

## **CURRICULUM DEVELOPMENT COMMITTEE**

### **Committee Charge**

To ensure that Pellissippi State's programs and courses meet the needs of students, business and industry, and the local community.

### **Membership**

Committee members are appointed by the president. Membership normally spans three academic years with a portion of the membership rotating each year. The composition of the committee includes two members from each academic department, a library representative, a Business & Community Services representative, a Student Affairs representative, and the Curriculum Coordinator.

<u>2002-2003 Members</u>	<u>Department</u>	<u>1st Year of Service</u>
Ely Driver, Chair	Engineering & Media Technologies	2001-2002
Paul Baxter	Engineering & Media Technologies	2002-2003
Ashley Boone	Mathematics	2002-2003
Gail Burris	Business & Computer Technology	2002-2003
Carolyn Carson	Student Affairs	2001-2002
Karen Cornell	Library Services	--
Roger Crowe	Business & Computer Technology	2001-2002
Jonathan Fowler	Liberal Arts	2001-2002
Sydney Gingrow	English	2001-2002
Mike Hudson	Business & Community Services	--
Cheryl Leach	Curriculum	--
Candance Reaves	English	1999-2000
Carolyn Renier	Mathematics	2003-2004
Yolanda Sankey	Natural & Behavioral Sciences	2002-2003
Jane Schumann	Natural & Behavioral Sciences	2003-2004
Todd Yazdi	Liberal Arts	2002-2003

### **Leadership**

Members are eligible for the position of committee chair after one year of service. At the end of the academic year, the membership recommends a chair to the president on the basis of election results. Committee chairs may serve, as recommended by the committee and approved by the president, for two consecutive academic years.

### **Support**

Administrative support for the committee is provided by the Coordinator of Curriculum.

### **Functions of the Committee:**

1. Review and evaluate Pellissippi State Policies and Procedures related to curriculum and curriculum development processes to ensure consistency between policy and practice. Make recommendations for improvements where needed.
  - Review practice of allowing students to repeat course(s) indefinitely and propose policy to reform current practice if needed
2. As needed, review new and revised program and credit course offerings. Curriculum reviews should include consideration of
  - Alignment with customer and/or discipline needs
  - Consistency with institutional mission, College goals, and Academic and Student Affairs goals
  - Compliance with TBR, SACS, and if applicable, program accrediting agency requirements

Additional consideration should be given to new and revised credit course proposals to ensure

- Consistency with the College's standard syllabus format
- Clarity of course objectives and expectations for student performance
- Unwarranted proliferation of courses and duplication of courses across the curriculum are avoided

3. Work with faculty and academic department heads to revise curriculum proposals that do not meet institutional standards.
4. Evaluate general Associate of Arts and Associate of Science degree requirements and make recommended changes for the 2004-2006 catalog in compliance with TBR's general education proposal.
5. Continue to improve communication of curriculum policies and procedures by
  - providing periodic departmental presentations/reports; items needing coverage through departmental meetings include the College attendance policy, master and class syllabi, process for submitting curriculum changes, and availability of curriculum development resources on the web; a standard report format/outline will be developed to aid members in disseminating information to their departments
  - submitting meeting agendas regularly to department heads
  - including status report of curriculum changes in meeting minutes
  - placing curriculum proposal status report on the web and update regularly.
6. Communicate the results of the committee's efforts with faculty, staff, administration, and students through appropriate means including distribution of minutes and an end-of-year report containing
  - a summary of the committee's activities
  - a summary of new and deleted courses
  - an evaluation of the committee's operations and support for accomplishing its mission and goals, and
  - suggestions on membership and goals for the following academic year.

### **Guidelines for Committee Operations**

#### Meetings

CDC meets more frequently than most standing committees. During September, October, and November, the committee meets biweekly or weekly due to the volume of curriculum proposals received during fall semester. Monthly meetings are generally adequate to accomplish the committee's work during spring.

#### Minutes

Minutes are taken when the full committee meets. Copies of committee minutes should be sent to members within one week of the meeting date. Copies should also be sent to those listed on the attached minutes form. The Curriculum Secretary serves as recorder of CDC minutes. When the committee finds it necessary to develop subcommittees, subcommittee chairs and the committee chair should determine whether or not minutes are needed for subcommittee meetings.

#### End-of-Year Reports

Standing committee chairs and administrative support personnel provide summary reports to the president at the end of the academic year. Reports should include a summary of the committee's activities, an evaluation of the committee's operations and support provided to the committee for accomplishing its mission and goals, and suggestions on membership and goals for the following academic year.

**MINUTES**  
**Curriculum Development Committee**  
**Date of meeting, meeting location, beginning and ending time**

**MEMBERS**

**PRESENT**

**ABSENT**

Name, Chair

Name

Name

Name

Name

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Others in attendance: Names

**AGENDA ITEMS DISCUSSED**

I.

II.

III.

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**ACTIONS TAKEN**

I.

II.

III.

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**RECORDED BY:** Name and date

**COPIES:** Committee Members

Academic Dept Heads

Program Coordinators

Dennis Adams

Sheryl Burnette

Jim Bruns

Melanie Paradise

Linda Randolph

Mike Hudson

Doris Ivie

Ann Munz

Phyllis Pace

Linda Pinkard

Cheryl Slayden

Ann Satkowiak

Eunice Reynolds

Site Campus Administrators

Cindy Tanner

Leigh Ann Touzeau

Julia Wood