCC programs would need to reexamine them if we start offering Bachelor-level programs. Kim Rzeszewicz noted that this is why we need to revisit this issue as we reexamine our PLOs next year. Jeff Calkins offered the example of technical writing, which could be situated within an area other than Written Communication or English; we need to ensure that faculty members with expertise in both areas are included in the creation of effective outcomes for the course.

Tod noted that this is why we need documentation along the approval chain when such courses are being created; there is growing concern regarding faculty qualification when colleges eventually start offering transfer baccalaureates. Without such documentation and attention to faculty qualification (not just for the faculty teaching the course but also those creating and reviewing the CLOs and PLOs), TCC could be open to scrutiny down the road, questioning whether we've done due diligence in creating and offering these courses. To Char Gore's question whether the suggested credentials should be listed in Curricunet, Tod answered no, and with the time allotted for this agenda item running short,

Barb mentioned that she has a list of notes about things we will need to talk about later, so the CC members will continue this conversation at a subsequent meeting.

2. Members Present: Barbara Peterson, Mike Mixdorf, Charlene Gore, Mary Jane Oberhofer, John Falskow, Greg Ferencko, Phil Hunter, Craig Cowden, Sherry Cmiel, Tracey Brooks, Jeff Calkins, Darlene Rompogren, Betsy Abts, Colleen Spezia, Jamie Traugott, Carroll Ferguson, Kim Rzeszewicz, Tod Treat. **Guests Present:** Tamilla Hahn, Shea Bower, Allison Muir, Yvonne Unnold.

3. Minutes from 11/2/15 and 12/7/15 meetings: Motion: Phil Hunter. **Second:** Mike Mixdorf. The minutes from both meetings were approved, with the following changes: In the November minutes, the first sentence in Item 11B (IASC joint meeting) was amended to read "Kim Rzesewicz explained that the Instructional Assessment Steering Committee and the Curriculum Committee report to Instructional Council." Also, in Item 11D (Future review process for proposals), Phil Hunter's suggestion was amended to read "Phil Hunter also suggested that anything that changes how a course may be applied to a degree should come before CC as well." In the December minutes section 8 (Updated courses), HSP 281 (Leadership Development) should be designated as tabled.

4. Additional agenda items: (NONE)

5. TABLED Courses
HSP 281 – no action at this time

6. Provisional Approval (Update)
HSP 283 Leadership Development
Motion: Char Gore. **Second:** Tracey Brooks. Barb Peterson explained that this course started as an update of HSP 281 (it has the same learning objectives), but with the changes it seemed more like a new course than an update; thus, the new HSP 283 course was created. (This is why HSP 281 above was tabled—the new HSP 283 course needed to be approved before the old HSP 281 could be updated.) **Motion carried.**

7. DELETED Courses
IT 115 Certification Exam Preparation
IT 245 Data Modeling
Motion: Tracey Brooks. **Second:** Jeff Calkins. IT 115 is being deleted because of low enrollment, and IT 245 is being deleted because the content has been moved into IT 248.
Motion carried.

8. UPDATED Courses
ABE 024 Computer Assisted Learning 2
Motion: Char Gore. **Second:** Mike Mixdorf. Allison Muir explained that this is a computer-assisted course updated to include the new Program Learning Outcomes and philosophy.   **Motion carried.**

DMS 160 Clinical Seminar I
DMS 261 Ultrasound Seminar and Critique III

Motion to table: Char Gore. **Second:** Mike Mixdorf. These courses are being tabled because their names and outcomes are being changed; they will be brought back before the CC at the next meeting. **Motion carried.**

IT 248 Database Implementation
Motion to table: Sherry Cmiel. **Second:** Craig Cowden. This course has been changed to 5 credits, and the content from the deleted IT 245 course has been added to it. This course is to be capped at 20. Colleen Spezia commented that if a student who previously took IT 245 goes on to take the new IT 248, the course will show up as a repeat on the transcript. She suggested choosing a different course number to make it less confusing. The course is being tabled so that these issues can be worked out. **Motion carried.**

9. NEW Courses
ENGL 301 Professional Writing and Communication in Healthcare
Motion: John Falskow. **Second:** Tracey Brooks. Char Gore explained that this course is being created for the new HIM BAS program. HIM faculty worked with Ken Fox and Alexis McMillan-Clifton in developing this new course.   Kim Rzeszewicz added that this course will serve as a distribution course for the BAS, not the AAS. Discussion is continuing as to whether 200-level and higher English courses should be in CATS (Communication and Transitional Studies) or Humanities. Kim Ward noted that she would prefer to leave it with Humanities. Barb Peterson added that the current learning outcomes for the course align with Communication. Barb asked John Falskow if he was comfortable with the content, and he replied that he was; he suggested that the committee vote now, and any changes can be done later if needed. **Motion carried.**

LS 301 Research Skills in Healthcare
Motion: Sherry Cmiel. **Second:** Craig Cowden. This course, which was created by a librarian, is taught simultaneously with PSYCH 301 and the HIM legal course. It runs for the full ten weeks, so it can partner with both courses.   **Motion carried.**

PHIL 401 Biomedical Ethics
Motion: John Falskow. **Second:** Tracey Brooks. This course, which was worked on by Bernie Comeau, can eventually be used by other programs. It is a 400-level course because other schools have it at this level. Tod Treat noted that this could serve as a precedent or rationale for creating other 400-level courses. **Motion carried.**

PSYC 301 Fundamentals of Research for Healthcare
Motion: Craig Cowden. **Second:** John Falskow. This course was created by Craig Cowden. Tod Treat asked whether it involved <u>interpreting</u> or <u>running</u> statistics, and Craig confirmed that it involved interpreting them. When Kim Rzeszewicz asked Craig if he was comfortable with the prerequisites, he affirmed that he was. In response to a query from Jeff Calkins, Craig explained that this is a research design class.   **Motion carried.**

10. DEGREES and/or CERTIFICATES
NONE

11. Program Course Review for Content (5 year review-for information only-no action needed)

NONE

12. Other Business

A. **IASC joint meeting feedback**– Barb and Kim
Barb Peterson solicited comments on how helpful the joint meeting was. Jeff Calkins commented that he considered it useful in that he learned more about what the other groups do and how the groups relate to each other, a sentiment echoed by several other CC members. Asked if they would like to see another meeting like this in the future, the majority of the CC members answered in the affirmative, so another joint meeting will be held at an as yet unspecified date, this time in a multiple small-group format (groups of three, perhaps) instead of a large-group discussion.

B. **MC/WI (Multicultural/Writing-Intensive) designation in Course Descriptions** – Kim Rzeszewicz asked if it was possible for both the Multicultural designation and the Writing Intensive designation to show up in the title of a course (so that it wouldn't be "hidden" in the distribution lists in the college catalog. Colleen Spezia replied that it couldn't show up in the title but could show up in the course description, meaning it would automatically built into the degree audit and would show up in the quarterly course schedule. This would be helpful to students planning their schedules. **Motion to make the update:** Phil Hunter. **Second:** Tracey Brooks.   **Motion carried.**

C**. Finalize proposal procedures and check list** – Barb
Motion: Char Gore. **Second:** Tracey Brooks. The motion to finalize the checklist was approved, with the following changes:
- In Course Title, remove "Does abbreviated title work?" since with CTCLink, the length of the title is not an issue.
- In Distribution/Related Instruction, remove "or AGS" from the first item since there is no AGS distribution list. Also, remove "or ATAG" from the second item since this is no longer offered.

The finalized list will be implemented in Fall Quarter 2016.

D. **Degree and Certificate criteria draft –** Char, John, Phil, Mary Jane
This is the first opportunity for the CC members to discuss the current draft; those involved in the project will continue to work on it. Today's comments were as follows:
- Item #1 in the list of criteria, "Program Description and Degree Outcomes": Since it could be either a degree or a certificate (but mentioning both might create confusion), this should be wordsmithed for clarity.
- On page 3 in the information about curriculum, besides specifying which courses will use as prerequisites courses already offered, it was suggested that we also include information about distribution requirements.

E. **Other** **(None)**

Proposal submit date	Proposals thru Curricunet	Agenda Published	CC meeting
February 12	February 26	February 29	March 7, 2016
March 14	March 18	March 28	April 4, 2016
April 15	April 21	April 25	May 2, 2016
May 23	May 27	May 31	June 6, 2016