

**University of Washington, Tacoma**  
**Curriculum Committee**  
**Minutes**  
**Wednesday, March 14, 2007, 12:45 p.m.**

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

**1. Minutes from 2/21/07**

The minutes from the 2/21/07 meeting were approved.

**2. Announcements**

There are new forms for both New Course Application and Course Change. Jose reviewed the changes with the group. The principle change appears to be the addition of “Learning Objectives” as a new category to be included on page 2 (item #8). There are some other minute changes which are self-explanatory. Jose stated that the Program Administrators have received the new forms and information and that we will begin using them for materials submitted to the Curriculum Committee in Spring quarter. Patrick Pow has indicated it will take approximately 60 hours to reconfigure the on-line forms that we were ready to introduce during Spring quarter. He will keep us updated on that progress.

**3. Course Applications**

TNURS 414: Approved.

TNURS 415: Approved.

THLTH 498: Change approved. The learning objectives for this course need to be added to section #6 on page 2. This change can be forwarded directly to Jose.

**4. Discussion Items**

We reviewed the course approval processes submitted by the various programs. One of the inconsistencies among these protocols is an indication of how approval is actually given and where that approval is recorded. The IAS program and the CORE classes seem most out of alignment on these issues at this time. Jose will follow up with both of those programs to get information about their approval process.

It was suggested that the Program Representative to the Curriculum Committee in some way be involved to verify that, in fact, the submissions had gone through the appropriate process as determined by the respective departments. This could consist of a memo providing verification; an additional signature line on the form itself; or having the Representative initial on an existing signature line that procedures had been followed.

Jose will follow up with Executive Committee and other appropriate persons to help bring the various programs in line with one another. This is not intended to dictate to each program how their approval process must operate, but rather to insure that the process is, in fact, taking place.

**5. Next Meeting**

April 25, 2007 at 12:45 in CP 206C

The meeting adjourned at 1:43 p.m.

Respectfully submitted,

Tom Diehm, PhD, MSW  
Committee Member