Curriculum Committee

February 5, 2018  
2:30 – 4:00 pm

Building 12 - 120  
**MINUTES**

1. **Members Present:** James Mendoza (proxy for Dave Howard), Mike Mixdorf, Bridgette Agpaoa-Ryder, Mary Jane Oberhofer, Marit Berg, Greg Ferencko, Heather Cushman, Craig Cowden, Heather Gillanders, Tracey Ushman, Jeff Calkins, Darlene Rompogren, Phil Hunter, Scott Davis, Colleen Spezia
2. **Consent Agenda:** The Consent Agenda, which included approval of the 12/4/2017 minutes, and recommendations to delete ACCT 102 and ACCT 103 and to modify ACCT 165 and ACCT 175 was approved without changes.
3. **Agenda:** Approved without changes.
4. **New Degrees – Phase 1**

**Bachelor of Applied Science Degree in Applied Management**

Mary Jane Oberhofer moved to support development of the Bachelor of Applied Science Degree in Applied Management, and Jeff Calkins seconded the motion. Mary Jane Oberhofer explained that this is TCC’s third BAS degree, with 26 other community and technical colleges also now offering BAS degrees. These degrees give students who normally might not have access to higher education a chance to obtain a higher credential, hence the effort to expand beyond the health field and offer BAS degrees in other areas. Currently, eight other colleges in Washington offer Applied Management BAS Degrees, but no others in Pierce County do. This degree will allow students from virtually any Prof-Tech program to step into a management role within their Prof-Tech context in fields that previously did not offer Bachelor’s Degrees. There is significant demand on the employer side; currently there are not enough graduates with this type of degree, leaving approximately 1,200 jobs unfilled. A survey of TCC’s current Business, Human Services, Accounting, and Paralegal students showed that there is demand among students as well for this type of degree. Craig Cowden asked if the proposed degree would consist of face-to-face or online classes, and Mary Jane Oberhofer explained that since it aims to serve place-bound and working people, it would probably have hybrid or full-online courses, but that determination will be made in the next (program proposal) phase. This statement of need, if approved, will go to the State Board on February 15 and will be defended in May. The motion carried.

Phil Hunter noted that since the next two items on the agenda are projects incorporating more than just a course, it makes more sense to address them in their entirety; thus, rather than separating the degrees from the course modifications and new course proposals, the Committee will consider each of the following two projects (#5 and #6) as a whole.

1. **AAS Business Degree Review Project**
   1. Modification to the Business AAS Degree
   2. Modification to the Marketing Certificate
   3. Modification to the Management Certificate
   4. Modification to the Entrepreneurship and Small Business Management Concentration
   5. Modification to the Global Logistics Concentration
   6. New course: BUS 260 – Small Business Operations
   7. Modification to LOG 115 – Logistics Security and Risk Management

Mary Jane Oberhofer moved to recommend approval of the modifications to the Business AAS Degree, the Marketing Certificate, the Management Certificate, the Entrepreneurship and Small Business Management Concentration, and the Global Logistics Concentration, as well as the course modification for LOG 115 and the new course proposal for BUS 260. Tracey Ushman seconded the motion. Mary Jane Oberhofer explained that none of the changes are major; most of them involve simply moving courses into other areas. There are no changes in the Customer Service Certificate. In the Marketing Certificate, Retailing Management is being replaced with Social Media for Business because only one of the concentrations requires Retailing Management, whereas all students need to know about social media; this results in a net reduction of two credits for this certificate. In the Management Certificate, classical Accounting is being replaced with the new Introduction to Project Management class in order to keep all the Management classes together in the Management Certificate. The new BUS 260 (Small Business Operations) is being added to the Entrepreneurship Certificate. This makes the number of credits in these two specializations more even: the Global Logistics Concentration had 97 credits, while the Entrepreneurship concentration had only 90; however, with these changes, and with Logistics 115 being changed to three credits, Entrepreneurship is now at 93 credits and Global Logistics at 94.

Phil Hunter asked about the new BUS 260 course, and Mary Jane explained that it entails the application of the material introduced in BUS 160, so it includes more interaction with local businesses, doing projects that require teamwork, and actually coming up with potential business concepts. Tracey Ushman asked if Retailing Management, which is being replaced by Social Media for Business, will be deleted. Mary Jane explained since there are students currently in programs that still require it, the course will be kept on the books for a couple more years. The motion carried.

1. **Chemistry Pathways Redesign Project**
   1. New course: CHEM& 140
   2. Modification to
      1. CHEM& 110
      2. CHEM& 121
      3. CHEM& 161
      4. BIOL& 160
      5. BIOL& 241

Heather Cushman moved to recommend approval of the Chemistry pathways redesign project, including approval of the new CHEM& 140 course and the course modifications for CHEM& 110, CHEM& 121, CHEM& 161, BIOL& 160, and BIOL& 241. Craig Cowden seconded the motion. Katie Gulliford explained that this redesign project was the result of pathways work undertaken to make sure students got into the correct course at the right time. Currently, CHEM& 110 serves three different areas: GenEd, Allied Health, and STEM majors; CHEM& 121 serves both Allied Health and STEM majors; and STEM majors take CHEM& 161, which is General Chemistry. A statewide survey showed that TCC was one of only two schools in the entire state that had a preparatory class for CHEM& 121, which serves Allied Health, and TCC was the only school in the state that had two preparatory courses for General Chemistry. Thus, those three tracks were separated so that CHEM& 110 would serve only GenEd students, CHEM& 121 would no longer have a chemistry prerequisite and would serve only Allied Health students, and CHEM& 161, for STEM majors, would end up with a single prerequisite (CHEM& 140). This would result in some students having one class fewer overall, while others would have two classes fewer. This means changing the prerequisite for Biology 160 (Intro to Cell Biology, which feeds into all the upper level Biology courses) and BIOL 241 (the first quarter of Anatomy & Physiology) to CHEM& 121. This would separate GenEd and Allied Health students into separate tracks.

Phil Hunter asked about the effect this would have on Allied Health programs. Katie Gulliford responded that they had carefully checked to find out what classes were affected, and they had communicated with Allied Health on the changes. Nursing was also notified that pre-nursing students would no longer need to take CHEM& 110. Jeff Calkins asked if they had done due diligence in identifying all courses that would be affected by these changes, and Katie assured him that they had. The motion carried.

1. **New Courses**
   1. **SOC 200 Introduction to Research Methods for Sociologists**

Craig Cowden moved to recommend approval of SOC 200, and Jeff Calkins seconded the motion. Andrew Cho explained that there are many students interested in doing primary research in Sociology, but right now there is no opportunity at TCC for them to do so; thus, if they end up transferring to the UW or other university, their first exposure to a qualitative or quantitative methods class would be at the 400 level. Judy Loveless-Morris added that they talked to people at UW and PLU, who agreed that this new course would help prepare students for the tracks at those institutions by giving them exposure to primary and secondary data as well as qualitative data. Judy also noted that they are working with Yvonne Unnold to try to get SPSS (statistics software), which would give both Sociology and Psychology students the opportunity to gain experience with the SPSS; it also aligns with TCC’s Statway as well. The motion carried.

* 1. **NUTR 250 Nutrition in Healthcare I**

Heather Cushman moved to recommend approval of NUTR 250, with a second from Heather Gillanders. Pattie Green explained that this course is for the Nursing Direct Transfer, which requires just three credits of Nutrition, not five. Also, the learning objectives for Nutrition 101 are not enough to warrant five credits; the nutrition information that the nursing students need can be taught in just three credits. The students will then take Advanced Applied Nutrition (2 credits) in their sixth quarter. Phil Hunter asked for clarification that this is for the Nursing MRP, not the Pre-Nursing MRP degree. Julie Benson explained that the Nursing program currently has the AAST (Associate of Applied Science Transfer Degree), and the state Board has now approved the new Associate Degree in Nursing DTA/MRP degree. For this degree, students would complete 135 credits at the Associate’s Degree level and then 45 additional credits for the Bachelor’s degree. Pattie Green noted that NUTR 101 will not be deleted; many students still take it. This is actually one of the reasons the new NUTR 250 class is being created: right now both Nursing and general students are in the same Nutrition 101 class, which means trying to teach at two very different levels in the same course. The motion carried.

1. **Degree Requirement Waiver Petition - Christopher Walker**

Greg Ferencko moved to grant the petition waiver for Christopher Walker, with a second by Craig Cowden. Greg Ferencko explained that this student had switched from the Associate of Science-Computer Science to an Option A degree, not realizing that the Option A degree requires a separate Multicultural class in addition to those counted among the Distribution credits. Christopher Walker had five Multicultural courses among his Distribution credits, but he didn’t have the one in addition. However, since he did take five Multicultural courses, he should be considered as having met the spirit of the Multicultural requirement. The motion carried.

1. **New Specializations**

Before moving on to the Specializations that are next on the agenda, Phil Hunter gave the Committee an overview of the four different degrees that are included within Washington State’s Associate’s Degrees:

* The Direct Transfer Agreement (DTA) is an agreement between the community and technical colleges and the four-year institutions establishing a degree accepted by the four-year institutions that covers the GenEd courses and gives students Junior-level standing at the four-year institution.
* The Associate in Science agreement (AS-T) has a clear major focus that allows students to arrive at the four-year schools with Junior standing in their major.
* The Associate in Applied Sciences (AAS) is more of a process kind of degree.
* The Associate in Applied Sciences-Transfer (AAS-T) incorporates elements of the DTA and the AS degrees into the AAS degree.

Phil further explained that within the structure of the Direct Transfer Agreement, the state of Washington has also built on additional agreements called Major-Related Programs. Currently the state has eight of these agreements in place. They are additional signed agreements between the Community & Technical College system and a smaller subset of the four-year institutions (currently, TCC has implemented five of these). One of the stated purposes for these MRPs is to reduce the time to completion of a Bachelor’s Degree. The MRPs are focused toward earning a Bachelor’s degree with a very specific major. MRPs require statewide agreements, so TCC cannot create a new MRP; we can only implement the ones that have already been negotiated at the statewide level. What we can do (and are doing), however, is create Specializations (also called “Concentrations” in the Prof-Tech area). Their aim is very similar to that of the MRP: the Specializations guide students toward specific educational goals. Most of the Specializations work that is going on right now at TCC is for the Associate of Arts Option A Degree, which is our implementation of the Direct Transfer Agreement.

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

Marit Berg moved to recommend approval of the Art Specialization, with a second by Tracey Ushman. Marit Berg explained that this specialization is for transfer students who want to concentrate on an art-related field, such as Architecture, Design, Fine Arts, or even Film. TCC offers the foundation courses that these students would take, and they would also be able to choose a specific discipline that they would be moving toward when they got to the four-year university to pursue their Bachelor’s. What’s really important is the inclusion of the Portfolio class (ART 297), which is being changed from one credit to a two-credit class. This is for students planning to apply for a Fine Arts degree at a four-year university, which requires the presentation of a portfolio. The hope is that it will also support an eventual Associate in Fine Arts MRP at TCC. Phil Hunter asked if this Specialization will fit within the structure of TCC’s Option A Degree without adding any credits, and Marit replied that it does not add any credits; the credits will remain at 90. The motion carried.

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

Craig Cowden moved to recommend approval of the Music Specialization, with a second by Jeff Calkins. John Falskow explained that this Specialization consists of 31 credits that fit into the AA Degree. It includes core Music Theory, some performance, and some additional classes that allow students to tailor the degree to their needs. It is different from the AM Degree, which is a much more rigorous DTA-MRP Degree with 104 credits. Jeff Calkins asked if there was any concern that this Specialization would draw students away from the AM Degree. John replied that he did not see this as a concern; rather, it provides an option for students who need something more affordable or who are vacillating on how much they want to do, or who just want to minor in music or possibly go right into the workforce in the music field, working for a performing arts organization, for example. The motion carried.

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

Craig Cowden moved to recommend approval of the Anthropology Specialization, with a second by Mary Jane Oberhofer. Elizabeth Fortenbery explained that there are four main fields in anthropology, each of which is represented by one of the four core courses identified for students. TCC requires only three of them as part of the specialization because the various transfer institutions differ in which three they consider the most important. This Specialization includes the three core and one elective, along with a Math class because Statistics is required by many four-year schools. Phil Hunter mentioned that there are some universities where students who take a survey course in their major are not allowed to count it toward their degree and asked Elizabeth if she had encountered that. Elizabeth replied that she had not; rather, students are usually allowed to apply one 100-level ANTHRO course toward their major as one of the electives. The motion carried.

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

Jeff Calkins moved to recommend approval of the Sociology Specialization, with a second by Tracey Ushman. Andrew Cho explained that this Specialization includes SOC 101, which is the Introduction to Sociology that all of the transfer institutions accept, three different foundation courses that students have the option of choosing, and a Statistics class. Judy Loveless-Morris added that UWT added a Sociology minor this year, which has been so successful that there is a likelihood that it will turn into a Sociology major shortly, so UWT faculty are excited about the this new Specialization at TCC. The motion carried.

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

Tracey Ushman moved to recommend approval of the Political Science Specialization, with a second by Jeff Calkins. Katrina Taylor explained that there is a lot of diversity among transfer institutions in terms of what counts toward Political Science degrees. At TCC, students have some flexibility in choosing among the core courses, and there is a more in-depth Specialization elective that gives insight into how Political Science can be applied to the important issues. The Math requirement encourages Statistics but also acknowledges that students going to UW-Seattle may need other Math to meet the requirements there. Tod Treat commented that we should try to keep the Pathways as open as possible, and not restrict them because of UW-Seattle; if other public universities are OK with it, we should probably be OK with it as well, because a lot of students would be well served by other options. We could just add an asterisk on the advising sheet to notify students that there might be another requirement if they plan to transfer to UW-Seattle. Phil Hunter noted that the reason this was being brought up is that two pre-calculus classes are required in order to get to Math 151, and a student who completed the pre-calculus but stopped at the Math 151 would likely end up having to request a waiver to get this Specialization. He suggested that rather than doing it on a waiver basis, we could just open it up right up front. Katrina replied that she didn’t have an issue with that, but the problem is that if students who are not going to UW-Seattle take pre-calculus, they will probably end up having to take an additional Statistics class. Phil Hunter suggested that this Specialization could be brought back for amendment later to clarify this, and Tod Treat agreed, emphasizing that the Curriculum Committee should be mindful of these kinds of issues because we want the pathways to be as open as possible for as many students as possible so that as many complete as possible, knowing that some will choose Central, some will choose UW-Seattle, and some will choose a private institution. The motion carried.

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

Heather Gillanders moved to recommend approval of the History Specialization (with the removal of “MRP” from the Proposal), with a second by Jeff Calkins. Bernard Comeau explained that in History a number of subfields are recognized, depending on the institution. However, unlike most other Social Sciences, there is no Intro course, though every 4-year institution does recognize U.S. History, European History, and either Non-Western History (which in some schools gets broken down into Latin American History or African and Middle East History) or East Asian History. All of the schools also require students to take a certain number of courses in a certain number of subfields (usually two or three). Given that, the best preparation for students to transfer as Juniors is to take TCC’s full sequence of U.S. History and World Civilization courses, which are all 100-level Common Course Numbered courses. The motion carried.

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

Tracey Ushman moved to recommend approval of the Literature Specialization (with the removal of “MRP” from the Proposal), with a second by Jeff Calkins. Allen Braden explained that this is a 25-credit specialization. Four out of the six classes are the broadest surveys that TCC offers (they are all Common Course Numbered courses), and then there are five credits left over for offerings that are narrower in focus. Jeff Calkins asked if these classes are offered sequentially Fall-Winter-Spring only or if they can be taken out of sequence, and Allen Braden replied that they can be taken in any order since they do not build on each other, but TCC offers them sequentially (each class once a year, not every quarter). Phil Hunter noted that the course proposals for the two British Literature courses are still in the queue to be changed to what’s listed in this proposal, so this proposal, if approved, will be implemented after those changes are made. The motion carried.

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

Craig Cowden moved to recommend approval of the Spanish Specialization (with the removal of “MRP” from the Proposal), with a second by Jeff Calkins. Yvonne Unnold explained that this Specialization is fairly straightforward since first- and second-year Spanish courses are needed in order to prepare for taking third-year Spanish upon transfer as a Junior. Phil Hunter asked whether students who place into a higher Spanish level via the CLEP test would receive college credit for the classes they skip. Yvonne replied that the CLEP allows students to skip levels in TCC’s Spanish and German sequences, but it does not award college credit for the skipped levels. Colleen Spezia noted that the CLEP does issue an official transcript. Phil Hunter then asked about Milestones, and Colleen explained that Milestones are used to meet the prerequisite, but students don’t get college credits for them. Phil then brought up a concern that the Specialization does not include language clarifying that students do not need to take the lower-level courses if they’ve placed into the upper-level courses, and Yvonne offered to add language to that effect. Phil then asked what minimum number of courses would be required in order for a student to be awarded this Specialization; for example, would a student who places into a high level of Spanish and needs just Spanish 223 be eligible to receive this Specialization, despite having taken just one class? Yvonne responded that the student would because the point is not that they accumulate credits but that they acquire the skills and are ready to transfer at Junior level. Greg Ferencko noted that since this Specialization is layered over the Option A degree, students would still need to meet the residency and other degree requirements. Tod Treat asked why this Specialization includes just the language sequence and no Spanish literature classes. Yvonne Unnold responded that in order to read literature in Spanish, students need to be beyond second-year level; and since this Specialization is just the first two years of language study, students at this level do not have the language proficiency to take Spanish literature classes. Phil Hunter noted that this Specialization still needs to clarify the credits versus proficiency issue, and Yvonne requested that the Specialization be approved now, with the understanding that she would come back to the Committee with a modification clarifying this in the near future. The motion carried.

* 1. **World Languages Specialization (AA – Option A)**

Bridgette Agpaoa-Ryder moved to recommend approval of the World Languages Specialization (with “MRP” removed from the Proposal), with a second by Jeff Calkins. Yvonne Unnold explained that this Specialization requires students to complete the second year of Spanish and the first year of one of the other languages that TCC offers. Craig Cowden asked if students could CLEP out of the second year of Spanish, and Yvonne replied that they could. Mary Jane Oberhofer asked why this focuses on just Spanish, Chinese, German, & Japanese and not French, Arabic, or other languages. Yvonne explained that enrollments currently are not strong enough for TCC to be able to offer second-year classes in these languages; however, work is under way to draft an articulation that will allow TCC students to complete the second year of German at PLU while completing their other language courses at TCC; this would allow students to choose German plus another language. Colleen Spezia noted that sometimes students transfer in languages that TCC does not offer, so we need to address that possibility as well. Tod Treat suggested that the wording could be made more flexible so that if offerings change in the future, the Specialization wouldn’t have to be rewritten; it could be worded to require a year of 200-level courses in one language and a year of 100-level courses in a different language, without specifying the languages. Yvonne agreed and added that the languages currently being offered could be specified in a separate advising sheet. Bridgette Agpaoa-Ryder suggested that the Committee approve the Specialization as it is now, with the understanding that it would be revised to reflect this flexibility. Yvonne said that she would bring the revision before the Committee at the next meeting. The motion carried.

**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