

**University of Washington, Tacoma**  
**Curriculum Committee Minutes**  
**Friday, October 14, 2011, 2:00 p.m.**

**Present:** Katie Baird (Chair), Brian Coffey, Rich Furman, Rich Knuth, John Mayer, Kent Nelson, Janet Primomo

**Guests:** Tom Diehm, José Rios, Tony Myers, Patrick Pow, Jennifer Sundheim,

**1. Approval of Minutes**

No minutes were reviewed or approved at this meeting, the first of the academic year.

**2. Curriculum Committee Responsibilities and Processes**

Former Curriculum Committee members, Tom Diehm and José Rios (previous Chair) provided the committee with a detailed introduction to Curriculum Committee responsibilities and processes. We reviewed the structure of minutes, the timeline for course reviews, and the process involved. The following key points were discussed:

- a) All courses (or 1503's) presented must have been approved by the voting faculty of the program/school. The definition of the voting faculty may include sub-units of a program/school, however in most cases, the entire program/school faculty vote on curriculum issues. Committee members should remind their respective program/school of this. One of our roles is to be a link to our respective academic units and assist faculty with meeting academic standards.
- b) We review for rigor of courses; congruence of course description, objectives and syllabus with the course application; validity of justification; credit hours; reasonableness of assigned work; evaluation methods; and editorial accuracy (number of words; prefix; short title). The specific areas that seem to be most problematic are the justification and description.

The **justification** needs to reflect why the course is proposed, the course's overall fit with the curriculum and what the course adds to the curriculum. The **description** should use active voice, and be doubled spaced. The **learning objectives** need to reflect what the students learn by the end of the course. They must be at an appropriate level (ie. upper division and graduate courses should have higher level objectives such as synthesize, analyze, etc. rather than identify or define). Action verbs rather than synonyms for "understand" strengthen the rigor of the objectives. For example, instead of "Be comfortable identifying and using...", words like "Identify and use..." are recommended. The **syllabus** must include readings, and the grading policy or the link to campus grading policy if it is the same. Note that attendance can not be a grading criteria but participation can. Bibliographies and service statements are not required in the syllabus.

- c) We reviewed the UW Curriculum Committee webpage, an excellent resource that can assist us in our work as well as faculty who are proposing course. The new policy passed

last year by the UW Faculty Council on Academic Standards (FCAS) on Equivalent Courses ('cloning') was noted. A new course application for equivalent courses is required; signatures from other schools/colleges/departments/programs across the UW campuses may be required.

- d) **1503's** are reviewed by Curriculum Committee as a tracking mechanism. UWT's Faculty Assembly Academic Policy Committee is the body that reviews and recommends action on academic programs.

### **3. New Course Applications**

**T SOC 266:** Return to program for revision of objectives. Specifically, #4 is an activity, not an outcome objective. When these changes are made, resubmit the revised application and syllabus to the Curriculum Committee for review.

**T SOCW 540:** Approved pending the following correction. The course description must be added to the syllabus. When the change is made, resubmit the syllabus to the Chair Katie Baird.

**T SOCW 541:** Approved pending the following corrections. Please revise the objectives that use the words 'describe' and "have knowledge of" to reflect higher level learning. Use words such as synthesize, evaluate, analyze, etc. (The rationale is that words like "describe and have knowledge" are problematic in graduate courses.) Be sure to change both the syllabus and course application. When these changes are made, submit to Chair Katie Baird for review.

**T SOCW 545:** Approved pending the following correction. Objective #12: Delete the beginning phrase "Be aware of and have beginning skills in applying..." Revise the objective to read "Apply appropriate worker skills by group work phase in a mutual aid group work model." (The rationale is that words like "awareness and beginning skills" are problematic in graduate courses.) Be sure to change both the syllabus and course application. When these changes are made, submit to Chair Katie Baird for review.

### **4. Course Change Applications**

**TPOL 322:** Approved as revised.

- 5. 1503 Revisions to Health and Society Minor:** Reviewed without comment.

### **6. Next Meeting & Adjournment**

The next meeting is Wed. October 19, 12:30 PM, Room TBA. Other meetings were set for the year: 12:30 PM on Nov. 16, Dec. 14; Jan. 17, Feb. 14, March 13, April 19, May 17, and June 7. The meeting adjourned at 4:00.

Respectfully submitted,  
Janet Primomo, PhD, RN  
Committee Member/Nursing & Healthcare Leadership