

**Minutes
Curriculum Development Committee
Alexander 220, April 15, 2004**

MEMBERS	PRESENT	ABSENT
Paul Baxter		X
Ashley Boone	X	
Gail Burris		X
Carolyn Carson	X	
Karen Cornell		X
Roger Crowe	X	
Jonathan Fowler	X	
Sydney Gingrow	X	
Mike Hudson		X
Cheryl Leach	X	
Candance Reaves	X	
Carolyn Renier	X	
Yolanda Sankey		X
Jane Schumann	X	
Todd Yazdi		X
Ely Driver, chair	X	

OTHERS: None

AGENDA ITEMS DISCUSSED

- I.** Vote on Deadline Change for Curriculum Changes
- II.** Feedback on Certificate Criteria & Monitoring
- III.** Feedback on Repeat Issue
- IV.** Master Syllabi Updates
- V.** MATH 1710/1720 for General Education
- VI.** Next Meeting

ACTIONS TAKEN

- I.** Some department heads felt that October 1st was too early a deadline given other department responsibilities around that time and requested moving the date to October 31st. One CDC member suggested a compromise for October 15th. Cheryl Leach will meet with appropriate department heads to finalize the date.
- II.** One department head felt that additional paperwork for certificates was unnecessary. CDC members could learn about new certificates from department representatives. The department head did agree to some sort of regular monitoring process to eliminate low producing programs. These could be monitored through the certificate application process or through FOCUS programs. Cheryl Leach will follow up with department heads to determine the best monitoring process. One member suggested leaving the certificates as they are since they only involve two departments and the required courses are courses applicable to the two-year programs. Another member stated that the certificates are one of the few remaining outreach programs for the career/technical programs. One member suggested printing the certificate brochure only when catalogs are printed but keep the certificate requirements updated online to save with printing costs.
- III.** Several ideas were given regarding the limit on the number of times a student can repeat a course. This issue is part of a larger one dealing with retention at PSTCC. Some members believed that bringing back the WP and WF grades would help. Others felt that a surcharge after the third unsuccessful attempt would deter students (one suggested charging out-of-state tuition after the third attempt). One member suggested a one year suspension after two unsuccessful attempts. One member suggested that a staff member must sign off on a drop if the student has attempted the course more than two times. One member suggested that counseling be required for students after the third unsuccessful attempt. One member suggested that any student wanting to drop a class must get signed approval from the instructor. With regard to web courses, one member suggested that students be required to enroll in a traditional section of the course if the student fails to complete the web version in two attempts. All members agreed that additional research/data is needed. Requested data will include: percentage of student body in DSP courses along with their percentage of earned hours vs. attempted hours; number of students who drop after the 14th day; number of late withdrawals submitted; and number of late withdrawals approved. Some data was already available and shared with members: Only 40.12% of all students complete everything that they attempt. Approximately 25.18% do not complete anything they attempt (by either making all F's or withdrawing). There were 414 students on probation in the 2003 fall semester. The official stated policy is that the state furnishes 2/3 of tuition costs and students pay 1/3. The current statewide percentage is probably closer to 60% vs. 40% per Ron Kesterson. Looking at the numbers, CDC members realized that counseling will probably not be a viable option given staff reductions and the large number of students involved. Members agreed that guidelines will have to be written, and an appeals process is needed to address mitigating circumstances. CDC will take up the issue in the fall when additional data is available.

- IV.** Members were given a packet of information regarding master syllabi updates. Members were asked to communicate the changes to their colleagues and serve as a resource regarding the revisions. Updates will occur over the next few semesters. Information to assist with updates is available at:
http://www.pstcc.edu/departments/curriculum_and_instruction/currinfo/c-menu.htm
- V.** General education forms for MATH 1710 and MATH 1720 were distributed to members. CDC passed the courses and must now determine if the courses should be submitted to TBR for meeting the mathematics general education category. Members were instructed to email any questions to Carolyn Renier or Ashley Boone and vote via email to Cheryl Leach or Rachael Cragle within the next two weeks.
- VI.** Due to end-of-semester requirements, CDC decided to hold the next meeting at the beginning of fall semester.

Recorded by: Cheryl Leach, April 19, 2004

COPIES: Committee Members	Melanie Paradise	Linda Randolph
Academic Dept Heads	Mike Hudson	Ann Satkowiak
Program Coordinators	Doris Ivie	Site Campus Administrators
Dennis Adams	Ann Munz	Cindy Tanner
Sheryl Burnette	Phyllis Pace	Leigh Ann Touzeau
Jim Bruns	Linda Pinkard	Julia Wood