

TACOMA COMMUNITY COLLEGE

Bulletin



Monday, April 26, 1976

Vol. XI, No. 26

DEBATERS WIN THREE TROPHIES IN RECENT TOURNAMENT

TCC debaters came home with three trophies from the State Community College Debate Tournament held recently at Big Bend Community College, Moses Lake.

CHRIS CZARNECKI and WENDY PENNELL took third place in debate, CHRIS CZARNECKI earned a third place in extemporaneous speaking and CHARLOTTE THURMAN earned second place in expository speaking.

With these wins CHRIS CZARNECKI competed in the national tournament held April 22-26 in Los Angeles.

COMPUTER MEETING SCHEDULED

The Computer Coordinating Committee will meet on Thursday, April 29, at 1:30 p.m. in conference room 19-30.

The committee will be discussing short- and long-range planning for computer services on campus.

If you did not receive an agenda and are interested in attending the meeting please contact Ed Zimmerman.

FACULTY EVALUATION COMMITTEE

WORKSHOP APRIL 30, MAY 1

Dr. William Randall, Superintendent of Scottsdale Public Schools, formerly of University of Arizona, will serve as consultant to the Faculty Evaluation Study Committee during all day workshops April 30 and May 1 on the TCC campus.

The committee has been meeting on a regular basis since January 1976, has reviewed faculty evaluation programs from colleges throughout the nation, and is at the point of seeking guidance in establishing a workable evaluation plan for the faculty of TCC.

Persons, particularly faculty, who have suggestions and concerns about faculty evaluation are encouraged to contact Carolyn Anderson or any of the committee members, Janet Grimes, Luther Jansen, Dave Hendrickson, Frank Witt, Tom Hanson, Pam Huddleston, Warren Jaech.

ASB ELECTIONS PLANNED

MONDAY AND TUESDAY

Students should be reminded to vote this week.

ASB elections will be held Monday and Tuesday.

Positions are open for ASB president, four full-time senators and two alternate senators.

ASB presidential candidates are Irish McKinney, Lynne Sloan and Dan Long.

ASTCC senatorial candidates are Diana Hibbs, Dorothy Hawkinson, Chris Czarnecki, Ron Overland, Rodger Hickel, John Garletts, Lawrence Sabine, Fred Creasy.

Voting will take place at polls in buildings 1, 4, 7, 10, 11 and 12.

JAZZ WORKSHOP BAND PLANS

BUSY SCHEDULE

Tom Hanson's Jazz Workshop Band will be playing April 26 for the Narrows Rotary Club at 12:30 p.m., Brad's Restaurant.

Other concerts planned include:
April 30, noon, TCC cafeteria.
May 4, 1:30 and 2:30 p.m., a double assembly at Hunt Junior High.
May 13, 1 p.m., Bldg. 15.
May 21, noon, cafeteria.
May 22, noon, TCC library building.

May 27, 2:30 p.m., outdoor concert in Wright Park.

June 2, end of the quarter concert with other musical groups.

TCC SPRING ARTS FESTIVAL OFFERS

OPPORTUNITY FOR CRAFTS DISPLAYS

Craftspeople and artisans can still find booths at the TCC Spring Arts Festival May 21-23.

The booths come in a variety of sizes, and craft demonstrations are encouraged.

Reservations can be made for spots outside or under shelter.

For further information contact Paul Jacobson at Ext. 5060.

BOOTH SPACE AVAILABLE FOR

CHILDREN'S CARNIVAL

There are still openings in the children's carnival section of the TCC Spring Festival.

Spaces are available for individuals and groups who would like to present games, craft displays, refreshment booths or other children-related activities.

Booth areas are approximately six feet by six feet. For further information, call Paul Jacobson, Festival Director, at Ext. 5060.

TCC PEOPLE, PLACES AND FACES

Members of DICK PERKINS' biology class last week spent two hours picking up litter from the TCC campus.

* * *

CAROLE STEADMAN says she would be happy to check readability levels on texts being considered for adoption by faculty. She can be reached at Ext. 5184.

"TRENDS IN DOCUMENT SOURCES"

(FROM ERIC CLEARINGHOUSE FOR JUNIOR COLLEGES NEWSLETTER)

The individual educator is the mainstay of the Clearinghouse document acquisitions program. In an analysis of documents processed by the Clearinghouse in 1969, 1972, and 1975, individual practitioners were found to be the originators of approximately 40 percent or more of the documents for each year. Defined as individually initiated, non-sponsored writings, the "practitioner" group of documents consisted of conference papers, speeches, original essays, graduate papers, and other non-sponsored works submitted by community college faculty and administrators, graduate students, and university researchers.

Institutional documents made up the second largest category, averaging 27 percent of Clearinghouse accessions. About two-thirds of these were studies conducted by Institutional Research Offices in community/junior colleges. The remainder consisted of planning documents, task force reports, and other formal college reports and publications.

While these categories, and a third--publications of university research centers--remained fairly stable over the seven year period, two definite trends were discovered. First, the publications of two-year college professional associations--and of two-year college divisions of national discipline-oriented associations--have dropped off sharply.

Rising costs of publishing are known to be influencing the publication programs of educational associations, and they may be reflected here.

Second, the number of reports issued by state boards and other state higher education agencies has risen dramatically, perhaps reflecting a growth in data collection efforts required for state-level monitoring and coordination.

Since the publications of state agencies and professional associations are the most easily identified and obtained of all Clearinghouse documents, these trends are felt to be valid and not due to changes in the direction of Clearinghouse acquisitions efforts.

The Clearinghouse operates under contract with the National Institute of Health, Education, and Welfare. The opinions expressed in this publication do not necessarily reflect the position or policy of NIE and no official endorsement by NIE should be inferred.

An important service of the ERIC Clearinghouse for Junior Colleges is its production each year of many articles, briefs and monographs on a variety of topics and themes which relate to the community or junior college. Current products range from annotated bibliographies to briefs prepared for conference participants to fifty-page topical papers.

"A Basic Bibliography of Books, Journals and References on the Community/Junior College," a frequently requested ERIC product, compiles basic references pertinent to students, community and student services, curriculum and instruction, governance and administration, and faculty.

"RIP VAN WINKLE" --

A PLAY WITH A PAST

"Rip Van Winkle," a play with a past, will be presented May 19-22 in the TCC theater.

The special Bicentennial production, directed by George Bolton, will be preceded at 7:30 p.m. by a brass band, circa 1829, the date the first production of "Rip" hit the boards in Philadelphia.

A variety show and a string band will also form part of the production.

Playing the lead in the play is Marc Holm, 24, a student at TCC.

He will be supported by a cast which includes children from several grade schools in the area.

Whitney Keyes, 8, from McCarver Elementary School; Lisa Bannister, 9, from University Place Elementary School; and Janean Miller, 8, and Aura Gillmer, 10, from Stanley Elementary School, will play the children's parts.

Also in the cast will be Paul Bruce, 15, Markay Plastino, 14, and Pat Bowers, 15, from Hunt Junior High School, and Ruth Miller, 17, from Stadium High School.

The biggest--or oldest-- people in the cast include Richard Valenta, 21, the villain, Derrick von Beekman; Michael V. Curtiss, David C. Dalin, Linda Browne, T. J. Staupe, Marc Mittelstead, and Jack Nannery, all TCC students.

"Rip Van Winkle," based on Washington Irving's famous story, was first performed in 1829 at the Walnut Street Theater in Philadelphia. Written by John Kerr, an English-born actor, it was also presented in London.

Different versions were prepared for a variety of actors until the part was made famous by Joseph Jefferson III in 1859.

The most popular version was created in 1865 by Dion Boucicault, an Irish playwright who, with Jefferson, created a play in which evil is conquered and goodness is triumphant in the true spirit of 19th Century drama.

It was this version which was performed last year at the John F. Kennedy Center in Washington, D.C., starring Anthony Quayle, and will now be presented at TCC.

The TCC production will be presented as part of the spring quarter arts festival. Tickets will be available at the door, or by calling the theater at 756-5130.

CERAMIC SHOW PLANNED FOR JUNE

The Puget Sound Ceramic Association will hold their third annual Ceramic Arts and Crafts Show and Sell June 18, 19 and 20 at the TCC gym.

Hours will be Friday and Saturday from 12 noon to 7 p.m. and Sunday from 12 noon to 6 p.m.

Competition entries will be accepted Thursday, June 17, from 11 a.m. to 7 p.m.

The awards and fun breakfast will start Saturday at 9 a.m. in the college cafeteria.

There will be daily demonstrations, hourly drawings for free prizes, and a Model 181 Skutt kiln will be a prize.

Admission is \$1.25, children under 12 free.

For more information contact the show chairman, Virginia Longworth, 4911 N.E. 31st St., Tacoma, WA 98422, telephone 927-5348.

TCC TITANS BASEBALL SCHEDULE

April 28--Skagit Valley, here (Vassault field), 1:30 p.m.

May 1--Ft. Steilacoom, there, 12 noon.

May 5--Everett, here (Vassault field), 1:30 p.m.

May 8--Shoreline, here (Heidelberg field), 12:00 noon.

May 12--Bellevue, here (Vassault field), 12:00 noon.

May 15--Green River, there.

MEETINGS . . .

Tuesday, May 11--2:30 p.m., Exec. Comm., Binns Room.

Wednesday, May 12--2:30 p.m., Instructional Council, Binns Room.

Tuesday, May 18--2:30 p.m., Exec. Comm., Fac. Conf. Room.

Thursday, May 27--2 p.m., Board of Trustees, Binns Room.

Tuesday, June 1--2:30 p.m., Exec. Comm., Binns Room.

Wednesday, June 2--2:30 p.m., Instructional Council, Binns Room.

JOBS AVAILABLE

For more information on these and other positions as they become available, please consult the bulletin board in the personnel office, Bldg. 14.

Delaware County Community College--Vice president. Letters of interest must be received by May 15.

Western Washington State College
Foundation--Director of Development and President. C/D 6/18/76.

MEETINGS SET FOR JOHN BINNS AND

LIBRARY CONFERENCE ROOMS

John Binns Room

Monday, April 26--3:30 p.m., faculty negotiations.

Tuesday, April 27--8-10 a.m., ADN; 3-4:30 p.m., Arboretum Committee.

Wednesday, April 28--1-3 p.m., Goodwill Industries; 7-9:30 p.m., John Slipp biology.

Thursday, April 29--7-8:30 p.m., McNeil Island orientation.

Friday, April 30--9-10 a.m., student services staff; 1-2:30 p.m., Dr. Stevens.

Library Conference Room

Wednesday, April 28--1:30-4 p.m., Dept. of Social and Health Services.

MEETING OF COUNSELING, EDUCATION

AND HEALING ARTS SET

A Humanistic Community, the meeting of counseling, education and the healing arts seminar will be held May 7-10 in the Providence Heights Conference Center, Issaquah, Washington.

For further information contact the Northwest Regional Conference Association for Humanistic Psychology, 14760 Interurban Ave. S., No. 58, Seattle, WA 98168; or telephone (206) 243-0164.

The seminar is open to everybody.

SUMMER SCHOOL EARLY REGISTRATION

Early registration for summer quarter classes will be held May 3 through May 9.

Students may make appointments for registration beginning April 27 in the Records Office, Building 6.

EUTHANASIA FORUM SET

A forum on euthanasia will be held Thursday, April 29, starting at 1:30 p.m. in the TCC theater.

Guests are Dr. J. G. Katterhagen and lawyer Jim Mason, Pierce County chapter of Human Life.

To: Degree Candidates

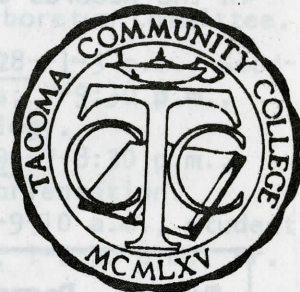
With student representatives, Opal Brown, Jackie Patjens and Shelly Wallers, the Commencement Planning Committee has worked out the following particulars for this year's commencement ceremony:

1. Commencement exercises will be held in the TCC Gymnasium at 8:00 p.m. on Thursday, June 10. Immediately following, a reception to honor the graduates will be held in the college cafeteria. Everyone who attends commencement ceremonies is invited to the reception.
2. Appropriate attire for Commencement is academic regalia.
3. A graduation package costing \$10.00 includes your diploma, transcript, 4 announcements and your own traditional cap, gown and tassel for commencement ceremonies. For your convenience, the regalia and announcements may be picked up at the bookstore starting May 28 thru June 9.
4. All participants—degree candidates as well as faculty, administrators and members of the Board of Trustees-- are invited to use Commencement as an occasion for helping a needy future student. Your donation payable to the TCC Student Loan Fund will be warmly received by Mr. Robert Thaden, in the Financial Aids Office.

From: Commencement Planning Committee

COMMENCEMENT EXERCISES PLANNED

Tacoma Community College



MEMORANDUM

Date: April 19, 1976
 To: MEMBERS OF THE FACULTY
 From: Larry P. Stevens *LPS*
 Subject: 1976-77 College Commencement Exercise

As you already know, this year's Commencement will be held Thursday, June 10, 1976, in the College Physical Education facility at 8:00 p.m. A reception honoring the graduates will be held in the Food Services facility immediately after graduation.

Since this is my initial Commencement exercise at Tacoma Community College, I am looking forward to participating with you in this important ceremony. I continue to find this traditional event and the regalia associated with it stimulating, rewarding and exciting.

I know that my feelings regarding the importance of Commencement are shared by the graduates, their families, friends, the Board of Trustees, and the community. For those of you who do not own regalia, you will soon be contacted by Mary Kennedy who will assist you in obtaining it. You will receive directions from the Commencement Committee sufficiently early to plan your schedule to be in attendance.

Because there are early deadlines, the Commencement Committee needs your assistance. Please do all you can to make their task easier and complete the attachment.

Thank you.

NOTE TO ALL FULL-TIME FACULTY AND ADMINISTRATORS:

Please fill out this form and return it immediately to Mary Kennedy, Bldg. #6 Bookstore.

Please respond no later than Friday, April 30. The bookstore must place orders for regalia that date.

Thank you.

The Commencement Planning Committee for 1976

To: Bldg. #6, Bookstore

Attention: Mary Kennedy

From: _____ (name)

yes _____ no _____ I plan to participate in commencement ceremonies.

yes _____ no _____ I need to order regalia from the bookstore as indicated below.

ORDER TO BOOKSTORE

Please order the items checked for me, to be paid for when I pick them up:

Cap and Gown

_____ Bachelor's (\$6.00 + .30 tx)

_____ Master's (\$6.25 + .31 tx)

_____ Doctor's (\$7.00 + .35 tx)

_____ height**

_____ weight**

_____ head size**

Hood

_____ Bachelor's (\$5.00 + .25 tx)

_____ Master's (\$5.25 + .26 tx)

_____ Doctor's (\$6.25 + .31 tx)

_____ Degree and preferred major**

_____ Department**

_____ College or University**

Signature

** Information required if the bookstore does not have correct information from previous years. Faculty members new in 1975-76 be sure to supply. If you drop by, bookstore staff will measure your head size.

At last Thursday's meeting the TCC Board of Trustees authorized the establishment of a long range planning commission.

Dr. Stevens said that the commission would consist of members of the community who would "join with the college in terms of what is, and what should be happening" on the TCC campus for the next ten years.

He said there was a need to address the following questions:

(a) What program thrusts should Community College District 22 have for the next ten years?

(b) What should be the extent of the college's future off-campus services?

(c) What new or different populations should the college seek to serve?

(d) What community resources should the college expect to the available to it in the future?

(e) What level of future service will the community expect from its college?

(f) What physical facilities should be completed on campus during the next decade?

Board Chairman Lewis C. Hatfield pointed out that the questions were "primarily a starting point."

Dr. Stevens told the Board that a preliminary report on the commission membership would be available in June.

During the meeting the debate team trophy winners were congratulated by the Board and the trophies displayed (see related story in this bulletin).

And Shelley Waller, outgoing ASB president, said "good-bye and farewell" to the Board members.

Hatfield observed that Shelley's leadership has been of "the highest calibre."

"I personally want to thank you," he added.

Other Board business included correspondence from Governor Dan Evans reappointing Lawanna Lee to the Board to serve until 1981.

"It is with a great deal of pleasure that I bring this to the Board's attention," Stevens observed.

A letter from the department of health, education and welfare announced that \$3,536 had been awarded to the TCC school of nursing for scholarship funds. Letters between Dr. Stevens, Governor Evans, Senator Warren Magnuson and Senator Henry Jackson in support of the VISTA program were also shared.

Dr. Robert Rhule delivered an instructional report which included the information that out of 33 TCC nursing students taking the state exams, 28 passed with an exceptionally high average. Passing score is 350, and the TCC average was 509.

He also talked about a program on campus which teaches reading to 14 handicapped students. The students, released from the institution at Buckley for the program; are taught by Mrs. Barbara White.

Special vocational funding through the cooperation of Deborah Fouts, consultant for H.E.L.P. centers, and English and communication department chairman Lloyd S. Berntson, and associate dean of occupational education Lorraine Stephan, has been arranged, he said.

p. 4... He also pointed out that the program at McNeil Island has been readjusted to serve a greater number of students and that the college has entered a contract with the army education center at Fort Lewis to extend the service of the college's math lab to the education center.

Dr. Rhule added that a survey of real estate programs shows that TCC has more real estate students enrolled as full-time students than any other community college in the state.

Karran Sloan amended two areas of the WFSE Union report, and Dr. Stevens presented his reply to the report. The Board moved that the WFSE Union report be referred to Dr. Stevens for transmittal to Carl Brown for presentation to the WFSE-management committee where discussion of the WFSE concerns will occur.

The Board also authorized \$77,842 to be allocated from the building fund for the remodelling and relocation of campus offices.

Don Gangnes explained the planned moves to the Board.

He said that the relocation of the offices conforms to the campus master plan, and moves will take place in conjunction with the establishment of the student center interim which will be headquartered in Building 14.

Last week the ASB appropriated \$75,000 in funds for the development of an interim student center facility on campus.

The Board also authorized the expenditure of \$24,000 to improve parking facilities on the north side of Building 19 and to improve and revise the 12th street access.

Chapter V of the Board Policy Manual on curriculum and instruction was adopted by the Board, and William Baldwin, new buildings and grounds supervisor, was introduced and welcomed.

TACOMA COMMUNITY COLLEGE
Instructional Council

MEETING

April 14, 1976, 2:30 p.m., Bldg. 12

MEMBERS PRESENT:

Doreen Amoroso	Harland Malyon
Lloyd Berntson	Bill Muse (for Frank Witt)
Russ Clark	Joan Royce
Dick Deyoe	Robert Rhule (Chairman)
Marlo Faye	Gary Sigmen
Dick Giroux	Lorraine Stephan
Jack Heinrich	Chuck Summers
Pam Huddleston	Bill Wittenfeld
Tim Keely	Pat Loth (Secretary)
Ronald Magden	

GUESTS PRESENT:

John Tuttle
Karen Munson

REPORTS

1. Allied Health -- No report.
2. Business and Office Education -- No report.
3. Arts and Humanities -- No report.
4. Continuing Education/High School Completion -- No report. Mr. Thornburg is still ill.
5. English and Communications -- No report.
6. Learning Assistance Services -- Doreen Amoroso reported that the Listening/Language Laboratory is closed in the evening since there is no student help to run it.
7. Mathematics and Science -- Russ Clark reported that the McNeil Island instructor orientation will be at 7 p.m., April 29, in the John Binns Room. Contracts will be available at that time. (Dr. Rhule said that next year there will be a manual and one orientation for all evening instructors.)

8. Occupational Education -- Lorraine Stephan reported that the hours for the aide in the Building 19 Independent Progress Center are 5:30 to 9:30 p.m. Monday through Thursday, and 9:30 to 11:30 a.m. on Saturday. The area for quiet study is now accommodating about 550 students per week. Miss Stephan further reported that three English Instructors and Karen Munson will be attending a vocational communications workshop at Central Washington State College April 29-30. She also commented on the misinformation in the media regarding 200 McNeil inmates taking classes on campus at TCC.
9. Social and Behavioral Science -- No report.
10. Counseling -- Dick Deyoe commented on the fine math/science department at Evergreen College.

OLD BUSINESS

1. Budget Matters -- Dr. Rhule reported that there is approximately \$150 left in the supplies budget, so very few requisitions will be signed.
2. Annual Schedule -- Dr. Rhule reported on the study meeting on April 13. He said that by adding 310 FTE's the fall schedule now equalled projected enrollment needs. It was noted that the summer quarter schedule has the capability of adding classes through backup sections, thus making it larger than it looks. Much depends on variables, i.e., the extension of the G.I. Bill, the economy, etc. The schedule will be printed by the TCC printshop for pre-registration.
3. Catalog -- Dr. Rhule commented that the catalog for 1976-77 is out. It is proposed that the next catalog be arranged by division.
4. Developmental Studies -- Doreen Amoroso said that the Learning Assistance Committee will be meeting April 21 to prepare a recommendation to the Instructional Council and the faculty.

(The following items are carried over from the March 3, 1976, meeting which was cancelled):

NEW BUSINESS

1. New Course Proposal -- French 100 (2 credits) (2 lab/contact hours per week) Special Problems -- (Distribution: Other) To be offered fall, winter, spring. Modification of existing course. Catalog description: A laboratory programmed course. Students learn the French sound and spelling system. Intensive pronunciation practice. No grammar or vocabulary. Adapted to fit individual student requirements. (For Special Problems in Music - French for Singers - Texts of French music are used.) (Cost _____).

Dr. John Tuttle explained the need on campus for music students who have not had the opportunity to use the French language with their music. The course, which is designed as a laboratory course, can be adapted for other special programs.

MOTION: It was moved by Dick Giroux and seconded by Bill Muse that French 100 be approved. The motion carried.

2. Credit Change: Reading 70-71-72 (Basic Reading Skills) from 5 to 3 credits - (3 lecture/0 contact) -- (Distribution: English & Communications) To be offered fall, winter, spring; no course prerequisites. Catalog description: Designed for the student lacking reading skills necessary for developmental course. Includes diagnostic testing and individualized instruction. (Cost - \$5.00, Text + \$1.00 fee)
3. Credit Change: Study Skills 70 (Study Techniques) from 5 to 2 credits - (2 lecture/0 contact) -- (Distribution: English & Communications) To be offered fall, winter spring; no course prerequisites. Catalog description: The introduction and development of positive attitudes toward good study habits, self-confidence, and realistic educational goals. The course is designed for the student whose academic weakness is of a general nature. (Cost - \$2.00, Text + \$1.00 fee)

Lloyd Berntson explained the reason for lowering the credits for the above courses. He said that Mrs. Simonson feels she can cover the courses better by having the Reading classes meet Monday, Wednesday and Friday; and the Study Skills classes meeting on Tuesday and Thursday. This gives more flexibility to the students as well.

MOTION: It was moved by Jack Heinrick and seconded by Russ Clark that Reading 70-71-72 be changed from 5 to 3 credits, and Study Skills 70 from 5 to 2 credits, effective fall quarter 1976. The motion carried.

Mr. Berntson was questioned about the fee of \$1.00, which he explained was due to the supplies required for the classes. Dr. Rhule said that the whole subject of fees will be under study next year. There will be an updated fee schedule for the next catalog.

4. New Title: Banking and Finance (3 credits) (3 lecture/0 contact) -- from Bank Public Relations and Marketing to Marketing for Bankers -- (Distribution: Other) To be offered occasionally. Replaces existing course; no course prerequisites. Catalog description: This new course is directed toward bank personnel who know little about marketing as it pertains to banking. Some of the topics covered in the text are: fundamental concepts and philosophy of marketing; marketing information and research; product distribution, promotion, and pricing strategies; and marketing planning. (Cost - Text \$11.00)
5. New Title: Banking and Finance 154 (3 credits) from Fundamentals of Bank Credit Cards to Bank Credit Cards
6. New Title: Banking and Finance 156 (3 credits) from Bank Letters and Reports to Written Communications for Bankers
Lorraine Stephan explained items 4, 5 and 6 as "housekeeping" problems with the American Institute of Banking.

MOTION: It was moved by Dick Giroux and seconded by Tim Keely that the title for Banking and Finance 130 be changed to Marketing for Bankers; that the title for Banking and Finance 154 be changed to Bank Credit Cards; and that the title for Banking and Finance 156 be changed to Written Communications for Bankers. The motion carried.

(The Council then continued with New Business from the April 14, 1976, Instructional Council agenda):

7. New Course Proposal: Medical Assistant 210* (3 credits) (3 lecture/0 contacts)
Medical Assistant Orientation and Ethics --
(Distribution: Other) To be offered _____ Course prerequisites: MRT 130, 131; Biology 150, 151. Catalog description: An introduction to the role of the medical assistant, with emphasis on professional attitudes and behavior. General knowledge and understandings of various principles of medical ethics, history of medicine, identification of medical specialties will be developed. (Cost - Text \$10)
8. New Course Proposal: Medical Assistant 211* (3 credits) (3 lecture/0 contacts)
Medical Assistant and the Law --
(Distribution: Other) To be offered _____ Course prerequisites: MRT 130, 131; Biology 150, 151; Concurrent H.T. 110. Catalog description: The study of the legal relationships and responsibilities of the physician and his staff, including the liabilities in relation to the practice of medicine and consumer expectations, and insurance practices and government regulations which affect a medical practice are also considered. (Cost _____)
9. New Course Proposal: Medical Assistant 220* (5 credits) (3 lecture/4 contacts)
Medical Laboratory Techniques --
(Distribution: Other) To be offered _____. Course prerequisites: MRT 130, 131; Biology 150, 151. Catalog description: The detailed study of the major laboratory tests performed routinely in the physician's office as well as an introduction to laboratory and other diagnostic procedures which may be initiated or requested by the physician. (Cost - Text \$10 + \$3.00 fee)
10. New Course Proposal: Medical Assistant 230* (2 credits) (1 lecture/2 contacts)
Examining Room Techniques --
(Distribution: Other) To be offered _____ Course prerequisites: MRT 130, 131 and Biology 150, 151. Catalog description: An introduction to the techniques of examination generally performed in a physician's or clinic office, as well as such other activities with that setting. (Cost - Text \$10 + \$3.00 fee)
11. New Course Proposal: Medical Assistant 231* (3 credits) (2 lecture/2 contacts)
Clinical Procedures --
(Distribution: Other) To be offered _____ Course prerequisites: MRT 130, 131 and Biology 150, 151 - Concurrent H.T. 170. Catalog description: A general overview of those techniques relative to the clinical procedures associated with medical practice, including methods of asepsis and sterilization. The common medical emergencies and their treatment will also be discussed. The student will also gain a knowledge of basic drugs, their effects upon the body, and the principles of administration. (Cost - \$3 - supplies)
12. New Course Proposal: Medical Assistant 232* (5 credits) (0 lecture/10 contacts)
Medical Assistant Externship --
(Distribution: Other) To be offered _____ Course prerequisites: MRT 130, 131 and Biology 150, 151; M.A. 210, 211, 220, 230, 231; H.T. 110, 170 and 210. Catalog description: An experience in one or more clinical settings, which provides the student an opportunity to perform various clinical and administrative procedures under supervision. (Cost - \$3 fee)

13. New Course Proposal: Medical Assistant 233* (3 credits) (3 lecture/0 contacts)
Medical Assistant Seminar --
 (Distribution: Other) To be offered _____ Course prerequisites: MRT 130, 131 and Biology 150, 151; M.A. 210, 211, 220, 230, 231; H.T. 110, 170 and 210. Catalog description: An opportunity to discuss and synthesize learning experiences from the clinical setting and past courses. This shared experience enables the student to profit from peer activities and validate individual feelings and learnings. (Cost _____)

Dr. Rhule explained that the Medical Assistant Program has been considered in next year's faculty assignments. Dorothy Gallaway's time has been assigned to this program and to more limited service in the Health Services area.

MOTION: It was moved by Dick Giroux and seconded by Tim Keely that Items 7 through 13 (Medical Assistant Program courses) be approved. The motion carried.

14. Credit Change: Nursing 101, Nursing I - from 7 to 8 credits (To allow for slight increase in clinical time).
15. Credit Change: (Current Nursing 102 - 7 credits) Proposed: Nursing 102 - 5 credits; Nursing 103 - 5 credits
 (This has been a combined course with clinical in a medical surgical setting and in a psychiatric one. This has proven to be difficult to identify for licensure proposed and for time constraints, the changes will provide for corrections of both of these items.)
16. Credit Change: (Current Nursing 103 - 7 credits) Proposed: Nursing 105 (5 credits) and Nursing 105 (5 credits) -- This has been a combined course with clinical experience in a medical surgical setting and in maternity -- again it would be better to have separate courses, grades, etc.
17. Credit Change - Nursing 202, Nursing V from 12 credits to 10
18. Credit Change - Nursing 203, Nursing VI from 12 credits to 11

MOTION: It was moved by Tim Keely and seconded by Joan Royce that the following credit changes be made: Nursing 101, Nursing I to 8 credits; Nursing 102 - 5 credits; Nursing 103 - 5 credits; Nursing 104 - 5 credits; Nursing 105 - 5 credits; Nursing 202 - 10 credits; Nursing 203 - 11 credits, to be effective fall quarter. (Items 14-18) The motion carried.

Approval of following courses for on-campus (approved for McNeil Island 4/17/76):

19. Business 170 (5 credits) (5 lecture, 0 contacts) - Machine Reporting I
 (Distribution: Technical) To be offered _____ Course prerequisites: Business 103, English 104 or concurrent enrollment in both courses. Catalog description: Introduction of machine theory and technique with emphasis on recording, reading, and transcribing practice. (Cost _____)
20. Business 171 (5 credits) (5 lecture, 0 contacts) - Machine Reporting II
 (Distribution: Technical) To be offered _____ Course prerequisites: Business 104, or concurrent enrollment, Business 170. Catalog description: Continuation of Business 170, mastery of machine shorthand theory and technique. Instruction and practice to develop recording, reading and typewriting transcription skills. (Cost _____)
21. Business 174 (5 credits) (5 lecture, 0 contacts) - Machine Reporting III
 (Distribution: Technical) To be offered _____ Course prerequisites: Business 105, or concurrent enrollment, Business 171. This course to be taken concurrently with Business 175. Catalog description: Continuation of Business 171. Additional instruction and practice to establish, develop, and strengthen the link between theory, dictation, transcription and reporting skill. Emphasis placed on reliability. (Cost _____)
22. Business 175 (5 credits) (5 lecture, 0 contacts) - Court Orientation & Transcription
 (Distribution: Technical) To be offered _____ Course prerequisites: Business 117, or concurrent enrollment, Business 174. Catalog description: Lectures on court etiquette, the duties of the court reporter, the "do's and don'ts" of reporting, courtroom visitations and the introduction of transcription from paper tape with the aim of transcription rate speed building. (Cost _____)

23. Business 270 (5 credits) (5 lecture, 0 contacts) - Machine Reporting IV
(Distribution: Technical) To be offered _____ Course prerequisites: Business 175.
Catalog description: Continuation of Business 174 with emphasis on speed building on specialized terminology, straight matter, and regular correspondence. Emphasis is placed on accuracy tolerance of 3 per cent; and on the development of endurance. (Cost _____)
24. Business 272 (5 credits) (X lecture, 0 contacts) - Testimony
(Distribution: Technical) To be offered _____ Course prerequisites: _____
Catalog description: Development of multiple-voice dictation, including insurance, condemnation proceedings, medical, burden or proof, weighing evidence, duties of the reporter on depositions, and scheduled classroom visits involving introductory experience in taking testimony. (Cost _____)
25. Business 276 (5 credits) (5 lecture, 0 contacts) - Jury Charge
(Distribution: Technical) To be offered _____ Course prerequisites: Business 272.
Catalog description: This course is designed to provide the student with practice on actual jury charge and opinion with selections of legal opinion, solid matter, medical and dental testimony, miscellaneous court material such as real estate and land descriptions. Scheduled courtroom visits involving experience in taking actual testimony. (Cost _____)
26. Business 279 (5 credits) (1 lecture, 11 minimum contacts) - Advanced Transcription and Reporting Practicum (Distribution: Technical) To be offered _____ Course prerequisites: Business 276. Catalog description: Emphasis on transcription speed and accuracy from shorthand notes and live dictation. Court and conference experience in taking notes under the supervision of a qualified reporter. (Cost _____)

Lorraine Stephan explained that the Machine Shorthand classes are part of the Receptionist-Clerk program.

MOTION: It was moved by Dick Giroux and seconded by Tim Keely that Business 170, 171, 174, 175, 270, 272, 276 and 279 be approved. The motion carried.

OTHER

1. Curriculum Committee -- Dr. Rhule expressed concern about getting the Curriculum Committee operational before fall quarter. He said he wants to go through the whole process of review before the final deadline for catalog copy. Further, there will be an instructional report to the president and the Board for the annual report; that report will do a thorough analysis of every department on campus: the number of courses offered, the percentage of full and part-time instructors, the number of FTE's handled by the departments and possibly some discussion of each area in relationship to funding. (Dr. Rhule is working on the course coding HEGIS Committee.) Dr. Rhule noted that there will be a course coding presentation to WACC.
2. Announcement -- Dr. Rhule reported on a memorandum from Hilmar Kaubel in regard to a workload standard study in which four campuses are involved. The State Board office is trying to complete the report. The faculty from different campuses are being asked if they will participate on a random basis. Dr. Rhule said he would like to notify them: "Yes, we would be happy to do so on a random sample basis to provide input from two faculty, provided you can tell us who the people selected are so we can explain to those people what the workload study is attempting to do." He said that TCC had registered a written protest to the report about a month ago.
3. University of Washington Visitor -- Hugh Weise, Associate Director of Admissions, visited at TCC last week. Dr. Rhule reported that the Faculty Council at the University is raising the question of restrictive requirements for two-year transfer institutions. It would appear to penalize the mature students from the community colleges. He stated that a letter from this institution has been sent registering institutional concern.

The meeting adjourned at 3:45 p.m. The next meeting of the Instructional Council will be held at 2:30 p.m., May 12, in Building 12.

MONDAY, April 26, 1976

W.S.U. Continuing Education	3:00 p.m. - 5:30 p.m.	18-1
Educational Services District 110	3:00 p.m. - 4:30 p.m.	16-1
Sweet Adelines	7:00 p.m. - 10:00 p.m.	4-4
Orpheus Male Choir	7:00 p.m. - 10:00 p.m.	4-5
Howard Shull	7:00 p.m. - 10:00 p.m.	Gym

TUESDAY, April 27, 1976

Pierce Co. Board of Realtors	6:30 p.m. - 9:30 p.m.	18-2
Alcohol Education	6:30 p.m. - 9:30 p.m.	18-11
Big Sisters	7:00 p.m. - 10:00 p.m.	18-3

WEDNESDAY, April 28, 1976

W.S.U.	6:30 p.m. - 9:30 p.m.	18-11
Mountaineering	7:00 p.m. - 10:00 p.m.	15-10

THURSDAY, April 29, 1976

Pierce Co. Board of Realtors	6:30 p.m. - 9:30 p.m.	18-2
Coast Guard - Basic Seamanship	8:00 p.m. - 10:00 p.m.	15-1
Socialist Party	8:00 p.m. - 10:00 p.m.	18-4
Sweet Adelines	7:00 p.m. - 10:00 p.m.	4-4

FRIDAY, April 30, 1976

Spiritual Consciousness - Pat Burrel	7:30 p.m. - 10:00 p.m.	18-1
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SATURDAY, May 1, 1976

College Testing	8:00 a.m. - 2:00 p.m.	8-1, 10-1, 12-1 15-1 & 16-1
Tacoma Public Schools	8:00 a.m. - 5:00 p.m.	15-2, 3, 4 & 8
Junior Symphony	8:00 a.m. - 12:00 p.m.	4-5
Diane Edrington	12:00 p.m. - 4:00 p.m.	Mirror Room

SUNDAY, May 2, 1976

Jim Anderson	8:00 a.m. - 10:00 a.m.	Gym
Dave Moore	10:00 a.m. - 12:00 p.m.	Gym
TAPCO Soccer	1:00 p.m. - 6:00 p.m.	Soccer field

MEETING OF COUNSELING, EDUCATION AND HEALING ARTS SET

A Humanistic Community, the meeting of counseling, education and the healing arts seminar will be held May 7-10 in the Providence Heights Conference Center, Issaquah, Washington. For further information contact

the Northwest Regional Conference Association for Humanistic Psychology, 14760 Interurban Avenue S., No. 58, Seattle, WA 98168; or telephone (206) 243-0164.

The seminar is open to everybody.