Curriculum Committee

January 7, 2019  
2:30 – 3:30 pm

Building 12 - 120  
**Minutes**

**Members Present:** Mike Mixdorf, Bridgette Agpaoa-Ryder, Annalee Rothenberg, Greg Ferencko, Heather Cushman, Katrina Taylor, Heather Gillanders, Phil Hunter, Amunoo Tembo, Amber Brock, Mary Knutson, Darlene Rompogren, Kristina Young, Jeff Calkins

1. **Approve Agenda:** The Agenda was approved without changes; there was no Consent Agenda for this meeting.
2. New Course – Cross Listed with CHP 360

Char Gore

**CHP 260 Global Health** (Spring 2019 Implementation)

Heather Gillanders moved to recommend approval of CHP 260, with a second by Katrina Taylor. Char Gore was unable to attend today’s meeting, so Phil Hunter provided the course information in her stead. He explained that CHP 260, which has the same content as CHP 360, was created because of TCC’s tuition structure: A non-BAS student taking CHP 360 could end up paying more tuition than a BAS student taking the same course; creating the CHP 260 course will lower the tuition for non-BAS students taking this course. This is similar to what some universities do when they co-list a course as both a 400-level undergraduate course and a 500-level graduate course. Annalee Rothenberg asked if the student cohort would be unified, and Phil replied that the students would all be in the same cohort. The motion carried.

1. **HIM BAS Program Update**

Corinne Jarvis

Modified BAS Degree:

**Bachelor of Applied Science in Health Information Management**

New Course:

**HIM 301 Foundations in Health Information**

Heather Gillanders moved to recommend approval of both the HIM BAS degree modification and the new HIM 301 course, with a second from Mike Mixdorf. Corinne Jarvis explained that this BAS was originally designed for students who came through the HIM pathway and thus had fundamental knowledge of HIM, but since that was changed, roughly 50% of current students have come through the HIT path, causing many of them to struggle with basic HIM concepts. This course was designed to help those students; it will also help students who came through the HIM path more than a few years ago, who may be missing important information due to how rapidly things change in this field. The motion carried.

1. Modified Course

Prerequisite Alignment

Allison Muir

**ABE 069 HS21+ Portfolio Class** (Spring 2019 Implementation)

Katrina Taylor moved to recommend approval of the course modification for ABE 069, with a second by Heather Gillanders. Allison Muir explained that the modifications to this course are in prerequisites and class size. ABE 069 is for students to get high school completion credits by creating a profile that demonstrates competency in a required subject. Because the students’ work is very individualized, this course can be a heavy load for the instructor if there are 19-plus students in the class; this is why the cap is being lowered. As for the prerequisite, TCC used to have six levels of ABE as designated by Federal guidelines, but because students would often stall out due to the numerous levels, TCC’s program combines these six levels into two classes. Level 4 straddles these lower level and higher level ABE classes, but experience has shown that students’ literacy skills need to be a bit higher for portfolio work because so much of that work is independent; thus, the prerequisite is being changed from level 4 to level 5.

Annalee Rothenberg, noting that TCC used to have a Portfolio class where the Chair of the involved department would review each portfolio to determine if the student’s work merited outside credits, asked why a new Portfolio class was needed. Allison replied that the other Portfolio class was for college-level credits; the ABE Portfolio class is specific to high school competencies.

Bridgette Agpaoa-Ryder asked about the number of students involved. Allison explained that not every HS21 student needs the portfolio class; TCC awards high-school completion credits only in electives, Fine Arts, Washington State History, Health, and PE, so the Portfolio class would serve just those students. There are approximately 20 to 30 students who might need a Portfolio class each quarter, which would mean two class sections. The motion carried.

1. Modified Course

Prerequisite Alignment

Rebecca Sliger

**ENGR& 214 – Statics**

Phil Hunter handed the gavel over to Heather Gillanders for this agenda item so that he could step into the role of department representative to explain the rationale for the proposed changes. The motion to recommend approval of the course modifications for ENGR& 214 was made by Heather Cushman and seconded by Jeff Calkins. Phil explained that this course is required for every Engineering student but has historically been offered only once a year, with its two prerequisites, Physics 221 and Calculus 3, also offered only infrequently. Because of these infrequent course offerings, Engineering advisors and faculty were reluctant to prevent students from taking ENGR& 214 regardless of how well prepared they were, causing many students to struggle in the course. This course is now offered twice a year, with the prerequisite courses offered either every quarter or every quarter except in the summer. Thus, there is no longer any reason to allow students to take this course when they’re not adequately prepared for it, so the proposal is to increase the prerequisites by no longer allowing concurrent enrollment in Physics 221 and by requiring Calculus 3 rather than Calculus 2. This way, students will be much more successful not only in this course but also in their other coursework, which may improve retention for those students as well.

Jeff Calkins asked why the prior situation was allowed to persist when it wasn’t very effective.

Phil explained that was difficult to say no to a student who needed to take ENGR& 214 in the fall who had finished Physics 221 but hadn’t taken Calculus 3, or a student who had completed Calculus 3 but wanted to co-enroll in Physics 221 and ENGR& 214, because otherwise that student would have had to wait an entire year to begin the program when there was a reasonable chance that the student could actually end up succeeding. The motion carried.

1. Modified Courses

CU Curriculum Update

Mary Jane Oberhofer

**CU 102 - Word I**

**CU 103 - Excel I**

**CU 104 – PowerPoint**

**CU 105 - Word I & Excel I**

**CU 108 – Outlook**

**CU 110 Access I**

**CU 202 - Word II**

**CU 203 - Excel II**

**CU 210 - Access II**

Bridgette Agpaoa-Ryder moved to recommend approval of the updates to these nine CU courses, with a second from Jeff Calkins. Mary Jane Oberhofer explained that these standard computer courses, all tied to Microsoft products such as Word and Excel, haven’t been updated since 2010. Since that time there has been significant change in what employers want from students who have taken these courses; particularly they want students to be able to get the Microsoft Office Specialist Certification. The old MOUS Certification that is mentioned in the previous course proposals doesn’t exist anymore, so the course objectives have now been tied to the new MOS Certification tests appropriate to each level of the courses. Mary Jane further noted that TCC began offering MOS Certification testing on campus two years ago, providing the tests for free through the Workforce Office in Building 8, where the tests are offered three or four times a quarter. The motion carried.

1. Bachelors of Applied Science in Applied Management Curriculum  
   Background:

At the June 2018 meeting, the Curriculum Committee recommended approval of the Bachelors of Applied Science in Applied Management degree. The [BAS in Applied Management Phase 2 Proposal](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/ETpQpz1OcwpImE5-Pfzgu9kB1WAiWVTVeahDsjxKkW8yNA?e=cQKc1j) and the [proposed curriculum submitted at the June 2018 meeting](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/Ef9YatMAep1Igd5MylZZzPMBue2gisA4nb0lZw4KrjJK8Q?e=aVmikc) are attached as reference. An [updated summary of the proposed curriculum](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/EcI3Xk0AyENIqUammCx6TMAB5Mo9XctbZVbn9mZVDHCPmA?e=EpPQlV) is also attached.

Mary Jane Oberhofer

New Courses

**BUS 300 Foundations of Management Theory and Practice**

**BUS 310 Organizational and Interpersonal Behavior**

**BUS 320 Managerial Accounting**

**BUS 330 Legal Environments in Business**

**BUS 340 Financial Management**

**BUS 350 Fundamentals of Project Management**

**BUS 360 Fundamentals of Human Resources Management**

**BUS 400 Economics for Managers**

**BUS 410 Operations and Logistics**

**BUS 420 Digital and Social Media Management**

**BUS 430 Business Strategy and Sustainability**

**BUS 441 Intermediate Project Management**

**BUS 442 Intermediate Human Resource Management**

**BUS 443 Entrepreneurial Leadership**

**BUS 451 Advanced Project Management**

**BUS 452 Advanced Human Resource Management**

**BUS 453 Advanced Entrepreneurial Leadership**

**BUS 461 Capstone: Managing for Organizational Change**

**BUS 462 Capstone: Human Resource Management**

**BUS 463 Capstone: Entrepreneurial Leadership**

**BUS 480 Applied Management Internship**

**CMST 320 Professional and Organizational Communication**

**PHIL 320 Ethical Decision Making**

Annalee Rothenberg moved to recommend approval of these 24 new courses, with a second from Heather Gillanders. Mary Jane Oberhofer explained that these courses, which are the curriculum for the BAS in Applied Management, were tabled at the December Curriculum Committee meeting and have now all been corrected. There are core classes that all students take in the first year, and then in the second year, students have the opportunity to specialize in either Project Management, Human Resource Management, or Entrepreneurial Leadership. Library Science 301 is missing from the above list of courses because it was submitted with letters on the end of the course number, which C does not allow. Heather Gillanders told the Committee members that she had investigated how to offer multiple sections of LS 301 to different programs with different co-requisites without resorting to putting letters at the end of the course number; she will let Mary Jane know once she has figured out a way. Mary Jane said that this is important since it involves one of the very first classes in the first quarter: The three-credit Foundations of Management Theory and Practice class is tied to the Library Sciences class to give students the skills that they need for going forward on the Bachelor level classes.

Steve Johns then offered some background on CMST 320. This course looks primarily at internal and external messaging with various public and internal audiences. Change management would also be a part of the class, along with practical application of meeting preparation and management, focusing on equitable and cultural considerations as well as inclusivity in messaging. Mary Jane added that the proposal for this course incorrectly classifies it as both a Communications and a Humanities class. It should be identified as just for Communications Distribution; the PHIL 320 course is for Humanities Distribution. The motion carried.

The meeting was adjourned at 2:50.

**Tacoma Community College**

**Curriculum Committee Calendar**

**2018 – 2019**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Proposals**  **Agenda Ready** | **Agenda**  **Published** | **Meeting** | **Implementation Quarter**  **for Course Proposals** | |
| **ctcLink**  **Catalog Items** | **Non-ctcLink**  **Catalog items** |
| 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 |
| 12/13/2018 | 12/17/2018 | 1/7/2019 | Summer/Fall 2019 | Spring 2019 |
| 1/24/2019 | 1/29/2018 | 2/4/2019 | **Summer/Fall 2019\*** | Spring 2019 |
| 2/21/2019 | 2/26/2019 | 3/4/2019 | Winter 2020 | Spring 2019 |
| 3/14/2019 | 3/19/2019 | 4/1/2019 | Winter 2020 | Summer/ Fall 2019 |
| 4/25/2019 | 4/30/2019 | 5/6/2019 | Winter 2020 | Summer/ Fall 2019 |
| 5/23/2019 | 5/28/2019 | 6/3/2019 | Winter/Spring 2020 | Summer/Fall 2019 |

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

\*Schedulers begin building Fall and Summer classes on 2/2/2019. Proposal originators must coordinate with chairs and deans for Fall and Summer 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, Curriculum Committee Administrative Co-Chair, and Curriculum Committee Chair.

ctcLink Catalog Implementation Dates based on SBCTC Class Construction Schedule:

Class Build Begins Room Placement Begins Schedule Goes Live

Spring 2019 11/2/2018 12/10/2018 1/1/2019

Summer/Fall 2019 2/4/2019 3/8/2019 4/1/2019

Winter 2020 7/2/2019 9/2/2019 10/1/2019

Spring 2020 11/2/2019 12/10/2019 1/1/2020