Curriculum Committee Minutes

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| **Meeting Date** | **Meeting Time & Location** |
| Monday May 1, 2017 | 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, Mary Jane Oberhofer, John Falskow, Phil Hunter, Craig Cowden, Sherry Cmiel, Tracey Ushman, Jeff Calkins, Darlene Rompogren, Mary Knutson, Analea Brauburger. **Guests present:** Andrew Cho, Katie Gulliford, Joe Shannon, Shannon Pressley, Anne Lyman, Ruth Lopes, Louly Sam, Wendy Larsen, Yvonne Unnold, Tod Treat.
2. **Minutes from 4/3/17: Motion to approve:** Craig Cowden. **Second:** Dave Howard. The April minutes were approved without changes.
3. **Additional agenda items:** Since there is some overlap, Nursing has asked the committee to consider both the new and the updated Nursing classes together.
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| **4. TABLED Courses NONE** |
| **6. Provisional Approval (For information only)****Minor Administrative Changes to MUSC& 105 and MUSC 106 (for info only)**John Falskow explained that the class caps of MUSC& 105 (Music Appreciation) and MUSC 106 (World Music), which are both survey courses, were changed from 25 to 30. |
| **7. DELETED Courses****ITC 110 Introduction to Microsoft Windows ITC 120 Introduction to Microsoft Word ITC 121 Intermediate Microsoft Word****ITC 122 Advanced Microsoft Word****ITC 130 Introduction to Microsoft Excel ITC 131 Intermediate Microsoft Excel****ITC 140 Introduction to Microsoft Access ITC 141 Intermediate Microsoft Access****Motion:** Jeff Calkins. **Second:** Tracey Brooks. These eight IC courses, offered at WCCW, are no longer being offered. **Motion carried.****MARC 075 Tools for Review Arithmetic Success MARC 085 Tools for Introduction to Algebra Success MARC 090 Tools for Elementary Algebra Success** |

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| **MARC 093 Tools for Descriptive Statistics with Algebra Success MARC 095 Tools for Intermediate Algebra Success****MARC 098 Tools for Mathematics Success****Motion:** Phil Hunter. **Second:** Tracey Brooks. This is simply more cleanup of courses no longer being offered. **Motion carried.** |
| **8. UPDATED Courses****ABE 044 – College Bound Reading and Writing 4 ABE 045 – College Bound Reading and Writing 5****Motion:** Dave Howard. **Second:** Sherry Cmiel. Wendy Larsen explained that these courses are being revised to make them fit with changes being made to support ESL students who are transitioning to ABE/HS21+ and EAP courses. The CLOs have also been updated so that they align with the new state standards. **Motion carried.****BUS 295 Entrepreneurial & Innovative Mindset****Motion:** Phil Hunter. **Second:** Jeff Calkins. Mary Jane Oberhofer explained that this course is the capstone for the Entrepreneurship certificate; it was previously cross-linked with SOC 295, which has been deleted. The prerequisites for this course are ENGL 101 and completion of the first level of Entrepreneurship. The grade is either letter or S/U, and the cap should be 25 as it is in other BUS courses. **Motion carried.****HIM 299 Individual Study in HIM****Motion:** Mike Mixdorf. **Second:** Char Gore. Char Gore explained that the HIM BS Program is re-instituting this course to allow students entering the HIM BAS to build skills in areas that their specific Associate Degree did not cover. Each student works with the instructor on whichever area the student needs. The repeatability is 2. **Motion carried.****MUSC 152 Chamber Choir I MUSC 252 Chamber Choir II****Motion:** John Falskow. **Second:** Jeff Calkins. Ann Lyman explained that the title of these courses, which used to be “TCC Voices,” is being changed to Chamber Choir toavoid confusion among potential students who might be searching the TCC Catalog for a class with “Choir” in the title. **Motion Carried.****NURS 228 Clinical Simulation VI****NURS 234 Transition to Practice: Seminar****NURS 244 Preparation for the Natl Council Licensing Exam NURS 286 Professional Concepts VI****NURS 296 Transition to Practice: Clinical****Motion:** Jeff Calkins. **Second:** Tracey Brooks. (NOTE: The motion is to consider these courses together with the five new NURS courses listed in section 9 below.) Ruth Lopes explained that these courses are not really new; rather, existing courses are being combined (so that students can complete two courses in one quarter) in order to make it possible to offer a part-time Nursing option in the future. NURS 202 is the prerequisite for |

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| NURS 228, 234, 244, and 286. For NURS 296, the grade is being changed from S/U to a letter grade. |
| **9. NEW Courses****HIT 260 Health Information Fundamentals****Motion:** Char Gore. **Second:** Sherry Cmiel. The HIM BAS Program’s advisory committee recommended that the program open up its admissions to students with a wider range of background in health care, so this course was created to make sure that all incoming students have the proper health care vocabulary and understanding of health care administration. It is essentially a medical terminology class for health care administrators. **Motion carried.****MUSC 122 Class Applied Music: Voice****Motion:** John Falskow. **Second:** Phil Hunter. Ann Lyman explained that this course is replacing the TCC Singers I & II (MUSC 151 & 251). To allow for greater accessibility, no audition or evaluation is needed to enroll in this course. There are no public performances, and the ability to read music is not required. **Motion carried.****NURS 101 Health & Illness level 1 NURS 102 Health & Illness level 2 NURS 103 Health & Illness level 3 NURS 201 Health & Illness level 4 NURS 202 Health & Illness level 5**(NOTE: There is no separate motion and second for these NURS courses because they are being considered together with the five NURS courses listed in section 8 above.) Each of the above five 5-credit NURS courses is a combination of two 2-credit courses; NURS 101 combines NURS 171 & 172; NURS 102 combines NURS 173 & 174; NURS103 combines NURS 175 & 176; NURS 201 combines NURS 271 & 272; and NURS 202 combines NURS 273 & 274. The Nursing program will still keep the old courses on the books in case the part-time program is restarted. **Motion carried.****OHORT 116 Organic Farming and Gardening OHORT 117 Applied Soil Science****OHORT 118 Economics of Organic Farming and Gardening****Motion:** Phil Hunter. **Second:** Char Gore. Barb Peterson explained that these are not actually new courses; they were lost in the works and were not showing up in Curricunet. Thus, the purpose of this vote is simply to get these OHORT courses into the TCC database. Tracey Brooks explained that these courses are for the WCCW Horticulture program, which has existed since 2010, and they are taught only at WCCW. Mary Jane Oberhofer expressed concern that the title for OHORT 118 does not match either the course description or the course outcomes. She noted that while the course has Economics in its title, the description and outcomes do not contain any references to any basic concepts of economics or economic calculations, referring instead only to historical and social aspects of organic farming. **Motion carried.** |
| **10. Update/review of existing DEGREES and/or CERTIFICATES Associate in Computer Science** |

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| **Motion:** Phil Hunter. **Second:** Jeff Calkins. Greg Ferencko explained that this degree is based on a new Direct Transfer Agreement; it allows TCC to better serve students who are ready to move on to a 4-year school. **Motion carried.** |
| **11. PHASE ONE Reviews NONE** |
| **12. PHASE TWO Reviews****American Ethnic and Gender Studies Distinction****Motion:** Char Gore. **Second:** Craig Cowden. Andrew Cho explained that more courses have been added to this distinction pathway, and faculty from other disciplines/programs are joining the AEGS task force with the goal of finding other courses that could work with this distinction as well. **Motion carried.** |
| **12. Program Course Review for Content (5 year review-for information only-no action needed)****NONE** |
| **13. Other Business**1. **Degree offerings in Curricunet:** Analea Brauburger noted that some changes need to be made in section 7 of the Course Proposal Form:
	* AAS (Associate in Arts and Sciences) should be changed to AA / AS.
	* APS (Associate in Applied Sciences) should be changed to AAS.

She also noted that these changes are made by Curricunet personnel, so it is up to them, not us, to determine the time frame for the changes to be completed.1. **Representatives’ terms:** Barb Peterson noted that we have three representatives whose positions are coming up for renewal this term. They are Char Gore, who will be replaced by Bridgett Agpaoa-Ryder, John Falskow, whose replacement has not yet been selected, and Phil Hunter (see item c. below).
2. **CC Vice Chair election:** Barb Peterson is stepping down as Curriculum Committee chair at the end of this academic year, so vice-chair Phil Hunter will become the Chair, leaving the vice-chair position open. Barb will email out a request for nominations during the third week of May, and the election will take place at the June 5 meeting.
3. **Announcements:** Char Gore announced that she is working on creating a checklist of what needs to happen for a degree to be approved by Curriculum Committee.
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Tentative Curriculum Dates for 2016-2017 Academic Year

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| Submit CNet Deadline | Through Curricunet | Agenda Published | Curriculum Meeting | Implementation of Approved Changes |
| 5/22/17 | 5/26/17 | 5/30/17 | 6/6/17 | Winter 2018 |