

Minutes
Curriculum Development Committee
Alexander 220, January 15, 2003

MEMBERS	PRESENT	ABSENT
Paul Baxter	X	
Ashley Boone	X	
Gail Burris	X	
Carolyn Carson	X	
Karen Cornell	X	
Roger Crowe	X	
Ely Driver	X	
Jonathan Fowler	X	
Sydney Gingrow	X	
Cheryl Leach	X	
Candance Reaves	X	
Yolanda Sankey		X
Todd Yazdi	X	
Second Math Representative	X	
Paul Ramp, chair	X	
OTHERS: None		

AGENDA ITEMS DISCUSSED

- I.** Timeline/Process for Evaluating General Education Courses

ACTIONS TAKEN

- I.** CDC approved the proposed timeline/process for evaluating PSTCC courses for general education (see attached). The general education evaluation forms will be sent to the appropriate department heads for completion by February 28.

Recorded by: Cheryl Leach, January 21, 2003

COPIES: Melanie Paradise
Academic Dept Heads
Program Coordinators
Dennis Adams
Sheryl Burnette
Jim Bruns
Cheryl Slayden

Linda Randolph
Mike Hudson
Doris Ivie
Ann Munz
Phyllis Pace
Linda Pinkard

Ann Satkowiak
Eunice Reynolds
Site Campus Administrators
Cindy Tanner
Leigh Ann Touzeau
Julia Wood

Revised December 12, 2002

Timeline for Evaluating General Education Courses

Wednesday, January 15, 2003

- Vote on process/timeline for evaluating general education courses
- Send general education evaluation forms to departments

Friday, February 28, 2003

- Submission of general education evaluation forms from departments

Thursday, March 6, 2003

- Review and vote on courses for history and natural sciences categories

Thursday, March 13, 2003

- Review and vote on courses for social/behavioral sciences and communication categories

Thursday, March 20, 2003

- Review and vote on courses for humanities and/or fine arts and mathematics category

Thursday, April 10, 2003

Deadline for submission of appeals (If a course is initially rejected by CDC, the department will have the option to resubmit the course with revisions for another vote.)

Thursday, April 17, 2003

- Review final course list and materials to send to TBR
- Celebrate surviving the process!

Procedures for Evaluating Courses for General Education

Evaluation Forms

- Departments will complete general education evaluation forms for each of the current courses they want considered and submit them by February 28, 2003. CDC will review the forms March 6-20.

Voting

- The faculty committee members will cast the deciding vote for general education courses.
- In the event of a tie vote, the vote will be recorded as a rejection and the course will be sent back to the department.
- If a course is initially rejected, the department will have the option to resubmit the course with revisions by April 10 for another vote. Appeals will be reviewed at the April 17 meeting.

TBR Submission

- A final list of courses will be compiled by the end of April and sent to the TBR general education oversight committee for approval.

Questions for TBR

- When will the TBR general education oversight committee meet to review courses? How long will it take to receive approval? Catalog printing deadlines are an issue.
- How will institutions be notified when the TBR general education oversight committee has reviewed the courses?
- In future semesters if new courses are created for general education, how often will the TBR general education oversight committee convene to review them? How long will it take to receive approval? Catalog printing deadlines are an issue.

Long Term Process

- A section will be added to the new course form to determine if the proposed course is to be considered for general education. If so, a general education evaluation form will be submitted with the new course form and the master syllabus. The course will be reviewed for general education at the same time it is reviewed for approval as a new course. If the course is initially rejected for general education, the department will have the option to resubmit the course with revisions within two weeks for another vote.

Posted: January 24, 2003