

# TSO CURRICULUM COMMITTEE MEETING MINUTES

Thursday, January 9, 2014 from 3:15 to 4:30, Room 1127

**Present** Virginia Binder, Carol DeCoursey, Bill Greaver, Ahbreem Paige-Alatrisme  
**Not Present** Gloria Campbell, Steve Funk, Randy Johnson, Jim Maynard, Jo Rosner, Bob Wilburn, Donnelly Wilburn  
**Guests present** Rick Bodlaender

The meeting began at 3:15, led by Ahbreem Paige-Alatrisme, Chair.

***A motion was made and seconded to approve the Minutes of the December 12, 2013 TSO Curriculum Committee Meeting. The motion was approved unanimously.***

**Time needed for planning courses.** The minutes of the previous meeting were used to generate topics for discussion for the current meeting. One topic which generated considerable discussion was the amount of lead time needed to initiate courses. Reasons for the length of time were offered and included (1) the time involved in interviewing and processing new instructors, and (2) the time necessary for printing and distributing the bulletin which results in early deadlines from BC-CE.

**Size of committee.** The need to recruit additional members for the Curriculum Committee was also discussed. Rick Bodlaender from the Marketing Committee showed copies of the form his group will be distributing in classes to familiarize more TELOS students with the functions of TSO and encourage their participation. Members in attendance indicated they would also be willing to distribute the forms in their courses and would report back when they had done so. The group was reminded that the small group in attendance did not constitute the entire Curriculum Committee. Many were unable to attend today's meeting.

**Coordination with TELOS Program Manager.** Ahbreem reported that she had not been contacted by Linda Roddis, Program manager of TELOS, to set up a meeting to discuss curriculum issues or to sit in on the interviews for potential job candidates as discussed at the December meeting. The interval between the December and January meetings included holidays and travel for many people.

**Class hosts.** The need for class hosts, a function organized in the past by the TAG Curriculum Committee, is still important based on reports from a number of students and instructors in classes. The FERPA rules have precluded advance selection of hosts, but once a course has started, a host could be selected by the instructor. The Curriculum Committee is aware that Linda Roddis and Keri Ratigan planned to attend all courses during the first week, but their heavy workload didn't allow them to visit all classes. The Curriculum Committee encouraged Ahbreem to let Linda know that the members of this committee are willing to help out arranging for the class hosts.

**The Survey.** Bob Wilburn alerted the committee that he would not be able to attend today's meeting due to his surgery, but is still interested in developing the survey of TELOS students and instructors and will work on it as soon as he is able to do so.

**Course Planning.** The course idea about the role of corporations is under consideration by Linda Roddis, but Carol, who had initiated the idea, was unaware of its current status. In addition Carol described a possible seminar idea. She and her husband volunteer for the Study Zone at one of the King County Library branches. She noted that many volunteers are needed by the library. Rick indicated that he is a study buddy at a local school district and many volunteers are needed there also. Thus, Carol will work on developing a seminar about volunteerism by TELOS participants. In addition, the committee will need to learn the steps involved in setting up seminars and conferences.

## Summary To Do List.

- Check with Linda Roddis about sitting in on interviews, offering help in finding class hosts, and reminding her that she is very welcome at all Curriculum Committee meetings – Ahbreem
- Check with Kerri Ratigan to reserve meeting room for regular second Thursday of the month meetings – Ahbreem
- Distribute forms about TSO in classes – all
- Begin designing seminar on volunteerism - Carol

The meeting closed at 4:30 p.m. The next meeting is Thursday, February 13th at 3:15.

Respectfully submitted,

Virginia Binder, Secretary  
Curriculum Committee