

Curriculum Committee
Minutes



Meeting Date		Meeting Time & Location	
Monday March 7, 2016		2:30 pm Board Room Building 12	
Chair	Vice-Chair	Recording Scribe	
Barbara Peterson	Phil Hunter	Darlene Rompogren	

Agenda Items

1. Members Present: Barb Peterson, Dave Howard, Mike Mixdorf, Char Gore, Mary Jane Oberhofer, John Falskow, Greg Ferencko, Phil Hunter, Craig Cowden, Sherry Cmiel, Joyce Oswald (proxy for Tracey Brooks), Jeff Calkins, Darlene Rompogren, Colleen Spezia, Sean Van Dommelen, Kim Rzeszewicz. **Guests Present:** James Newman, Rebecca Jayasundara, Staci Snyder

2. Minutes from 2/1/16 meeting Motion to approve: Jeff Calkins. Second: Phil Hunter. The minutes were approved without changes.

3. Additional agenda items: Mary Jane Oberhofer had questions about cross-linked classes. Char Gore presented an Accreditation update.

4. TABLED Courses

IT 248

This course was taken care of with the approval of the new IT 246 course, which combines IT 248 and IT 245 into a single 5-credit course (see item #9 on this agenda, New Courses).

6. Provisional Approval (Update)

NONE

7. DELETED Courses

NONE

8. UPDATED Courses

ABE 067 Applied Math II

Motion: Char Gore. **Second:** Darlene Rompogren. Rebecca Jayasundara explained that this update was to align with the Math curriculum now that ABE needs to culminate at college level. **Motion carried.**

EAP 095 Reading, Writing, & Grammar I

EAP 190 American Culture and Conversation--High Intermed.

EAP 191 Pronunciation and Conversation III

Motion: Char Gore. **Second:** Mike Mixdorf. Kim Rzeszewicz noted that she had already worked with Darlene Rompogren to address issues with the course names. The purpose of this update is to change the designation of EAP 190 & 191 to High Intermediate due to the creation of new Advanced speaking/listening courses and to change the designation of

EAP 95 to High Beginning due to the creation of a new “level zero” true-beginning reading/writing class. Darlene noted that all of the EAP speaking/listening courses will be renamed to make the names more clear. **Motion carried.**

IT 246 Database Implementation

Since this is actually a new course rather than an updated one, it has been moved to the New Courses section of this agenda (item #9).

MO 151 Insurance/Claims Processing

Motion: Char Gore. **Second:** Sherry Cmiel. Char Gore explained that when this course was created, the prerequisites had different names, so the only change for this course is to update the names of the prerequisites. **Motion carried.**

9. NEW Courses

IT 246 Database Implementation

Motion: Mary Jane Oberhofer. **Second:** Dave Howard. Mary Jane explained that this is a carryover from last month—renumbering the class to avoid confusion that could result from the combining of two smaller courses (IT 245 & 248) into a single 5-credit course (IT 246). This also takes care of the tabled IT 248 course listed as item #4 on this agenda.

Motion carried.

ABE 090 Elementary Algebra

Motion: Char Gore. **Second:** Craig Cowden. Rebecca Jayasundara explained that this is a copycat course of Math 90 to allow for ABE students and Math students to study in the same class together. This is due to the ABE department’s new mandate to have its students exit the program ready to start taking college-level courses. **Motion carried.**

EAP 193 Advanced Pronunciation and Conversation

EAP 194 Advanced American Culture and Conversation

Motion: Char Gore. **Second:** Jeff Calkins. Darlene Rompogren explained that these two smaller EAP courses (2 and 3 credits, respectively) were created to replace the 5-credit EAP 195, which had been created specifically for Global Studies cohort members. This will make the course content available to more students, since students often do not have room in their schedules for a 5-credit course but do have room for a 2- or 3-credit course, and it will also enable Global Studies students to interact with students outside their cohort, since more non-Global students will now be able to take these courses.

Motion carried.

10. DEGREES and/or CERTIFICATES

NONE

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

12. Other Business

A. **Criteria Draft of D/C/BAS majors/DP** - Char, John, Phil, Mary Jane
TCC has been approved to offer Bachelor degrees, starting with the HIM BAS in Fall 2016. The procedure that was developed to create the new HIM BAS will also be used for creating other new degrees, certificates, or pathways in the future. Char Gore explained

that the process will include two phases, the statement of need and the proposal. In phase 1, the statement of need will provide a description and an explanation of what the pathway is and why it is needed. Phase 2 will address the learning outcomes, the entire curriculum with course outcomes, the order of the courses, the selection process for students, and where students will go when they finish. This phase will ensure that all appropriate parties on campus have provided their input. Barb noted that there would be a form to fill out for this phase to record who the originator has discussed it with; this form will be included as an attachment in Curricunet. The new degrees currently being developed will be the test cases for this process. When Mary Jane Oberhofer asked how the information would be disseminated around campus, Barb explained that the director of Advising is in attendance at Curriculum Committee meetings, and there will also be a way to view the information on the TCC Portal. Kim Rzeszewicz suggested that the information could also be announced at Instructional Council meetings as well. This procedure is still in the testing process; the Curriculum Committee members will vote on it at the next meeting after the testing is done.

B. Graduation Petitions – Barb

James Newman explained that two international students were unintentionally misadvised; they both took two chemistry classes when they actually needed to take two different Natural Sciences classes to fulfill their distribution requirement. He noted that there may be others in this same situation, and he's working on identifying them and reaching them before they get to this point. The problem seems to stem from using a Degree Pathway sheet instead of the College Catalog; it turns out that older, outdated versions of the Degree Pathway sheet exist around campus. Barb suggested that we put revision dates on these sheets so that this problem can be avoided in the future; she also suggested that there could be a master list of who is responsible for them. Phil Hunter noted that this sheet also has four other errors on it. Colleen Spezia noted that Advising Center staff have the correct, up-to-date information. Regarding the two students, Phil asked if they had the option of taking another course at their transfer institution. James replied that they did, but they both wanted to complete their Associate Degrees at TCC. Greg Ferencko asked what ramifications there could be that would affect TCC, and Phil Hunter explained that it is a local issue; under the Direct Transfer Agreement, the 15 required Natural Sciences credits must be from at least two different disciplines. Barb Peterson, noting that this discussion had two different threads (what to do about maintaining the accuracy of the information sheets and what to do about these two petitions), suggested that we save the discussion of the ownership and accuracy of the sheets for a later time and vote on the two petitions currently before the Committee. Dave Howard expressed concern that we may be setting a precedent if we voted to approve them, and Barb replied that we have had only six petitions come before the committee in the past five quarters, so it doesn't seem to be a major issue. The motion to approve the two petitions carried, with one abstention by Mary Jane Oberhofer.

C. Other: Barb Peterson noted that we still have almost 50 courses that haven't been CAPped; she will email the people responsible for them to get them done ASAP since we are almost a year behind the original deadline.

Proposal submit date	Proposals thru Curricunet	Agenda Published	CC meeting
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