

TCC Curriculum Committee Minutes

Date: Thursday, October 17, 2019

Time: 2:00 PM

Location: Chesapeake Campus, Whitehurst Bldg., Room 2057

Present: Eric Beaver, Denise Bieszczad, Kevin Brady, Scott Carlson, Sam Duncan, Joseph Fairchild, Mary Gable, Diane Graham, Wayne Grimsley, Michael Mitchell, Tiffany Putman, Olivia Reinauer, Vickie Rogers, Jenefer Snyder, Kellie Sorey, Ivory Warren, Linda Williams

Absent: Diana Branton, Debra Dart, Mark Frederick, Shana Haines, David Howell, Cecilia Petretto, Ryan Muldowney, Adriel Robinson

Ex officio: Rhonda D'Amore, Becky Green, Lisa Peterson

Guests:

- I. **Call to Order** by Linda Williams at 2:00 p.m.
- II. **Corrections and approval of the minutes from the September 2019 meeting.**
Motion to approve September minutes as presented. Motion passed unanimously.
- III. **Information Items**
 1. Results of electronic vote on tabled actions from September 2019 – The committee voted electronically to pass unanimously (with one abstention) the tabled items from the September 2019 meeting.
 2. PAPC Meeting Update – Diane Graham gave updates on the following meetings:
 - a. College Board: The board agreed to aggressively seek transfer students.
 - b. College Faculty Senate: The Senate voted in Lydia LePorte to fill the Faculty Senate Professional Development chair vacancy.
 - c. Distance Learning and Technology Committee: The charges are to create a pamphlet about online/hybrid courses, collaborate with the Instruction Committee to make a syllabus template for the online/hybrid courses, provide official netiquette, review proctoring online using Zoom for exams and to set up wage earners on campus to watch students take test, and align the online/hybrid course standards.
 - d. Student Success Committee: Kevin McCarthy was appointed as chair. Its main charge is advising training modules, which includes reviewing advising practices to focus on inconsistent college-wide practices and long wait times.
 - e. PAPC charges for 2019-2020: The PAPC needs to plan its charges for the year and discuss them with President DeCinque. The strategic plan remains at the forefront. Also, it discussed a needed college-wide communication plan that goes beyond the PAPC as a possible charge for the year.
 3. Implementation of SCHEV Policy on Passport and UCGS (Information Item).
Kellie Sorey described the implementation of the State Council of High Education for Virginia policy on the Passport and Uniform Certificate of General Studies (UCGS) programs. She said Passport, a 16-credit hour two-year college program, and USGS, a 30-credit program, align well with General Education requirements.

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IV. Action Items

- **A.A.S. Health Information Management – Proposal for Revision – Amy Shay**

The committee approved unanimously a proposed modification of the Associates in Applied Science Health Information Management degree. Amy Shay urged the committee to back the adding of HDT 144 or Medical Terminology to the curriculum while moving HIM 151 from the second semester to the fourth semester to evenly distribute the amount of credits each semester. She said she made this recommendation after the CAHIIM Final Accreditation Report urged HDT 144 be added to the program curriculum.

- **A.A.S. Cyber Security – Spin-off Degree Proposal – Bill Clement**

The committee approved unanimously a spin-off degree proposal creating a specialized cyber-security degree. Bill Clement said this Associate of Applied Science Degree in Information Systems Technology with specialization in Cyber Security fulfilled a great demand from both students and employers. According to Clement, the new degree would be earned within 65-66 college credit hours.

- **A.S. General Studies – Teacher Preparation Specialization Proposal – Jenefer Snyder**

The committee approved unanimously a teacher preparation specialization proposal focusing on K-8 education. Jenefer Snyder said the purpose of the new degree would be to help TCC graduates successfully transfer to a four-year university to obtain their bachelor's degree with a teaching license. She also said teacher preparation specialization would aid Virginia's severe teacher shortage.

- **CRF 151 – Glass Fusing and Painting – Course Revision Proposal – Ed Francis**

The committee approved unanimously a course revision proposal for the Glass Fusing and Painting course. Ed Francis said this change was needed to adjust the correct hours of the course to allow one hour of lecture and four studio hours. Francis wanted more studio hours in this class that introduced glass fusing, slumping, and painting techniques used to make vessels, fused, and painted glass items.

Next meeting – November 21, 2019

Location Chesapeake Campus, Whitehurst Bldg., Room 2057

V. Adjournment – 3:30 pm

Submitted by Joseph Wayne Grimsley, Jr.