

**University of Washington, Tacoma**  
**Curriculum Committee**  
**Minutes**  
**Wednesday, February 18, 2009, 12:30**

**Present:** Brian Coffey, Kent Nelson, Dan Zimmerman, José Rios, Divya McMillin, Tom Diehm. **Absent:** Ruth Rea **Guests:** Bobbe Miller-Murray, Patrick Pow

**1. Approval of Minutes**

Minutes from the 01/21/09 meeting were approved.

**2. Updates**

José learned from the Curriculum Office that the minimum requirement for a syllabus includes the evaluation criteria and grading criteria, along with a course schedule and outline. “Service statements” (e.g., disability services, electronic devices) are not needed on the syllabus for the submission portion of the process.

Patrick indicated that Darcy Janzen will be connecting with José to discuss GoPost/Catalyst electronic submission options for use as soon as next month.

**3. Course Applications**

**TURB 110:** Approved with the following changes. There is a friendly suggestion to include “Intro” in the abbreviated title in some way. On the New Course Application, insert “Digital” in the course title in line 3 of the Justification. In the Catalog Description, change the phrase “The objective of this course is to lay” to “Provides”. Delete the “s” where you indicate when the course is offered. Under the learning objectives, please use a parallel structure (e.g. start them all with a verb). On the DL Supplement Sheet, include the word “Digital” in the Course Title. Please make corrections and return to José.

**TEDUC 495:** Approved with the following changes. Under “College or School” include University of Washington Tacoma before Education Program. Consider changing the words “explores” and “surveys” in the Catalog Description to words more indicative of a 400-level course. Note the “double period” under objective 2 on the syllabus. Please make corrections and return to José.

**TCXIN 373:** Return to IAS to be rewritten and resubmitted. This course appears nearly identical with another submission, TCXUS 372 (including an identical syllabus; see below). Please make clear how these two courses are different and why they cannot be subsumed under one course number. The course objectives are not representative of a 300-level history and/or literature course and should be written with clearer learning goals. Also, please clean up grammatical errors throughout the application.

**TCXIN 110:** Return to IAS to be rewritten and resubmitted. It is suggested that IAS request a new course prefix (TGERM) to be consistent with other language course numberings (e.g., TSPAN for Spanish). It is also recommended that the Abbreviated Title be changed to: Intensive German. Please check with the Curriculum Office in Seattle to see how the “German as a language of admission” piece should be handled on this application. Currently, the Course Description is self-contradictory and we are unclear what the intent is. The course objectives and syllabus are poorly written (grammar, syntax, etc.) and need to be redone. Course objectives must be identical on the syllabus and the Application form. Finally, we question whether the instructor can create the kind of grading scale they show on the syllabus (leaving gaps between decimal grades rather than doing the decimal-by-decimal model). Please consult with José if you have questions.

**TEST 335:** Approved with the following changes. Decide whether this is a TEST class or a TESC class and make it consistent on the syllabus and Course Application—right now, they are inconsistent. Eliminate the last sentence of the justification about there being “no other course...”. Finally, in the last phrase of the Catalog Description, change “impacts to” to “impacts on”. Please make corrections and return to José.

**TCSIG 480:** Approved with the following changes. Abbreviated title is too long; we suggest: Ling Meth & Thry. In the first sentence of the justification, eliminate “in linguistics” at the end of the first phrase. Please clarify the Catalog Description. Should the semi-colon actually be a comma? This is unclear and needs correction. The Learning Objectives on the Application do not match the objectives in the syllabus; please make them consistent. Please make corrections and return to José.

**TCXUS 372:** See TCXIN 373 above for concerns. Please clarify and resubmit.

**TBUS 590:** Approved with the following changes. Please add “1-4” under credits at the top of page 1. On page 2, eliminate “Credit/No Credit grading is optional” in section 4c. Please make corrections and return to José.

**Note:** Bobbe suggested that it may be time to revisit a discussion with the Curriculum Office about how “Special Topics” (390/490/590) courses are transcribed. The issue is that individual course titles do not appear on the transcript, only the notation of “Special Topics.” This makes transcript evaluation very difficult for both UWT staff and when a student applies to another school for graduate studies. This is an issue in several departments that have similar types of courses, including Urban Studies and Social Work. José will begin the follow-up on this.

#### **4. Next meeting**

March 18, 2009 at 12:30

#### **5. Adjournment**

The meeting adjourned at 1:25 p.m.

Respectfully submitted,  
Tom Diehm, PhD, MSW  
Committee Member