

**Minutes
Curriculum Development Committee
Alexander 220, March 18, 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.** Upcoming Proposal for new CET Concentration in Geomatics
- II.** Master Syllabi
- III.** Final List for General Education
- IV.** Impact of Fall 2004 Curriculum
- V.** Proposed Deadline for Curriculum Changes
- VI.** Upcoming Issues for Spring
- VII.** Next Meeting

ACTIONS TAKEN

- I.** Ely Driver discussed the upcoming proposal for a new concentration in Civil Engineering. Geomatics (also known as Surveying) is being developed in response to a state licensure requirement change. Surveyors are now required to have a minimum of a bachelor's degree. Articulation efforts are underway with ETSU to offer the bachelor's program on the PSTCC campus for students completing the geomatics concentration here. The program proposal will be submitted to CDC some time in April.
- II.** As a result of the common calendar and the TBR general education changes, all master syllabi will need to be updated. The semester will now be 14 weeks including a 15th week for exams. The plagiarism policy will also need to be updated. The PSTCC general education goals will be replaced by TBR's general education guidelines. The Curriculum Office is currently working on a template for faculty to use to update their master syllabi. The update process will occur over several semesters.
- III.** Based on a December 2003 memo from Dr. Paula Short, Vice Chancellor for Academic Affairs at TBR, two math courses were added to CDC's list of general education courses.
- IV.** CDC members were asked to communicate the impact of the new fall 2004 curriculum to faculty and students. No substitutions for general education will be allowed. The curriculum development process will be slowed significantly. Faculty proposing a course for general education need to submit the paperwork one year in advance since TBR has final approval.
- V.** CDC members were asked to discuss with their departments a proposed deadline change for curriculum changes. The deadline for all changes would be moved to October 1st. This would insure that CDC reviews all changes, that catalog deadlines are met, and that changes are input before the end of the semester. Currently, CDC does not review all curriculum changes due to late submissions.
- VI.** CDC members were asked to discuss with their departments the following issues: (1) certificate criteria & monitoring and (2) limit on number of attempts per course. A proposed draft of certificate changes is listed on the following page. The limit on number of attempts per course is being reviewed based on the fiscal problems it poses, especially in light of the new lottery scholarships. CDC members will discuss the issues within their departments and provide feedback at the next CDC meeting.
- VII.** The next CDC meeting has been moved to April 15th (instead of the 1st) in order for members to gather feedback from their departments.

Recorded by: Cheryl Leach, March 25, 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

DRAFT
Certificate Evaluation Criteria

In order to assist the Curriculum Development Committee (CDC) in evaluating proposed certificate programs, the following additional information will be required (similar to TBR's technical certificate criteria):

New Certificates

- Needs for Support (faculty, administrators, clerical/support personnel, library resources, instructional facilities, equipment); need to provide detailed estimates of cost
- Student Enrollment Projections for a 3-Year Period (full-time and part-time headcount, FTE, graduates); need to provide basic assumptions used for estimations

Certificate Review Process

Existing institutional certificates will be monitored on a 3-year cycle. Certificates that perform below appropriate productivity standards will provide the following information to the CDC (similar to TBR's low producing programs report):

- Briefly describe the major contributions this program provides in fulfilling the College's mission. Placement rates and future employment projections should be included in the description.
- Based on the data provided, comment on the patterns of graduates, majors, enrollment, and program applications in terms of what might reasonably be expected in the future.
- Are mergers with existing Mississippi State programs possible? If so, explain.
- Recommended Action

Posted March 29, 2004