

University of Washington, Tacoma
Curriculum Committee
Minutes
Wednesday, October 21, 2009, 12:30 p.m.

Present: Brian Coffey, José Rios, Tom Diehm, Ruth Rea, Dan Zimmerman, Divya McMillin

Absent: Kent Nelson

Guests: Patrick Pow, Darcy Janzen

1. Introductions

José welcomed the group back to a new year. There are no new members to the committee for the 09-10 year.

2. Approval of Minutes

Minutes from the 07/22/09 meeting were approved, 4-0-2

3. Future Meeting Schedules and Deadlines

José reminded us of the upcoming meeting and schedule deadline and passed out copies of it.

4. Online Submission Review (Darcy Janzen, guest)

Darcy presented the new Catalyst system for submission of course proposals. IAS has volunteered to pilot this for next month's meeting. For this first run, we will use it only to upload and download document, not to discuss the proposals themselves. Many thanks to Darcy & Patrick for helping make this happen.

5. Assigning Course Numbers

We reviewed the UW Seattle webpage that describes the criteria for assignment of course numbers at the lower, upper, and graduate levels. We have decided to accept these standards as our own; José will try to get on the Academic Policy committee agenda to present this information and get their feedback.

6. Course Applications

NOTE: For the four INFO course that follow, there were several common problems. Most of the suggestions are the same from course to course, but there are some individual variations, so please read carefully through each section.

TINFO 310: Returned to program for changes and resubmission. Change Abbreviated title to: Fdn Info Mgmt. The justification needs to include a genuine rationale for why the course needs to be part of the new ITS degree and should be offered on this campus, not just that it is and therefore should be approved because it's part of a curriculum. Why is it part of that curriculum?

The syllabus indicates that there are prerequisites for this course. They must be explicitly laid out in the Catalog Description; the total words for this section cannot exceed 50, so it is likely there will need to be rewriting of the existing content as well. Lab hours are counted differently than lecture hours. Therefore, for the current 5-10-15 “credits and hours” section, you need to either have the course consist of 4 lecture and 2 lab hours, or 2 lecture hours and 4 lab hours. The choice is the program’s. The first learning objective is actually a teaching objective and should be dropped. The remaining objectives need to be written with attention to appropriate grammar. We suggest that “be able” be dropped from each of them. This change needs to be reflected on the syllabus as well. The Academic Standards policy is listed twice on the syllabus (VIII & X); delete one or the other.

TINFO 340: Returned to program for changes and resubmission. Change Abbreviated title to: Fdn Info Assurance. The justification needs to include a genuine rationale for why the course needs to be part of the new ITS degree and should be offered on this campus, not just that it is and therefore should be approved because it’s part of a curriculum. Why is it part of that curriculum? The syllabus indicates that there are prerequisites for this course. They must be explicitly laid out in the Catalog Description; the total words for this section cannot exceed 50, so it is likely there will need to be rewriting of the existing content as well. Lab hours are counted differently than lecture hours. Therefore, for the current 5-10-15 “credits and hours” section, you need to either have the course consist of 4 lecture and 2 lab hours, or 2 lecture hours and 4 lab hours. The choice is the program’s. As a friendly suggestion, we think “understanding” should be deleted from course objectives and replaced with something more measurable or demonstrable. This change needs to be reflected on the syllabus as well. The Academic Standards policy is listed twice on the syllabus (VIII & X); delete one or the other.

TINFO 350: Returned to program for changes and resubmission. Change Abbreviated title to: Fdn Info Networking. The justification needs to include a genuine rationale for why the course needs to be part of the new ITS degree and should be offered on this campus, not just that it is and therefore should be approved because it’s part of a curriculum. Why is it part of that curriculum? The syllabus indicates that there are prerequisites for this course. They must be explicitly laid out in the Catalog Description; the total words for this section cannot exceed 50, so it is likely there will need to be rewriting of the existing content as well. Lab hours are counted differently than lecture hours. Therefore, for the current 5-10-15 “credits and hours” section, you need to either have the course consist of 4 lecture and 2 lab hours, or 2 lecture hours and 4 lab hours. The choice is the program’s. Learning objectives should be written in more measurable terminology and use the active voice. This change needs to be reflected on the syllabus as well. The Academic Standards policy is listed twice on the syllabus (VIII & X); delete one or the other.

TINFO 360: Returned to program for changes and resubmission. Change Abbreviated title to: Fdn IS Analysis Des. The justification needs to include a genuine rationale for why the course needs to be part of the new ITS degree and should be offered on this campus, not just that it is and therefore should be approved because it’s part of a curriculum. Why is it part of that curriculum? The syllabus indicates that there are prerequisites for this course. They must be

explicitly laid out in the Catalog Description; the total words for this section cannot exceed 50, so it is likely there will need to be rewriting of the existing content as well. Also in the Catalog Description, change the first word to Examines.” The final sentence needs a subject. Lab hours are counted differently than lecture hours. Therefore, for the current 5-10-15 “credits and hours” section, you need to either have the course consist of 4 lecture and 2 lab hours, or 2 lecture hours and 4 lab hours. The choice is the program’s. The first learning objective is actually a teaching objective and should be dropped. The remaining objectives need to be written with attention to appropriate grammar. We suggest that “be able” be dropped from each of them. This change needs to be reflected on the syllabus as well. The Academic Standards policy is listed twice on the syllabus (VIII & X); delete one or the other.

TESC 316: Approved with the following changes. Return to José when complete. Change Abbreviated Title to: PNW Geology. In the justification, the section that begins “This course is a unique...[to the end]” should be moved to the beginning of the paragraph. The Catalog Description must be rewritten, staying at 50 words or less (51 is not acceptable) and double-spaced. Under 5b, you indicate the course is appropriate for graduate and professional students. UW guidelines indicate that 300-level courses are not appropriate for graduate credit. If you wish to keep this comment in the application, you will need to provide the Curriculum Committee with a justification for it. Learning objectives should be rewritten to reflect active voice (e.g., delete “be able to” or “learn to”). These changes need to be reflected in the syllabus as well.

TECON 360: Returned to program for changes and resubmission. Change Abbreviated Title to: Pov Dev Countries. The course justification needs to be rewritten to reflect the actual need for the course in the IAS curriculum, not just a description of its content. Why does this course warrant being included in the IAS curriculum? Change first word of Catalog Description to “Examines.” Delete final “recommendation” for an economics course. If such a course is a prerequisite than it should be stated specifically as such; if not, it doesn’t belong in the Catalog Data. The learning objectives (except #3) are actually teaching objectives and should be rewritten. These changes need to be reflected in the syllabus as well.

TESC 403: Approved with the following changes. Return to José when complete. The committee questions whether this should be a 400-level course. According to UW Guidelines, a 400-level course requires considerable specialized knowledge about the discipline in which the course is offered. Since the course is open to all, this does not seem to be the case in this instance. Please change this to a 300-level course (303?). If you wish to keep the 400-level designation, you’ll need to provide the Curriculum Committee a justification at its next meeting and resubmit the course for consideration. Change Abbreviated Title to: Sust Devpt Africa. In the Justification, delete the phrase “to provide a global context.” In the Catalog Data section, change “introduction” to examination. Delete “Open to all students.” We strongly suggest you move all credits and hours to the “other” category and explain that this is a study abroad experience and not a regular classroom effort.

7. Clone Request from IAS

SISA 417 to TECON 417: There is precedent for cloning upper division courses on this campus, although whether that should continue to be the case may be the subject for future discussion. For the current request, approval is being given as the course will be taught by a UW Seattle instructor who has taught the content before (in essence, teaching his own course but on a different campus).

8. Annual Goals

Postponed until next meeting.

4. Next Meeting

November 18, 2009, 12:30 p.m.

5. Adjournment

The meeting adjourned at 1:35 p.m.

Respectfully submitted,
Tom Diehm, PhD, MSW
Committee Member