

**Minutes
Curriculum Development Committee
Alexander 220, November 1, 2001**

MEMBERS	PRESENT	ABSENT
David Brown	X	
Carolyn Carson		X
Cathy Clay	X	
Karen Cornell	X	
Roger Crowe	X	
Ely Driver	X	
Jonathan Fowler		X
Sydney Gingrow	X	
Jonathan Lamb	X	
Cheryl Leach	X	
Anita Maddox		X
Bill Nichols	X	
Paul Ramp	X	
Candance Reaves	X	
Ella Ruggles	X	
Bob Stern, chair	X	

OTHERS: Sheryl Burnette

AGENDA ITEMS DISCUSSED

- I.** Approval of 9/27/01 Minutes
- II.** Curriculum Changes
 - A. Recent Minor Curriculum Changes
 - 1. Review of CSIT 1010 Deactivation
 - 2. Review of CSIT 1020 Title Change
 - B. Substantive Changes
 - 1. E-Commerce/Marketing Program Change
 - 2. MKT 2350—Reactivation
 - 3. MKT 2550—New Course
 - 4. Management Program Change
 - C. Curriculum Changes for Next Meeting Distributed
 - 1. Information Technology Literacy Certificate
 - 2. CSIT 2655—New Course
- III.** AAS in Social Services
- IV.** Audit Issues
 - A. “Must attend class” Statement
 - B. Date to Change from Credit to Audit

ACTIONS TAKEN

- I.** Minutes were approved as written.
- II.** Curriculum Changes:
 - A.** A list of recent minor curriculum changes was distributed to the committee (see attached).
 - 1. The deactivation of CSIT 1010 is on temporary hold since the course is a part of several articulation agreements. Sheryl Burnette is talking with ETSU in particular to find a replacement course to cover CSIT 1010.
 - 2. The title change for CSIT 1020 was passed (to remove the word “transfer”). The committee believed that with the title change of CSIT 1110, there was no longer a need to further differentiate CSIT 1110 from CSIT 1020.
 - B.** All E-Commerce/Marketing and Management changes were passed.
 - C.** Two curriculum changes were distributed for a vote at the next meeting.
- III.** The AAS degree proposal in Social Services was passed. The committee suggested that after the Department of Human Services defines the competencies and skills required of its social services workers, the program be adjusted to fulfill these competencies. Contact your CDC representative for more details.
- IV.** Audit Issues
 - A.** Members agreed to change the statement in the catalog from “Audit students must attend class” to “Audit students are expected to attend class” since we have no way to enforce the current policy.
 - B.** The issue of extending the credit to audit deadline was revisited due to new information. Discussion will continue via email and a vote will occur at the next meeting.
- V.** The November 8 meeting was canceled due to priority registration. The next meeting will be held on Thursday, November 15, 2001 at 3:00 in AL 220.

Recorded by: Cheryl Leach, November 5, 2001

COPIES: Committee Members	Jim Bruns	Carolyn Carson	Academic Dept Heads
Mike Hudson	Eunice Reynolds	Joe Andrews	Doris Ivie
Linda Randolph	Dennis Adams	Ann Munz	Cindy Tanner
Dewey Batson	Phyllis Pace	Leigh Ann Touzeau	Site Campus Administrators
Linda Pinkard	Julia Wood	Sheryl Burnette	Program Coordinators

Revised 10/29/01
RECENT MINOR CURRICULUM CHANGES

Course	Approved Change	Reason
ACC 2571—Internship	Title, Prerequisite, & Description Change	Change title to Computer Accounting Internship and prerequisite and description to reflect actual practice.
AS/400 Programming Institutional Certificate	Deactivation	Lack of student demand
Banking Technical Certificate	Termination pending TBR approval	Due to low productivity and decreased enrollment, termination of the technical certificate is being requested by TBR.
Banking Institutional Certificate	New Institutional Certificate pending TBR approval of technical certificate termination	We want to preserve the banking courses as part of an institutional certificate in the event that the American Institute of Banking implements changes that would make the program more viable. An institutional certificate does not require program review or graduate tracking as the technical certificate does.
Computer Personal Applications Institutional Certificate	Deactivation	Lack of student interest
Customer Relationship Management Institutional Certificate	Replace MKT 2500 with MKT 2350	MKT 2500 has been deactivated and the reactivated MKT 2350 will take its place.
CSIT (all three concentrations)	Minor Program Changes	Rearranged courses to meet prerequisite requirements and updated titles of some courses.
CSIT 2110	Deactivation	Revised CSIT curriculum
CSIT 2210	Deactivation	Revised CSIT curriculum
CSIT 2310	Deactivation	Revised CSIT curriculum
CSIT 2415	Deactivation	Revised CSIT curriculum
CSIT 2420	Deactivation	Revised CSIT curriculum
CSIT 2455	Deactivation	Revised CSIT curriculum
CSIT 2475	Deactivation	Revised CSIT curriculum
CSIT 2510	Deactivation	Revised CSIT curriculum
CSIT 2710	Deactivation	Revised CSIT curriculum
CSIT 2870	Deactivation	Revised CSIT curriculum
CSIT 1020—Intro to Computer Science Transfer	Prereq. Change	Change of prereq. to coreq. prevents students from getting behind
CSIT 1110—Intro to Computer Science Technology	Title & Desc. Change to Intro to Information Technology	New title is more representative of course content and program
CSIT 1330—Computer Programming for Engineers	Description Change	Expanded description to include multiple applications packages (not just word processing)
CSIT 1400—Data Structures W/ Lab	Title & Desc. Change to Data Structures	It is no longer necessary to identify labs in the title of CSIT courses.
CSIT 1670—Intro to Programming Using RPG	Description Change	IBM has changed the name of the AS/400 series to iSeries
CSIT 2470—Internet & New Hardware/Software Products	Title, Prereq., & Number change to CSIT 2645—Intro to Internet Software Development	Course is not an applications course (24XX) but a programming course (26XX) so number was changed. Rest was changed due to new concentration in Internet Software Development.
CSIT 2490—Special Applications Project	Title & Desc. Change to Special Topics in Information Technology	Wanted to broaden the scope of the course that current courses may not address
CSIT 2550—Advanced Database Management Systems	Prereq./Coreq. Change	Revised CSIT curriculum

Course	Approved Change	Reason
CSIT 2610—Visual Basic Programming	Prereq./Coreq. Change	Revised CSIT curriculum
CSIT 2625—Thinking, Learning, & Computing	Prereq./Coreq. Change	Revised CSIT curriculum
CSIT 2650—Java Programming	Prereq. Change	Revised CSIT curriculum
CSIT 2665—Perl Programming	Prereq. Change	Revised CSIT curriculum
CSIT 2670—Advanced RPG Programming	Description Change	IBM has changed the name of the AS/400 series to iSeries
CSIT 2680—Delphi Program Development	Prereq. Change	Revised CSIT curriculum
CSIT 2690—Object Oriented Programming Using C++	Prereq. & Desc. Change	Revised CSIT curriculum
CSIT 2810—Systems Analysis & Design	Prereq. Change	Revised CSIT curriculum
CSIT 2880—Advanced Internet Development	Prereq. Change	CSIT 2470 was changed to CSIT 2645
CSIT 2911—Computer Science Technology Internship	Prereq., Title, & Desc. Change to Computer Science & Information Technology Internship	Change prereq./coreq. and description to reflect actual practice. Changed title to fit new program name.
Database Applications & Administration Institutional Certificate	Deactivation	Change in CSIT curriculum.
GIS Institutional Certificates	Reduction in hours	Both GIS certificates dropped 6 hours of electives to reduce total hours.
HSP 1900—Practicum I	Prereq./Coreq. and Description Change	Change prereq./coreq. and description to reflect actual practice.
HSP 2900—Practicum II	Prereq./Coreq. and Description Change	Change prereq./coreq. and description to reflect actual practice.
LAW 1060—Legal Research	Description Change	Westlaw needs to be taught in this course so it was added to the description.
LAW 2010—Law Office Computing	Description Change	Law office management is now included and Westlaw is not so the description was updated to reflect this.
LAW 2210—Litigation Skills I	Description Change	Removed discovery devices from description since it is too complex for students in this course to master.
LAW 2220—Litigation Skills II	Description Change	Added discovery devices to description since it is more appropriately taught to students in this course.
LAW 2300—Contracts & UCC	Description and Prereq./Coreq. Change	Change in course content is reflected in new description. Change in prereq./coreq. accommodates students in MGT program.
MGT 2060—Business Law	Deactivation	Replace course with LAW 2300 (with prerequisites waived for MGT majors). Accrediting agency requires attorney to teach the class, which created problems when hiring adjuncts.
MGT 2471—Management Internship	Prereq./Coreq. and Description Change	Change prerequisite and description to reflect actual practice.
MKT 2220—Principles of Selling	Deactivation	Material will be covered in a new course, MKT 2550 (Sales/Event Marketing) (see program change paperwork).
MKT 2260—Marketing Information	Prereq./Coreq. and Description Change	Material from the deactivated MKT 2500 will now be covered in this course (see program change paperwork).
MKT 2471—Marketing Internship	Title, Prerequisite, & Description Change	Change title to E-Commerce/Marketing Internship and prerequisite and

Course	Approved Change	Reason
		description to reflect actual practice.
MKT 2500—Services Marketing & Quality	Deactivation	Material will be split between a reactivated course, MKT 2350 (Buyer Behavior) and MKT 2420 (Customer Service) (see program change paperwork).
MKT 2530—Event Marketing	Deactivation	Material will be covered in a new course, MKT 2550 (Sales/Event Marketing) (see program change paperwork).
MATH1010—Fundamentals of Mathematics	Title & Desc. Change to Survey of Mathematics	Better reflects course content and requirements
MATH 1130—Precalculus A	Title, Desc., & Prereq. Change to College Algebra	Better reflects course content and requirements
MATH 1390—Calculus I W/ Precalculus: Part I	Number Change to 1735 & Prereq. Change	Better align courses with their counterpart under the new rubrics; High school students can now take algebra I and II in less than two years due to block scheduling, so the requirement was modified to algebra I and II
MATH 1400—Calculus I W/ Precalculus: Part II	Number Change to 1905	Better align courses with their counterpart under the new rubrics
MATH 1530—Elementary Probability & Statistics	Prerequisite Change	High school students can now take algebra I and II in less than two years due to block scheduling, so the requirement was modified to algebra I and II
MATH 1610—Finite Mathematics	Description Change & Prereq. Change	Better reflects course content and requirements
MATH 1720—Trigonometry	Prerequisite Change	High school students can now take algebra I and II in less than two years due to block scheduling, so the requirement was modified to algebra I and II
MATH 1730—Precalculus I	Title, Desc., & Prereq. Change to Precalculus	Better reflects course content and requirements
MATH 1731—Technical Precalculus	Prerequisite and Description Change	Better reflects course content and requirements
MATH 1830—Basic Calculus & Modeling	Prerequisite Change	High school students can now take algebra I and II in less than two years due to block scheduling, so the requirement was modified to algebra I and II
MATH 1910—Calculus I	Prerequisite Change	High school students can now take algebra I and II in less than two years due to block scheduling, so the requirement was modified to algebra I and II
NSC 2700—Special Topics in Natural Sciences	Title, Prefix, & Desc. Change to BIOL 2700—Special Topics in Biology	We could not get transfer credit for the course since other schools did not have the NSC prefix. By changing it to a BIOL prefix (where most special topics courses are located), we can get transfer credit from UTK and others which will meet SACS requirements. If other science areas want to develop a special topics course, we will add it at that time (such as CHEM 2700, PHYS 2700, etc.).
OST—Business Concentration	Require MATH 1530 instead of choice between MATH 1530 and natural science elective	Students rarely choose the natural science elective.
OST—Health Care Office Administration Concentration	Remove OST 2801—Web Design I—HTML Coding	The course is not pertinent to the Health Care Office concentration.

Course	Approved Change	Reason
	from curriculum	
OST 2300—OST Practicum Lecture	Prerequisite Change	Change “minimum overall GPA of 2.5” to “minimum 2.5 GPA in OST courses.” In order to perform well in OST 2300, students should have performed well in previous OST courses.
OST 2301—OST Practicum Lab	Prerequisite Change	Change “minimum overall GPA of 2.5” to “minimum 2.5 GPA in OST courses.” In order to perform well in OST 2301, students should have performed well in previous OST courses.
Paralegal Studies	Program Change	Rearrange course semester plan (no course additions or deletions) to better prepare students for course requirements and change MTH/SCI elective to a math elective since most students choose the math elective.
Personal Computer Supervision Institutional Certificate	Deactivation	Lack of student demand

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Posted November 29, 2001