

2020-21 Charges:

1. Analyze impact of course requisites in general education courses on student success, with assistance from the **Office for Institutional Effectiveness**, and **recommend changes**.
2. **Develop and implement** opportunities to educate faculty on the utility of portfolio credit and options for incorporation in curricula.
3. **Review and recommend any revisions** to policies, procedures, plans, or other relevant documents that are germane to the purpose of the Curriculum Committee, e.g., the Curriculum Procedures Handbook, Requisite Policy, i-INCURR.
4. From the perspective of the Curriculum Committee's purpose and role in shared governance, **make recommendations for changes to the committee's 2020-21 bylaws** (including name, purpose, mission, and membership) to align with the college's efforts around Guided Pathways. Include the purpose behind any recommended changes, and seek the input of college stakeholders and constituents when necessary or appropriate. Any changes must adhere to the processes set forth by the General Guidelines for Shared Governance System created by the PAPC and documented on the TCC website.

Mid-Year Report - Recap

The Curriculum Committee met in September 2020, January and February 2021 as requested by faculty to present curriculum proposals and presentations for review and approval. During these meetings Kellie Sorey also brought to the committee relevant information regarding policies, procedures, plans, or other relevant documents Curriculum Committee review.

Regarding 2020-21 Charges

Charge 1

- No Action as of Yet, On April / June Agenda - Need to create a Sub-Committee

Charge 2

- No Action as of Yet, On April / June Agenda - Need to create a Sub-Committee

Charge 3

- At the September meeting, revisions to the Curriculum Procedures Handbook were presented by Kellie Sorey. The revisions were primarily to language that reflect the Pathway structure and college-wide organizational changes. There were no questions regarding the revisions.

Charge 4

- Currently, Bylaws are in review. Also, on April / June Agenda, a Sub-Committee has been created. In addition, the Curriculum Committee reviewed the current Membership Roster, made changes and updates where needed and decided on how term dates will be recorded.

September 2020 Meeting Highlights

- a) Correction and approval of June, 2020 Minutes was tabled until next meeting. Will be sent out for review in between now and then.
- b) Kellie Sorey discussed Revisions to the Curriculum Procedures Handbook which was sent out to the committee before this meeting for review. There were no issues, questions or discussions about the revisions. This was an information item no action was necessary.
- c) The Chair was nominated and elected. Tom Siegmund will now fill that role.
- d) The nomination and election of Secretary / Recorder for 2020-2021 was tabled for the moment so that notices could be sent out to the deans to advertise for interested candidates. Tom will send out that email.
- e) Cynthia Pedigo and Joe Fairchild presented the Proposal to Modify Paralegal Programs and create a new course. Some questions, no issues or recommendations were suggested. The proposal was approved. The new course was also approved.
- f) Kelly Gillerlain and Nancy Prather-Johnson presented the Proposal to Modify AS Business Administration Leadership which included a Proposal for a New Course / AS Business Administration Leadership. There was some discussion, a question or two. Both were approved by the committee.
- g) Rita Bouchard presented the Proposal to Modify Nursing Program Curriculum. There was some discussion, a question or two. The proposal was approved by the committee.

January 2021 Meeting Highlights

- a) Joe Fairchild and Andrea Tomlin proposed changes to the AAS, Horticulture and Career Studies Certificates, Landscape Management and Plant Production (Modifications) & Career Studies Certificate, Landscape Design (Discontinuance).
- b) Beno Rubin, Rick Dyer, Darryl Parker proposed changes to the Career Studies Certificates, Mechatronics Trainee and Mechatronics Technician (New) & Career Studies Certificate, Mechatronics (Discontinuance)
- c) David Ekker, Paul Gordy and Bill Simmons proposed changes to the AS in Engineering (Modifications)
- d) Finally, as part of the General Education Committee's cyclical review of our general education courses, ENV 122 will no longer be considered an Approved Science with Lab Elective. It will remain as a Transfer Elective. Additionally, CHM 101 and 102 have now been designated as Approved Science with Lab Elective options, even beyond COVID-19 times.

February 2021 Meeting Highlights

- a) Jenefer Snyder proposed on behalf of Kellie Sorey - changes to curriculum regarding Transfer Virginia. The following curriculum changes were made to ensure TCC is compliant with VCCS and SCHEV policies and expectations.
- b) Discontinue courses: PLS 130, PHI 226, PLS 211, PLS 212, SOC 201, SOC 202, PSY 201, PSY 202. Remove from Acalog and i-INCURR. Deactivate in SIS, effective summer 2021.
- c) Remove courses from Humanities and Social Sciences listings (Acalog, i-INCURR, SIS, Navigate)
- d) Activate PLS 135 and reactivate PLS 136. PLS 136 will again be identified as a general education social science elective and transfer elective.
- e) Jenefer Snyder Johnna Harrell presented Course Outlines for PLS 135 U.S Government and Politics, PLS 136 - State and Local Government and Politics and PLS 241 - Introduction to International Relations - all of which have been approved

by the Dean's Course Review Committee. They sought from the Curriculum Committee approval to teach the courses at TCC. The committee approved without debate.

- f) Ivory Warren and Johnna Harrell presented a proposal to Modify the Human Services Curriculum (AAS Degree). Human Services Faculty, the Discipline Dean and the Human Services Program Advisory Committee met throughout the Fall 2020 Semester to review and discuss revisions to modify the Human Services curriculum. The requested revisions to the Human Services curriculum reflect the culmination of those discussions and subsequent approval by the Human Services Faculty and the Human Services Program Advisory Committee. The Proposed changes were approved without debate.
- g) Joe Fairchild and Frank Walton presented proposed changes to the Funeral Services Curriculum. The 67-credit Funeral Service curriculum is designed to prepare students for entry level positions/internships in the funeral industry. The program is also designed to prepare students for the National Board Exam (NBE), which is administered by the Conference of Funeral Service Examining Board. This exam includes two sections, one which assesses a student's knowledge of science subjects such as: Anatomy, Embalming, Chemistry, Pathology, Restorative Art and Microbiology. The other assesses a student's knowledge of interdisciplinary topics such as: Psychology, Sociology, Funeral Directing, Marketing, Business Law and Mortuary Law.

The curriculum is inclusive of courses in each of the testable topics listed above except business law. Currently, one course includes both business law and mortuary law. This format has served the program well for a number of years; however, recently we have witnessed a decline in our arts section scores. To address this decline, faculty propose to separate the mortuary law and business law courses. In effect, BUS 241 would be added to the Funeral Service curriculum and the Health/Physical Education requirement would be removed. This change will create a net gain of one additional credit hour required for completion. This is necessary to better prepare our students and to ultimately increase their likelihood of success on the NBE. Additionally, as a result of Transfer Virginia work, we propose to replace SOC 201 with SOC 200. Joe Fairchild and Frank Walton proposed the following and those proposed changes and additions were approved without debate.

New Major - Tidewater Community College offers an Associate of Applied Science in Funeral Service, with full accreditation from the American Board of Funeral Service Education (ABFSE). The AAS prepares students for Virginia licensure to practice both funeral directing and embalming, a requirement in Virginia until the passage of SB 1044 during the 2020 Virginia Legislative session.

SB 1044 allows for creation of two new licenses, Funeral Director Only and Embalmer Only. In recognition that some individuals may not want to be embalmer, TCC proposes to offer a funeral services program that prepares students for the Funeral Director Only licensure. The proposed major in Funeral Directing incorporates the necessary coursework critical to the practice of funeral directing

and management of funeral establishments.

- h) Cynthia Bird presented the following proposals: Modify Certificate: Accounting Specialist program (202) and Modify AAS: Accounting (203)

Modifying the (202) program to give students the option to take this upper-level ACC course will give our program the competitive advantage it needs to gain market share and increase enrollment. The Accounting faculty proposed and voted to offer ACC 263 as an upper-level ACC elective.

The changes to the Associates of Applied Science: Accounting (203) reflect the changing needs of the related Accounting Technician Certificate (221-203-03), the Accounting Specialist Certificate (202) and the newly created Accounting Information Systems with Data Analytics Certificate.

The CC approved the proposal for ACC 263 and approved the proposal to modify the Accounting Specialist Certificate (202). The CC also approved the proposal to modify the AAS: Accounting (203). It did not approve the proposal to modify the Accounting Technician Certificate (221-203-03), or the proposal to create a new certificate - Accounting Information System with Data Analytics.

Year End Report- Recap

In addition to the above-mentioned meetings which were highlighted in the Mid-Year Recap, the Curriculum Committee met in March 2021 and May 2021 as requested by faculty to present curriculum proposals and presentations for review and approval. During these meetings Kellie Sorey also brought to the committee relevant information regarding policies, procedures, plans, or other relevant documents Curriculum Committee review.

Regarding 2020-21 Charges - Update

Charge 1

- No Action as of Yet, Sub-Committee has been created. Plan to roll over charges to the next term.

Charge 2

- No Action as of Yet, Sub-Committee has been created. Plan to roll over charges to the next term.

Charge 3

- At the September meeting, revisions to the Curriculum Procedures Handbook were presented by Kellie Sorey. The revisions were primarily to language that reflect the Pathway structure and college-wide organizational changes. There were no questions regarding the revisions. See Mid-Year Report.

Charge 4

- Currently, the Sub-Committee is active and the Bylaws are in review. Also, on April / June Agenda. See Mid-Year Report. Plan to roll over charges to the next term.

April 2021 Meeting Highlights

- a) Nominations - Tom Siegmund was nominated to serve another term as Chair - he accepted.
- b) Linda Williams proposed to modify CSC Small Business Management and the AAS Degree Management (Small Business and Entrepreneurship) The Proposed changes were approved without debate.
- c) Linda Williams proposed to modify Modifying the Career Studies Certificate: The Proposed changes were approved without debate.
- d) Cynthia Bird Propose to Modify CSC Accounting Technician. The Proposed changes were approved without debate.
- e) Matthew Gorris and Kerry Rango Propose discontinuance of CSC Theater Arts. The Proposed changes were approved without debate.
- f) Matthew Gorris and Kerry Rango Propose to add a Specialization in Theater Arts to the AS General Studies Degree. The Proposed changes were approved without debate.
- g) Matthew Gorris and Kerry Rango Propose New Course: Add CST-136 Theatre/Musical Workshop. The Proposed changes were approved without debate.

June 2021 Meeting Highlights

- a) Leah Weaver, Valerie (Via) Sharer Rodriguez and Kerry Ragno proposed to modify the AAS for American Sign language to English Interpretation . The Proposed changes were approved without debate.
 - b) Linda Williams proposed to a new Career Studies Certificate in Maritime Logistics. The Proposed CSC was approved without debate.
 - c) Linda Williams proposed a new Career Studies Certificate in Organizational Leadership. The Proposed CSC was approved without debate.
 - d) Jason Ambrose and Jennifer Ferguson proposed a new Career Studies Certificate in Emergency Medical Service / Emergency Medical Training. The Proposed CSC was approved without debate.
 - e) Jenefer Snyder proposed two new courses - EDU 114 Driver Task Anaylsis and EDU 214 ional Principles of Driver Education. The Proposed courses were approved without debate.
- Next Step: College Board, September 21, 2021

Membership and Officers for 2021-2022

Representation	#	Member (Campus)	Rotation
Academic Dean	2	Joseph Fairchild (B)	June 2020-May 2022
		Jenefer Snyder (P)	June 2020-May 2022
Art & Design	1	Tom Siegmund, Chair (VAC/N)	June 2020-May 2022
Business Management	1	Linda S. Williams (C)	June 2021-May 2023
Classified Employee	1	VACANT	
Communications	1	VACANT	
Counselors	2	VACANT	
		Tiffany Putman (B)	June 2021-May 2023
Developmental English	1	VACANT	

Developmental Math	1	VACANT	
English	1	VACANT	
Health Professions	1	Deborah Posey (P)	June 2021-May 2023
Humanities/Fine Arts	2	VACANT	
		VACANT	
Industrial Technology	2	Rick Dyer (C)	June 2020-May 2022
		David Howell (RAC)	June 2020-May 2022
Information Systems	1	Mary Gable (B)	June 2020-May 2022
Librarians	1	Brittany Horn (VB)	June 2021-May 2023
Mathematics	1	Diana Branton (B)	June 2020-May 2022
Natural Sciences	1	Michael Mitchell (C)	June 2021-May 2023
PAPC Appointee	0-3	VACANT	
Public Services	1	VACANT	
Social Sciences	2	Ivory Warren (N)	June 2021-May 2023
		Kevin Brady (C)	June 2021-May 2023

Ex Officio - Nonvoting

AVP for Academics	Kellie Sorey (N)
Admin. Asst. to AVP for Academics	Jasmine Silvera (N)
Project Coordinator, Academic Affairs	VACANT
Workforce Solutions	Lisa Peterson
Dean’s Course Review Committee Member	Beno Rubin
Former Committee Chair	NA

Tom Siegmund, Chair