

# Curriculum Committee

# May 6, 2019 2:30 – 4:00 pm

# Building 12 - 120 **Minutes**

Members present: Dave Howard, Mike Mixdorf, Phil Hunter, Bridgette Agpaoa-Ryder, Annalee Rothenberg, Marit Berg, Greg Ferencko, Kristen Harrison, Craig Cowden (for Katrina Taylor), Heather Gillanders, Jeff Calkins, Darlene Rompogren

1. **Consent Agenda for May 6, 2019**

The Consent Agenda was approved, with the three French courses (FRCH& 121, FRCH& 122, and FRCH& 123) moved to the regular agenda. The items remaining on the Consent Agenda are

* Approval of the Minutes of the April CC meeting
* Recommend Approval of the Modification of EAP 098 Reading and Writing IV
* Recommend Approval of the Deactivation of
  + BUS 141 Purchasing and Supply Management
  + BUS 142 Sourcing and Supplier Relation Fundamentals
  + HUM 131 Intro to Film Production
  + MUSC 100 Fundamentals of Music
  + MUSC 123 Class Applied Music: Guitar
  + MUSC 130 Private Vocal or Instrumental Instruction
  + MUSC 151 TCC Singers I
  + MUSC 155 Gospel Choir
  + MUSC 230 Private Vocal or Instrumental Instruction
  + MUSC 251 TCC Singers II

During discussion of the Consent Agenda, Jeff Calkins mentioned a potential CurriQunet labeling issue with English courses (it appears that notifications on all courses with the ENGL prefix are automatically sent to the Written Comm co-chairs when some of them should be sent to the DevEd English chair). He mentioned this concern because course notifications could potentially be missed by the people who should get them. Phil replied that he would follow up on it and requested Committee members to let him and Amunoo Tembo know if they notice anything amiss in the CurriQunet Approval queue.

Jeff also voiced a concern about the rationale not being present for the Arabic classes that are being deleted. Phil replied that those courses were not on today’s agenda and will be discussed at a future Curriculum Committee meeting.

**2. Agenda**

The Agenda for today’s meeting was accepted with the addition of FRCH& 121, 122, & 123 and a discussion of Equity-Minded Curriculum.

1. **English for Academic Purposes Curriculum Updates  
   New Course: EAP 087 Level 3 Reading/Writing/Grammar**

**Course Reactivation: EAP 091 Grammar and Speaking I**

Craig Cowden moved to recommend approval of the creation of EAP 087 and the reactivation of EAP 091, with a second from Jeff Calkins. Darlene Rompogren explained that the purpose of the new EAP 087 is to expand the EAP Department’s Learning Community offerings. Currently the department offers Learning Communities (EAP reading/writing/grammar courses linked with various distribution-level courses) at levels 4 and 5, and the addition of the new EAP 087 will extend the LC offerings to include level 3. Darlene also explained that the purpose of the EAP 091 reactivation is to reverse the previous decision to combine two level 1 EAP courses (the 10-credit reading/writing course and the 5-credit grammar course) into one 15-credit course. This is being done to enable the level 1 courses to be combined with level 2 courses rather than with AESL courses. The motion carried.

1. **BAS in Applied Management Curriculum Updates**

These proposals will make these courses Social Science Distribution courses.

Course Modification:

**BUS 310 Organizational and Interpersonal Behavior**

**BUS 330 Legal Environments in Business**

Craig Cowden moved to recommend approval of the modifications to BUS 310 and 330, with a second by Jeff Calkins. Mary Jane Oberhofer explained that these modifications are to align these BUS courses to Social Sciences Program Learning Outcomes so that they can be listed as Social Sciences Distribution courses. Phil Hunter added that these courses will count as distribution courses for the AA Degree as well as the BAS Degree. The motion carried.

1. **French Language Course Deactivation (moved from Consent Agenda)**

Course Deactivation

**FRCH& 121 French I**

**FRCH& 122 French II**

**FRCH& 123 French III**

Jeff Calkins moved to recommend approval of the deactivation of FRCH& 121, 122, and 123, with a second by Dave Howard. Craig Ferencko asked if the deletion of the three French courses would preclude a student who took French at a different college from counting it as a distribution course at TCC. Phil Hunter explained that it would not affect such students because these courses will still be accepted as Distribution courses even if TCC does not offer them. The motion carried.

1. **Equity Minded Pedagogy and Curriculum Goal**

Phil Hunter proposed that we do an Equity Minded Pedagogy and Curriculum retreat before the start of Fall Quarter (either before or during Professional Development Week) to launch work on this goal, so he wanted to get a sense of the interest in doing this before he requests funding for it. The CC members expressed interest, so Phil will move forward on that. Jeff Calkins mentioned that Guided Pathways design is the focus of the Teaching and Learning Conference this year in Spokane; the conference will include a significant amount of content on equitable teaching, so CC members may want to look into attending this conference (Jeff has sent everyone a link to the conference).

1. **Chair Nominations**

The Curriculum Committee Manual states:

The Curriculum Committee chair and vice-chair shall be elected by the Curriculum Committee members to serve a term of two years. The chair shall be elected in odd numbered years while the vice chair shall be elected in even years. Nominations for each shall be made during the May Curriculum Committee meeting, and the election shall be held during the June Curriculum Committee meeting. The chair and vice chair shall have served on the Curriculum Committee for at least two years prior to being elected.

Phil Hunter asked for CC Chair nominations; Dave Howard nominated Phil Hunter, and there were no other nominations. Jeff Calkins asked if the CC has a Co-chair, and Phil explained that Heather Gillanders will be the CC Vice-chair in the fall. The elections for the CC Chair and the CC Vice-chair are staggered, so this year we are choosing just the CC Chair. Jeff then asked what happens when there is only one nomination, and Phil explained that there are two options: one is that we could wait until next month’s meeting to vote, and the other is to vote today. Dave Howard, mentioning that this is part of parliamentary procedure included in Robert’s Rules, moved that we vote today; Annalee Rothenberg seconded the motion. Jeff Calkins expressed concern that there may be others interested in the position who do not happen to be present today. Phil noted that all of the voting members were present, so the vote could take place. The motion to vote today carried, and Phil Hunter was unanimously elected.

1. **Curriculum Committee Representatives**

The Curriculum Committee Manual states:

Since the Curriculum Committee deals with curriculum matters of the college, it is important to have representation from each instructional component of the college. Therefore, the Curriculum Committee shall consist of thirteen faculty members, one from each of the following areas, selected by the appropriate instructional administrator.

The term of office for members of the Curriculum Committee shall be staggered so that every year four or five members will be reappointed or replaced.

Phil Hunter explained that there are four CC members whose terms are ending this year (Dave Howard, Mike Mixdorf, Greg Ferencko, and Jeff Calkins), and one CC member who is retiring (Darlene Rompogren). Jeff Calkins asked if the members are chosen by Department or by Division. Phil replied that the CC members are chosen by the Division and are designated by the appropriate instructional administrators. A discussion about the lack of diversity among CC members followed. It was noted that we are not a diverse group, but there were also concerns about the disproportionate workload that could result for faculty of color who are asked to serve on numerous committees. Bridgette Agpaoa-Ryder suggested that we start thinking upstream to address systemic issues that have contributed to this situation. Dave Howard noted that, while the workload for CC members is high, the PAU compensation is higher than that for most other committees as well.

1. **Committee Secretary**

Phil Hunter encouraged the CC members to consider stepping into the role of CC Secretary, which is being vacated due to Darlene Rompogren’s retirement; we will need to have a new Secretary in place by the October CC meeting.

1. **Instructional Council Report**

**Textbook Adoptions Policy – Recommended to College Council by IC on 4/8/2019**

Phil Hunter explained that a new Textbook Adoptions Policy was brought to Instructional Council. After making changes, IC recommended approval of the policy to College Council. The original draft had issues stemming from the fact that TCC does not use the same language as the RCWs use (for example, “course” vs. “class”). This resulted in the original policy containing language that would have required textbook information to be included in the course description. The current draft does not include this requirement. Bridgette Agpaoa-Ryder noted that key definitions are missing, and Phil requested that any suggestions for further changes be communicated to the College Council representatives. The policy will be going to the College Council soon.

1. **DRAFT 2019-2020 Calendar**

Phil Hunter noted that the CC is not supposed to have a January meeting, which is why the January meeting is listed in parentheses. He asked the CC members to have a look at the calendar for the 2019-2020 academic year.

1. **Curriculum Committee Portal Information**

Instruction > Academic Affairs > Curriculum Committee

Phil Hunter announced that the CC minutes and agendas as well as the CC Summary Reports for this year have been updated on the Portal site. Phil also placed breadcrumbs in the Agenda to help CC members find and access these items.

The meeting was adjourned at 3:20.

**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 |