Curriculum Committee

March 5, 2018  
2:30 – 4:00 pm

Building 12 - 120  
**Minutes**

1. **Members present:** Mike Mixdorf, Bridgette Agpaoa-Ryder, Mary Jane Oberhofer, Allen Braden (alternate for Marit Berg), Greg Ferencko, Heather Cushman, Craig Cowden, Tracey Ushman, Jeff Calkins, Darlene Rompogren, Phil Hunter, Scott Davis, Cielito Lane (alternate for Betsy Abts), Colleen Spezia, Leigh Jewett.
2. **Approve Agenda:** The agenda was approved without changes. There was no Consent Agenda for this meeting.
3. **Minutes:** Phil Hunter moved that the minutes of the February 5, 2018 meeting be approved with the Consent Agenda section amended to reflect approval of the minutes from the December 4, 2017 meeting, and recommendations to delete ACCT 102 and ACCT 103 and to modify ACCT 165 and ACCT 175. Tracey Ushman seconded the motion. The motion carried.
4. **Training on Robert’s Rules**

Phil Hunter gave a brief overview of Robert’s Rules, explaining that its purpose is to provide for an orderly meeting that makes procedures clear to everyone and helps the committee avoid getting off task. He mentioned a motion called a parliamentary inquiry, which can be used for questions or requests during committee meetings. Jeff Calkins noted that there are several editions of Robert’s Rules, for which brief summaries are available, and suggested that one be selected and sent out to members of the Curriculum Committee. Phil Hunter replied that he would look into it; meanwhile, due to the collegial nature of the committee, he felt confident that the members could deal with any confusion or disagreement that might come up. He concluded by reminding the committee members that whenever they have a question or concern, they can simply raise a hand and make a parliamentary inquiry.

1. **New Degree – Phase 1 Statement of Need**

Jeff Calkins moved to support the development of the Associate in Nursing (DTA/MRP) Degree, and Mike Mixdorf seconded the motion. Ruth Lopes explained that this new degree was developed as part of a national attempt to raise the educational level of practicing nurses across the country. Several years ago, Washington State approved the RN DTA to create a pathway from the Associate’s Degree in Nursing to the Bachelor’s Degree in Nursing. Currently several schools in Washington are already using this DTA. This degree helps TCC students who want to transfer to schools other than UW Tacoma. While UW-Tacoma accepts transfer students who have completed TCC’s current program and want to earn a Bachelor’s Degree, some other schools require students to take additional classes such as BIOL& 160 that were not required for their prior degree. With this new degree, students will complete 135 credits at TCC, and then the transfer school will award them credits for their nursing license so that they have to complete only 45 more credits at the university to get a Bachelor’s Degree. This allows students to get more of their nursing education done at a community college cost. Phil Hunter, noting that this new degree will replace TCC’s current AAS-T Nursing degree, asked if it would have any effect on the Pre-Nursing DTA/MRP degree. Ruth Lopes noted that it would not affect the Pre-Nursing degree. Craig Cowden asked if the program includes Statistics, and Ruth replied that it does. The motion carried.

1. **Modification to Degree**

Craig Cowden moved to recommend approval of the modifications to the Radiologic Science Associate in Applied Sciences Degree, and Jeff Calkins seconded the motion. Mike Mixdorf explained that changes the Chemistry Department made to CHEM& 110 caused this class to be no longer suitable as a prerequisite for the Radiologic Program, so the Chemistry Department suggested replacing it with CHEM& 121. Thus, this modification is simply to replace CHEM& 110 with CHEM& 121 as a prerequisite. Craig Cowden, noting that TMATH 100 was still listed as a way to satisfy the Math prerequisite for the Radiologic Science program, asked Greg Ferencko if the Math Department still offered it. Greg replied that TMATH 100 was no longer offered, but it needs to stay in the list since there might be students currently in the pathway who have taken it and are planning to use it to satisfy the prerequisite in the future. The motion carried.

1. **New Courses**
   1. **SOCSC 204 Psychosocial Issues in Healthcare 1**

**SOCSC 205 Psychosocial Issues in Healthcare 2**

Craig Cowden moved to recommend approval of SOCSC 204 and SOCSC 205, with a second by Jeff Calkins. Craig Cowden explained that the Psychosocial Issues will be taught in two team-taught courses (one with three credits and one with two credits) so as not to overwhelm the Nursing students with too many credits in a quarter. These courses will be taught beginning in Spring Quarter 2019. Ruth Lopes noted that Heather Gillanders, who was not present at the meeting, had some concerns about the CLO’s for Social Science 204 with the verb “value” in them, since it doesn’t seem to be a measurable outcome. Ruth explained that this outcome is measured by observing students in their discussions and interactions and asking higher-level task questions that evaluate the values students use in their decision making. The motion carried.

* 1. **PHIL 201 Ethics and Policy in Health Care I**

**PHIL 202 Ethics and Policy in Health Care II**

Mike Mixdorf moved to recommend approval of PHIL 201 and PHIL 202, with a second by Mary Jane Oberhofer. Allen Braden explained that these classes will be team-taught, with PHIL 201 being three credits and PHIL 202 being two credits. These courses will be taught beginning Winter Quarter 2020. Leigh Jewett noted that between PHIL 201 and SOCSC 204 there are four different prerequisites that don’t seem to line up. Ruth Lopes explained that PHIL 201 will be the third quarter, with all of the second quarter courses as the prerequisites, and then PHIL 202 will be two quarters later after another sequence. The motion carried.

1. **Modified Courses**
   1. **EDUC& 205 Introduction to Education w/ Field Experience**

Craig Cowden moved to approve the modifications to EDUC& 205, with a second by Jeff Calkins. Matt Anderson explained that, working with the Social Sciences Department, he identified six of the seven Social Sciences PLO’s that aligned with the EDUC& 205 CLO’s; other schools have designated this course as a Social Science as well. The motion carried.

* 1. **ENGL& 226 British Literature I**

**ENGL& 227 British Literature II**

**ENGL& 244 American Literature I**

**ENGL& 245 American Literature II**

**ENGL& 246 American Literature III**

Tracey Ushman moved to approve the modifications to the five courses listed above, with a second by Jeff Calkins. Allen Braden explained that the two British Literature classes were being changed to align with the Common Course Numbering, and the course titles were being changed to eliminate references to specific authors’ names. For the American Literature courses, the only change is to make English 101 a prerequisite. This is being done because there is a much better success rate in these courses when students complete English 101 first. Colleen Spezia asked if the old courses (with the old numbers and titles) would be deleted, and Allen replied that they would be deleted. Phil Hunter asked if a deletion would be necessary, since this is a course change, not a new course, and Colleen replied that changes are actually made by simply creating a new course with the changes incorporated rather than just changing the details for the course. Yvonne Unnold asked if a course deletion proposal would be needed at the next CC meeting, and Phil Hunter replied that he would consult with Carroll Ferguson and let Yvonne know if a course deletion proposal is needed. The motion carried.

1. **Modifications to Specializations**
   1. **Political Science Specialization (AA – Option A)**

Bridgette Agpaoa-Ryder moved to recommend approval of the modifications to the Political Science Specialization (AA-Option A), with a second by Jeff Calkins. Katrina Taylor explained that the math requirement for the Political Science Specialization was a little too stringent, so she did some research and found that the math requirement is met by a wide variety of courses at UW, including Economics 201. Thus, the Quantitative Skills requirement for this Specialization was changed to just a suggestion, decreasing the credits for this Specialization from 25 to 20. The motion carried.

* 1. **Spanish Specialization (AA – Option A)**

Craig Cowden moved to recommend approval of the modifications to the Spanish Specialization (AA-Option A), with a second by Tracey Ushman. Bruno Arzola explained that to get a Bachelor of Arts in Spanish, students must have 34 credits of Spanish at the 300 level or above, so TCC started offering Spanish classes at the 200 level to enable students who transfer to a four-year institution to go directly into 300-level classes. Incoming students have different skill levels, so TCC Spanish faculty members assess them and place them at the appropriate level; this allows them to finish and transfer without delays. Jeff Calkins asked what assessment tool was used to assess incoming students, and Bruno explained that all assessments are done by Spanish faculty; this works well because all of TCC’s Spanish objectives are very specific, especially regarding what grammatical structures are expected at which levels. Mary Jane Oberhofer asked if students who come in with no experience in Spanish and want to get the specialization would have to take six classes totaling 30 credits, while students who come in as native Spanish speakers qualify for the Specialization without taking any Spanish classes. Bruno replied that this was correct, though students must take at least Spanish 223 at TCC for the specialization. Mary Jane then asked if that meant students coming in without knowing any Spanish would have to take extra credits (above 90) to get the Specialization. Bruno explained that they wouldn’t need extra credits; students who come in with previous Spanish knowledge simply have room for more electives in their Associate’s Degree. Yvonne Unnold noted that TCC also accepts the CLEP exam for language placement. Phil Hunter asked how many incoming students start Spanish at the 200 level, and Bruno replied that it was probably fewer than five people per year. The motion carried.

1. **Transcription of Credit from Freedom Education Project Puget Sound (FEPPS)**

Jeff Calkins moved to recommend approval of transcription of credit from FEPPS for SPAN& 123 (Spanish III), POLS 231 (Politics and Film), and ENGL 271 (Contemporary American Fiction). Craig Cowden seconded the motion. Yvonne Unnold said she noticed that the learning outcomes on the proposals were not the most current ones, due to the fact that ones she had gone by in the Portal are outdated—they’re from 2015. Yvonne said she would get the updated ones to Zoe Brown as soon as possible and asked if the Committee would consider these three courses for approval, knowing that the syllabi have to be redone to reflect the updated outcomes. Phil Hunter mentioned that he would follow up on the syllabus issue. The motion carried.

1. **Degree Requirement Waiver Petition – Mohammad Rahman**

Jeff Calkins moved to recommend approval of Mohammad Rahman’s Degree Requirement Waiver Petition, with a second by Mary Jane Oberhofer. Phil Hunter explained that this is very similar to other petitions we have seen in the past; this arises because this particular degree is the only one that requires every discipline within the Natural Science Distributions to be different. Greg Ferencko asked if the student’s degree would still meet the requirements of the DTA if the petition is granted, and Phil explained that it would, since this requirement is unique to TCC. It meets the Associate in Business Statewide Agreement as well. The motion carried.

1. **Announcements**

The TCC Catalog production team has sent out the first set of proofs; Phil Hunter asked the Committee members to encourage colleagues in their departments to check their sections.

The April Curriculum Committee meeting is scheduled for the first day of spring quarter, and the due date for proposals is March 16. Phil requested that the committee members let their colleagues know about this deadline.

Finally, the Transfer Degree Review Task Force will be meeting on Friday, March 9, and will likely be making recommendations. If they do, Phil will get the recommendations to the Curriculum Committee members so that they can begin reviewing them. The Curriculum Committee will wait until the May meeting to vote on the recommendations in order to give the members enough time to examine them since they will be looking at multiple degrees.

The meeting was adjourned at 3:25.

**Tacoma Community College**

**Curriculum Committee Calendar**

**2017 – 2018**

|  | | | **Implementation Quarter**  **for Course Proposals** | |
| --- | --- | --- | --- | --- |
| **Proposals**  **Agenda Ready** | **Agenda**  **Published** | **Meeting** | **ctcLink**  **Catalog Items** | **Non-ctcLink**  **Catalog items** |
| 10/27/2017 | 10/31/2017 | 11/6/2017 | Spring 2018 | Winter 2018 |
| 11/27/2017 | 11/28/2017 | 12/4/2017 | Summer/Fall 2018 | Winter 2018 |
| 1/26/2018 | 1/30/2018 | 2/5/2018 | Summer/Fall 2018 | Spring 2018 |
| 2/23/2018 | 2/27/2018 | 3/5/2018 | Winter 2019 | Spring 2018 |
| 3/16/2018 | 3/20/2018 | 4/2/2018 | Winter 2019 | Summer/Fall 2018 |
| 4/27/2018 | 5/1/2018 | 5/7/2018 | Winter 2019 | Summer/Fall 2018 |
| 5/25/2018 | 5/29/2018 | 6/4/2018 | Winter/Spring 2019 | Summer/Fall 2018 |
| 9/21/2018 | 9/25/2018 | 10/1/2018 | Spring 2019 | Winter 2019 |
| 10/26/2018 | 10/30/2018 | 11/5/2018 | Summer/Fall 2019 | Winter 2019 |

Meetings are 2:30 – 4:00 in the Building 12 Board Room.

Non-ctcLink Catalog Items include Course Outcomes and applicability to degree requirements (e.g. Basic Skills, Distribution, etc.).

In the event of a late proposal involving changes to ctcLink Catalog items, the Program/Department develops a plan with buy-in from Department/Program Chair, Dean, Dean’s Assistant, Associate Registrar; Administrative Operations Coordinator (Division); Curriculum Committee Administrative Co-Chair, Curriculum Committee Chair.

ctcLink Catalog Implementation Dates based on SBCTC Class Construction Schedule:

Spring 2018 Summer 2018 Fall 2018 Winter 2019 Spring 2019

Start Building Classes 12/1/2017 3/1/2018 3/1/2018 7/2/2018 11/5/2018

Schedule goes live 1/1/2018 4/1/2018 4/1/2018 10/1/2018 1/1/2019