

# Curriculum Committee

# April 1, 2019 2:30 – 4:00 pm

# Building 12 - 120 **Minutes**

Members present: Dave Howard, Mike Mixdorf, Bridgette Agpaoa-Ryder, Annalee Rothenberg, Marit Berg, Greg Ferencko, Kristen Harrison, Heather Gillanders, Jeff Calkins, Darlene Rompogren, Phil Hunter, Amunoo Tembo, and Colleen Spezia

1. **Consent Agenda**

The Consent Agenda was approved without changes. It included the following motions:

Motion: To approve the

Minutes of the March 4, 2019 meeting.

Motion: To recommend approval of the

Modification of the **Respiratory Therapy AAS Degree**,

Modification of **RC 171 - Respiratory Therapy Equipment II**, and

Deactivation of **RC 170 - Respiratory Therapy Equipment I**

Motion: To recommend approval of the

Modification of the **Radiologic Science AAS Degree.**

Motion: To recommend approval of the

Modification to **PSYC& 100 - General Psychology**

Motion: To recommend approval of the

Modification to **PSYC& 200 - Lifespan Psychology**

Motion: To recommend approval of the

Deactivation of the following NURS courses:

**NURS 171 - Health and Illness Concepts 1A**

**NURS 172 - Health and Illness Concepts 1B**

**NURS 173 - Health and Illness Concepts 2A**

**NURS 174 - Health and Illness Concepts 2B**

**NURS 175 - Health and Illness Concepts 3A**

**NURS 176 - Health and Illness Concepts 3B**

**NURS 271 - Health and Illness Concepts 4A**

**NURS 272 - Health and Illness Concepts 4B**

**NURS 273 - Health and Illness Concepts 5A**

**NURS 274 - Health and Illness Concepts 5B**

1. **Agenda**

The Agenda for today’s meeting was accepted without changes.

1. **Evergreen State College** [**Liberal Arts Early Access Program**](https://testtacomacc.sharepoint.com/:b:/s/curriculumcommittee/EeFojRvJ2rxHq25Cwqdrl-YBYzoC9akN-SEnVNrI95LrDw?e=Lss52T) **– Tacoma**

Bridgette Agpaoa Ryder explained that under this Early Access program, TCC students working on their Associate of Arts transfer degree would have the opportunity to take some courses at Evergreen. The curriculum currently under consideration is English 103 – Writing about Literature in the fall, Communication Studies 110 - Multicultural Communications in the winter, and Sociology 299 (Individual Study) in the spring. Bridgette noted that the Bachelor’s Degree completion rate for TCC students who transfer to Evergreen Tacoma is close to 80%, and Andrew Cho added that students who have the opportunity to participate in this program could get a taste of what Evergreen is like before fully committing to transfer there.

Char Gore asked, with the program accepting only five students, how those students would be selected. Bridgette replied that the first five qualified applicants would be accepted, with the goal of building to larger cohorts if it seems appropriate. Phil Hunter asked if these three courses would be continuing or if they were specifically for next year’s program, and Bridgette replied that they are for next year’s program for now, but program organizers are still open to ways to make the program more accessible and flexible.

1. **Early Childhood Education Awards Update**  
   The Early Childhood Education program is proposing modifications to the following stacked certificates and degrees effective Summer 2019:

**Early Childhood Education Initial Certificate**

**Early Childhood Education Short Certificate of Specialization**

**Early Childhood Education Emphasis on Children with Exceptionalities Certificate**

**Early Childhood Education with an Emphasis on Children with Exceptionalities AAS Degree**

Jeff Calkins moved to recommend approval of the modifications to the three Early Childhood Education Certificates and one Degree listed above, with a second by Heather Gillanders. Jennifer Karshna explained that they repackaged the courses while keeping the content pretty much the same; they have just been revamped to fit in with common courses and common stackable certificates. The motion carried.

1. **Human Services Program Updates**

The Human Services Program is proposing changes effective Summer Quarter 2019.

Modification to the

**Human Services Professional AAS Degree**, and the

**Chemical Dependency Certificate**

Dave Howard moved to recommend approval of the modifications to the Human Services Professional AAS Degree and the Chemical Dependency Certificate, with a second by Jeff Calkins. Barb Peterson explained that the four proposed changes for the degree are to add a grade requirement of C or better for all courses required for the degree; remove CU 102 (because there is already an online course that teaches the skills taught in CU 102); delete HSP 130 (because it was part of a specific program with the Department of Corrections that is no longer being offered); and add HSP 218 to our list of specialty courses. For the Certificate, there is one change and one addition: The name is being changed from the Human Services Certificate to the Chemical Dependency Certificate, and the WAC verbiage around chemical dependency is being added. There are pretty rigid criteria of what students need in order to become licensed with the State of Washington, and we want it to be clear to incoming students or anyone else reviewing our catalog that our program aligns with all the RCWs and WACs. Barb also noted that the 45 credits for this particular certificate need to be earned at TCC because transcripts from other schools do not clearly indicate whether they have met the 23 competencies that are outlined by the State. The motion carried.

1. **New** [**Math Specialization**](https://testtacomacc.sharepoint.com/:b:/s/curriculumcommittee/ERRvs3aAaitIir5JT83cizwBZ_DmBxAIjjoQU_H1Up_GXA?e=8i74cO) **of the Associate of Arts (DTA) Degree**

**Draft** [**Degree Completion Worksheet for the Math Specialization**](https://testtacomacc.sharepoint.com/:b:/s/curriculumcommittee/EU4xYoPDyItNlKgct_LrgHwBITqYdQG5Zi4ZfNJYPwSuZw?e=XsORzR)

Greg Ferencko moved to recommend approval of the new Math Specialization, with a second by Jeff Calkins. Greg Ferencko explained that this math specialization is coordinated with the Associate of Arts degree. They are recommending a total of seven STEM mathematics classes, which most of the four-year schools in the area also require. To get the Math Specialization, students need to complete the four Calculus classes, plus MATH 220 (Linear Algebra) and MATH 238 (Differential Equations). Lastly, the majority of schools require an additional technology-related course—either computer programming or some sort of math computing course—so we are recommending that students take either CS 142 (Intro to Computer Science) or Engineering 240 (a numerical methods course). Katie Gulliford asked if CS 120 will satisfy this requirement, and Greg replied that that still needs to be discussed, so it is possible that they will come back to the CC with that later. Amunoo Tembo asked if the Math Department was planning to draft Specialization Learning Outcomes, and Greg replied that there are as yet no plans in place for that. The motion carried.

1. **Modification to the** [**Art Specialization**](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/EcEKCjvplgdMrqAk-qBRboIBv91SYWbt3nQKvk-396zSBA?e=RCHR75) **of the Associate of Arts (DTA) Degree**

Jeff Calkins moved to recommend approval of the modification to the Art Specialization, with a second by Dave Howard. Marit Berg explained that this modification is to take advantage of the increased flexibility within the Associate of Arts (DTA) Degree. The Art Specialization already includes a Multicultural class; they are just adding five credits of distribution electives, for a new total of 12 credits. This results in the total credits of required Art classes changing from 32 to 37. Amunoo Tembo asked if ART& 100 would satisfy the Multicultural requirement, and Marit replied that it would. Amunoo then asked if there would be any possibility for some flexibility, rather than strictly requiring ART& 100. Marit replied that it is really important for an Art student to have the background that ART& 100 provides.

Bridgette Agpaoa-Ryder asked whether there is any issue related to the AA degree allowing a maximum of five credits of performance or skills courses, and Marit replied that there is not. The limit of five credits of performance or skills courses applies only to the 15 credits of Humanities Distribution courses, not to the degree as a whole. Phil Hunter asked whether students pursuing this level of Art typically go on to a Bachelor of Fine Arts, and Marit replied that this is exactly what these students typically do, so this specialization is designed to allow them to arrive at their four-year school as Juniors who are ready to take 300-level classes. Further, most university Art programs require students to submit a portfolio to apply for the major, and TCC’s Art Specialization also includes a portfolio requirement so that TCC students transferring to those schools will be better prepared to apply for Art majors there. The motion carried.

1. [**Revisions to AM BAS 300-level courses**](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/ESn1481SXohOtgbrh69PxyABJVrDT1xaGWAVhMhS10YaMA?e=pN4Jsx)**: BUS 320 and CMST 320**

**Modifications to**

[**BUS 320 - Managerial Accounting**](https://testtacomacc.sharepoint.com/:b:/s/curriculumcommittee/EYntKWNEyctLqg1L-jlUNbUBily15dZFLmMfK-GjCcCdJg?e=chOC1e)

[**CMST 320 - Professional and Organizational Communication**](https://testtacomacc.sharepoint.com/:b:/s/curriculumcommittee/EZU6h84t_BVFoMKqbMj-e64BrqN4xLjX6i27ABW7lWBskw?e=nFhJp8)

Annalee Rothenberg moved to approve the revisions to BUS 320 and CMST 320, with a second by Jeff Calkins. Mary Jane Oberhofer noted that the outcomes for CMST 320 were originally aligned with just the Written & Oral Communications PLOs, but in order to have the course count for Humanities also, they reworded some of the CLOs to align them with Humanities PLOs also. This allows students to count CMST 320 as either a Communications class or a Humanities class depending on which Associate’s Degree they are earning.

Mary Jane then explained that the modification to BUS 320 is the addition of CU 203 as a prerequisite. This was done to allow students to use financial aid to pay for CU 203: Financial Aid will pay for CU 203 only if it is a prerequisite for another class, and previously CU 203 was a prerequisite for admission to the program but not a prerequisite for any specific class within the program. Phil Hunter emphasized that CC members and their departments need to be aware that being a prerequisite for a program does not make a course financial aid eligible; it needs to be a prerequisite for a course in the program.

Amunoo Tembo asked if the communications course will be assessed to determine whether students are meeting the learning outcomes for both Humanities and Oral & Written Communications. Mary Jane replied that it’s theoretical, but yes it would, because the due diligence in assessing a course is to make sure that it is aligning correctly to all the outcomes. The motion carried.

1. **Addition of courses to the General Distribution Course list.**

**ACCT& 201 - Principles of Accounting I**

**ACCT& 202 - Principles of Accounting II**

**ACCT& 203 - Principles of Accounting III**

**BUS 256 - Statistical Analysis**

Jeff Calkins moved to recommend approval of the addition of the four courses listed above to the General distribution Course list, with a second from Heather Gillanders. Jeff Calkins asked for clarification of the term “General Distribution”. Phil Hunter explained that a new distribution category called General Distribution Courses was added when the Transfer Degrees were revised last year.

For a long time, there has been a group of courses that the Direct Transfer Agreement allows us to count under the Distribution Elective area that TCC itself did not allow. These are courses that are generally accepted in transfer, but TCC did not have a category for them. We had only Quantitative Skills, Communication, Natural Sciences, Social Sciences, and Humanities. There was no “generally accepted for transfer” category, so we created this new category. These courses generally show up in areas such as Education, Business, Computer Science and Engineering. The addition of this new category also allows more flexibility for students who change their pathways. A CC member asked if there was a maximum number of courses that students can count per subject area that fit in this category. Phil replied that there isn’t. The only limitation is the PE credit: No more than three PE credits can be applied to any transfer degree. The motion carried.

1. **Reactivation of ENGR 170 - Introduction to Materials Science**

Heather Gillanders moved to recommend approval of the reactivation of ENGR 170, with a second by Jeff Calkins. Edwin Lim explained that ENGR 170 is more like a new course than a modification because both the outcomes and the course description have been completely rewritten, modeled on those of the ENGR 170 course taught at the UW. This course was deactivated in 2013 but is being reactivated because many four-year schools now require it for students majoring in Materials Science or Mechanical Engineering. The motion carried.

1. **Modification of CHP 335 - Healthcare Research Methods**

Jeff Calkins moved to recommend approval of the modification to CHP 335, with a second from Heather Gillanders. Brinda Sivaramakrishnan explained that the modification is to increase the credits from three to five, add primary research skills as a course learning outcome, and make the course more interdisciplinary. The motion carried.

1. [**Assessment Cycle**](https://testtacomacc.sharepoint.com/:w:/s/curriculumcommittee/ERj8UTQIOTVAlG2x9QXDELgBMxGzKjSkaC6WnKbuynS3kg?e=Q5oMrm)

Amunoo Tembo explained that TCC has two assessment committees that were put in place to allow faculty to work together to make sure our students are learning on all three levels: the degree level, the program and specialization level, and the course level. The two assessment committees are CLAC and IASC; the difference between the two is that CLAC primarily works to collect artifacts to make sure students are achieving the Degree Learning Outcomes, whereas IASC oversees all three levels but primarily focuses on assessment of program and course learning outcomes. Amunoo handed out copies of a document outlining the expectations and timeline for instructional assessment at TCC. Mary Jane Oberhofer asked who is in charge of making sure everyone complies, and Amunoo replied that she did not have that authority, but hopefully the new VPI will fill that role.

1. **Chair nominations**

Phil Hunter announced that Curriculum Committee Chair nominations are due in May and will be on the agenda for the May CC meeting.

The meeting was adjourned at 4:00.

**Tacoma Community College**

**Curriculum Committee Calendar**

**2018 – 2019**

|  | | | **Implementation Quarter**  **for Course Proposals** | |
| --- | --- | --- | --- | --- |
| **Proposals Agenda Ready** | **Agenda Published** | **Meeting** | **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 must develop a plan for implementation of the late proposal.

ctcLink Catalog Implementation Dates are based on the 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 |