Curriculum Committee

November 5, 2018 2:30 – 4:00 pm

Building 12 - 120

**Minutes**

**Members Present:** Dave Howard, Mike Mixdorf, Barb Peterson, Annalee Rothenberg, Marit Berg, Heather Cushman, Katrina Taylor, Heather Gillanders, Jeff Calkins, Darlene Rompogren, Phil Hunter, Amunoo Tembo, Amber Brock, Colleen Spezia, Mary Knutson

1. **Consent Agenda:**  There were no changes to the Consent Agenda, which included the minutes of the October 1 meeting; course revisions in HIM, DMS, and SOC; course description updates for ENGL/ 085 and ENGL/ 095; and deletion of five NURS courses. Specifically, the Consent Agenda included the following actions:

Motion: To recommend approval of modifications to the following HIM courses:

 HIM 310 - Data Governance

 HIM 320 - Healthcare Privacy, Confidentiality, and Security

 HIM 330 - Revenue Cycle Management

 HIM 350 - Health Information Systems Analysis and Design

 HIM 420 - Human Resource Management and Leadership

 HIM 430 - Data Analytics

 HIM 440 - Organizational Management in Healthcare

Motion: To recommend approval of modifications to the following DMS courses:

 DMS 101 - Sonography Lab I

 DMS 102 - Sonography Lab II

 DMS 103 - Sonography Lab III

 DMS 105 - Ultrasound Cross-Sectional Anatomy

 DMS 110 - Pathophysiology I

 DMS 111 - Pathophysiology II

 DMS 120 - Abdominal Sonography

 DMS 121 - Small Parts and Superficial Structures Sonography

 DMS 122 - Gynecology and Obstetrics I

 DMS 123 - Gynecology And Obstetrics II

 DMS 125 - Advanced Sonography

 DMS 130 - Ultrasound Physics and Instrumentation I

 DMS 131 - Ultrasound Physics and Instrumentation II

 DMS 140 - Patient Care and Scope of Practice

 DMS 150 - Introduction to Clinicals

 DMS 151 - Ultrasound Clinical I

 DMS 160 - Clinical Seminar I

 DMS 175 - DMS Orientation

 DMS 250 - Ultrasound Clinical II

 DMS 251 - Ultrasound Clinical III

 DMS 252 - Ultrasound Clinical IV

 DMS 260 - Ultrasound Seminar and Critique II

 DMS 261 - Ultrasound Seminar and Critique III

 DMS 270 - Sonography Registry Review

 DMS 299 - Clinical Independent Study

Motion: To recommend approval of modifications to

SOC 238 - Sociology of Latinx Americans.

Motion: To recommend approval of modifications to the following ENGL/ courses:

ENGL/ 085 - Academic Reading and Writing I: Foundations

ENGL/ 095 - Academic Reading and Writing II: Threshold

 Motion: To recommend deactivation of the following Nursing courses:

 NURS 231 - Seminar in Care Management

 NURS 232 - Nursing VI: Preceptorship-Manager of Care

 NURS 233 - Preparation for RN Licensure

 NURS 243 - Nursing Focus VI: Trends and Issues

 NURS 263 - LPN TO ADN Articulation (Bridge - Entering Level IV) Lab

The Consent Agenda was approved.

2. **Approve Agenda:** The agenda for today’s meeting was approved with the Nursing Course Modifications moved to item #8 and the EMC course change moved to #4.

3. **Equity Minded Pedagogy and Curriculum Goal (progress report):**  Bringing equity into our discussions of pedagogy and curriculum is a goal that the Curriculum Committee set for itself at the October meeting. Bridgette Agpaoa-Rider, Heather Gillanders, Amunoo Tembo, and Phil Hunter have been working on arranging some training on this. The Pathways Pillar leaders have expressed interest in participating in the training as well, so the team is working to coordinate with them as well as with the Equity and Diversity Council to offer a one-day retreat, which the CC members can attend as well.

4. **EMC course change to create a separate lab course (Spring 2019 implementation):**

* **EMC 110 - Emergency Medical Technician Basic** (course modification)
* **EMC 111 - Emergency Medical Technician Lab** (new course)

Barb Peterson moved to approve the modification to EMC 110 and the creation of EMC 111, with a second by Analee Rothenberg. Melissa Stoddard explained that EMC 110 is currently run as a ten-credit block with the lab embedded in it. The modification and new course creation will increase the didactic portion of the class to ten credits and separate the lab portion out into a new course to be taken concurrently as a co-requisite. The lab will be graded S/U. The motion carried.

5. **BAS in Health Information Management Degree Modification:** Jeff Calkins moved to recommend approval of this degree modification, with a second by Dave Howard. Corinne Jarvis explained that this modification is to add two courses as electives and allow students to use financial aid. This is intended for students who do not have an HIM professional working background or have not completed the HIT program. Another addition is HIT 179 and HIT 279, one credit each, repeatable one-hour discussion courses on ethics in health care. The motion carried.

6. **EAP course changes to align with AESL:**

* **EAP 085 - Introduction to Reading, Writing, & Grammar**
* **EAP 095 - Reading, Writing, & Grammar I**

Darlene Rompogren moved to recommend approval of these modifications for Summer 2019 implementation, with a second from Heather Gillanders. Darlene R explained that EAP 085 and EAP 095 are being changed from 14 credits to 15 credits to align with the AESL courses that they are now combined with. The motion carried.

7. **RS Update:**

Spring 2019 implementation

Modification to

* **RS 109 - Radiation Physics II**

Creation of new courses

* **RS 280 - Computed Tomography**
* **RS 290 - Radiography Registry Review**

Barb Peterson moved to approve the course modification and the new course, with a second from Dave Howard. Mike Mixdorf explained that the modification to RS 109 changes the course from 5 to 4 credits because some material is being moved to another course and obsolete material is being removed. RS 280 is part of the Radiography program; it is a lecture course with a small lab component. RS 290 is an online review containing modules with questions and answers for students preparing to take the national certification exam. The motion carried.

8. **Nursing Course Modifications to Implement Change from AAS-T Nursing Degree to Associate of Nursing (DTA/MRP) Degree**:

Summary Document: Nursing DTA course proposal summary for Nov 2018

Course Modifications:

* **NURS 101 - Health & Illness Level 1**
* **NURS 102 - Health & Illness Level 2**
* **NURS 103 - Health & Illness Level 3**
* **NURS 115 - Skills and Assessment Lab I**
* **NURS 116 - Skills and Assessment Lab II**
* **NURS 124 - Clinical Simulation III**
* **NURS 153 - Pharmacology I**
* **NURS 154 - Pharmacology II**
* **NURS 155 - Pharmacology III**
* **NURS 181 - Professional Concepts I**
* **NURS 192 - Clinical II**
* **NURS 193 - Clinical III**
* **NURS 201 - Health & Illness Level 4**
* **NURS 202 - Health & Illness Level 5**
* **NURS 226 - Clinical Simulation IV**
* **NURS 227 - Clinical Simulation V**
* **NURS 228 - Clinical Simulation VI**
* **NURS 234 - Transition to Practice: Seminar**
* **NURS 244 - Preparation for the Natl Council Licensing Exam**
* **NURS 256 - Pharmacology IV**
* **NURS 257 - Pharmacology V**
* **NURS 286 - Professional Concepts VI**
* **NURS 294 – Clinical IV**
* **NURS 295 – Clinical V**
* **NURS 296 – Transition to Practice: Clinical**

Barb Peterson moved to recommend approval of the modifications to these NURS classes, with a second by Heather Gillanders. Since Julie Benson was not present, Mike Mixdorf explained that Julie had given him some information about these courses in case she wasn’t able to make it to the meeting. She also attached a summary of the proposed changes when she submitted the proposal. This is basically an update of all NURS classes (with the exception of adding a Nutrition class). It is a revision of prerequisites, course descriptions, and learning outcomes, as well as moving credits to different levels, for Spring Quarter implementation. Phil Hunter noted that there are four course deletions in the list; those will come before the committee later. There was some concern over the use of the verbs “discuss” and “anticipate” in two of the courses; Phil asked the Committee members if they were comfortable with having a discussion about these concerns after the vote, and the members indicated that they were. Barb Peterson moved to recommend approval of the modifications to these 25 NURS classes, with a second by Jeff Calkins. The motion carried.

9. **Degree Waiver Petition from Bailey Jones:** This petition to waive the Multicultural requirement was accompanied by a letter of support from Jeff Engle, the student’s advisor. In advising this student, Jeff was not clear on which Psychology class she should take, with regard to the Multicultural component. After the fact, Jeff discovered that the student had taken PSYC 220, which has no multicultural component. After this petition was submitted, the student was admitted to the UW School of Pharmacy (that admission is not contingent upon this decision). Phil Hunter and other Committee members noted that this would be setting a significant precedent, with Dave Howard and other members expressing concern that such a precedent could have important consequences. The Committee voted not to recommend approval of this petition.

10. **Calendar:** The Curriculum Committee does not meet in January. The Summer/Fall class build begins on February 4, the day of the February meeting. Phil Hunter suggested that the Committee meet briefly in January, limiting the discussion to just the proposals for Summer and Fall classes in order to move those through, and if there are none, the Committee will not meet. If we do not allow Summer/Fall proposals at the February meeting, this would mean any proposals would need to be in before Winter break; so the CC will plan to allow Summer/Fall proposals through the February meeting provided the originators, chairs, and deans coordinate for implementation after the class build has begun. Barb Peterson suggested that the Committee give the Chair the authority to make provisional approvals and then report on them at the February meeting. Another option suggested by Barb is that the Committee could vote by email (a precedent exists for this). It was finally decided that a provisional meeting will be called if any Summer/Fall proposals come through, so the Committee members should plan for a short meeting on January 7.

11. **Updating LWC to ICD on Program Outcomes (informational item):** Heather Gillanders explained that 2016-17 was a meta-assessment year in which TCC’s two assessment committees looked at all of our processes and procedures. One of the outcomes of that assessment was to tweak the Degree Learning Outcomes. For the most part, these were just minor changes in language, but there was one major change: Living and Working Cooperatively became Intercultural Collaboration & Diversity. The reason for bringing this to the Committee’s attention is that this has not been updated in CurriQunet, which still has Program Learning Outcomes that are mapped to LWC instead of ICD. Phil Hunter also did a search of the College Catalog, and some of the PLOs in it still link to LWC, so that needs to be updated as well. Heather Gillanders will email the faculty to make them aware of this.

12. **Other business:** Phil noted that since Heather Gillanders was elected as the Vice-Chair of the Curriculum Committee, with Amunoo Tembo as Co-Chair, the three of them have been meeting regularly to make changes in CurriQunet, and they have also decided to migrate from using Office 365 to Canvas for documents.

Char Gore volunteered to put Phase 2 of the IT degree in CurriQunet when it comes through in December or January. Phil Hunter requested that she put it on paper.

The meeting was adjourned at 3:20.