

Curriculum Committee Minutes



Meeting Date		Meeting Time & Location	
May 4, 2009		2:30pm (time change) – Building 27, Room 120	
Chair	Co-Chair	Recording Secretary	
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Jamie Palermo Curriculum Coordinator	
Members Present			
Barbara Peterson, Chair Mike Mixdorf – Health, Justice & Human Services Susan Schneider – Business Robert Hijiya – Humanities Tim B. Keely – Science Bernard Comeau – Social/Behavioral Sciences		Jeff Bonnell – Professional Technical Rachel Goon – Library Rosalie Robinson – ABE Colleen Spezia – ad hoc Julie Benson – ad hoc Jamie Palermo – Recording Secretary	
Guests Present			
Pam Costa Charlie Crawford Lisa Edwards Annalee Rothenberg David Endicott			
Agenda Items			
<p>1. Approval of minutes – April 6, 2009. Motion was made by Rosalie Robinson to approve the April minutes, and seconded by Mike Mixdorf. <u>Motion unanimously carried.</u></p> <p>2. Approval of agenda</p> <p>3. TABLED Courses from previous meetings</p> <p>MO-140 Medical Transcription I – Update Description, Course Objectives (previously tabled) MO-141 Medical Transcription II – Update Prereq, Desc, Course Objectives (previously tabled) MO-142 Medical Transcription III – Update Prereq, Desc, Course Objectives (previously tabled) Motion was made by Rosalie Robinson to approve these updated MO courses, and was seconded by Jeff Bonnell. <u>Motion unanimously carried.</u></p> <p>BUS-162 Fundamentals of Supervision – New (previously not approved) Motion was made by Jeff Bonnell to approve this new BUS course, and was seconded by Rosalie Robinson. <u>Motion unanimously carried.</u></p> <p>4. NEW Courses</p> <p>PSYC-202 Biopsychology Pam Costa spoke on behalf of this course and explained that it is one of four courses needed to get into UWT for the PSYCH program. Motion was made by Mike Mixdorf to approve this new PSYC course, with corrections made to the CWLO, which can be seen in the link above, and was seconded by Jeff Bonnell. <u>Motion unanimously carried.</u></p>			

SOCSC-111 Introduction to Social Sciences

Pam Costa spoke on behalf of this course. This course will be linked to READ-095. Motion was made by Mike Mixdorf to approve this new SOCSC course, and was seconded by Robert Hijiya. **Motion unanimously carried.**

5. UPDATED Courses

ABE-034 ABE – Math Level 4 (Description, Course Objectives)

ABE-042 ABE – Reading and Writing Level 2 (Description, Course Objectives)

ABE-043 ABE – Reading and Writing Level 3 (Description, Course Objectives)

GED-035 GED – Basic Math (Description, Course Objective)

GED-036 GED – Advance Math (Description, Course Objective)

Without someone present to provide answers to the questions the committee had regarding these changes, the committee felt it necessary for them to be tabled. Motion was made to **TABLE** these courses by Jeff Bonnell, and was seconded by Mike Mixdorf. **Motion unanimously carried to TABLE these courses.**

ACCT-101 Practical Accounting I (Number change)

ACCT-102 Practical Accounting II (Number change)

ACCT-103 Accounting for Decision Makers (Number Change)

Annalee Rothenberg spoke on behalf of these courses. After a discussion Annalee had with Mary McCabe about the proper number of these courses, it was decided they would be best to be numbered like this rather than what was approved last month. Motion was made by Susan Schneider to approve these updated ACCT courses, and was seconded by Rachel Goon. **Motion unanimously carried.**

ENGL-085 Writing II: Building College Writing Strategies (Prerequisite)

READ-085 Reading II: Building College Reading Comprehension Strategies (Prerequisite)

There has been a correction made to the prerequisite for READ-085, which can be seen in the link above. Motion was made by Rachel Goon to approved these updated courses, with the change made to READ-085, and was seconded by Robert Hijiya. **Motion unanimously carried.**

HIM-140 Beginning ICD-9-CM Diagnostic Coding (Course Objectives)

HIM-220 Intermediate ICD-9-CM Coding (Course Objectives)

Motion was made by Rachel Goon to approve these updated HIM courses, with corrections made to the CWLO for HIM-140, which can be seen in the link above, and was seconded by Jeff Bonnell. **Motion unanimously carried.**

HIST-231 American History/American Film (Prerequisite)

Motion was made by Mike Mixdorf to approve this updated HIST course, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

PSYC&-100 General Psychology (Description)

Motion was made by Rachel Goon to approve this updated PSYC courses, and was seconded by Susan Schneider. **Motion unanimously carried.**

TEGM-292 Casino Operations (Title)

TEGM-293 Casino Games Management (Number, Title)

Motion was made by Jeff Bonnell to approve these updated TEGM courses, and was seconded by Mike Mixdorf. **Motion unanimously carried.**

6. OTHER Committee Business

- a. **Safeway – Retail Leadership Certificate**: Annalee Rothenberg has been collaborating with Safeway on a Retail Leadership Certificate. About four years ago, the national grocers’ consortium wanted a retail management certificate. The State Board and grocers agreed, so twice a year all participating colleges and grocers gathered. Currently, only four colleges remain who participate: Bellevue College, Maricopa, Clackamas, and TCC. Safeway offers 800 hours of training related to this certificate for the employees. Annalee studied the curriculum against ACE guidelines and found it to be a solid curriculum relating to theory, skills, layered assessment, and application. Safeway’s curriculum aligns with TCC’s business courses so Annalee was able to put the courses together to create this certificate. The curriculum would be reviewed annually, and the teacher would be a TCC instructor who would be vocationally certified; the teacher could be hired by the industry but must meet TCC’s standards. This certificate would be an on-line and in-class hybrid model. Motion was made by Rachel Goon to endorse this proposal, and was seconded by Rosalie Robinson. **Motion unanimously carried.**
- b. **Review Admission Requirements – Postponed until next month.**