

TSO Curriculum Committee Minutes

Feb. 6, 2015

- I. The meeting was called to order by Kathy Shoemaker at 10:30 a.m.
- II. Attendees: Cindy Coopersmith, Bob de Michele, Carol DeCoursey, Fred Frederickson, Tim Hay, Jay Hurwitz, Arlene LaTurner, Carole Maynard, Jim Maynard, Nancy Rogers, Kathy Shoemaker, Chris Steele
- III. January 23 minutes approved as submitted.
- IV. Business Items:
 - a. Kathy:
 - i. Readout of discussion with Angela:
 1. Angela asked Kathy and Chris to serve as liaisons with CRI, LLC Edmonds Community College. Kathy will initiate contacts with the program heads.
 2. Angela will communicate with the entire student body regarding classes in jeopardy due to low enrollment. Due to FERPA considerations, TSO may not have the names of enrolled students.
 3. Angela confirmed that, per the direction of BCCE Administrators:
 - a. The minimum number of students required for a class to 'go' is 12. Kathy will request documentation for this requirement from Nora in the Student Programs Office and as appropriate, pursue this through the Views of the News Advocacy Group.
 - b. The number of classrooms available for TELOS classes is 4
 4. Instructor feedback information is available online to instructors. Angela will re-issue the instructions regarding the process for accessing this information. If instructors do not have access to the internet, they should contact Angela and she will provide an opportunity to review the feedback. Instructors should not review the feedback before it is submitted by a student to the Front Desk.
 5. Angela advised that policies are in place to handle Instructor performance issues; student feedback is important regarding class management issues, failure to adhere to course description, lack of subject matter expertise, etc.
 - ii. In order to obtain feedback from students who seem to have dropped a class, Kathy will ask Angela whether Virginia could contact them and obtain feedback
 - iii. Reminder of Spring Class Preview Meeting Fri., March 13 from 1-3pm

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- iv. Business Cards have been referred to TSO Council/Marketing Committee
 - b. Jim -Student Survey Status and Student Activity Fee Status: Angela is entering the survey on SurveyMonkey and planning to email it to all TELOS students on Feb 9. The survey will solicit interest regarding class subject preferences as well as requesting approval for a \$5 fee to be assessed for the first class registered for each quarter and used by TSO to support various student activities.
 - c. Jim & Carole-Consortium/Osher Status—on hold for now
 - d. Jim-Mini-Seminars:
 - i. Jim Maynard, Jim Cushing, Jerry Harkleroad and Chris Steele met on February 5 to explore the various committees' responsibilities regarding 'educational' events.
 - 1. The Marketing Committee is handling the Coffee and Wisdom events to promote TELOS instructors.
 - 2. The Events Committee handles parties, tours, Great Decisions and elections. It also coordinated the Alessandro Regio event in December.
 - 3. It was suggested that the Curriculum Committee assume responsibility for educational events if they were for more than one day. Single lecture events would continue to be managed by Jim Cushing.
 - 4. **Motion: Bob, Cindy, Carol, Jim form a subcommittee to create a plan for offering between quarter seminars starting no later than September 2015. Motion approved.**
 - a. Among the items to be addressed: Fee charged to students? Payment of instructors? Between quarter offerings only? Management of BC project plan form responsibilities, etc.
 - ii. Kathy will discuss at next TSO Council meeting on February 18
 - e. Chris-Recording of meetings: TSO meetings are considered to be public and may be recorded by anyone in the room for their personal use. The TSO Council may decide to make an official recording of its meetings and retain an official recording (probably under the auspices of the Secretary) if so desired. At this time, there is no current Standing Rule outlining TSO's procedures in this regard. There is also no rule pertaining to officially recording committee meetings. Kathy will discuss at the next TSO Council meeting on February 18 recommending that each committee determine its own policy regarding an 'official recording' of its sessions.
- V. Meeting was adjourned at 12:15 pm. Next meeting is February 20.

Chris Steele
Temporary Substitute Secretary