

TCC CURRICULUM COMMITTEE Minutes

Date: Thursday, October 21, 2021

Time: 2:00pm -5:00pm

Location: Virtual Meeting via Zoom

The meeting was called to order at 2:00 pm. A quorum of the voting members was present at the meeting.

1. September 2021 minutes were approved unanimously with corrections.

In Attendance

Kim Bovee (D), Diana Branton (B), Mary Gable (B), Brittany Horn (B), David Howell (RAC), Michael Mitchell (C), Tiffany Putman (B), Beno Rubin (C), Tom Siegmund, Chair (VAC), Jenefer Snyder (P), Kellie Sorey (N), Ivory Warren (N), Linda S. Williams (C)

Information Items:

1. Kellie Sorey
 - a. Transfer Virginia updates – Some courses are being discontinued. The [list](#) is posted on SharePoint. A new ENG 113 course will replace ENG 131, affecting the Engineering and Electronic Technology programs.
 - b. Addition of Kim Bovee, Director of Planning & Accountability, to the roster as ex officio to ensure SACSCOC concerns are represented.

Action Items:

1. Subcommittees reported on progress.
 - a. PLA Committee – Tom and Ivory reported on progress made toward a plan for training faculty and educating them on opportunities and procedures for students to earn prior learning credits. Portfolios demonstrating prior learning, such as IND 198, allow students to use work-based experiences to demonstrate achievement of learning outcomes that align with courses. Tom shared his detailed plan with instructions for students. i-INCURR has an approval process built in. Faculty need training to ensure this option is available for all students and to develop standards in addition to [Policy 2109: Credit for Prior Learning](#), the [TCC Curriculum Procedures Handbook](#), and the [Prior Learning User's Guide](#) on i-INCURR.
 - b. Bylaws Committee – Tom and Linda presented proposed changes to the bylaws for the committee to review. Discussion commenced, and the recommendations will be voted on at a future meeting. Further discussions will determine the following:
 - i. Membership and terms of office – Need to define a calendar of membership and report vacancies to PAPC according to PAPC's guidelines. The representative chart needs to be updated with Pathways as a consideration to ensure correct distribution of representation. Linda and Jenefer will meet before the next meeting to discuss the chart.
 - ii. Timeline for onboarding new members and elections – The timeline for introducing and possibly training new members as well as the elections should coincide with the calendar year of the committee.
 - iii. Other revisions for clarification and currency
 - c. DEI Committee – Brittany will be attending the November Instruction Committee to discuss working together on this charge.

Presentations and Proposals:

1. Jennifer Ferguson's proposal regarding a requisite for DIT 121 has been postponed until November's meeting.

Meeting was adjourned at 3:26 pm.

The next meeting of the Committee will be November 18, 2021 and will be conducted via Zoom.

Brittany Horn