

## TCC CURRICULUM COMMITTEE Minutes

**Date:** Thursday, February 18<sup>th</sup> 2021

**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 at the meeting.

### In Attendance for 2/18/21 Meeting:

Tom Siegmund, **Chair** (VAC), Joseph Fairchild (B), Jenefer Snyder (P), Scott Carlson (C), Tiffany Putman (B), Sam Duncan (V), David Howell (RAC), Olivia Reinauer (C), Diana Branton (B), Michael Mitchell, Ivory Warren (N), Linda S. Williams, Kevin Brady (C) - **Also**, Johnna Harrel, Frank Walton, Cynthia Bird, Nancy Prather-Johnson, Sam Duncan, Debbie Porter

### In Attendance for 1/21/21 Meeting:

Tom Siegmund, **Chair** (VAC), Joseph Fairchild (B), Jenefer Snyder (P), Mark Frederick (N), Tiffany Putman (B), Sam Duncan (V), Scott Carlson (C), Rick Dyer (C), Mary Gable (B), Olivia Reinauer (C), Diana Branton (B), Michael Mitchell, Ivory Warren (N), Kevin Brady (C) Kellie Sorey (N), Beno Rubin, Linda S. Williams - **Also**, Andrea Tomlin, Darryl Parker, David Ekker, Paul Gordy, Bill Simmons

The review of the January, 2021 Minutes was approved without corrections.

### Information Items:

1. Jenefer Snyder proposed on behalf of Kellie Sorey - changes to curriculum regarding Transfer Virginia. The following curriculum changes were made to ensure TCC is compliant with VCCS and SCHEV policies and expectations.
  - a) Discontinue courses: PLS 130, PHI 226, PLS 211, PLS 212, SOC 201, SOC 202, PSY 201, PSY 202. Remove from Acalog and i-INCURR. Deactivate in SIS, effective summer 2021.
  - b) Remove courses from Humanities and Social Sciences listings (Acalog, i-INCURR, SIS, Navigate)
  - c) Activate PLS 135 and reactivate PLS 136. PLS 136 will again be identified as a general education social science elective and transfer elective.

### Action Items:

1. The Committee reviewed the current Membership Roster, made changes and updates where needed and decided on how term dates will be recorded.
2. The Committee decided that a review of the Committee Bylaws was in order and set out to do just that.

### Presentations and Proposals:

1. **Jenefer Snyder Johnna Harrell** presented Course Outlines for PLS 135 U.S Government and Politics, PLS 136 - State and Local Government and Politics and PLS 241 - Introduction to International Relations - all of which have been approved by the Dean's Course Review Committee. They sought from the Curriculum Committee approval to teach the courses at TCC. The committee approved without debate.
  - a) PLS 135 - U.S. Government and Politics (Official Course Outline)
  - b) PLS 136 - State and Local Government and Politics (Official Course Outline)
  - c) PLS 241 - Introduction to International Relations (Official Course Outline), PLS 241 - Introduction to International Relations (Faculty Requisite Proposal)
2. **Ivory Warren and Johnna Harrell** presented a **proposal to Modify the Human Services Curriculum** (AAS Degree). Human Services Faculty, the Discipline Dean and the Human Services Program Advisory

Committee met throughout the Fall 2020 Semester to review and discuss revisions to modify the Human Services curriculum. The requested revisions to the Human Services curriculum reflect the culmination of those discussions and subsequent approval by the Human Services Faculty and the Human Services Program Advisory Committee. The Proposed changes were approved without debate.

**Summary of Changes to the A.A.S:**

- PSY 200 replaces PSY 201
- SDV 101 replaces SDV 100
- SOC 200 replaces SOC 201
- PHI 220 replaces PHI 226
- ADJ 232 (Domestic Violence) removed from Approved HMS Electives
- a) CHD 210 (Introduction to Exceptional Children) removed from Approved HMS Electives
- b) PSY 255 (Psychological Aspects of Criminal Behavior) removed from Approved HMS Electives

3. **Joe Fairchild and Frank Walton** presented proposed **changes to the Funeral Services Curriculum**. The 67-credit Funeral Service curriculum is designed to prepare students for entry level positions/internships in the funeral industry. The program is also designed to prepare students for the National Board Exam (NBE), which is administered by the Conference of Funeral Service Examining Board. This exam includes two sections, one which assesses a student's knowledge of science subjects such as: Anatomy, Embalming, Chemistry, Pathology, Restorative Art and Microbiology. The other assesses a student's knowledge of interdisciplinary topics such as: Psychology, Sociology, Funeral Directing, Marketing, Business Law and Mortuary Law.

The curriculum is inclusive of courses in each of the testable topics listed above except business law. Currently, one course includes both business law and mortuary law. This format has served the program well for a number of years; however, recently we have witnessed a decline in our arts section scores. To address this decline, faculty propose to separate the mortuary law and business law courses. In effect, BUS 241 would be added to the Funeral Service curriculum and the Health/Physical Education requirement would be removed. This change will create a net gain of one additional credit hour required for completion. This is necessary to better prepare our students and to ultimately increase their likelihood of success on the NBE. Additionally, as a result of Transfer Virginia work, we propose to replace SOC 201 with SOC 200. Joe Fairchild and Frank Walton proposed the following and those proposed changes and additions were approved without debate.

**New Major** - Tidewater Community College offers an Associate of Applied Science in Funeral Service, with full accreditation from the American Board of Funeral Service Education (ABFSE). The AAS prepares students for Virginia licensure to practice both funeral directing and embalming, a requirement in Virginia until the passage of SB 1044 during the 2020 Virginia Legislative session.

SB 1044 allows for creation of two new licenses, Funeral Director Only and Embalmer Only. In recognition that some individuals may not want to be embalmer, TCC proposes to offer a **funeral services program** that prepares students for the Funeral Director Only licensure. The proposed major in Funeral Directing incorporates the necessary coursework critical to the practice of funeral directing and management of funeral establishments.

**Summary of Proposals:**

- Proposal to add funeral service major
- Proposed changes to funeral service curriculum
- FNS 295 Survey of Embalming and Disposition (Official Course Outline)

- FNS 298 Funeral Service Seminar (Official Course Outline),
- FNS 298 Funeral Service Seminar (Faculty Requisite Proposal)

4. **Cynthia Bird presented the following proposals:**

**Modify Certificate: Accounting Specialist program (202)**

- a) The Accounting Specialist Certificate program (202) includes 9 upper-level accounting classes which count toward the 24 credits of upper-level Accounting courses needed to meet the Virginia Board of Accountancy (VBOA) requirement for the CPA examination. ACC 263 introduces data analytics concepts and skills needed to make better decisions. This additional ACC elective would offer the students another choice toward meeting this requirement. Beginning in July 2021, the new CPA Exam will include topics on Data Analytics. In addition, there appears to be a market for interest in this class since the same course is offered at Northern Virginia Community College and Thomas Nelson Community College.

Modifying the program to give students the option to take this upper-level ACC course will give our program the competitive advantage it needs to gain market share and increase enrollment. The Accounting faculty proposed and voted to offer ACC 263 as an upper-level ACC elective.

**Modify AAS: Accounting (203)**

- a) The Accounting faculty met to discuss the new course offering for ACC 263 Data Analytics and Statistics. During the process of adding the new ACC 263 course, we researched similar course offerings at other VCCS schools. This led us to examine the certificate programs offered by other VCCS schools. We found that ACC 263 was part of a trending new certificate focused on Information Technology and Data Analytics. As a result, we explored the feasibility of offering a similar certificate program designed with an emphasis on Accounting Information Systems, technology, and Data Analytics at TCC.

In reviewing various certificate programs, we noted that it was common for a 2-year college to distinguish between a CPA track certificate and a non-CPA track certificate for entry level accountants. We re-examined our non-CPA track Accounting Technician CSC (221-203-03) and realized that the required courses were not aligned with the job qualifications. (For example, we required students to take ACC 241 Auditing. However, students with only a 2-year certificate or degree would not be licensed to perform audits or issue audit opinions.)

The changes to the Associates of Applied Science: Accounting (203) reflect the changing needs of the related Accounting Technician Certificate (221-203-03), the Accounting Specialist Certificate (202) and the newly created Accounting Information Systems with Data Analytics Certificate.

The CC approved the proposal for ACC 263 and approved the proposal to modify the Accounting Specialist Certificate (202). The CC also approved the proposal to modify the AAS: Accounting (203). It did not approve the proposal to modify the Accounting Technician Certificate (221-203-03), or the proposal to create a new certificate - Accounting Information System with Data Analytics.

~~**Create CSC: Accounting Information Systems with Data Analytics**~~

- ~~a) ACC 263 will be a required course~~  
~~b) This certificate will bridge the gap between accounting and technology~~

~~**Modify CSC: Accounting Technician (221-203-03)**~~

- ~~a) Revamped the program to prepare students for entry level work in accounting, bookkeeping, and tax~~  
~~b) Removed courses such as ACC 240 which is required for CPA track~~

### Summary of Proposals:

- Proposed new ACC 263 Data Analytics **course** and **program changes**, Summary of ACC 263 proposals, ACC\_263 Course Outline
- Proposal to Modify Cert 202
- Proposal to Modify the AAS Accounting 203
- ~~Proposal to Create AIS DA Certificate~~
- ~~Proposal to Modify Acc Technician 221-203-03~~

5. **Tom Siegmund and Kerry Rango** presented proposals to modify both the Photography Media Arts, Career Studies Certificate and the AAA Specialization in Photographic Media Arts. Changes to the CSC include: Remove ART 131, Replace PHT 299 with ART 287, Add *or Approved Elective* with PHT 110, Change PHT 164 to 1<sup>st</sup> 12-WEEK, Change PHT 171 to 2<sup>nd</sup> 12-Week and Change Pre-Req to both Pre and Co-Req with PHT 164
- a) Removing ART 131 removes a stumbling block preventing students from finishing the certificate. Composition and the visual language of design is standard content for each photography course the student will take.
  - b) Replacing PHT 299 with ART 287 - will simply allow us to use a course that we are already teaching in the spring semester - that delivers the same content as PHT 299 was designed to deliver. Initially it was thought that PHT 299 would offer more flexibility, but instead we have agreed to modify the content in ART 287. In the event students decide to pursue the Photographic Media Arts Specialization, they will have already taken ART 287 - which is okay because they would have also taken all the Photography Studio courses - which is what drives ART 287. That is why it appears in the fourth semester of the specialization.
  - c) Allowing students to substitute a studio elective for PHT 110 removes a stumbling block preventing students from finishing the certificate. Students are required to research artists, photographers and image makers in every photography course they take. Requiring PHT 110 seems a bit redundant perhaps or maybe esoteric for the population we are trying to attract with this certificate.
  - d) Allowing PHT 164 to be taught as a 1<sup>st</sup> 12-week course followed by PHT 171 as a 2<sup>nd</sup> 12-week course will allow both courses to be taught in the same semester. Allowing PHT 171 to designate PHT 164 as a both a pre and co-requisite instead of a just a prerequisite will allow for the scheduled overlap. In addition, since these courses are taught in different semesters for the Photographic Media Arts Specialization ( first and second), categorizing as both Pre and Co-requisite will prevent confusion. Teaching each course as an 8-week course worked fine for scheduling, but students thought it was a bit rushed. Interestingly, PHT 164 starts with Lightroom as the main application. PHT 171 also starts with Lightroom as the main application before moving to Photoshop. That means a student will receive 8 weeks of Lightroom before moving to Photoshop when taking both classes simultaneously. The overlap helps reduce some repetition in content for both courses. If this works out the way I think it will, I may change the sequencing in the Photography Specialization to match.

**Tom Siegmund and Kerry Rango** also presented proposals to modify the AAA Specialization in Photographic Media Arts. Changes to the Specialization include:

- a) Changing the prerequisite for PHT 171 a co-requisite will allow students to take PHT 164 and PHT 171 in the same semester for the certificate, and / or the specialization.
- b) Studio Lighting PHT 221 / 222 offered in the second semester sequences better with the Photographic Media Arts, Career Studies Certificate.
- c) All other sequence changes do not interfere with the current sequencing guidelines or established

requisites: Semesters 1 and 3 ; Semesters 2 and 4 still line up.

- d) Additional changes were made to balance the number of studios the student was taking in any given semester: Semester 1 (3 Studios), Semester 2 (2 Studios), Semester 3 (2 Studios), Semester 4 (3 Studios).

The Proposed changes were approved with only a couple of questions and without debate.

**Summary of Proposals:**

- Changes to Requisite for PHT 171
- Proposal to Modify AAA Studio Arts Specialization Photographic Media Arts, Associate of Applied Arts
- Proposal to Modify Photographic Media Arts, Career Studies Certificate

Meeting was adjourned at 4:20 pm

The next meeting of the Committee will be March 18, 2020 and will be conducted via Zoom.

Tom Siegmund