

**University of Washington, Tacoma**  
**Curriculum Committee**  
**Minutes**  
**Wednesday, February 21, 2007, 12:45 p.m.**

**Present:** Kent Nelson, Erica Coe (*ex officio*), Kären Landenburger, Tom Diehm, Patrick Pow (*ex officio*), Jose Rios, Brian Coffey. **Absent:** Emily Ignacio, Sam Chung, Bobbe Miller-Murray (*ex officio*),

**1. Minutes from 1/24/07**

The minutes from the 1/24/07 meeting were approved.

**2. Course Applications**

TNURS 432: Resubmission. Approved.

THLTH 501: Approved.

TEDUC 587: Approved. A memo will be added referencing the Handbook that goes with the field experience.

TEDUC 588: Approved. A memo will be added referencing the Handbook that goes with the field experience.

TEDUC 525: Resubmission. Approved with change in Catalog Description from “mandate” to “mandatory.” Changes can go directly to Jose.

TCSS 522: Approved. Eliminate “not available for elective credit” from Catalog Description. Changes can go directly to Jose.

TCSS 545: Approved. Eliminate “not available for elective credit” from Catalog Description. Changes can go directly to Jose.

TCSS 560: Approved. Eliminate “not available for elective credit” from Catalog Description. Correct typo in Catalog Description: “development,” not “devel9pment.” Changes can go directly to Jose.

TCSS 572: Approved. Eliminate “not available for elective credit” from Catalog Description. Changes can go directly to Jose.

TBGEN 200: Approved. Revise Catalog Description to present tense with list of skills. Eliminate the prerequisite. Changes can go directly to Jose.

TACCT 210: Approved.

TBGEN 218: Approved.

TACCT 220: Approved.

TACCT 230: Approved.

TFIN 422: Approved.

TSMIN 490: Approved. Revise catalog description to read: "Combines intensive study of Mandarin Chinese with an examination of the history..." Also, Change "Peking University" to "Beijing University." Changes can go directly to Jose.

Memorandum, IAS: Approve.

#### **4. Discussion Items**

a) Application deadlines. Jose explained the issues that arose this year in regards to missing deadlines for course changes, resulting in the need for Memos of Responsibility. We are in the clear on this for the remainder of this year, but will need to take it into account for next year in determining deadlines for new course approvals.

b) Program procedures. Thus far, only Education and Social Work have submitted their procedures. Much of this may have gotten lost amidst snow days and multiple other activities on campus. Please get your department's procedures for course approval to Jose by our next meeting. He will distribute them to the committee so they can be discussed in March.

c) Online forms. Patrick will be presenting the new online submission forms to the Program Administrators at their meeting on Tuesday, 2/27. Jose pointed out that there is rumor that the forms may be changing before long. If such is the case, we may want to reconsider starting use of the online forms, or at least revisit the best way to use them.

d) Lower division courses. Brian brought up an issue related to the number of 200-level courses we are beginning to offer in relation to the number of students actually available to take them. This may also be an issue for 100-level courses. Jose will bring the issue to Executive Committee for them to discuss and dispense with as they see appropriate.

#### **5. Next Meeting**

March 14, 2007 at 12:45 in CP 206C

The meeting adjourned at 1:25 p.m.

Respectfully submitted,

Tom Diehm, PhD, MSW  
Committee Member