Curriculum Committee

October 2, 2017  
2:30 – 4:00 pm

Building 12 - 120  
**Minutes**

1. **Members present:** Dave Howard, Mike Mixdorf, Bridgette Agpaoa-Ryder, Mary Jane Oberhofer, Marit Berg, Greg Ferencko, Jon Armel, Heather Cushman, Craig Cowden, Heather Gillanders, Tracey Ushman, Kristina Young, Darlene Rompogren, Phil Hunter, Colleen Spezia, Mary Knutson, Carroll Ferguson, Wayne Mask
2. [**Consent Agenda**](https://testtacomacc.sharepoint.com/sites/curriculumcommittee/_layouts/15/guestaccess.aspx?guestaccesstoken=no0E9qP1W9hXWtKlvD3vLdY3KuAIzieZzGVvt60OYkE%3d&docid=2_18ed436bd1e76471fbd0435b72b144466&rev=1)**:** The Consent Agenda was approved without changes. It included the June CC meeting minutes, the course modifications and deletions submitted for this meeting, and a student’s petition for a degree waiver.
3. **Approval of Agenda:** The Agenda was approved without changes.
4. **New Course** **POLS& 201 - Introduction to Political Theory (Katrina Taylor / Craig Cowden):** Craig Cowden moved to approve, with a second from Dave Howard. Katrina Taylor explained that this course will increase TCC’s offerings of Political Science transfer credits. The motion carried without discussion.
5. **New Degree, Phase 1, Associate of Applied Science in Allied Health – Transfer (Char Gore/ Bridgette Agpaoa-Ryder):** Bridgette Agpaoa-Ryder moved to approve, with a second from Dave Howard. Char Gore explained that this degree is designed to give students who want to enter selective entry programs a pathway to a degree with specific transfer articulation not only for TCC but also for Central, Eastern, and UWT. It will allow Workforce students to participate, and it will also allow students to earn certificates as they progress toward the degree. The motion to approve Phase 1 was approved; the CC will vote on Phase 2 at the November meeting.
6. **Modified Distinction Pathway - Honors Distinction Pathway (Kristina Young):**

Kristina Young moved to approve changes in the Honors Distinction Pathway; Heather Gillanders seconded. Kristina explained that the change in the Honors Distinction Pathway involves moving from a 21-to-25-credit fully class-based model to a 4-class model with a co-curricular capstone requirement; this will allow greater flexibility while reducing the number of credits required for completion. This type of co-curricular model is used in a variety of honors programs around the country. The motion carried.

1. **Governance Framework:** At the Curriculum Committee Retreat, the participants discussed establishing a [Governance Framework](https://testtacomacc.sharepoint.com/sites/curriculumcommittee/_layouts/15/guestaccess.aspx?guestaccesstoken=VLsL8qAN0zUe4PgrbnkSb3XReS1q0dDU0bgAyk52H0M%3d&docid=2_118d711f666d640e187d4c80134004af4&rev=1). Phil Hunter incorporated the retreat participants’ suggestions in creating the Governance Framework for the Curriculum Committee to consider. Tracey Ushman moved that the committee adopt this Framework, with a second from Heather Gillanders. Mary Jane Oberhofer noted that the Framework does not mention concentrations, which are used in Prof/Tech programs; Phil Hunter explained that the Framework uses the term ‘specializations’ which are essentially the same as concentrations. The motion carried without further discussion.
2. Course Proposal Tool

At the Curriculum Committee Retreat, the participants discussed a [Course Proposal Tool](https://testtacomacc.sharepoint.com/sites/curriculumcommittee/_layouts/15/guestaccess.aspx?guestaccesstoken=Q4jdBBBCBjHm2iHbi7eGJrSCxQbJt9jztU6r%2bXAUteE%3d&docid=2_10edff54b718b410ba5c4c2bc2b00c8cb&rev=1) for faculty, programs, and departments to use during the development of course proposals. The question now before the committee is whether we wish to adopt this tool. Craig Cowden moved that the committee adopt this tool, with a second from Tracey Ushman. Mary Jane Oberhofer moved to amend the guidelines to indicate that the minimum passing grade is D, with a second from Dave Howard. There was some discussion of how the “S” grade would figure into this; Phil Hunter will follow up on this question. The motion carried.

Mary Jane Oberhofer further moved to amend the Course Proposal Tool to require that if a course is cross-listed with another course, the agreement documents must be attached to the proposal in Curricunet; Craig Cowden seconded the motion. The motion carried without discussion.

Mary Jane Oberhofer also moved to amend the Course Proposal Tool to require that each course outcome be tied to at least one program outcome, but the motion died for lack of a second. The committee then returned to the original motion to adopt the proposed Course Proposal Tool for use by the Curriculum Committee. The motion carried, with a final recommendation from Phil Hunter that the committee members share this tool widely among faculty within their respective areas.

1. [**Specializations**](https://testtacomacc.sharepoint.com/sites/curriculumcommittee/_layouts/15/guestaccess.aspx?guestaccesstoken=FhonbLXFGKMHJoVjyVrWLIrbR4ORPgpTljwRn2CZVMc%3d&docid=2_11bd23a37d6a14da2be7b448201630ae0&rev=1)**:** Phil Hunter suggested that the Curriculum Committee assume a governance role with regard to specializations and establish standards for specialization proposals as well as an approval process. Dave Howard made the motion, with a second from Tracey Ushman. The motion carried without discussion.

Phil Hunter further suggested that the Committee adopt a set of guiding principles for Specializations. Craig Cowden made the motion, with a second from Tracey Ushman. The motion carried.

Another suggestion from Phil was that the committee adopt a process for approving Specializations. The motion was made by Heather Gillanders, with a second from Tracey Ushman, to adopt a Specialization Approval Process, run a couple of specializations through it, and then revisit it to make sure it works. Phil also suggested that the specializations be reviewed by someone not involved in its creation, such as Colleen Spezia, who could review the courses listed for each specialization to make sure they fit into the degree. Colleen noted that she would need to talk to Betsy Abts about it but did not see any issue with it since they already do something similar when they deal with degree applications. The motion carried.

Lastly, Phil Hunter suggested adopting a template for specialization propopsals. Tracey Ushman moved that the Specialization Proposal Template created by Phil based on the degree template be adopted for use by the Curriculum Committee, with a second from Heather Gillanders. To streamline the process, there will be no Phase 1 & 2 for this. Tod Treat noted that the template didn’t contain any assurance that the total credits of any given specialization will be equal to those of the underlying degree—that is, there is nothing in the form to prevent credit-hour inflation. Phil Hunter responded that step 3 in the approval process, Compliance Verification, would ensure that that wouldn’t happen since verification would be built into the process. The motion carried.

Craig Cowden will bring forward two specializations (Psychology and Sociology) that will be used to test-drive the specialization proposal process. Phil Hunter noted that the Committee will hold off on step 5 in the specialization template (“attach approved advising documents”) because the Committee last spring talked about establishing a task force to develop a template and process for advising because of the number of degree requirement waivers coming before the Committee that were a direct result of using advising documents that had errors in them. Since Advising is currently busy looking for a new Director of Advising, Phil proposed that the Committee hold off on developing the advising template while still moving forward on the process.

1. [**Transfer Degree Review**](https://testtacomacc.sharepoint.com/sites/curriculumcommittee/_layouts/15/guestaccess.aspx?guestaccesstoken=EbIqQtYmILNcitYNNp08Llfhjb%2bJupj4XeUSLa5nFSc%3d&docid=2_133b806e15e8a490c83b22bcee7fc352a&rev=1)**:** Phil Hunter asked the members if the Committee should undertake a review of TCC’s transfer degrees to make them a more cohesive package. The members expressed agreement that the Committee should indeed do this. Marit Berg moved that the Committee undertake the task of Transfer Degree Review, with a second from Craig Cowden. The motion carried.

Phil then recommended forming a task force to work on the Transfer Degree review process, bringing in people from across the campus to represent their areas. He suggested having people who can represent Communications (Written and Oral), Math & Computer Science, Associate of Music, Associate of Fine Arts, Social Sciences, Natural Sciences—Associate of Biology and Associate of Science, PE, Nursing (Associate of Pre-Nursing and Associate of Nursing), and Associate of Business degrees. He also suggested including someone at the Dean level as well as possibly someone from Transitional Studies, and he asked whether a student should also be included, for a total of ten to eleven people. Phil recommended starting with the DTA degrees and the Associate of Science degrees. Char Gore suggested including someone from Advising as well, but Phil noted that this might be difficult since Advising is so short-staffed right now. Craig Cowden moved to create a Transfer Review Process Task Force; Kristina Young seconded. The motion carried.

Phil noted that members of the Curriculum Committee could serve on this task force, or they could nominate others who could represent their area. Heather Cushman volunteered to represent Natural Sciences, Associate of Biology, & Associate of Science. John Falskow was nominated for the Humanities, Associate of Music, & Associate of Fine Arts degrees. Bridgette Agpaoa-Ryder and Julie Benson were recommended to represent Prof/Tech & Nursing, especially since Julie could do double duty as someone at the Dean level. Phil asked about the idea of adding a student to the task force. Receiving no response, he suggested that the members think about it. Craig Cowden will talk to the Social Sciences faculty to figure out a designate, and Darlene Rompogren will reach out to Transitional Studies faculty for a volunteer.

Lastly, Dave Howard moved that the task force be given the initial scope that Phil Hunter indicated when he introduced the idea of Transfer Degree Review, and that the task force members be allowed to determine the further scope of the work as they saw fit. Heather Cushman seconded, and the motion carried.

1. **“Parking Lot”:** A “Parking Lot” where participants jot down and post ideas that are valuable but not pertinent to the discussion in the moment was used at the retreat. It was very successful there, so Phil decided that this idea could also be used at Curriculum Committee meetings. He will bring Post-It notes and markers to the next meeting for that purpose.

12. **Adjournment:** There being no further items for discussion, Phil called for a motion to adjourn. The motion was made by Dave Howard and seconded by Heather Gillanders. The motion carried, and the meeting was adjourned at 4:00.

**Proposal Timetable**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tacoma Community College**  **Curriculum Committee Calendar**  **2017 – 2018** | | | | |
|  | | | **Implementation Quarter** | |
| **Proposals**  **Agenda Ready** | **Agenda**  **Published** | **Meeting** | **ctcLink**  **Catalog Items** | **Non-ctcLink**  **Catalog items** |
| 9/25/2017 | 9/26/2017 | 10/2/2017 | Spring 2018 | Winter 2018 |
| 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 |  | Spring 2018 |
| 2/23/2018 | 2/27/2018 | 3/5/2018 |  | Spring 2018 |
| 3/16/2018 | 3/20/2018 | 4/2/2018 |  | Summer/Fall 2018 |
| 4/27/2018 | 5/1/2018 | 5/7/2018 |  | Summer/Fall 2018 |
| 5/25/2018 | 5/29/2018 | 6/4/2018 |  | Summer/Fall 2018 |

Non-ctcLink Catalog Items include Course Outcomes.

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:

Winter 2018 Spring 2018 Summer/Fall 2018

Start Building Classes 7/12/2017 12/1/2017

Schedule goes live 9/15/2017 1/15/2018