

Curriculum Development Committee

2002-2003 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.

2002-2003 Membership:

Paul Ramp, chair, Paul Baxter, Ashley Boone (for Jonathan Lamb), Gail Burris, Carolyn Carson, Karen Cornell, Roger Crowe, Ely Driver, Jonathan Fowler, Sydney Gingrow, Cheryl Leach, Candance Reaves, Yolanda Sankey, Todd Yazdi, Second Math Representative (vacant)

I. 2002-2003 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.
--Continue to review and evaluate credit for life experience applications.

RESULTS

The Credit for Life Experience subcommittee reviewed recent credit awarded for life experience and found that the most recent awards fulfill the requirements of College policy.

- 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.

RESULTS

Karen Cornell reminded CDC members about library collections. The library has a budget/resources to order new books and materials for different programs. She encouraged early participation because it can take 6-8 months to receive new books for program reviews. Members reported the information to their departments and told them to contact their library representative if they knew of areas in the collection that could use additional resources.

- 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 1) summarize the committee's work in reviewing course and program proposals. All career/technical programs reduced their total hours required for graduation based on TBR's 60/120 mandate, effective Fall 2004. TBR approved 3 new concentrations for the Computer Science & Information Technology (CSIT) program: Database Design & Development, Internet Software Development, and Programming. Two new career/technical programs were approved by TBR and THEC: High Performance Computing and Networking & Communications Systems Technology. A technical certificate in Local Area Network Operations/Management was also approved. Two new institutional certificates include High Performance Computing; Security and Medical Insurance Coding & Reimbursement. University parallel changes are referenced in the tables.

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

RESULTS

CDC members communicated 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 general Associate of Arts and Associate of Science degree requirements and make recommended changes for the 2004-2006 catalog in compliance with TBR's new general education proposal.

RESULTS

Tables presented at the end of this report (Attachment 2) summarize the committee's work in reviewing the Associate of Arts and Associate of Science degree requirements. The committee followed the procedure listed below in evaluating courses with respect to TBR's general education proposal:

PSTCC's General Education Committee (GEC) consisted of an interdisciplinary group of faculty members (two members from each academic department) who also served on the Curriculum Development Committee. A course evaluation form was created for each of the general education categories and approved by the GEC. The form required faculty members to match skills/competencies from the master syllabus to the TBR learning outcomes. The academic departments were given one month to complete the forms for all courses currently accepted for PSTCC's university parallel/transfer degree. The GEC members then met once a week to review courses for two categories per meeting. Upon completion, an appeals meeting was scheduled. The appeal process required a revised course evaluation form and a one-page memo explaining why the course should be reconsidered. The GEC's final list of courses was submitted to the Vice President of Academic and Student Affairs for approval and submission to TBR.

- 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. 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.

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

RESULTS

Master syllabi for all courses taught, developed in support of general education goal achievement, are available at:

<http://www.pstcc.edu/departments/adv/syllabi/2002/index.html>

The CDC recommended that revisions to master syllabi be limited to one per academic year. Revisions will be submitted at the end of each spring semester and the syllabi will be posted before the start of the following fall semester. At some point, the master syllabi will need to be cross-referenced with the new TBR goals for general education.

- 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 2002-2003 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/Records, Director of Student Development, Dean of Instructional Programs, academic department heads, Director of Certificate Programs, Director of Grants Development, Publications Coordinator, program coordinators, Director of Career Services, Registrar, Director of Educational Improvement, site campus administrators, Doris Ivie, and Cheryl Slayden.

The following were suggested for membership to the 2003-2004 committee: Jane Schumann Natural & Behavioral Sciences; Carolyn Renier, Mathematics; Mike Hudson, Business & Community Services. Ely Driver was nominated as CDC Chair.

II. Proposed Committee Functions for 2003-2004:

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 courses(s) indefinitely and if needed, propose policy to reform current practice
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 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
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 core.
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.
 - submit meeting agendas regularly to department heads

- include status report of curriculum changes in meeting minutes.
 - place 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.

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 – A permanent CDC meeting time of Thursday's at 3:00 p.m. was established so department heads can coordinate members' teaching schedules around that time. Committee members who must miss meetings should send a departmental representative in their stead.

Suggestions for Improvement –

An initial CDC meeting during fall in-service will be conducted 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 noted that email correspondence before meetings is helpful and makes the meetings more efficient.

ATTACHMENT 1:

2003-2004 PELLISSIPPI STATE CURRICULUM CHANGES

NOTE: Courses are listed under their 2002-2003 prefix, number and title throughout. See specific charts for changes.

NEW COURSES 2003-2004		
Course Prefix & Number	Designed for Transfer (X)	Course Title
BKG 2420		Introduction to Mortgage Lending
BIOL 1310	X	Concepts of Biology
BIOL 2410	X	Anatomy for Radiological Technologists
BUS 1010	X	Basic Business Applications
BUS 2010	X	Business Functions
CHEM 1310	X	Concepts of Chemistry
CSIT 1541		C++: An Introduction to Programming
CSIT 2461		Linux/Unix Systems & Administration
EDU 1010	X	Introduction to the Teaching Profession
EDU 1020		Reading, Writing, & Math Teaching Methods
EDU 2010	X	Introduction to Teaching & Technology
EDU 2011	X	Introduction to Instructional Technology (1-hour)
EDU 2050	X	Classroom Management (RODP)
EDU 2240	X	Instructional Technology (3-hour)
ENGL 2520	X	Introduction to Drama
GEOG 1000	X	Introduction to Geography
GEOL 1310	X	Concepts of Earth Science
HPC 1010		HPC Internetworking Security
HPC 1020		HPC Internetworking & Grid Technology
HPC 2000		HPC Security Management
HPC 2007		HPC Intrusion Detection & Counter Measures
HPC 2010		HPC Security Applications & Technology
HPC 2020		Advanced HPC Internetworking & Grid Technology
HPC 2300		HPC Architecture & System Administration
HPC 2400		Introduction to Parallel Programming
HPC 2500		MPI Programming
HPC 2600		High Performance & Distributed Computing
HPC 2700		HPC Data Mining
HPC 2800		HPC Image Processing & Analysis
HPC 2900		HPC Special Topics
HPC 2950		HPC Practicum
HUM 2500	X	Exploring the Humanities
MATH 2000	X	Matrix Computations (reactivation)
MATH 2120	X	Differential Equations (reactivation)
MUS 1555	X	Small Ensemble—Guitar
MUS 1565	X	Small Ensemble—Brass
MUS 1575	X	Small Ensemble—Celtic
OST 2945		Medical Insurance Coding II
PHED 2130	X	Ice Skating (reactivation)
PHYS 1300	X	Concepts of Physics
SPAN 1000		Technical Spanish
WEB 2812	X	Advanced Web Page/Site Design (RODP)

TITLE CHANGES 2003-2004

Course Prefix & Number	Designed for Transfer (X)	Old Title	New Title
EDU 1000	X	Exploring the Profession	Early Field Experience
HSP 2260		Front Office Operations	Hotel Operations
LANO		Basic Local Area Network Operations/Management Institutional Certificate	Local Area Network Operations/Management Institutional Certificate
NETW 1215		Administering Server/Pro (LAN)	Administering Server (LAN)
PHED 2560	X	Lifeguarding, CPR, & First Aid	First Aid, Safety, & CPR

DEACTIVATED COURSES 2003-2004

Course Prefix & Number	Designed for Transfer (X)	Course Title
ENV		Environmental Technology & Safety Technical Certificate
INS1		Insurance Institutional Certificate
MATH 2125	X	Differential Equations W/Matrices
MUS 1550	X	Small Ensembles—Guitar, Brass, Celtic
ALAN		Advanced Local Area Network Operations/Management Institutional Certificate
WLAN		Wide Area Network Operations/Management Institutional Certificate
OST 2300		OST Practicum Lecture
PHYS 1010		Applied Physics W/ Lab

PREREQUISITE/COREQUISITE CHANGES 2003-2004

Course Prefix & Number	Designed for Transfer (X)	Old Prerequisite/Corequisite	New Prerequisite/Corequisite
MGT 2120		Prerequisite: MGT 2000 & MATH 1010 & MATH 1530 & OST 1211 Corequisite: None	Prerequisite: MGT 2000 & MATH 1530 & OST 1211 Corequisite: None
MGT 2160		Prerequisite: MATH 1010 Corequisite: MATH 1530	Prerequisite: None Corequisite: MATH 1530
MUS 1732	X	Prerequisite: None Corequisite: MUS 1540 or 1550	Prerequisite: None Corequisite: MUS 1540 or 1555 or 1565 or 1575
MUS 1742	X	Prerequisite: None Corequisite: MUS 1511 or 1521 or 1540 or 1550	Prerequisite: None Corequisite: MUS 1511 or 1521 or 1540 or 1555 or 1565 or 1575
MUS 1752	X	Prerequisite: None Corequisite: MUS 1511 or 1521 or 1540 or 1550	Prerequisite: None Corequisite: MUS 1511 or 1521 or 1540 or 1555 or 1565 or 1575
MUS 1762	X	Prerequisite: None Corequisite: MUS 1511 or 1521 or 1540 or 1550	Prerequisite: None Corequisite: MUS 1511 or 1521 or 1540 or 1555 or 1565 or 1575
OST 2010		Prerequisite: None Corequisite: OST 2300	Prerequisite: None Corequisite: OST 2302 or 2925
OST 2935		Prerequisite: OST 1005 & 1105 & 2921 Corequisite: None	Prerequisite: OST 1005 & 1105 & 2920 Corequisite: None
OST 2940		Prerequisite: OST 2921 or dept. approval Corequisite: None	Prerequisite: OST 2920 or dept. approval Corequisite: None
OST 2950		Prerequisite: OST 2921 or dept. approval Corequisite: None	Prerequisite: OST 2920 or dept. approval Corequisite: None

DESCRIPTION CHANGES 2003-2004

Course Prefix & Number	Designed for Transfer (X)	Course Title
EDU 1000	X	Exploring the Profession
GEOL 1040	X	Physical Geology
HSP 2260		Front Office Operations

COURSE PREFIX/NUMBER CHANGES 2003-2004			
Old Course Prefix & Number	Designed for Transfer (X)	Course Title	New Course Prefix & Number
BIOL 2230	X	Microbiology	BIOL 2130
MKT 2550		Sales/Event Marketing	MKT 2570
OST 2921		Medical Terminology II	OST 2920
PHED 2560	X	Lifeguarding, CPR, & First Aid	PHED 2430

CHANGE IN CREDIT HOURS 2003-2004

Course Prefix & Number	Designed for Transfer (X)	Course Title	Old Credit Hours	New Credit Hours
BIOL 2230	X	Microbiology	3	4
DSPM 0800		Elementary Algebra	4	3
DSPM 0850		Intermediate Algebra	5	3
DSPR 0800		Developmental Reading	4	3
DSPW 0800		Developmental Writing	5	3
MKT 2550		Sales/Event Marketing	3	4
OST 2921		Medical Terminology II	3	4

ATTACHMENT 2:

2003-2004 GENERAL EDUCATION DECISIONS

Courses Passed for General Education	
Communication Category	
ENGL 1010	English Composition I
ENGL 1020	English Composition II
SPH 2100	Public Speaking
SPH 2400	Business & Professional Speaking
History Category	
HIST 1010	Western Civilization I
HIST 1020	Western Civilization II
HIST 1110	World Civilization I
HIST 1120	World Civilization II
HIST 2010	U.S. History I
HIST 2020	U.S. History II
Social/Behavioral Sciences Category	
ANT 1300	Cultural Anthropology
ECN 2010	Principles of Economics
GEOG 1000	Introduction to Geography
HIST 2040	African-American Studies
POL 1010	United States Government & Politics
POL 1020	Introduction to Political Science
PSY 1010	General Psychology
PSY 2200	Behavior & Experience
PSY 2400	Human Development Through the Lifespan
SOC 1010	General Sociology
SOC 1020	Social Problems & Social Change
WMN 2200	Women in Society
Natural Sciences Category	
BIOL 1110	General Biology I
BIOL 1120	General Biology II
BOT 1010	Fundamentals of Botany I
BOT 1020	Fundamentals of Botany II
CHEM 1010	Principles of Chemistry
CHEM 1020	Basic Organic & Biochemistry
CHEM 1110	General Chemistry I
CHEM 1120	General Chemistry II
GEOL 1040	Physical Geology
GEOL 1050	Historical Geology
GEOL 1300	The Environment W/ Lab
PHYS 1310	Mechanics & Heat W/ Lab I
PHYS 1320	Mechanics & Heat W/ Lab II
PHYS 2010	Non-Calculus Based Physics I
PHYS 2020	Non-Calculus Based Physics II
Mathematics Category	
MATH 1530	Elementary Probability & Statistics
MATH 1630	Finite Mathematics
MATH 1730	Precalculus
MATH 1735	Calculus I W/ Precalculus: Part I

MATH 1830	Basic Calculus & Modeling
MATH 1910	Calculus I
Humanities/Fine Arts Category	
ART 1720	Western Art I
ART 1730	Western Art II
ENGL 2110	American Literature I
ENGL 2120	American Literature II
ENGL 2210	British Literature I
ENGL 2220	British Literature II
ENGL 2310	World Literature I
ENGL 2320	World Literature II
ENGL 2331	African-American Literature
ENGL 2510	Introduction to Poetry
ENGL 2520	Introduction to Drama
HUM 2500	Exploring Art & Music
HUM 2810	Introduction to Film Studies
MUS 1030	Music Appreciation
PHIL 1030	Introduction to Philosophy
PHIL 2010	Survey of World Religions
PHIL 2400	Introduction to Ethics
THEA 1030	Introduction to Theatre

Courses Rejected for General Education	
Communication Category	
SPH 2200	Interpersonal Communication
Social/Behavioral Sciences Category	
ANT 1200	Prehistoric Archaeology
CFS 2200	Marriage & Family: Roles & Relationships
CFS 2400	Human Sexuality
ENGL 2630	Introduction to Creative Writing
HUM 2020	Special Topics in Humanities
PHED 2910	Sport in American Society
PSY 2010	Biological Basis of Behavior
Mathematics Category	
MATH 1010	Survey of Mathematics
MATH 1130	College Algebra
Humanities/Fine Arts Category	
MUS 1020	History of Rock

Courses Where Exception for Particular Majors Will be Requested	
Natural Sciences Category	
BIOL 1310	Concepts of Biology (for education majors)
BIOL 2010	Human Anatomy & Physiology I (for nursing majors)
BIOL 2020	Human Anatomy & Physiology II (for nursing majors)
CHEM 1310	Concepts of Chemistry (for education majors)
GEOL 1310	Concept of Earth Science (for education majors)
PHYS 1300	Concepts of Physics (for education majors)
Mathematics Category	
MATH 1410	The Structure of the Number System (for education majors)
MATH 1420	Geometry/Statistics (for education majors)
Humanities/Fine Arts Category	
MUS 2000	Introduction to Music Literature (for music majors)
PHIL 2420	Ethical Theory & Its Business Applications (for business majors)
PHIL 2450	Medical Ethics (for nursing majors)
Social/Behavioral Sciences Category	
PSY 2100	Psychology of Human Development (for education majors)