

**TCC CURRICULUM COMMITTEE
NOVEMBER MEETING MINUTES**

Date: Thursday, November 21, 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.

In Attendance

Marcee Andersen (B), Kevin Brady (C), Trish Carocchia (N), William Conner (P), Becky Greene (D), Johnna Harrell (P), Jennifer Hopkins (C), Brittany Horn (B), Michael Mehaffey (P), Cynthia Pedigo (B), Kellie Sorey (D), Thomas Stout (C), Randy Sturgill (C), Ivory Warren (N), Lisa Whitaker (B)

Guest: Dean Silberquit, Dean Andersen

Action Items

October meeting minutes were approved unanimously.

Committee Charges:

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.
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 prioritization feedback and recommended changes to applicable faculty, deans, and the Vice President/CAO.

Information Items

At the President’s Cabinet meeting with department heads, Tom Stout provided a report of Committee activities for the year. He shared updates from other committees, departments, and programs.

Brittany Horn presented a summary of research on best practices for ensuring sufficient full-time faculty oversight at TCC off-campus instruction sites (OCIS) to ensure curriculum and program quality, integrity, and review (charge 1). The Committee discussed challenges and options for moving forward with the SACSCOC accreditation planning. Of concern are high school teacher evaluation and engagement and student awareness of dual enrollment options. A subcommittee for SACSCOC planning may be created for OCIS reporting, and it would be advantageous to have a representative from the Curriculum Committee involved.

Dr. Sorey presented on the Approved AP Exam Course Equivalencies to go into effect January 1, 2025. VCCS is establishing standard policies and procedures for awarding credit for AP courses with scores of 3 or higher as prior learning.

Presentations and Proposals:

1. Curriculum change proposal: Associate of Applied Science: Nursing

Kellie Sorey presented the proposal to remove BIO 150 Microbiology for Health Science as a corequisite requirement for NSG 152 Health Care Participant and NSG 170 Health/Illness Concepts to align with the VCCS-wide nursing curriculum and increase flexibility for course sequencing for students. It will remain a prerequisite for NSG 210 Health Care Concepts I and NSG 211 Health Care Concepts II.

Motion to recommend for approval the corequisite requirement of BIO 150 for NSG 152 and NSG 170 was approved unanimously.

2. New major proposal: Associate of Science in Social Sciences: Social Work major

Dean Harrell presented the proposal to add a new major in Social Work to the Associate of Science in Social Sciences degree program. The HMS program advisory committee supports the new offering, and the curriculum aligns with Transfer VA and allows for a seamless transfer to the primary universities offering related 4-year degrees (ODU, NSU). Current students will be given the open to transition to the new major beginning Fall 2025 at the Norfolk campus and online. All courses in the curriculum are currently offered at TCC, and no additional instructors will need to be hired immediately.

- Motion to recommend approval for the new Associate of Science in Social Sciences: Social Work major was approved unanimously.

3. Curriculum change proposals: Associate of Applied Science: Interior Design (520) and Career Studies Certificate: Kitchen and Bath Design (221-520-25)

Jennifer Hopkins presented the following proposals to update the AAS, Interior Design curricula and encourage students to take the courses in the best sequence to ensure the proper foundational skills for success in each course:

- New course: IDS 1XX Visual Presentation Skills for Interior Design – The addition of this course to the first semester or year of the program will ensure students learn industry software as identified by the advisory committee. This will be a required course taking the place of an elective, maintaining credit requirements for the degree.
- Curriculum revision: IDS 215 Theory and Research in Commercial Design
 - Add IDS 100 Theory and Technique of Interior Design as a prerequisite
 - Add IDS 105 Architectural Drafting for Interior Design as a prerequisite
- Curriculum revision: IDS 220 Universal Design for Interior Design
 - Add IDS 105 Architectural Drafting for Interior Design as a prerequisite
- Curriculum revision: IDS 285 Portfolio and Resume Preparation for Interior Designers
 - Add IDS 222 Designing Commercial Interiors II as a co-requisite
 - Add Computer-Aided Drafting requirement (IDS 245 Computer-Aided Drafting for Interior Designers, IDS 246 Advanced CADD for Interior Designers, or IDS 247 Kitchen and Bath Design Software) as prerequisite

Jennifer Hopkins presented the following proposals to update the CSC: Kitchen & Bath Design curricula and reduce the number of credits from 27 to 21 for this certificate:

- Remove IDS 106 3-Dimensional Drawing for Interior Design
- Remove IDS 225 Business Procedures
- Motion to recommend approval for the new IDS 1XX Visual Presentation Skills for Interior Design was approved unanimously.
- Motion to recommend approval for the curriculum revisions for AAS and CSC for Interior Design was approved unanimously.

4. Program revision proposal: Careers Studies Certificate in Paralegal General Practice Specialist

Cynthia Pedigo presented the proposal to change the name of the certificate to Law Office General Practice Specialist based on the recommendations from the American Bar Association that certificates must be stackable and align with their rules that no stackable certificates include the work *paralegal* in titles or descriptions.

- Motion to recommend approval for the name change for the CSC: Paralegal General Practice Specialist was approved unanimously.

5. New major proposal: Associate of Arts in Liberal Arts: Communication major

Elizabeth Briggs, Dean Andersen, Mark Frederick

Elizabeth Briggs and Mark Frederick presented the proposal for a new Associate of Arts in Liberal Arts: Communication major to begin Fall 2025. This moves the program from General Studies and expands course options for students under Transfer VA and includes the addition of two new courses.

- New course proposal: CST 201 Introduction to Communication Theory
 - CST 100 or CST 110 prerequisite
 - New course proposal: CST 114 Survey of Mass Media
- Motion to recommend approval for the addition of CST 201 and CST 114 to the course catalog was approved unanimously.
 - Motion to recommend approval for the new Liberal Arts: Communication major was approved unanimously.

Meeting adjourned at 4:17 pm.

The next meeting of the Committee will be a special meeting to review program prioritization reports in December (TBD), via Zoom.

The next regular meeting will be on January 16, 2025, 2:00-5:00, via Zoom.

Brittany Horn