

# CURRICULUM COMMITTEE MEETING REPORT

Mindy Boucher, Transitional Studies  
 Renee Carney, eLearning Director  
 Dave Cordero, Natural Science, Health & Engineering  
 Dawn Draus, Math  
 Troy Farnham, Library & Archives  
 Brendan Glaser, Dean for Workforce and Continuing Education  
 Kyle Hammon, Dean of Instructional Programs  
 Joan Herman, Language & Literature  
 Karen Joiner, Chair, Dean of Instruction, Director of Nursing Programs  
 Lynn Lawrence, Registrar  
 Chad Meadors, Advising and Testing  
 David Rosi, Business & Information Technology  
 Dan Schabot, Humanities  
 Courtney Shah, Social Sciences  
 Maggie Stuart, Dean of Instruction, Director of Library Services  
 Larry Woodriff, Industrial Technology  
 Sue Yarbrough, Nursing & Allied Health  
 Iris Gonzales, ASLCC Student Representative

<b>To:</b> Committee Members	<b>Copies to:</b>
<b>From:</b> Karen Joiner	Laura Brener, Kristy Enser
<b>Subject:</b> Minutes from February 13, 2013 Meeting	Library, Meghan Averett
<b>Date:</b> February 13, 2013	Karla Rivers

<b>Members present:</b>	Mindy Boucher, Renee Carney, Dave Cordero, Dawn Draus, Troy Farnham, Brendan Glaser, Joan Herman, Karen Joiner, Lynn Lawrence, David Rosi, Dan Schabot, Courtney Shah, Maggie Stuart, Sue Yarbrough, Iris Gonzales
<b>Also Attended:</b>	Darlene DeVida, Tuan Dang, Katrina Fuller (to fulfill Tenure track obligation), McKinzi Williams (ASLCC), and Fran Nelson, Recorder

The Curriculum Committee met Wednesday, February 13 at 3 p.m. in LIB 103.  
 Karen Joiner opened the meeting at 3:00.

<b>Proposals from Tuan Dang:</b>		
	Items 1/4 are for CEO students only ~~~	
1. new course	<b>HSC 072</b> , Collection of Evidence-Reading and Writing	3 or 5 cr, 33 or 55 lec
<b>Rationale/Discussion:</b> WA state currently requires students to successfully pass a HSPE for both Reading and Writing separately in order to earn a High School diploma. This course is an alternative to the HSPE exam that students can create in order to complete this requirement in the case they cannot pass their HSPE exams. Without this alternative, students would have to continue taking the required exams twice a year until receiving an adequate grade or reaching the age of 21 at which point the test is no longer required. Most of the school districts with which we are currently contracted offer this course in order to resolve the issue of non-passing students. This would bring us into better alignment with the school districts and create a greater interagency understanding when dealing with case specific solutions for students.		
<b>Resolution:</b> Dan made a motion to approve with suggested amendments to description and outcomes; Maggie seconded. Motion carried. Effective: Summer 2013		
2. new course	<b>HSC 074</b> , Student Success	3 or 5 cr, 33 or 55 lec
<b>Rationale/Discussion:</b> Students entering the CEO program have varying levels of academic experience. The intent for this course is that it is required as the first course students are allowed to take along with at least one academic course. This is expected to create student involvement from their initial enrollment and engagement throughout their time in the program if they continue to couple skills-based courses with academic ones.		
<b>Resolution:</b> Courtney made a motion to approve with suggested amendments to the description and outcomes; Dave Cordero seconded. Motion carried. Effective: Summer 2013		

3. new course	<b>HSC 078</b> , Collection of Evidence-Algebra and Geometry	3 or 5 cr, 33 or 55 lec
<p><b>Rationale/Discussion:</b> WA state currently requires students to successfully pass a HSPE for both Geometry and Algebra separately in order to earn a High School diploma. This course is an alternative to the HSPE exam that students can create in order to complete this requirement in the case they cannot pass their HSPE exams. Without this alternative, students would have to continue taking the required exams twice a year until receiving an adequate grade or reaching the age of 21 at which point the test is no longer required. Most of the school districts with which we are currently contracted offer this course in order to resolve the issue of non-passing students. This would bring us into better alignment with the school districts and create a greater interagency understanding when dealing with case specific solutions for students.</p>		
<p><b>Resolution:</b> Sue made a motion to approve with suggested amendment to the description; Brendan seconded. Motion carried. Effective: Summer 2013</p>		
4. revised course	<b>HSC 083</b> , Career Planning (was Research Success) (Title, cr/lec/lab, Description and Outcomes)	5 cr, 55 lec (was 1-5 cr, 11-55 lec, 22-110 lab)
<p><b>Rationale/Discussion:</b> WA state requires public school graduates to complete a minimum of 19 credits in order to graduate; one of these required credits is occupational education. The revisions to the outcomes in HSC 083 will permit this course to be used to meet that requirement. The State's "High School and Beyond Plan" for students to graduate they must develop a plan on how they will meet the high school graduation requirements and what they will do following high school. A student's plan, which ideally should be started in 8<sup>th</sup> or 9<sup>th</sup> grade and revised as he/she moves forward, should include the classes needed in preparation for a 2- or 4-year college, apprenticeship, career or technical school, certificate program or the workforce. The High school and Beyond Plan is an assignment that has been incorporated into the outcomes of HSC 083. Course will be retitled Career Planning, although the activities require research, the purpose of the class is to use research for personal career planning.</p>		
<p><b>Resolution:</b> Joan made a motion to approve with suggested amendment to outcomes; Maggie seconded. Motion carried. Effective: Summer 2013</p>		
<b>Items 5/14 are for CEO and/or HSC students ~~~</b>		
5. new course	<b>HSC 075</b> , Introduction to Drama	3 or 5 cr, 66 or 110 lab
<p><b>Rationale/Discussion:</b> WA state requires students to complete 1 high school Art credit to earn a High School diploma. CEO offers only 2 courses to fulfill this requirement, however, both are in Literature. A Drama course would be more congruent with the intention of the state with regard to Art through literary expression. Text and course content can be refined in a way to be much more engaging for the student population.</p>		
<p><b>Resolution:</b> Dan made a motion to approve with suggested amendments to the description and outcomes; Courtney seconded. Motion carried. Effective: Summer 2013</p>		
6. new course	<b>HSC 076</b> , Family Life	3 or 5 cr, 66 or 110 lab
<p><b>Rationale/Discussion:</b> WA state requires students to complete 2 high school Health or PE credits to earn a High School diploma. CEO offers only 1 course to fulfill this requirement which accounts for only 1 of the 2 required credits. Students are relegated to taking a college course in order to graduate; however, many are not able to attend these courses due to scheduling, social, or other issues. Our current Health course is not relevant to the student population and results in little engagement or interest. A course that is academically relevant and directed toward the interests and concerns of the population may yield greater student success.</p>		
<p><b>Resolution:</b> Dave Cordero made a motion to approve pending description revision by Karen and Mindy; Sue seconded. Motion carried. Effective: Summer 2013</p>		
7. new course	<b>HSC 079</b> , Mathematical Concepts-Geometry	3 or 5 cr, 66 or 110 lab
<p><b>Rationale/Discussion:</b> WA state currently requires students to successfully pass a HSPE for Geometry in order to earn a High School diploma. Current offerings in the program only address basic math skills and do not address the knowledge required to pass the HSPE exam. Students who are unable to pass the HSPE tests would have to continue taking the required exams twice a year until receiving an adequate grade or reaching the age of 21 at which point the test is no longer required. College level courses offered can address the skills needed to pass the HSPE but due to the environmental issues surrounding students of this particular population, students may not be able to complete courses within one quarter which may affect their pace of progression. Because CEO courses are classified as sub-college level, lack of success will not impact a student's future opportunities for financial aid.</p>		
<p><b>Resolution:</b> Dave Cordero made a motion to approve with suggested amendment to the description; Joan seconded. Motion carried. Effective: Summer 2013</p>		
8. new course	<b>HSC 089</b> , English Essentials	3 or 5 cr, 66-110 lab
<p><b>Rationale/Discussion:</b> Course is revised to offer a more targeted approach to improving the writing skills of students. Since these students come from such a wide variety of educational backgrounds and developmental readiness for learning, a diagnostic test and selected skill assignments should improve individual student success rates.</p>		
<p><b>Resolution:</b> Courtney made a motion to approve; Dan seconded. Motion carried. Effective: Summer 2013</p>		

9. revised course	<b>HSC 080, Mathematical Concepts-Algebra</b> (was Mathematical Concepts) (Title, Description, cr/lec/lab, and Outcomes)	3 or 5 cr, 33 or 55 lec (was 1-5 cr, 11-55 lec, 22-110 lab)
<b>Rationale/Discussion:</b> WA state currently requires students to successfully pass a HSPE for Algebra in order to earn a High School diploma. Current offerings in the program only address basic math skills and do not address the knowledge required to pass the HSPE exam. Students who are unable to pass the HSPE tests would have to continue taking the required exams twice a year until receiving an adequate grade or reaching the age of 21 at which point the test is no longer required. College level courses offered can address the skills needed to pass the HSPE but due to the environmental issues surrounding students of this particular population, students may not be able to complete courses within one quarter which may affect their pace of progression. Because CEO courses are classified as sub-college level, lack of success will not impact a student's future opportunities for financial aid.		
<b>Resolution:</b> Sue made a motion to approve with suggested amendment to the description; Brendan seconded. Motion carried. Effective: Summer 2013		
10. revised course	<b>HSC 086, Introduction to Literature</b> (Description, cr/lab, Outcomes, and Assessment)	3 or 5 cr, 66 or 110 lab (was 1-5 cr, 22-110 lab)
<b>Rationale/Discussion:</b> Literature is currently taught in two courses based fiction or non-fiction. Combining content into a single text which is more navigable for the student population may create a much stronger understanding of literature, its variations, and elements.		
<b>Resolution:</b> Joan made a motion to approve; Maggie seconded. Motion carried. Effective: Summer 2013		
11. revised course	<b>HSC 087, Introduction to Poetry</b> (was Literature:Creative Non-Fiction) (Title, cr/lab, Description, Outcomes, and Assessment)	3 or 5 cr, 66 or 110 lab (was 1-5 cr, 22-110 lab)
<b>Rationale/Discussion:</b> WA state requires students to complete 1 high school Art credit to earn a High School diploma. CEO offers only 2 courses to fulfill this requirement, however, both are in Literature. A Poetry course would be more congruent with the intention of the state with regard to Art through literary expression. Text and course content can be refined in a way to be much more engaging for the student population.		
<b>Resolution:</b> Dan made a motion to approve; Dave Cordero seconded. Motion carried. Effective: Summer 2013		
12. revised course	<b>HSC 092, Civics</b> (was US Government) (Description, cr/lab, Outcomes, and Assessment)	3 or 5 cr, 66 or 110 lab (was 1-5 cr, 22-110 lab)
<b>Rationale/Discussion:</b> Current text is at a level much higher than that of the student body's academic ability. Text and course content can be refined in a way to be much more engaging for the student body and the incorporation of civics would still fulfill the US Government credit requirement for a High School diploma. Current events can be incorporated into content in order to create greater relevancy and engagement.		
13. revised course	<b>HSC 095, Washington State History</b> (Description, cr/lab, Outcomes, and Assessment)	3 or 5 cr, 66 or 110 lab (was 1-5 cr, 22-110 lab)
<b>Rationale/Discussion:</b> Course will now align more closely with the WA State Essential Academic learning Requirements for history, and specifically for WA State History. The course will meet the same standards as one offered in a traditional high school and will help prepare students to pass a proficiency test for Social Studies which will be a requirement for graduation in the near future.		
14. revised course	<b>HSC 096, Contemporary World Problems</b> (Description, cr/lab, Outcomes, and Assessment)	3 or 5 cr, 66 or 110 lab (was 1-5 cr, 22-110 lab)
<b>Rationale/Discussion:</b> Course description and outcomes more closely align with the Washington State Standards for Contemporary World Problems.		
<b>Resolution:</b> Dave Cordero made a motion to approve items 12, 13 and 14 with minor revisions as suggested; Brendan seconded. Motion carried. Effective: Summer 2013		
<b>Proposal from Nonnie Weaver presented by Karen Joiner:</b>		
15. revise degree	<b>Chemical Dependency Studies-AAS</b> (Elective options)	90-92 cr (was 91-96 cr)
<b>Rationale/Discussion:</b> Old planner was too confusing for staff and students. Program Planner is now clear and concise. No other changes.		
<b>Resolution:</b> Brendan made a motion to approve; Sue seconded. Motion carried. Effective: Spring 2013		

<b>Proposal from Louis LaPierre presented by David Cordero:</b>		
16. revise course	<b>ENVS 215</b> , Environmental Issues & Applications (Description, Prerequisites, Distribution List, Global Skills)	5 cr, 33 lec, 44 lab
<b>Rationale/Discussion:</b> Description is revised to better define the course as an "issues-oriented" class that uses a case study approach. Prerequisite language is revised/shortened to make the class seem less daunting and to reflect the reality that many students want to take this class to fulfill their lab science gen ed requirement. Course is a Natural Science - Lab Course. Prerequisite now reads: ENGL& 101 or consent of instructor, MATH 088 or TECH 088		
<b>Resolution:</b> Brendan made a motion to approve with additions to Global Skills of Communication & Numeracy; Dan seconded. Motion carried. Effective: Spring 2013		
<b>Proposal from David Rosi:</b>		
17. revise course	<b>CS 250</b> , Digital Forensics & the Law (Prerequisite)	4 cr, 44 lec
<b>Rationale/Discussion:</b> Prerequisite is changed in this 'first' course from Instructor Permission to: Basic Computer Literacy		
<b>Resolution:</b> Dave Cordero made a motion to approve; Sue seconded. Motion carried. Effective: Spring 2013		
<b>Proposal from Jim Stanley presented by David Rosi:</b>		
18. revise degree	<b>Accounting Technician – AAS</b> (Degree/Program Requirements)	95-96 total credits (unchanged)
<b>Rationale/Discussion:</b> Program Requirements – delete CS 111 (Intro to Windows, 4 cr) and replace with CS 110 (Intro to Microcomputers, 3 cr) and BTEC 130 (Electronic Calculators, 1 cr). Total degree credits are unchanged. Add the following to the degree description: Students must pass each course listed in program requirements with a "C" or above. This requirement is intended to protect the integrity of the program and the college. Changes recommended by the Business/Accounting advisory committee.		
<b>Resolution:</b> Courtney made a motion to approve; Dawn seconded. Motion carried. Effective: Fall 2013		
<b>Proposals from Darlene DeVida:</b>		
19. revise course	<b>CS 141</b> , PC Technician I (was CS 144, Principles of PC Operating Systems) (Course Number, Title, Description, Prerequisites, Outcomes, Assessment)	5 cr, 44 lec, 22 lab
<b>Rationale/Discussion:</b> Course will prepare students to pass either or both the A+ Certification exams and the TestOut Corp. PCPro Certification. The CompTIAA A+ certification is the industry standard for computer support technicians. The TestOut Corp. PCPro is another certification that is becoming highly recognized by industry. Prerequisite now reads: CS 100 with a C or better or instructor permission. Concurrent requirements now read: MATH 078/079 or instructor permission.		
20. revise course	<b>CS 142</b> , PC Technician II (was CS 245, Computer Configuration and Maintenance) (Course Number, Title, Description, Prerequisites, cr/lec/lab, Outcomes, Assessment)	5 cr, 44 lec, 22 lab (was 6 cr, 33 lec, 66 lab)
<b>Rationale/Discussion:</b> Course is a continuation of CS 141. The CompTIAA A+ certification is a two-part exam. The objective of the two classes (CS 141 and CS 142) is to prepare students to pass both portions of the certification and be prepared for the TestOut certification exam as well. Prerequisite now reads: CS 141 and MATH 078/079 with a grade of C or better or instructor permission. Concurrent requirements read: MATH 088/089 or instructor permission.		
<b>Resolution:</b> Dave Cordero made a motion to approve items 19 & 20 with minor rewording of the descriptions; David Rosi seconded. Motion carried. Effective: Fall 2013		
21. new course	<b>CS 143</b> , Configuring Windows Operating System	5 cr, 44 lec, 22 lab
<b>Rationale/Discussion:</b> Course will prepare students to take the Microsoft Windows Configuration Certification. Students learn how to install, upgrade and migrate to a Windows client computer. They then configure Windows for client for the network connectivity, security, maintenance and mobile computer.		
<b>Resolution:</b> Sue made a motion to approve with minor rewording of the description and outcomes as suggested; Dave Cordero seconded. Motion carried. Effective: Fall 2013		

	<b>Revisions to CS 141 &amp; 142 and addition of new course, CS 143, result in the following degree revisions:</b>	
22. revise degree	<b>Information Technology systems – AAS</b>	95-103 total credits (was 91-99)
23. revise degree	<b>Information Technology Systems – AAS-T</b>	95-103 total credits (was 91-99)
<b>Rationale/Discussion:</b> Changes to the degrees will provide training in current technology and ensure students will leave LCC equipped for entry level jobs and be prepared for advancement as well. Program Requirements – delete CS 144 (Principles of PC Operating Systems, 5 cr) and CS 245 (Computer Configuration & Maint., 6 cr), and add CS 141 (PC Technician I, 5 cr), and CS 142 (PC Technician II, 5 cr), and CS 143 (Configuring Windows Operating System, 5 cr). Total credits will be 95-103.		
<b>Resolution:</b> Courtney made a motion to approve; David Rosi seconded. Motion carried. Effective: Fall 2013		
<b>Proposal from Nadine Lemmons presented by David Rosi:</b>		
24. revise certificate	<b>Medical Billing &amp; Coding Specialist – COP</b> (Program Requirements)	58-60 total credits (was 63-65)
<b>Rationale/Discussion:</b> Changes will match this certificate to the first year of the Health Information Management degree that is offered at TCC so students can seamlessly transfer to complete their Associates degree. We have articulated 40 credits of courses with TCC, including CS 130 – Intro to Database. As they do not require 10-key calculator or Medical Office courses on the HIM degree, we are removing those requirements and adding the database. Remove BTEC 130 (Electronic Calculators, 1 cr), BTEC 171 (Medical Reception Procedures, 3 cr), BTEC 172 (Medical Office Procedures, 3 cr), BTEC 173 (computers in the Medical Office, 3 cr) and add CS 130 (Intro to Database/Access, 5 cr). Total credits will be 58-60.		
<b>Resolution:</b> Dave Cordero made a motion to approve; Sue seconded. Motion carried. Effective: Fall 2013		

The meeting adjourned at 4:15. The next meeting is scheduled for Wednesday, March 13 @ 3:00 in LIB 103.