

TSO Curriculum Committee Meeting Minutes-September 18, 2014

Bellevue College North, Room 1112, 11 – 1 p.m.

- I. Meeting was called to order at 11:00 am by Mona Zimmerman.

- II. Attendees: Bob de Michele, Fred Frederickson, Jay Hurwitz, Chuck Kimbrough, Dee Koger, Carole Maynard, Jim Maynard, Nancy Rogers, Chris Steele, Mona Zimmerman

- III. Committee formation
 - a. Mona announced that Dee Koger has agreed to serve as interim chair.
 - b. Charge for committee: Handout
 - c. Composition of committee, size
 - d. Anyone interested in committee chair or has a suggestion should talk to Mona
 - e. Mona and Dee will work on a list of projects that committee will prioritize and present to council

- IV. Items for consideration:
 - a. Instructor issues
 - i. Attract to teaching for Telos
 - 1. Telos students, personal contacts, professional organizations, retiree events
 - 2. Application process for those who don't use computers
 - 3. TSO recruitment cannot represent offer of employment; discuss program and provide information only. Can ask for email or phone information in order to keep in contact.
 - 4. Diversity of instructors
 - 5. Pay differences at other Life time learning centers and with BC instructors.
 - 6. Travel an issue, some instructors don't want to come to Eastside

ii. Admin support

1. TSO should help Angela vet instructors and subjects offered also interviews and recruiting

iii. How support

1. Long range planning
2. Schedule of classes based on instructor preference & other classes offered at the same time
3. Students continue over years
 - a. Instructors need to develop new material for classes
 - b. Need recommendation re: frequency of offering previously covered material
 - c. Need new students

iv. Instructor database

1. Participation would be voluntary. Are instructors open to this? What info should be included?

v. Of 41 classes offered Fall Quarter, 38 had enough students to 'go'

b. Student issues

- i. Need information regarding student preferences
- ii. Survey
 1. Brief survey done Spring Quarter-Bob and Dee will investigate information obtained which may be useful
 2. Two previous surveys done-see attachment
- iii. Need to reach out to minority communities

c. Administration

- i. TSO Curriculum Committee should work to support Angela

- ii. Class parameters: number of rooms available, room usage by other programs, minimum enrollments
- iii. Chuck Kimbrough explained current agreements with BCCE Administration (See attachment)
 - 1. Number of classes offered/quarter
 - 2. Availability of classrooms

d. Other Items

- i. Bellevue College's Channel 26
- ii. TSO contact list or TSO membership list
 - 1. No information regarding how to opt out

V. Mona will reserve room (1107) for October 3 at 11 a.m. for next meeting