

## TCC CURRICULUM COMMITTEE Minutes

**Date:** Thursday, September 19, 2024

**Time:** 2:00pm -5:00pm

**Location:** Virtual Meeting via Zoom

**The meeting was called to order at 2:00 pm. A quorum of the voting members was present.**

- June meeting minutes were approved unanimously.

### In Attendance

Kevin Brady (C), Trish Caroccia (N), Chris Cartwright (P), William Conner (P), Rhonda Goudy (C), Becky Greene (D), Johnna Harrell (P), Jennifer Hopkins (C), Brittany Horn (B), Gabrielle Pennington (P), Carolyn Phillips (N), Donna Richards (B), Jasmine Silvera (D), Jeannie Smith (B), Kellie Sorey (D), Thomas Stout (C), Randy Sturgill (C), Lisa Whitaker (B)

Guests: Tiffani Pope (B), Amanda Jerez (C), Tony Jones (P)

### Action Items

**Committee Charges:** The committee will vote on the charges at the October meeting.

1. Recommend procedures and/or best practices to ensure sufficient full-time faculty oversight at TCC off-campus instructional sites to ensure curriculum and program quality, integrity, and review.

Kellie Sorey presented the section of the SACSCOC report that the committee is charged with contributing recommendations for. Off-campus instructional sites include dual enrollment in high schools as well as locations such as the Regional Automotive Center.

2. Review and recommend action for curriculum proposals put forth by faculty, staff, and academic administrators.
3. Develop and implement by December 1, 2024, a process for collecting and sharing program review feedback and recommended changes by Curriculum Committee members.

This charge will be updated to clarify that it relates to the committee's review of program prioritization presentations and that the feedback will be documented and shared with the program administrators, deans, and Vice President. The committee discussed its role in the review process as a group of peers who can provide diverse perspectives on curriculum, marketing, community needs, resource needs, efficiency, effectiveness, and any other aspects impacting the program's success.

### Information Items

**Curriculum Procedures Handbook:** Becky Greene presented the procedures handbook for annual review. See page 71 for a list of current updates and sections under revision. Feedback is welcome and may be sent to Becky. The final version will be posted on the website and intranet.

### Presentations and Proposals:

1. AAS Revision: Fire Science Technology (427)

Rick Dienst and Dean Silberquit presented a proposal to remove the two credit HLT/PED elective from the program, reducing the number of total credits from 64 to 62.

- Motion to recommend approval for the removal of the HLT/PED elective from the Fire Science Technology program was approved unanimously.

## 2. Certificate Revision: Practical Nursing

Lisa Prather-Betancourt and Dean Hartman presented a proposal to make the following revisions to the curriculum of the new Practical Nursing certificate program.

- Reduce the number of clinical rotation hours to align with the Virginia Board of Nursing requirements and to remove unnecessary time requirements for students.
  - Move PNE 174 Applied Pharmacology from summer semester 2 to spring semester 1 to balance the academic load and to allow for concurrency with PNE 162 Nursing in Health Changes II.
  - Update co-requisites for PNE 174: SDV 100, BIO 145, PNE 162 (removing need to take the following courses as pre- or co-requisites: BIO 145, ENG 111, PNE 163).
  - PNE 164 Nursing in Health Changes IV will include the teaching of the cardiac system, which is currently covered in two courses (PNE 163 and PNE 164).
  - Add requirement of SDV 101 for Health Professions instead of SDV 100 (students will receive credit for having taken SDV 100).
- Motion to recommend approval for the proposed revisions to the Practical Nursing Certificate Program approved unanimously.

**Meeting adjourned at 3:35 pm.**

**The next meeting of the Committee will be October 17, 2024, 2:00-5:00, via Zoom with an option for in-person attendance.**

**Brittany Horn**