Curriculum Committee

May 7, 2018  
2:30 – 4:00 pm

Building 12 - 120  
**Minutes**

1. **Members present:** Dave Howard, Mike Mixdorf, Bridgette Agpaoa-Ryder, Mary Jane Oberhofer, Marit Berg, Heather Cushman, Craig Cowden, Heather Gillanders, Joyce Oswald, Jeff Calkins, Wendy Larsen, Phil Hunter, Scott Davis, Cielito Lane, Colleen Spezia, Mary Knutson, Carroll Ferguson, Leigh Jewett, Tod Treat.
2. **Consent Agenda:** There were no additions to the Consent Agenda and it was approved by consent. It included the minutes from the April meeting and course modifications (HT 110, PSYC 301, ANTH& 100, PSYC 202 & 209, PSYC& 100, SOC& 101).
3. **Approve Agenda:** Phil noted that #8 on the agenda for the PHIL course proposals would be pulled pending further administrative review by the SAS team. The revised agenda was approved.
4. **Transfer Degree Review Task Force Proposal Presentation:**

* Phil Hunter made a motion, seconded by Jeff Calkins, to approve the Task Force’s proposal for the Associate of Arts (DTA), Associate of Arts in Biology (DTA/MRP), Associate of Arts in Business (DTA/MRP), Associate of Arts in Computer Science (DTA/MRP), Associate of Arts in Music (DTA/MRP), Associate of Arts in Pre-Nursing (DTA/MRP), Associate of Science (AS-T).
* Scott Davis asked if there was any discussion or questions. Jeff Calkins asked a process question, what happens after this and Phil explained it now goes to the Executive Vice President, who will take to the TCC Board, then if approved it will go to the State Board for approval and the hope is a fall 2018 implementation.
* Marit Berg asked if the concentration would impact her specialization and Phil will review with her.
* Bridgette Agpaoa-Ryder just said work well done and thank you to the Task Force.

Motion approved.

1. **Associate in Nursing Degree Phase 2**

* Bridgette Agpaoa-Ryder made a motion, seconded by Jeff Calkins, to approve the Associate in Nursing Phase 2 proposal.
* Ruth Lopes addressed questions by Phil Hunter whether this is a statewide change or local and she responded statewide. It does increase the prerequisites for TCC students, but lowers the credit requirement at universities to 45. There was also discussion about the communications and nutrition course requirements which were address by Julie Benson and will need to be worked with Advising closely to help students choose the correct courses.
* Leigh Jewett asked what the timeline is for this implementation and Ruth replied it will be January 2019 after the first cohort completes and they are trying to give students a 1-year notice for changes.
* Renamed the degree to follow TCC convention for DTA degrees to Associate of Arts in Nursing.
* Motion approved. This will now go to the State Board for approval, then to the Nursing Accrediting body, and then to the NWCCU for final approval.

1. **Course Changes in Support of Changes in Transfer Degrees**

* Included in the Curriculum Committee packet for the meeting was a list of new course distribution distinctions that will be included in the new CurriQnet META version over the summer.
* Communications Distribution Courses – a motion was made by Craig Cowden, seconded by Heather Cushman, to approve the new distribution courses. Approved.
* Biological, Earth, and Physical Sciences Courses – a motion was made by Heather Cushman, seconded by Heather Gillanders to approve the new distribution courses. Craig Cowden asked if the new natural science distribution category, specifically anthropology, would be updated on advising sheets. Phil Hunter responded the change would only be to the category and will be posted the same on the degree application. Approved.
* General Distribution Courses – a motion was made by Greg Ferencko, seconded by Dave Howard, to approve the new distribution courses. Approved.

1. **AESL Project New Courses**

* A motion was made by Jeff Calkins, seconded by Heather Gillanders, to approve the new AESL courses. Wendy Larsen spoke to the courses and explained they are not necessarily new but an extension of existing courses and were developed due to a state mandate because students unable to complete a course in one quarter now have better options and eliminates the need for students to repeat the same course if they are unable to pass.
* Jeff Calkins observed that the number of outcomes are now very large on each class and Wendy explained that is because some of the outcomes are repeated in both A & B. Jeff also asked if the outcomes are mandated and Wendy responded they are.
* Phil Hunter asked if approved, will the AESL courses currently in the system without the letter assigned be deleted and Wendy responded yes.

Approved.

1. **Certified Nursing Assistant Certificate Reactivation**

* A motion was made by Craig Cowden, seconded by Heather Gillanders, to approve the request to reactivate this program which is currently on our state-approved program inventory. Char Gore and Mary Stobie reported on the structure of the program and that it is also being offered as an IBEST program. Non-IBEST students complete in one quarter and IBEST students complete in two quarters.
* Phil Hunter asked what jobs are available and is there a need. Mary replied that students receive a Washington State certification and having this certification is a great entry point for other health careers. The program is currently offered every other quarter but the hope is to offer quarterly. Mary reported that at a recent job fair, all our students who attended were offered positions.
* Bridgette Agpaoa-Ryder asked about funding availability and Mary replied she works closely with the TCC Workforce department for student assistance.
* Leigh Jewett asked if the program is financial aid eligible and Mary replied it is.

Approved.

1. **Modified Course – HT 110**

A position was made by Heather Gillanders, seconded by Dave Howard, to approve the changes to the outcomes, pre-requisites, and a co-requisite of HT 120. Approved.

1. **New Course – CPT 299**

A motion was made by Joyce Oswald, seconded by Jeff Calkins, to approve this new course offered at the Washington Women’s Correctional Center as part of the Web Programming certificate. Michael Farrow spoke to the course and explained this course is where students will do independent or small group projects and is intended to bridge the gap between completing their Web Programming certificate and release from incarceration.

Approved.

1. **EDUC& 205**

Phil Hunter reported that at the last curriculum committee meeting this course was approved with a change to the social science distribution. Since that time, students requested to be able to use that distribution during the current quarter. Phil provided some background on the course that in May 2014 the course was modified as part of the CAP and the social science distribution was inadvertently left off. He reviewed past minutes and could not find any reference to this being removed. Phil suggests we make the update from the last meeting to change to the current quarter. A motion was made by Craig Cowden, seconded by Leigh Jewett, and approved.

1. **Other Business**
   1. BAS in Applied Management Phase 2 will be discussed at the June meeting but the information may not be available at the time the agenda comes out. There were no concerns.
   2. Course proposal due dates – Phil reported that for the October meeting schedulers will already be working on spring quarter schedules.
   3. META the new CurriQnet program will now have a go-live date after the June meeting and training will begin when faculty return in the fall. Phil, Scott, and Carroll will be working in the system through the summer to get familiar. The new system is much more intuitive.
   4. Curriculum Committee manual. Phil reported he was looking at the manual and it calls for nominations at the May meeting for the position of Vice Chair of the committee and asked if anyone is interested in the position to let him know. He talked about the changes in committee structure over the past few years and that we had gone to a Chair/Co-Chair format. Phil proposed we continue with that format but also said if the committee wants a Vice Chair position, we will vote on at the next meeting.
   5. Jeff Calkins said we should consider a concern that pre-requisites are being used pre-emptively (i.e., ENGL& 101) and if we see this is impeding student progress he proposes we consider looking at this closer. Phil reminded Jeff there was a question about this in the last year and agrees it should be monitored. Tod suggested exploring the Illume courses in Civitas and that may provide insight on this issue. Phil asked the group how many have been trained in this program and there were several hands, but Tod suggests arranging a training for the committee members.

There being no other business before the committee, the meeting was adjourned at 3:29

|  |  |  | **Implementation Quarter**  **for Course Proposals** | |
| --- | --- | --- | --- | --- |
| **Proposals**  **Agenda Ready** | **Agenda**  **Published** | **Meeting** | **ctcLink**  **Catalog Items** | **Non-ctcLink**  **Catalog items** |
| 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 11/2/2018

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

Summary of Curriculum Committee actions follows the minutes.

Curriculum Committee

May 7, 2018  
**Actions**

1. New Degrees

Recommend Approval of new degree Associate of Arts in Nursing

[Associate in Nursing Phase 2 Proposal](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/EQzrvCp2fLRJiPzqvqO8z3IBi5xKt0B3qNtnzFz-1q-m_A?e=l3z29A)

[Associate in Nursing Attachment A](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/EfsXt0Zp2XZDnx5W_X7S_XgBALui5ja8XPlkdhXx67lFbw?e=nk4Yv9)

[Associate in Nursing Attachment B](https://testtacomacc.sharepoint.com/:b:/s/curriculumcommittee/ERMkYtbhNRtMnnE05vumxTQBMzwqeL11isot-gCdMcYneg?e=3jieS9)

[Associate in Nursing Attachment C](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/EZyOy3SuQHVMsgr7JPNYFLcBpQKeNSYy1jcLbFtLnXst4Q?e=v1SePc)

[Associate in Nursing Attachment D](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/Eb4MwA0ZsKlKhO78AHSyIvUBWM4FtmASsTS0lx8EF8xngQ?e=wV84zE)

As part of the committee’s recommendation, we recommend the name of the degree be “Associate of Arts in Nursing”.

1. Degree Modifications

Recommend Approval of the Transfer Degree Review Task Force Proposal to modify the following degrees:

[Associate of Arts (DTA)](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/Ee9xCF17MQ1ApbqfhB_xKt8BaNyLyb4mD-veY5seuMTN_w?e=3qJLzr)

[Associate of Arts in Biology (DTA/MRP)](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/EXy_FSpIn8hCuVPG3cKpsjcBg-ajt13BixiXFrTu8nQBQA?e=rvwyaA)

[Associate of Arts in Business (DTA/MRP)](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/ESoV3sW2G8RNvEurWt9lSKYB0uIDAE40oM6UrT2s9Qi1ZQ?e=0UQJQg)

[Associate of Arts in Computer Science (DTA/MRP)](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/EVLd6NmCu9xLiZqciXJJ3BkBd_EsndgQawpnxFkQbG3I0w?e=QyWOIK)

[Associate of Arts in Music (DTA/MRP)](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/EQg2-JXCw4VGtt_Mj_wXtTgBfc80dcV3b8A3V4OAMEVvPg?e=3VEcZs)

[Associate of Arts in Pre-Nursing (DTA/MRP)](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/EXczWu-NF3RFpiYEut7F9MsB2d7cP7qD4cK36MBVB1fdBA?e=RRHP5k)

[Associate of Science (AS-T)](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/EWNgY_BmOzJKi5INelegJo0BNxxvneIuSof2lLeEyZXd9g?e=QeI3gJ)

[Proposal Visual](https://testtacomacc.sharepoint.com/:b:/s/curriculumcommittee/EZK1HcWirndBnO_rPfoud5oBXHon3ND5e2wrEkB3rT06TA?e=tDWvkv)

[Proposal Summary](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/Eerj_EGHG8pKif9uh6B6Qg0BpP6XwMX48K8VAPCxqLkGoA?e=6xNp6Z)

1. Certificate Reactivation

Recommend Approval of the reactivation of the Certified Nursing Assistant Certificate

[Certificate Information](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/EXnv6yKNksJGmyVu_-X0Y-sBpIdQQ7NZJeUpuWpP-5OoyQ?e=I0Qwam)

[Nursing Assistant Classes. Schedule and Outcomes](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/EZm-UemPgNdGkfehdpZlOrEBrcyQN1HzWD6maFaLT6VEsQ?e=AvcaIa)

1. New Courses

Recommend Approval of new course

1. CPT 299 Independent Study & Special Projects
2. AESL Project -

AESL 011A Integrated AESL - Level 1A

AESL 011B Integrated AESL - Level 1B

AESL 012A Integrated AESL - Level 2A

AESL 012B Integrated AESL - Level 2B

AESL 013A Integrated AESL - Level 3A

AESL 013B Integrated AESL - Level 3B

AESL 014A Integrated AESL - Level 4A

AESL 014B Integrated AESL - Level 4B

AESL 015A Integrated AESL - Level 5A

1. Course Modifications

Recommend Approval of modifications to the following courses:

1. HT 110 Fundamentals of Patient Care
2. PSYC 301 Fundamentals of Research for Healthcare
3. Course changes that support the Class Cap Initiative:

ANTH& 100 Survey of Anthropology

PSYC 202 Biopsychology

PSYC 209 Fundamentals of Psychological Research

PSYC& 100 General Psychology

SOC& 101 Introduction to Sociology

1. EDUC& 205 – Change Implementation date of 4/2/2018 proposal to Spring 2018.
2. Course changes that support the Transfer Degree Proposal

(Note: The Committee Co-Chairs will process these changes in CurricuNet after implementation of the META upgrade in early June.)

Communication Distribution Courses

Designate the following courses as Communication Distribution Courses toward the Associate of Arts and Associate of Science degrees:

CMST 110 Multicultural Communication

CMST& 220 Public Speaking

ENGL& 235 Technical Writing

Biological, Earth, and Physical Sciences courses

Designate the following Natural Science Distribution Courses as Biological, Earth, and Physical Sciences courses:

ASTR& 101 Introduction to Astronomy (lab)

ASTR& 110 The Solar System (lab)

ASTR& 115 Stars, Galaxies, and the Cosmos (lab)

BIOL& 100 Survey of Biology (lab)

BIOL 105 Fossils and the History of Life (lab)

BIOL 125 Biology in the Field (lab)

BIOL 140 Marine Biology (lab)

BIOL& 160 General Cell Biology (lab)

BIOL& 175 Human Biology (lab)

BIOL 179 Special Topics in Biology

BIOL& 221 Intro. to Evolution, Ecology and Biodiversity (lab)

BIOL& 222 Intro. to Cellular and Molecular Biology (lab)

BIOL& 223 Intro. to the Biology of Organisms (lab)

BIOL& 241 Human Anatomy and Physiology 1 (lab)

BIOL& 242 Human Anatomy and Physiology 2 (lab)

BIOL 243 Current Advances in Human Anatomy & Physiology (lab)

BIOL& 260 General Microbiology (lab)

BOT 101 General Botany (lab)

BOT 179 Special Topics in Botany

CHEM& 110 Chemical Concepts with Lab

CHEM& 121 Introduction to Inorganic Chemistry with Lab

CHEM& 131 Survey of Organic and Biochemistry with Lab

CHEM& 140 General Chemistry Prep with Lab

CHEM& 161 General Chemistry with Lab I

CHEM& 162 General Chemistry with Lab II

CHEM& 163 General Chemistry with Lab III

CHEM& 261 Organic Chemistry with Lab I

CHEM& 262 Organic Chemistry with Lab II

CHEM& 263 Organic Chemistry with Lab III

ENVS& 101 Introduction to Environmental Science (lab)

ENVS 179 Special Topics in Environmental Science

ENVS 210 Maps, GIS and the Environment (lab)

GEOG 205 Physical Geography (lab)

GEOG 210 Maps, GIS and the Environment (lab)

GEOL& 101 Introduction to Physical Geology (lab)

GEOL 108 Fossils and the History of Life (lab)

GEOL 125 Geology in the Field (lab)

GEOL 179 Special Topics in Geology

GEOL& 208 Geology of Pacific Northwest (lab)

NUTR 101 Human Nutrition

OCEA& 101 Introduction to Oceanography (lab)

OCEA 179 Special Topics in Oceanography

PHYS& 114 General Physics (lab)

PHYS& 115 General Physics (lab)

PHYS& 116 General Physics (lab)

PHYS& 221 Engineering Physics (lab)

PHYS& 222 Engineering Physics (lab)

PHYS& 223 Engineering Physics (lab)

SCI 105 Introductory Topics in Natural Science (lab)

General Distribution Courses

Designate the following courses as General Distribution Courses toward the Associate of Arts and Associate of Science degrees:

CS 142 Java Programming for Engineers and Scientists I

CS 143 Java Programming for Engineers and Scientists II

ECE 100 Introduction to Early Childhood Education

EDUC& 115 Child Development

ENGR& 204 Electrical Circuits

ENGR& 214 Statics

ENGR& 215 Dynamics

ENGR& 224 Engineering Thermodynamics

ENGR& 225 Mechanics of Materials

ENGR 240 Applied Numerical Methods