

University of Washington, Tacoma
Curriculum Committee
Minutes
Wednesday, October 24, 2007, 12:45 p.m.

Present: Jose Rios, Ruth Rea, Yonn Dierwechter, Tom Diehm, Emily Ignacio. **Absent:** Sam Chung, Kent Nelson. *Ex Officio:* Erica Coe.

1. Introductions

New members of the committee—Ruth Rea and Yonn Dierwechter—introduced themselves to the rest of the committee.

2. Approval of Minutes

Minutes from the July 24, 2007 meeting were approved.

3. Schedule of Meetings and Deadlines

These dates have been distributed via e-mail and are also on the Curriculum Committee website. We will attempt to move the Wed. Nov. 21 meeting to Mon. Nov. 19 to accommodate holiday schedules. Jose will follow up with this.

4. Annual Goals

Jose reviewed the goals set at the Faculty Retreat in September for the Curriculum Committee:

- a) Finalization of electronic submission of materials. This was initially done by Patrick Pow last year, but a change in forms derailed it and we are trying again.
- b) Improvement of communication with the Seattle Curriculum Committee
- c) Clarifying the charges of the Academic Policy and Curriculum Committees so they are working together instead of at cross purposes; or at least in a way that is confusing to everyone. This will be an important item that we will focus attention on in Winter quarter.

5. Course Applications

TGH 203: Approved pending the following changes: sections 4c and 6 need to reflect exact wording from the syllabus. A grading scale needs to be added. Readings and a course schedule need to be added. Once these changes are made, the course form can be submitted directly to Jose.

TGH 495: Approved as is.

TCXG 131: Approved pending the addition of a grading scale. The form can then be submitted directly to Jose.

TSPAN 483: This is being returned to IAS for clarification as to why it needs to come to Curriculum Committee at all. This appears to be more of a Continuing Education or professional development course more suitable for the Key Bank Center. Emily and Jose will get clarify on this. Depending on that discussion, the course may come back to us for approval at our next meeting.

TCES 413: Approved pending a justification for the change in Course Number. Because the change is a late submission, the program will need to include a Memo or Responsibility with the revised application. This can be returned directly to Jose.

FYI Items: Jose informed the committee of both a Memo of Responsibility and a Seattle course clone, both from IAS.

6. Discussion of Curriculum Committee's Charge

It appears that per Faculty Code, committees of the Faculty Assembly are not to have *ex officio* members. Jose is following up on this in regards to our inclusion of Library, Registrar, and Information Technology staff on Curriculum Committee as *ex officio* members. They will continue on the committee until this investigation of Faculty Code is complete.

Jose also reviewed important information from a workshop presented by Jennifer Payne. The principal change impacting us most immediately is that we will now be wanting to see a grading scale on the syllabus. This is the exact opposite of what we have taught faculty to do in the past, so it will take some work to re-educate them about this new policy. As members, we should be watching for that on syllabi *before* they come to the committee.

7. Next meeting

The next meeting is scheduled for Wed. 11/21/07 at 12:45 pm. As mentioned previously, Jose will investigate moving the meeting to 11/19/07 instead.

8. Meeting Adjournment

The meeting adjourned at 1:45 p.m.

Respectfully submitted,

Tom Diehm, PhD, MSW
Committee Member