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| **Curriculum Committee Minutes** | http://www.curricunet.com/tacoma/images/tacomaReportLogo.jpg |

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| **Meeting Date** | **Meeting Time & Location** |
| Monday June 5, 2017 | 2:30 pm Board Room Building 12 |

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

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| **Agenda Items**  **1. Members present:** Barb Peterson, Mike Mixdorf, Char Gore, Mary Jane Oberhofer, John Falskow, Greg Ferencko, Phil Hunter, Craig Cowden, Heather Gillanders, Jeff Calkins, Darlene Rompogren, Betsy Abts, Colleen Spezia, Jamie Traugott, Carroll Ferguson, Analea Brauburger. **Guests present:** Rachelle McGill, John Sandin, Bridgette Agpaoa, Heather Cushman, Ken Cushman.  **2. Minutes from 5/1/17: Motion to approve:** Phil Hunter. **Second:** Jeff Calkins. **Approved, with two corrections:** 1. Name change from Tracey Brooks to Tracey Ushman, and 2. Inclusion of Mary Jane Oberhofer’s comment regarding the OHORT 118.  **3. Additional agenda items:** None |
| **4. TABLED Courses**  **NONE** |
| **6. Provisional Approval (For information only)**  **NONE** |
| **7. DELETED Courses**  **CATT 102 Introduction to Outlook**  **CATT 104**[**Adobe**](http://www.curricunet.com/Tacoma/track/approval/approval_main.cfm)**Graphics**  **SCI 110 Physical Science and Technology**  **Motion:** Heather Gillanders. **Second:** Jeff Calkins. These three courses are no longer offered. **Motion carried.** |
| **8. UPDATED Courses**  **BIOL& 160 General Cell Biology**  **Motion:** Phil Hunter. **Second:** Mike Mixdorf. This update adds CHEM& 110 as a recommended prerequisite. **Motion carried.**  **CMST& 210 Interpersonal Communication**  **Motion:** Char Gore. **Second:** Mary Jane Oberhofer. Barb Peterson explained that although the proposal for this course (Submitted in February 2014) was approved for AAS Distribution in Humanities, that designation somehow did not end up in Curricunet. The Humanities distribution needs to be added since a number of Prof-Tech programs use this as a Humanities distribution for transfer to the UW. Additionally, the CLO's have been updated to bring the curriculum in line with current practice: Jeff Calkins explained that there had been two sets of CLOs, which this update melds into one set. The CC had questions about adding the Writing Intensive designation to the course; because nobody present could answer these questions, the W designation was not approved.  **Motion carried.**  **ENGL/ 085 Academic Reading and Writing I: Foundations**  **ENGL/ 095 Academic Reading and Writing II:**[**Threshold**](http://www.curricunet.com/Tacoma/track/approval/approval_main.cfm)  **Motion:** Mike Mixdorf. **Second:** Char Gore. The main issue of discussion ragarding these courses is the observation that the CLOs are the same for both courses. Rachelle McGill explained that there is a difference in expectations for both classes, and the rigor comes from rubrics and scaffolding. John Sandin added that the two courses include instruction in the same strategies and basic skills, but the 095 class includes more critical writing and analysis. Rachelle added that the ALP sections (in which students can move from English 85 to 101-ready in a single quarter), along with the fact that learning writing skills is not a linear process, also necessitate having the same CLOs in both courses. She noted that a group is planning to get together during Summer Quarter 2017 to work on the rubrics. Phil Hunter requested that the rubric, once it’s finished, be added to the course proposal as an attached document, and Rachelle said that she would do so as soon as the summer group finishes its work. **Motion carried.**  **ENGR& 224 Engineering Thermodynamics**  **Motion:** Phil Hunter. **Second:** Craig Cowden. Rebecca Sliger explained that this update changes the co-requisite of PHYS& 221 to a pre-requisite due to difficulties that concurrently-enrolled students often have in these two courses. Concurrent enrollment was allowed in the past because ENGR& 224 was offered only every other year. It is now offered annually.  **Motion carried.**  **HIST& 146 US History I**  **HIST& 147 US History II**  **HIST& 148 US History III**  **Motion:** Heather Gillanders. **Second:** Craig Cowden. Craig Cowden explained that the update for these courses simply changes the repeatability from 3 to 1 (the repeatability of 3 was an error). **Motion carried.**  **MATH 075 Review Arithmetic**  **MATH 085 Introduction to Elementary**[**Algebra**](http://www.curricunet.com/Tacoma/track/approval/approval_main.cfm)  **Motion:** Char Gore. **Second:** Jeff calkins. Greg Ferencko explained that since CMATH is no longer offered, this update removes changes the prerequisite to assessment at MATH 075. He also noted that the requirement of a 4-function calculator has been deleted since the calculator is built into the online software used for these courses. **Motion carried.**  **MUSC 106 World Music**  **MUSC& 105**[**Music Appreciation**](http://www.curricunet.com/Tacoma/track/approval/approval_main.cfm)  **Motion:** John Falskow. **Second:** Heather Gillanders. John Falskow explained that this update changes the cap on these classes from 25 to 30. **Motion carried.** |
| **9. NEW Courses**  **NONE** |
| **10. Update/review of existing DEGREES and/or CERTIFICATES**  **Computer Engineering Specialization**  **General Engineering Specialization**  **Motion:** Phil Hunter. **Second:** Mary Jane Oberhofer. Because the new Associate in Computer Science degree better serves computer sciences students, the Computer Science Specialization of the Associate of Science degree is being changed to Computer Engineering. The Engineering Specialization is being changed to General Engineering. In addition to the title changes, the course requirements have been changed to reflect the new roles of these specializations. **Motion carried.** |
| **11. PHASE ONE Reviews**  **NONE** |
| **12. PHASE TWO Reviews**  **NONE** |
| **12. Program Course Review for Content (5 year review-for information only-no action needed)** |
| **13. Other Business**  **a. Degree petitions**  **1. Jamison Pantley: Motion:** Phil Hunter. **Second:** Jeff Calkins. Jamie Traugott explained that this student worked with an advisor who mistakenly told him that it was OK to use more than one performance class for Humanities distribution credits. Char Gore noted that the student still has Summer Quarter to take the needed class—it isn’t too late for him to take it. Phil Hunter said that this is the only degree in which the M course must be separate from the other distribution courses, and this student has 15 credits of Humanities courses that work for the DTA degree and has taken 15 credits of multicultural courses; thus, he has fulfilled the spirit of the requirement. **Motion carried, with 7 yeas and 3 nays (no abstentions).**  **2. Megan Anthony: Motion:** Char Gore. **Second:** Craig Cowden. Craig Cowden, who is this student’s advisor, explained that the student told him that she was erroneously told by someone at the counter that First Aid counted as a Natural Sciences course. She has already been accepted at Baylor University and will start there in September (she will take another Natural Sciences course there if they require her to). Phil Hunter expressed reservations about granting this petition since the DTA requires 15 credits of Natural Sciences but First Aid isn’t even a transfer course under the DTA agreement. It falls quite short of what a Natural Sciences course is. Betsy Abts told the committee that her staff do not give any advice about course selection. They would have referred her to Advising. She added that the student could take a Natural Sciences course at Baylor and then transfer the credits back to TCC for her Associate Degree. **Motion denied, with 1 yea and 9 nays.**  **b. FEPPS Summer Schedule**  i. **PE 155 – Fast Fitness**  ii. **CMST 110 – Multicultural Communication**  iii. **CMST& 210 – Interpersonal Communication**  iv. **SOC& 201 – Social Problems**  v. **BIOL 179 – Special Topics in Biology**  vi. **BIOL& 175 – Human Biology with Lab**  These courses are before the committee for endorsement now because FEPPS wants to offer the above six courses this coming summer. If endorsed by the CC, they will be added to the list of courses reviewed for transcription of credit with FEPPS. **Motion to endorse:** Jeff Calkins. **Second:** Heather Gillanders. **Motion carried.**  **c. Advising Flyer:** Jamie Traugott suggested that we develop a more formal process for the advising flyer approval process—perhaps a set of checklists with a way to keep them updated, especially given the complexity of the new Guided Pathways. Barb asked what the #1 pressing decision is that would help this process move forward: Jamie responded that we should look at the guidelines and determine what the guide list would look like. Phil Hunter added that we should also establish a procedure for review, with Char Gore noting that this should also include an official repository. John Falskow volunteered to serve on a task force to start working on this. Jamie Traugott will lead the task force, and Betsy Abts and Analea Brauburger also volunteered to serve.  **d. CC Chair election:** Phil Hunter, who was the only nominee, was elected by the CC members to serve as the Committee Chair for the 2017-1019 term.  **e. Vote on Provisional Approval for summer 2017:** Barb Peterson explained thathis vote is to give the newly elected CC Chair (Phil Hunter) the capacity of awarding provisional approval as needed for any curriculum-related issues that may come up during the summer. **Motion:** Char Gore. **Second:** Jeff Calkins. **Motion carried.**  **f. Curriculum retreat:** Phil Hunter noted that there are some big questions that the CC needs to address: How can we move toward doing more governance? What’s our vision for what we’ll be doing for the next few years? He suggested that we have a retreat during the summer to address these questions. Barb further recommended that terminology unification (item h. below) and philosophy and process around PLOs and distribution courses (item i. below) be added to the summer retreat work. With several CC members noting that they will not be in town during the summer, and with Pre-Instructional Days already busy with meetings and activities, Barb suggested that we address them when we have more time in the fall.  **g. CC Vice Chair election – Barb:** There being no volunteers to serve in this position, Phil Hunter will do some recruiting to come up with some candidates before the first fall CC meeting.  **h. Terminology unification (Concentrations Versus specialization) –Phil**  **i. Philosophy and process around PLOs and distribution courses – Barb**  (See item f. above.)  **i. 2017-2018 curriculum dates:** Noting that we need more lead time, especially for items that need to go in the online catalog, Phil Hunter proposed that the CC establish two deadlines for submission of items, starting in Fall Quarter: an earlier one for CTCLink Catalog items and a later one for non-CTCLink catalog items. He handed out a draft CC calendar for the 2017-2018 academic year showing the two deadline dates for each CC meeting.  **j. Accomplishments and Thanks:** Tod Treat having asked her to share some of the CC’s accomplishments under her leadership, Barb Peterson presented a list of 11 major curriculum accomplishments:   * Culled over 200 obsolete or non-essential courses from the course bank * Established guidelines for reviewing courses prior to making recommendations at meetings * Added 3 faculty positions to the committee for better discipline coverage * Added ad hoc positions for advising and workforce to increase sharing of curriculum options and updates * Researched over a dozen electronic curriculum management products * Selected and implemented the Curricunet electronic course management system * Trained over 100 people in the use of Curricunet * Streamlined the editing process to reduce wordsmithing during meetings * Established a review process for courses taught by outside organizations to be transcribed for TCC credit * Established criteria for reviewing and making recommendations concerning degree exception petitions * Established criteria for reviewing Bachelor of Applied Science level courses   **Lastly, the Curriculum Committee members gave Barb a standing ovation for her amazing devotion to the Committee over the many years she has served on it.** |
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