Curriculum Committee

June 4, 2018  
2:30 – 4:00 pm

Building 12 - 120  
**Minutes**

1. Members present: Mike Mixdorf, Barb Peterson (alternate for Bridgette Agpaoa-Ryder), Mary Jane Oberhofer, Greg Ferencko, Kristen Harrison, Craig Cowden, Sherry Cmiel, Tracey Ushman, Jeff Calkins, Darlene Rompogren, Phil Hunter, Scott Davis, Colleen Spezia
2. Consent Agenda: There were no additions to the Consent Agenda, which was approved by consent. It included the minutes from the May meeting and course modifications for ECE 191, ECE 192, ECE 193, PSYC 205, PSYC& 180, PSYC& 200, and PSYC& 220.
3. Approve Agenda: The agenda for today’s meeting was approved with a small change in the order of items (new course PSYC 360 was moved up on the agenda because one of the presenters for this course needed to leave early due to another commitment).
4. New Course

PSYC 360 Health Psychology

Char Gore and Craig Cowden

The motion to approve this course was made by Craig Cowden and seconded by Jeff Calkins. Char Gore explained that this is a new upper-division social science course intended mainly for HIM BAS and Community Health BAS students, and it is also applicable for AA and AS students as well. Pam Costa further explained that this is a course for working professionals with little background in social sciences. The only prerequisite for the course is Statistics, and registration for it is by permission to assure that the BAS students are given priority. Craig Cowden asked if admission into a BAS program should be indicated as a prerequisite. Char replied that the prerequisite could be listed as admission into a BAS program or instructor permission. The motion carried.

1. New Degree Phase 2 – Bachelor of Applied Science in Applied Management

Bachelor of Applied Science in Applied Management Phase 2 Proposal

Bachelor of Applied Science in Applied Management Curriculum

Mary Jane Oberhofer and Char Gore

Jeff Calkins made the motion to approve, with a second by Tracey Ushman. Mary Jane Oberhofer explained that this is an overview of the curriculum for the BAS in Applied Management. This degree has been offered by Peninsula College since 2007, with other colleges offering programs based on it, so the TCC committee in charge of developing this new degree asked for and received permission to use Peninsula College’s outcomes in the development of this new degree at TCC. The course outcomes have not been developed yet because the committee is waiting for comments on the curriculum from two different university reviewers, after which there will likely be changes, and then further changes will likely be made based on preliminary feedback from the State Board in August. Then the program will go to the Board of Trustees in October.

Char also mentioned that a Library representative was included on the development committee to make suggestions on how the library can support this degree, and Mary Jane noted that PLU, Seattle University, and Eastern Washington University have already expressed interest in developing this degree as a pathway to their MBA.

Phil Hunter noted that there was a typo that needs to be corrected in the letter of reference, which incorrectly refers to the HIM degree instead of the BAM degree. He also asked for clarification of “additional courses taken outside of the Associate’s Degree”—specifically, whether this refers to courses beyond the minimum levels within the degree, or courses beyond the 90 credits. Char explained that this does not refer to excess credits; rather, it refers to courses at a higher level than what is required. She said that they would rephrase it to make it clear. The motion carried.

1. New Specialization

Elementary Education Specialization

Matt Anderson

The motion to approve was made by Craig Cowden, with a second by Jeff Calkins. Matt Anderson explained that there used to be a Direct Transfer Agreement/Major Related Program (DTA/MRP) for elementary education, but it was eliminated; thus, this specialization was created to provide a pathway for TCC students wanting to teach at the elementary level. Craig Cowden asked why the Natural Sciences section omits Astronomy as well as Nutrition classes. Matt replied that there was actually no reason to omit these, so they should be included as Natural Science options as well.

Greg Ferencko asked if there was any concern about ENGL& 262, a course that’s offered only once a year, since students may not be able to get into that course in time to complete the pathway. Matt replied that students can select one of those courses listed under Distribution Electives, so they actually have a choice between Art, Music, or English 262, and can pick any of these. The motion carried.

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

Recommend approval of transcription of credit from FEPPS for

ANTH& 210

CHEM& 121

HIST& 148

HIST 244

MATH& 146

MUSC& 105

HIST& 128

Phil Hunter explained that all of the listed courses have gone through review in their respective departments and noted that HIST& 128 had been inadvertently left off the list and needed to be added. He asked for an amended motion to include this course, whereupon Jeff Calkins moved to approve, with a second from Craig Cowden. The question was asked whether the Chemistry curriculum matches what is taught on campus, and the assurance was made that it does indeed match the rigor and expectations of on-campus Chemistry classes. The motion carried.

1. Degree Waiver Petitions
   1. Rache Dixon

This student requested a waiver of the BIOL& 160 course requirement for the Associate of Pre-Nursing degree, based on the fact that she had taken equivalent courses at UNLV. The motion to approve this petition was made by Kristen Harrison and seconded by Jeff Calkins. Mary Jane Oberhofer explained that Julie Benson had signed off on this petition because there is no content in the missed BIOL& 160 course that this student hasn’t gotten elsewhere. The petition was unanimously approved.

* 1. John Steele

This student requested a waiver of the requirement that the multicultural course be separate from the distribution requirements, based on the fact that he not only has three multicultural courses on his transcript but also has enough credits to satisfy the remaining requirements for the AA Degree. The motion to approve this petition was made by Jeff Calkins and seconded by Tracey Ushman. Phil Hunter noted that this student has met the spirit of the Multicultural requirement. The petition was unanimously approved.

* 1. Tawny Labee

This student requested a waiver of the requirement to complete 7 distribution elective credits, based on the fact that she had been misadvised by a TCC advisor, who mistakenly counted her CU 102 class as a Distribution Elective. The motion to approve this petition was made by Craig Cowden, with a second by Tracey Ushman. Craig Cowden stated that this student had met the spirit of the requirement, and Phil Hunter reiterated that it wasn’t the student’s fault; she had been misadvised. The petition was unanimously approved.

1. Committee Membership Changes

Phil Hunter explained that membership on the Curriculum Committee is a three-year commitment, and the members whose three-year terms are up this year are Mary Jane Oberhofer, Craig Cowden, Heather Gillanders, Tracey Ushman, and Darlene Rompogren. All of them will serve for another term except Craig, who will be replaced by Katrina Taylor. Phil expressed gratitude to Craig for his service on the committee, especially his work on Pathways.

Phil also noted that the question of how CC alternates are chosen had come up, and he explained that CC members are responsible for finding their alternates. Alternates do not necessarily serve the same three-year term that CC members do; the length of time that they serve is not prescribed in the CC Manual. Lastly, Jeff Calkins recommended that efforts be made to get more faculty of color on the Curriculum Committee.

1. Committee Vice-Chair

Phil Hunter explained that after the previous meeting, he was asked if the decision on whether the CC should have a vice-chair could be postponed until fall. Thus, this discussion will take place during the October meeting.

1. Provisional Approval Authority

Phil Hunter explained that every June, since the CC does not meet in the summer, the Curriculum Committee has granted the CC Chair the authority to approve any time-sensitive matters that come up during Summer Quarter. Barb Peterson moved to grant said authority to Phil Hunter for Summer Quarter 2018, with a second by Tracey Ushman.

Lastly, Mary Jane Oberhofer expressed her appreciation to Phil Hunter for his service as the Chair of the Curriculum Committee, with resounding and unanimous affirmation by all in attendance.

**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 |
| 9/20/2018 | 9/25/2018 | 10/1/2018 | Spring 2019 | Winter 2019 |
| 10/25/2018 | 10/30/2018 | 11/5/2018 | **Spring 2019\*** | Winter 2019 |
| 11/20/2018 | 11/27/2018 | 12/3/2018 | Summer/Fall 2019 | Winter 2019 |

\*Schedulers begin building Spring classes on 11/2/2018. Proposal originators must coordinate with chairs and deans for Spring 2019 implementation.

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 7/3/2018 11/2/2018

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