**TCC CURRICULUM COMMITTEE Minutes**

**Date:** Thursday, October 19, 2023

**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.**

* September minutes were approved unanimously.

**In Attendance**

Jordan Barnes (N), Chris Cartwright (B), Bill Conner (P), Rebecca Greene (N), Jennifer Hopkins (C), Brittany Horn (B), Gabrielle Pennington (P), Carolyn Phillips (N), Jeannie Smith (B), Kellie Sorey (N), Thomas Stout (C), Randy Sturgill (C), Ivory Warren (N), Lisa Whitaker (B)

Guests: Marcee Andersen, Lynette Brash, Chris McCammon

**Information Items**

1. Thomas Stout shared that the governance committee chairs met with Dr. Woodhouse with plans for future meetings. They discussed communication and documentation, including websites, and bylaw reviews.
2. Becky Greene shared a link to the updated [Curriculum Handbook](https://tcc121.sharepoint.com/:w:/r/sites/AcademicAffairs/_layouts/15/Doc.aspx?sourcedoc=%7B1887B61D-1B75-4CD6-94FC-5DB39F8FE9E5%7D&file=2023-2024%20Curriculum%20Procedures%20Handbook%20DRAFT.docx&action=default&mobileredirect=true&DefaultItemOpen=1).

**Action Items**

1. Charges: The committee discussed charges and asked for clarification on charge #2.
   1. Review faculty proposals for curriculum additions, modifications, and discontinuances.
   2. Collaborate with the General Education Committee to examine and recommend course eligibility for non-UCGS general education courses to remain as general education core requirements.
   3. Provide feedback on program prioritization reports and recommend process and procedural changes.

* Motion to accept the charges as written passed unanimously.

**Presentations and Proposals:**

1. New Course: ENG 245 British Literature

Marcee Andersen presented a new course proposal to offer ENG 245, a UCGS humanities elective in the VCCS master file. This course covers content from ENG 243 and ENG 244, previously offered as sequenced courses, to align with Transfer VA and the 4-year institutions’ preference for students to transfer with diverse classes covering a variety of disciplines. Historically, the committee has received these proposals as informational items since the learning outcomes cannot differ from the master file course description. Further discussion about the committee’s plans to handle Transfer VA courses tabled for the next meeting.

* Motion to recommend for approval ENG 245 passed unanimously.

1. Curriculum Modification: AAS ASL English Interpretation

Marcee Andersen presented modifications to the ASL program as follows:

* Motion to recommend for approval the following modifications to AAS ASL English Interpretation passed unanimously.
  + Add ENG 111 to pre-admission semester to support coursework in future discipline-specific classes.
  + Add INT 105 Interpreting Foundations 1 with prerequisites of ASL 102 or by placement test to the first semester.

1. Curriculum Modification: CSC Off-Shore Wind Energy Technician

Chris Cartwright presented a proposal to remove SAF 136 Sea Safety and Survival Procedures and SAF 137 Working at Heights and Safety Procedures due to a lack of the facilities and equipment required to teach these courses.

* Motion to recommend for approval the removal of SAF 136 and SAF 137 from the CSC Off-Shore Wind Energy Technician program 245 passed unanimously.

1. Course Modification: PHI 100 Introduction to Philosophy

Chris McCammon presented a course proposal change for PHI 100, a UCGS humanities elective in the VCCS master file. The modification includes a course name and description change to align with the VCCS master course file.

* Motion to recommend for approval PHI 100 passed unanimously.

**Meeting adjourned at 4:30 pm.**

**The next meeting of the Committee will be November 16, 2023, 2:00-5:00, via Zoom.**

**Brittany Horn**