

**University of Washington, Tacoma**  
**Curriculum Committee**  
**Minutes**  
**Wednesday, April 20, 2011, 12:30 p.m.**

**Present:** Tom Diehm (chairing), John Mayer, Yonn Dierwechter, Kent Nelson, Jennifer Gogarten

**Not Present:** Ruth Rea, José Rios

**Guests:** Bobbe Miller-Murray, Patrick Pow

**1. Approval of Minutes**

The minutes from 3/16/11 were approved, 4-0-0.

**2. Course Revisions**

**TINFO 451:** This is being returned to the program again, unapproved. In our previous instructions, we indicated the Catalog Data/Course Description was to be re-written in the active voice. It has not been and must be changed before this class will be approved. The Abbreviated Title is 21 characters; the limit is 19, including spaces. Suggested abbreviated title: Routing & Switching (use ampersand instead of “and”). Finally, this can no longer be approved for Spring, 2011, so please change the effective date. This course will keep being sent back until the changes required by the committee are made. Re-submit to entire committee when corrections complete.

**TINFO 552:** The committee changed the first word of the Catalog Data to “Examines” from “Explores”. Approved.

**3. New Course Applications**

**THIST 356:** The effective date listed (Aut 12) is after the date indicated on the syllabus that the course is being taught (Win 12). We assume you meant for it to be effective Aut 11; please make that change. Under section 4c, the evaluations methods must be complete and indicate percentages; they currently do not include “participation” and have no percentages attached. When these changes are made and returned to José, the course is approved.

**TESC 251:** Under the Catalog Data, please change the first sentence to: “Introduces organic chemistry, including principles...”. In the next sentence, delete the first clause: “Through lectures and group study sets”, then capitalize “Students as first word of sentence. In the syllabus under “Quizzes” note that a word is missing. The second sentence should read: Students will be given limited *time* to complete the quiz. When these changes are made and returned to José, the course is approved.

**TESC 495:** The application form is fine. On the syllabus, please include the standard headings at the beginning (UWT, Dept name, etc.). The title of the course on the syllabus needs to include

“Environmental,” to match the application form. The IAS grading scale needs to be added at the end of the syllabus. When these changes are made and returned to José, the course is approved.

**TCOM 340:** Delete the period for the Abbreviated Title. “Filling gaps” is not a justification for adding courses to the curriculum. Therefore, in the Justification, please delete that clause in the first sentence so that it reads: “Principles of Web Design serves as the foundation...”. Midway through the Justification, strike the short sentence: “This course is designed to begin to fill that gap in our curriculum.” Please note that Patrick Pow would like to consult with the program regarding computer lab needs for this course to make sure resources are appropriately distributed. When these changes are made and returned to José, the course is approved.

**TWRT 111:** Returned to the program for corrections and to resubmit to full committee. Rewrite the Catalog Data in active voice (never start with “this class...”). The learning objectives need to match between the syllabus and the application. Our suggestion is that you rewrite the syllabus objectives in the 3<sup>rd</sup> person (“students will...”) then cut-and-paste onto the application. Regardless, they must be an exact match. When these changes are made and returned to José, the course is approved.

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

**TNURS 414:** Friendly suggestions. For the new abbreviated title, drop the “s” from “comm.” and “pop”. Remember to turn off “track changes” when you reprint the syllabus for submission. When these changes are made and returned to José, the course change is approved.

**TNURS 451:** Approved as is.

**THIST 365:** Please strengthen the justification for adding “VLPA” to this course by describing what is being added to content that warrants that designation. Also, add a grading scale to the syllabus. When these changes are made and returned to José, the course change is approved.

**THIST 478:** Please check the “Change Course Description” box under section 1. It looks like it was attempted but instead of an “x” the box was deleted. When this change is made and returned to José, the course change is approved.

**TWRT 311:** Eliminate the content in section 4b. This is not a variable credit course, so no explanation is needed. When this change is made and returned to José, the course change is approved.

#### **5. 1503 Application – Revised program requirements for Communication major**

Noted without comment.

#### **6. 1503 Application – Environmental Studies Revision to Match 120 gpa requirement**

Noted. There appears to be an error in the first sentence of the explanation. We think you mean “Precalculus with a 2.0 minimum grade” not a “2.0 gpa”. Friendly suggestion to change.

**7. 1503 Application – Revision for Writing Studies Creative Writing Track**

Noted without comment.

**8. 1503 Application – BA in Interdisciplinary Arts and Sciences.**

Noted with best wishes for this implementation.

**9. Memo of correction requesting repeat credits for TPOLS 496.**

Noted without comment.

**10. Appointments for 2011/2012**

Rich Furman will be replacing Tom Diehm as the Social Work representative to the committee. He will not be taking on “recording” duties unless the committee asks him to do that.

**11. Other Business**

None.

**8. Next Meeting & Adjournment**

Next meeting is May18, 2011, 12:30 in CP 206C. This will be the last meeting of the regular academic year. The meeting adjourned at 1:25 p.m.

Respectfully submitted,

Tom Diehm, PhD, MSW  
Committee Member/Social Work