ETC Curriculum Committee Meeting

Date: 05/16/07  
Time: 1:45 pm—2:45 pm  
Location: Building 3, SS Conference Room

Convener: Leslie Lyum  
Present: Gerri Kabei, OCCE Coordinator (has title changed?)  
Tish Oshiro, SS Coordinator  
Pat Tamaye, Trades Coordinator  
Ellen Nagaue, B Tech representative  
Mari Nakamura, TLC representative  
Notestaker: Mari Nakamura

Agenda

I. Clarification of Coordinator’s Meeting, 05/02/07  
Bullet 12 of the Coordinator’s Meeting, 05/02/07, begins: “ETC has a standing committee that addresses curriculum issues, but they have not held regular meetings….Bernadette has agreed to get the by-laws….” The WCC Curriculum Committee does not have by laws; it exists as a [part] of the college’s Constitution. The following is a quote from WCC’s Accreditation Self-Study pp. 104—105:

All non-credit instructional programs of ETC undergo  
a review by the ETC Curriculum Committee as well as an administrative committee. The process includes a review of all program curricula and student learning outcomes. These are reviewed and approved by the division coordinator [ ] and the Director of Vocational and Community Education.

See Addendum as submitted by Leslie Lyum on 05/14/07 for the full clarification.

II. Clarification of Mentoring vs. Shadowing vs. Internship  
Suggestions from the floor were that mentoring referred to the mentor/mentee personal relationship, much akin to the Big Brother/Big Sister type advisor/friend relationship that extends for a length of time beyond a few weeks or months. Shadowing was the participation of an individual as observer at a work or job site, watching how someone worked and possibly participating in the work with supervision. Internship was the process of on-the-job training (OJT) with the application of learned skills.

III. Clarification of Service Learning  
In light of Item II. above, Leslie raised the question of whether service learning in OAT was mentoring or internship since students would need additional skills (applied) from a service learning experience. Ellen responded that OAT has an evaluation sheet for the “employer.”

Since knowledge surveys are one of WCC’s assessment tools, Leslie recommended that knowledge surveys would be a perfect fit for the assessment component here.
IV. Question Re IA
Pat asked whether a certificate would be given to a student who passed 80% of a course but failed the IA portion. Leslie answered by indicating that the IA will have a separate goldenrod once ETC is on Banner. Students may pass a course in spite of failing IA; however, the ECC will have to address the irrationality of this in the future. A possibility is that the IA hours will be deducted from the total accumulated hours for a student failing IA. This might be problematic at the DOE end.

Currently it remains to be seen how IA will change or evolve as it must. Trades instructors’ input will be crucial to this process for any meaningful adjustment. Since nothing has yet been determined for the IA, an answer would be premature at this time. Again, IA can only do so much since it is unfair to ask the IA instructor to become an expert in a trade. Hence, the emphasis on basic skills in math and language/communication is likely to remain the focus of IA. Applied Academics or AA should be the responsibility of the trades instructors since they provide the real-life application of these basic skills. HCC had previously sent their trades instructors to Waco to learn about IA. Leslie suggested that ETC might do the same to demonstrate how AA could be integrated into the trades courses or programs.

V. ECC Status Report
While WCC’s Credit Curriculum Committee or CCAAC has both a formalized status and process for reporting to the Faculty Senate (FS), ETC’s Curriculum Committee (ECC) does not. This is not to say that the ECC does not possess rigor equal to the CCAAC where every adjustment needs approval. As mentioned in the above clarification, ECC is chartered by the WCC FS Constitution.

Ellen Ishida-Babineau through the IEC has been collecting issues from the recent accreditation process to be addressed in the IEC. The IEC has also set benchmarks for the assessment process and now has more than 80% of all course SLOs. The IEC is also taking the 1st round of assessment and documenting the changes prompted by the process. While ETC has been ahead of WCC during the 2006 accreditation, we should take care not to lag behind, especially in making appropriate changes based on the results or the ongoing assessment process.

The ECC will also set benchmarks: The first is that all courses will have completed the WCC course outline template by _____ (date undetermined at this meeting).

Regarding competencies, Leslie’s recommendation is that individual ones be “chunked” whenever possible. For example, rather than list separately

1. student is able to add whole #s
2. student is able to subtract whole #s
3. student is able to multiply whole #s
4. student is able to divide whole #s

a single competency could read “Student is able to add, subtract, multiply, and divide whole #s.”
Regarding rubrics and scoring guides, Leslie suggested that ETC retain the 80% completion rate of competencies at a rating of at least a 3 to indicate success. Quantifying should make the process of “grading” and the reasons for the grade easier to validate. Leslie also identified that ETC uses the 0, 1, 3, and 5 ratings for “did not do, below average, average, and exceeds expectations” ratings.

Regarding required items for ECC, pilot courses/programs do not need to have all curricular material during a trial run. However, once a course or program is planned to be offered, then everything required must be in place. This goes for any course in the ETC catalogue; if the required templates—course outlines and assessment templates—have not been submitted or reviewed by the ECC, the course will not make it into the catalogue.

ECC needs to be accountable to WCC other than Bernadette Howard. Currently, in addition to the director, Leslie is reporting ETC status to the IEC. During the final FS meeting, the floor suggested that the ECC report regularly to the FS, not for any approval process but for informational sharing and communication amongst all WCC departments. This issue will be addressed during Fall 2007 when the FS reconvenes.

VI. ECC Plan
The ECC will begin reviewing each course in turn. Leslie asked for volunteers. Since there were none, she asked whether Mari would submit her ES—C course outline for committee review and for sharing with departments for comments due at the next ECC meeting. Mari was amenable with the caveat that should anyone wish to use any portion of the material within the ES—C course outline, requests for such should be a matter of professional courtesy. Mari will email the document along with the assessment table for course content and alignment with ETC SLOs.

Leslie stated that any changes in ETC curriculum/curricula should submit the rational for the change to the ECC for review. The process is to assess, analyze, evaluate, change or improve. If no changes occur, then the data should validate what the course and instructor do. Course changes should be occurring continually. The annual review should provide date for the program review much like the yearly contract renewal provides material for the dossier. Those fearful of data such as negative evaluations from students should understand that they should be addressed and explained; not addressing the negative evaluations would be problematic.

VII. Submission of Course Outline for Media Pilot Program
Mari submitted a shortened version of her proposed TV production and video editing program in partnership with _lelo Public Television. The longer draft with rubrics, scoring guide, and appendix will be available if and when ETC decides to test run this program. _lelo staff and the advisor, Bonnie Beatson, and the counselor, Ann Lemke, and all others who have expressed interest in this program have been notified of the hold status.
Leslie mentioned that this program might be run out of OCET under Gerri Kabei as another option.

VIII. **Agenda for next meeting**

1. Should Mike Moser be invited to represent his department, Workforce Development?
2. Should Jamie Boyd also be invited to participate in the ECC?

IX. **Next meeting will be at 2:00pm on the HCC campus on Wednesday, 05/30/07.**