

# Curriculum Development Committee

## 2000-2001 End-of-Year Report

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

### 2000-2001 Membership:

Bob Stern, chair, Charles Anderson, David Brown, Cathy Clay, Karen Cornell, Bill Hamlin, Jonathan Lamb, Cheryl Leach, Anita Maddox, Joan Newman, Bill Nichols, Keith Norris, Paul Ramp, Candance Reaves, Ella Ruggles, Ann Snodgrass, Chuck Wright

### I. 2000-2001 Committee Functions and Accomplishments:



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. The committee will complete reviews begun in 1999-2000: Credit for Life Experience, Deadline for Changing to Audit, Independent Study.

#### RESULTS

Subcommittees were established to review several policies including Credit for Life Experience, the Criteria for a Second Degree, Certificate Requirements (to include GPA), Deadline for Changing to Audit, and Independent Study.

The Credit for Life Experience subcommittee compiled and reviewed past applications and confirmed that PSTCC is not in compliance with SACS' *Criteria*. The policy was revised and approved by the CDC and Learning Council (see Attachment 1). The committee will periodically review documentation supporting awards of credit for life experience to ensure compliance with policy requirements.

Criteria for awarding a second associate's degree were developed and approved by CDC in 1999-2000. To address concerns expressed by Learning Council, a subcommittee met during 2000-01 to verify that there were 20 credit hours of different coursework required for all associate of applied science degrees. With this information, Learning Council passed the following policy: "Candidates for a second associate's degree must meet the following requirements: (1) The first degree must have been awarded by an institution of higher learning. (2) A minimum of 20 semester hours of coursework must be completed at Pellissippi State after requirements have been met for the first associate's degree. (3) General education requirements for Pellissippi State must be met. (4) A 2.0 grade point average must be attained on all college-level coursework."

The CDC and Learning Council approved the requirements/policies for the completion of certificate programs. The following will be added to the requirements listed in the 2002-03 catalog: "Minimum grade-point average. A cumulative grade-point average (GPA) of at least 2.0 in all certificate coursework at Pellissippi State is required for a certificate." In addition, the following statement will be added to clarify deadlines: "Students planning to complete certificate requirements must complete and submit the Application for Certificate prior to the semester that they intend to complete the certificate. Students planning to complete the certificate requirements in the same semester must submit an Application for Certificate within fourteen days of the first day of classes."

The CDC discussed extending the deadline for changing to audit with several members in favor of moving the deadline to the drop/withdrawal date just past midterm. Discussion was suspended when it was believed that the deadline could not be moved past the 14<sup>th</sup> day due to attendance reports run at that time which determine funding. However, after the meeting it was noted that other TBR schools have audit dates beyond the 14<sup>th</sup> day so the CDC will investigate and revisit the issue next year.

The independent study policy was reviewed by the CDC and it was determined that no revisions were needed.

The CDC's proposed change in the attendance policy from last year was not supported by Learning Council. A minor addition was approved to accommodate distance learning courses and was included in the new catalog. The policy in the 2001-02 catalog is stated as, "Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding videotape and Web courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course."

- 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 requirementsAdditional 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

#### *RESULTS*

Tables presented at the end of this report (see Attachment 2) summarize the committee's work in reviewing course and program proposals. Changes in the career/technical fields include two new programs in Networking and Communications Systems Technology and Web Development Technology. The Computer Science program changed its title to Computer Science and Information Technology and developed three concentrations for 2002-03: Programming, Database Design & Development, and Internet Software Development. In addition, significant program changes were made to General Technology and Geographic Information Systems. University parallel changes are referenced in the tables. The Tennessee Board of Regents developed several online degree programs to include both career/technical and university parallel tracks. The Regents Online Degree Program (RODP) will begin June 2001 at all TBR institutions.

The 2001-02 catalog was revised to incorporate the statewide common course numbering project instituted by the TBR.

To assist committee members in evaluating certificates, Mike Hudson, Director of Certificate Programs, will attend future CDC meetings when certificate changes/issues arise.

- Develop expertise in evaluating and revising curricula and share expertise with departmental faculty.

#### *RESULTS*

With the addition of only two new members this year, existing CDC members were able to introduce new members to the curriculum development process and to share their expertise in evaluating curricula.

- Work with faculty and academic department heads to revise curriculum proposals that do not meet institutional standards.

*RESULTS*

CDC members took on the responsibility of communicating the results of the committee's evaluation of curriculum proposals. Committee representatives advised department heads and faculty on revisions needed in CDC meetings, by email, and in individual conferences.

- Evaluate the College's curriculum development system and make recommendations for improvement.

*RESULTS*

In an effort to reduce the amount of paperwork that CDC members and other members of the College must process, the curriculum development process was revised and approved by the CDC and Learning Council (See Attachment 3).

As suggested last year, the process for revising articulation agreements now includes input by faculty who advise in the program area being reviewed, e.g. math faculty who advise engineering transfer students, and by departments responsible for courses in the program area.

- Evaluate general Associate of Arts and Associate of Science degree requirements and make recommended changes for the 2001-2002 catalog.

*RESULTS*

The following changes were made to the Associate of Arts and Associate of Science degree requirements: BOT 1010 and 1020, Fundamentals of Botany I and II, were added as a choice for the natural sciences requirement. The former African-American Studies I and II courses (HIS 2110 and 2120) were combined into one African-American Studies course, HIST 2040, remaining an option for the social science requirement.

- 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.
  - including status report of curriculum changes in meeting minutes.
  - placing curriculum proposal status report on the web and update regularly.

*RESULTS*

A packet of pertinent curriculum development materials was distributed to all curriculum development committee members, department heads, and academic affairs personnel in an effort to elucidate the steps in the College's curriculum development process. The packet included an outline of the curriculum change process, new curriculum change forms, a handout on choosing which form to use, a master syllabus template with instructions provided, departmental deadlines for curriculum changes, and a list of contacts for questions.

Committee members collected feedback from their respective departments on proposed policy changes throughout the year.

- Ensure the goals of general education are reflected in the offerings, programs and degrees offered by the College.

*RESULTS*

At the request of the SACS Steering Committee, PHED 2910, Sport in American Society, was evaluated by the CDC as to its appropriateness as a social/behavioral science elective. Since the course transfers to Pellissippi State's main receiving institution, UTK, as both a cultural studies and sociology course, and based on the course content, the committee confirmed that the course should in fact remain an option for the social/behavioral science requirement.

The CDC and members of the PE faculty discussed the issue of requiring two different physical education activities for purposes of fulfilling PSTCC requirements. After discussion of the merits and flaws of the separate activity requirement, as well as how student qualification for an intermediate course is determined, the committee voted to maintain the requirement for two different activities.

Progress on syllabi revisions that include instructional processes developed in support of general education goal achievement are compiled below:

<u>Department</u>	<u>Syllabi Revisions Completed (as of 06/01)</u>
Business and Computer Technologies	completed
Engineering and Media Technologies	109 remaining
English	completed
Liberal Arts	30 remaining
Mathematics	completed
Natural and Behavioral Sciences	15 remaining
Certificate Courses	1 remaining

- 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.

*RESULTS*

Members met with faculty and administrators, as needed, in the process of carrying out the committee's 2000-2001 functions. Department heads, faculty, and the vice president of Academic and Student Affairs were welcomed at committee meetings throughout the year. Minutes from committee meetings were distributed to the Vice President of Academic and Student Affairs, Vice President of Economic and Community Development, Dean of Student Affairs, Director of Admissions, Director of Student Development, Director of Placement, Dean of Curriculum and Instruction, academic department heads, Director of Certificate Programs, Director of Grants Development, Publications Coordinator, program coordinators, Manager of Records and Articulation, Director of Career Services, registrar, Director of New Program Development, and Doris Ivie.

The following were suggested for membership to the 2001-2002 committee: Carolyn Carson, Student Affairs; Ely Driver, Engineering and Media Technologies; Joan Easterly, Liberal Arts; Jonathan Fowler, Liberal Arts; Sidney Gingrow, English; Ann Swartzlander, Business and Computer Technology; Bob Stern, Mathematics, chair.

## II. Proposed Committee Functions for 2001-2002:

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.
  - Investigate the change to audit deadline at other TBR institutions and revisit the issue of extending Pellissippi State's deadline
  - Develop a permanent subcommittee to review credit for life experience applications.
2. Work with Acquisitions Coordinator (Karen Cornell) to determine what areas of library collections need to be developed and relay that information to members' departments to provide better coverage and allotment of library materials.
3. 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 requirementsAdditional 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
4. Work with faculty and academic department heads to revise curriculum proposals that do not meet institutional standards.
5. Evaluate general Associate of Arts and Associate of Science degree requirements and make recommended changes for the 2002-2003 catalog.
6. 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.
  - include status report of curriculum changes in meeting minutes.
  - place curriculum proposal status report on the web and update regularly.
7. Ensure the goals of general education are reflected in the offerings, programs and degrees offered by the College.
8. 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.

### **III. Committee Evaluation:**

Committee Composition – Committee members agreed that representation from academic and other areas of the college was adequate and made no recommendations for change.

Committee Support – Committee members felt that support for committee operations is adequate. Recommendations for improved functioning were made and are listed below.

Committee Meetings – Members agreed that attendance could be improved by establishing a CDC meeting time before the start of each semester and working with department heads to coordinate members' teaching schedules around that time. Committee members who must miss meetings should send a departmental representative in their stead.

Suggestions for Improvement –

Members noted that the deadlines for curriculum changes should be better enforced. A reminder of the curriculum change deadlines will be delivered to department heads.

Members requested a full week to review curriculum change paperwork before voting on the changes. While this is current practice, some curriculum proposals were submitted late, not allowing members sufficient time to review the materials. Additional efforts will be made to ensure proposals are submitted in a timely manner.

Members suggested an initial CDC meeting during fall in-service to acquaint new members with committee functions and processes, to review the CDC member notebook, to update members on summer curriculum changes and to begin any new or pending business.

Members asked that once a curriculum change is submitted, the Curriculum Office attach a cover sheet to the paperwork before mailing to members, citing possible areas of concern or leading members to areas that need additional attention. This will acquaint new members with the procedures for reviewing curriculum proposals and alert members to areas that may need further discussion at the next meeting.

## ATTACHMENT 1:

### CREDIT FOR LIFE EXPERIENCE POLICY REVISION

#### **04-05-01**

#### **CREDIT FOR LIFE EXPERIENCE**

Credit for life experience may be granted by verification of college credit recommendation in the Directory of the National Program on Noncollegiate Sponsored Instruction or by approval by the vice president of Academic and Student Affairs, the department head, and an appropriate faculty committee.

A request to petition for credit for life experience will be approved by the appropriate department head (or designee) prior to the student's submission of a portfolio documenting professional experience that directly relates to the content of a specific course at Pellissippi State. ~~Certain departments may elect to award general credit (not credit for a particular course) toward completion of degree requirements if the experiential learning is considered appropriate to a specific program and worthy of college credit.~~

Credit for life experience may be petitioned for courses for which credit cannot feasibly be granted by other means, such as advanced standing, CLEP, credit by examination, or transfer credit. Credit for life experience may be granted for up to 25 percent of the credit applied toward the degree. In exceptional individual cases, however, up to 30 credit hours may be awarded if justified by the special nature and content of the learning experience. The student must also meet the College's graduation residency requirement as specified in the College catalog.

The Curriculum Development Committee reviews policy and procedures related to life experience credit as needed. In addition, the committee periodically reviews documentation supporting awards of credit for life experience to ensure compliance with policy requirements.

#### Procedure

1. Student requests Credit for Life Experience form from the appropriate department office, completes the petition section of the form and schedules an appointment with the appropriate department head (or designee).
2. If the department head or designee grants approval for the student to proceed, he or she appoints a faculty committee of at least two ~~one to three~~ members, who schedule a meeting with the student to discuss instructions and guidelines for the documentation to be included in a portfolio.
3. Upon completing the portfolio, the student schedules an interview with the faculty committee to explain or clarify the experience.
4. The faculty committee completes the approval form and forwards it, along with the portfolio and any other documentation, to the department head for review.
5. Upon approval, the department head forwards the form and materials to the vice president of Academic and Student Affairs for review.
6. Upon approval, the vice president of Academic and Student Affairs forwards the form to the Records Office for implementation of the credit and returns the portfolio and any other documentation to the department office. The Records office forwards a copy of the completed form to the department office and files the original.

**ATTACHMENT 2:****2001-2002 PELLISSIPPI STATE CURRICULUM CHANGES**

<b>NEW COURSES 2001-2002</b>		
<b>Course Prefix and Number</b>	<b>Designed for Transfer (X)</b>	<b>Course Title</b>
BOT 1010	X	Fundamentals of Botany I
BOT 1020	X	Fundamentals of Botany II
CHEM 1110	X	Honors Chemistry I
CHEM 1120	X	Honors Chemistry II
CET 2710		Special Topics
CID 2900		Special Topics
CST 1810		Introduction to Database Design
CST 2625		Thinking, Learning & Computing
EET 2900		Special Topics
GIS 1030		GIS Data Sources & Quality
GIS 1120		Desktop GIS Software Tools
GIS 2120		Image & Raster GIS Analysis
GIS 2410		GIS Web Applications
GIS 2510		GIS Software Systems
GIS 2600		Location Based Services
GIS 2710		GIS Cartography
GIS 2810		Special Topics in GIS
HIST 2040	X	African-American Studies
IDT 2500		Special Topics
JOU 2998		Journalism Internship
MSCI 1100	designed for UTK ROTC program	Basic Military Science I
MSCI 1200	designed for UTK ROTC program	Basic Military Science II
MSCI 1300	designed for UTK ROTC program	Army Conditioning Program
MSCI 2100	designed for UTK ROTC program	Basic Officer Skills I
MSCI 2200	designed for UTK ROTC program	Basic Officer Skills II
NSC 1040	designed for ETSU nursing articulation	Dosage Calculations
NETW 1000		A+ Certification Preparation
NETW 1100		Network + Certification
NETW 1200		Windows Professional
NETW 1210		Windows Server
NETW 1220		Windows Administration
NETW 1500		Basic Routing Configuration
NETW 1520		Advanced Routing Configuration
NETW 2000		Directory Services Administration
NETW 2010		Directory Services Infrastructure
NETW 2020		Designing Security

NETW 2030		Designing Network Infrastructure
NETW 2100		Exchange Server
NETW 2110		SQL Server Administration
NETW 2120		Upgrading Operating Systems
NETW 2500		Routing & Switching
NETW 2520		WAN Services
NETW 2900		Internship
PHED 1000	X	Orientation to Exercise Science
PHED 1001	X	Orientation to Sport Management
SPH 1000	X	Introduction to Speech Communication
VPT 1050		Electronic Cinematography
VPT 2900		Campus Broadcast III

**TITLE CHANGES 2001-2002**

<b>Course Prefix and Number</b>	<b>Designed for Transfer (X)</b>	<b>Old Title</b>	<b>New Title</b>
ENGL 2310	X	Literature of the Western World I	World Literature I
ENGL 2320	X	Literature of the Western World II	World Literature II
GIS 1020		Spatial Concepts W/ Lab	Digital Images & Base Maps
GIS 1200		Data Collection	Global Positioning Technology
GIS 2030		GIS Project Applications	Planning & Executing Projects
GIS 2050		Directed Research Project W/ Lab	Independent GIS Projects
JOU 2030	X	News Writing & Editing	Editing
MATH 1731		Applied Technical Math	Technical Precalculus
MATH 1840		Applied Calculus I—Technical	Technical Calculus
MATH 2125	X	Calculus IV	Differential Equations W/ Matrices
MUS 1710		Piano Instruction	Piano/Non Major (1/2 hr lesson)
MUS 1711		Piano Instruction II	Piano/Non Major (1 hr lesson)
MUS 1712		Piano Instruction/Music Major	Piano/Music Major (1 hr lesson)
MUS 1720		Voice Instruction	Voice/Non Major (1/2 hr lesson)
MUS 1721		Voice Instruction II	Voice/Non Major (1 hr lesson)
MUS 1722		Voice Instruction/Music Major	Voice/Music Major (1 hr lesson)
MUS 1730		Guitar Instruction	Guitar/Non Major (1/2 hr lesson)
MUS 1731		Guitar Instruction II	Guitar/Non Major (1 hr lesson)
MUS 1732		Guitar Instruction/Music Major	Guitar/Music Major (1 hr lesson)
MUS 1740		Woodwind Instruction	Woodwind/Non Major (1/2 hr lesson)
MUS 1741		Woodwind Instruction II	Woodwind/Non Major (1 hr lesson)
MUS 1742		Woodwind Instruction/Music Major	Woodwind/Music Major (1 hr lesson)
MUS 1750		Brass Instruction	Brass/Non Major (1/2 hr lesson)
MUS 1751		Brass Instruction II	Brass/Non Major (1 hr lesson)
MUS 1752		Brass Instruction/Music Major	Brass/Music Major (1 hr lesson)
MUS 1760		String Instruction	String/Non Major (1/2 hr lesson)
MUS 1761		String Instruction II	String/Non Major (1 hr lesson)
MUS 1762		String Instruction/Music Major	String/ Music Major (1 hr lesson)
MUS 1770		Percussion Instruction	Percussion/Non Major (1/2 hr lesson)
MUS 1771		Percussion Instruction II	Percussion/Non Major (1 hr lesson)
MUS 1772		Percussion Instruction/Music Major	Percussion/Music Major (1 hr lesson)
MUS 1781		Contemporary Piano Styles I	Contemporary Piano Styles/Non Major (1 hr lesson)
MUS 1782		Contemporary Keyboard Instruction/Music Major	Contemporary Keyboard/Music Major (1 hr lesson)
OST 2300/01/02		OST Practicum/Lab/Internship	OST 2300: OST Practicum Lecture OST 2301: OST Practicum Lab OST 2302: OST Internship
OST 2801		HTML Coding	Web Design I—HTML Coding
OST 2802		Basic Web Graphics	Web Design II—Graphics
OST 2803		Web Page Design & Site Building	Web Design III—Site Building
PHYS 2010	X	Elements of Physics I W/ Lab	Non-Calculus Based Physics I
PHYS 2020	X	Elements of Physics II W/ Lab	Non-Calculus Based Physics II
PHYS 2110	X	Electricity & Magnetism W/ Lab	Calculus-Based Physics I
PHYS 2120	X	Wave, Motion, Optics & Modern Physics W/ Lab	Calculus-Based Physics II

<b>DEACTIVATED COURSES 2001-2002</b>		
<b>Course Prefix and Number</b>	<b>Designed for Transfer (X)</b>	<b>Course Title</b>
BKG 1900		Supervisory Training for Bankers
BKG 2005		Accounting for Bankers
BKG 2010		Understanding & Selling Banking Products
BKG 2850		Economics for Bankers
CST 2730		A+ Certification Preparation
CST 2735		Microsoft Networking I—Workstation
CST 2740		Microsoft Networking I—Server
CST 2745		Novell NetWare Networking I
CST 2750		Novell NetWare Networking II
CST 2755		Networking Technologies
CST 2770		Wide Area Networking I—Basic Routing Configuration
CST 2775		Wide Area Networking II—Advanced Routing Configuration
ENS 2050		Numerical Analysis
ENGL 1050		Advanced Speaking—ESL
GIS 2010		Data Representation W/ Lab
GIS 2020		Advanced GIS Concepts W/ Lab
GIS 2100		Intro to Urban & Transportation Planning
HIST 2110	X	African-American Studies I
HIST 2120	X	African-American Studies II
OST 1011		Microsoft FrontPage/Internet Explorer CBT

**PREREQUISITE/COREQUISITE CHANGES 2001-2002**

<b>Course Prefix and Number</b>	<b>Designed for Transfer (X)</b>	<b>Old Prerequisite/Corequisite</b>	<b>New Prerequisite/Corequisite</b>
ACC 2360		Prerequisite: ACC 2120; OST 2620 or 2621 Corequisite: none	Prerequisite: ACC 2120 Corequisite: OST 2621
ACC 2410		Prerequisite: ACC 2120 Corequisite: none	Prerequisite: ACC 2110 Corequisite: none
ACC 2530		Prerequisite: ACC 2215, 2360 Corequisite: none	Prerequisite: ACC 2215 Corequisite: none
CST 1410		Prerequisite: CST 1110 Corequisite: CST 1540	Prerequisite: CST 1540 Corequisite: none
CST 2610		Prerequisite: CST 1540 Corequisite: MTH 1230 or 1020 or 1021	Prerequisite: CST 1540 Corequisite: college-level math
CST 2695		Prerequisite: CST 2650 or 2690 or dept. approval Corequisite: none	Prerequisite: CST 2690 or dept. approval Corequisite: none
ECEd 1020		Prerequisite: none Corequisite: ECEd 1010	Prerequisite: none Corequisite: none
ECEd 2010		Prerequisite: ECEd 1010 Corequisite: none	Prerequisite: ECEd 1010 or dept. approval Corequisite: none
ECEd 2020		Prerequisite: ECEd 1020 Corequisite: none	Prerequisite: ECEd 1020 Corequisite: ECEd 2010
ECEd 2040		Prerequisite: ECEd 2020 Corequisite: none	Prerequisite: ECEd 2020 or dept. approval Corequisite: none
ECEd 2100		Prerequisite: none Corequisite: none	Prerequisite: dept. approval Corequisite: none
ECEd 2110		Prerequisite: ECEd 1020, 2020 Corequisite: none	Prerequisite: ECEd 1020, 2010 Corequisite: none
ECEd 2130		Prerequisite: ECEd 2020 &min. of 30 contact hours of courses Corequisite: none	Prerequisite: dept. approval Corequisite: none
ECEd 2140		Prerequisite: ECEd 2010, 2040, 2130 Corequisite: none	Prerequisite: ECEd 2010, 2020, 2040, 2130 or dept. approval Corequisite: none
GIS 1020		Prerequisite: none Corequisite: none	Prerequisite: GIS 1010 Corequisite: none
GIS 1110		Prerequisite: none Corequisite: none	Prerequisite: GIS 1010 Corequisite: none
GIS 1200		Prerequisite: none Corequisite: none	Prerequisite: GIS 1010 Corequisite: none
GIS 1600		Prerequisite: none Corequisite: none	Prerequisite: none Corequisite: GIS 1010 or consent of GIS coordinator
GIS 2030		Prerequisite: none Corequisite: none	Prerequisite: GIS 1010, 1110 Corequisite: none
GIS 2050		Prerequisite: none Corequisite: none	Prerequisite: GIS 2030 Corequisite: none
HSP 2310		Prerequisite: HSP 1300, 2200 Corequisite: none	Prerequisite: HSP 2200 Corequisite: none
HSP 2500		Prerequisite: HSP 2200, 2210 Corequisite: none	Prerequisite: HSP 2200 Corequisite: none
MKT 2260		Prerequisite: MKT 2200; MTH 1010 or 1100; OST 1211 Corequisite: none	Prerequisite: MKT 2200; OST 1211; eligibility for college-level math Corequisite: none

MUS 2100		Prerequisite: none Corequisite: THE 1311	Prerequisite: none Corequisite: none
OST 2015		Prerequisite: OST 2621 for OST majors; OST 2014 for non majors Corequisite: none	Prerequisite: OST 1006, 2006, 2621 Corequisite: OST 2600
OST 2302		Prerequisite: OST 2120, 2006, min. overall GPA of 2.5 or dept. approval Corequisite: none	Prerequisite: OST 2120, 2006, min. overall GPA of 2.5 or dept. approval; prior enrollment in the course and the beginning of the term, an application must be completed and approved by the BCT Internship Coordinator Corequisite: none
PSY 2010	X	Prerequisite: none Corequisite: none	Prerequisite: PSY 1010 Corequisite: none

<b>DESCRIPTION CHANGES 2001-2002</b>		
<b>Course Prefix and Number</b>	<b>Designed for Transfer (X)</b>	<b>Course Title</b>
CST 1110		Introduction to Computer Science Technology
CST 1410		Machine Organization
ECEd 1010		Orientation to Early Childhood Education
ECEd 1020		Foundations of Early Childhood Development
ECEd 2010		Safe, Healthy Learning Environments
ECEd 2020		Infant, Toddler, & Child Development
ECEd 2040		Family Dynamics & Community Involvement
ECEd 2130		Clinical Practicum I
ECEd 2140		Clinical Practicum II
GIS 1010		Fundamentals of GIS
GIS 1020		Digital Images & Base Maps
GIS 1110		Intro to GIS Database Management
GIS 1200		Global Positioning Technology
GIS 1600		Business Geographics
GIS 2030		Planning & Executing Projects
GIS 2050		Independent GIS Projects
MKT 2200		Principles of Marketing
MKT 2260		Marketing Information
MKT 2420		Customer Service
MATH 1610	X	Finite Mathematics
MUS 2100		Musical Production
OST 1010		Microsoft Outlook CBT
OST 2300		OST Practicum Lecture
OST 2301		OST Practicum Lab
OST 2302		OST Internship

<b>COURSE NUMBER CHANGES 2001-2002</b>			
<b>Old Course Prefix and Number</b>	<b>Designed for Transfer (X)</b>	<b>Course Title</b>	<b>New Course Prefix and Number</b>
CST 2660		Advanced C Programming	CST 1560
OST 2300/01/02		Split into three separate courses: OST Practicum Lecture, OST Practicum Lab, and OST Internship	OST 2300, OST 2301, and OST 2302

<b>DECREASED CREDIT HOURS 2001-2002</b>				
<b>Course Prefix and Number</b>	<b>Designed for Transfer (X)</b>	<b>Course Title</b>	<b>Old Credit Hours</b>	<b>New Credit Hours</b>
CGT 2050		Special Project	5	3
CST 2911		Computer Science Technology Internship	4	3
GIS 1010		Fundamentals of GIS	4	3
GIS 1020		Digital Images & Base Maps	4	3
GIS 1110		Intro to GIS Database Management	4	3
GIS 2030		Planning & Executing GIS Projects	4	3
GIS 2050		Independent GIS Projects	4	3
MUS 1511		Concert Chorale	2	1
MUS 1521		Variations	2	1

### ATTACHMENT 3:

#### REVISED CURRICULUM CHANGE PROCEDURES

Changes to existing courses and programs will be accepted for fall terms only. Proposed changes may be submitted at any time but will become effective in the appropriate catalog year.

Proposals for minor curriculum changes are submitted by e-mail. Minor curriculum changes are those that do not substantively change the nature of a particular program and/or those that have no effect or inconsequential effects on other College programs.

Minor curriculum changes that may be submitted by e-mail include:

- Course Number Changes
- Course Title Changes
- Course Description Changes
- Credit Hour Reductions (NOT increases)
- Course Deactivations or Deletions
- Changes in Lecture/Lab Distribution
- Removal (NOT addition) of Course Prerequisites

#### Process

Department heads (only) email the coordinator of Curriculum with the proposed change using the electronic change form (available at [http://www.pstcc.cc.tn.us/departments/curriculum\\_and\\_instruction/currinfo/curr-change-forms.htm](http://www.pstcc.cc.tn.us/departments/curriculum_and_instruction/currinfo/curr-change-forms.htm)). If all necessary information is included (such as a syllabus in master syllabus format), the coordinator of Curriculum forwards the email to the director of Curriculum (for approval) who then forwards the e-mail to the registrar (for updating SIS). Approved changes will then be entered in the new catalog. Curriculum Development Committee (CDC) members will receive a list of minor curriculum changes. Department heads will be notified if problems are identified. A list of all approved changes will be attached to the CDC meeting minutes and posted to the Curriculum Proposal Status Report on the web.

The following changes will continue to require a curriculum change form, formal review by the CDC, and approval by the director of Curriculum and the vice president of Academic and Student Affairs:

- New Programs (degree and certificate)
- Program Changes (degree and certificate)
- New Courses
- Addition of Course Prerequisites
- Other Items Requiring CDC Discussion (e.g. increase in course credit hours affecting multiple programs)

#### Process

The faculty member initiating the change develops or revises the syllabus and, where applicable, the four-semester program plan. The documents are attached to Curriculum Change form(s) signed by the faculty member. Department heads review, sign and submit the form(s) to the coordinator of Curriculum. If all necessary information is included (such as a syllabus in master syllabus format), the coordinator of Curriculum distributes the proposed changes to the CDC for review and approval. If problems are identified by the CDC, the paperwork is returned to the department head for further revision and subsequent reevaluation by the CDC. Proposals not approved by the CDC are returned to the department head; approved proposals are forwarded to the director of Curriculum for approval. Curriculum changes approved by the director of Curriculum are submitted to the vice president of Academic and Student Affairs. Curriculum changes approved by the vice president of Academic and Student Affairs that do not require TBR approval are submitted to the registrar for updating SIS. Approved changes will then be entered in the new catalog. A list of all approved changes will be attached to the CDC meeting minutes and posted to the Curriculum Proposal Status Report on the web. For changes requiring TBR approval, see Pellissippi State Policies 03:04:01 and 03:04:02.