CURRICULUM DEVELOPMENT COMMITTEE

Committee Charge
To ensure that Pellissippi State’s programs and courses meet the needs of students, business and industry, and the local community.

Membership
Committee members are appointed by the president. Membership normally spans three academic years with a portion of the membership rotating each year. The composition of the committee includes two members from each academic department, a library representative, a Business & Community Services representative, a Student Affairs representative, and the Curriculum Coordinator.

2002-2003 Members

<table>
<thead>
<tr>
<th>Department</th>
<th>1st Year of Service</th>
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<tbody>
<tr>
<td>Ely Driver, Chair</td>
<td>Engineering &amp; Media Technologies 2001-2002</td>
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<tr>
<td>Paul Baxter</td>
<td>Engineering &amp; Media Technologies 2002-2003</td>
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<tr>
<td>Ashley Boone</td>
<td>Mathematics 2002-2003</td>
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<tr>
<td>Gail Burris</td>
<td>Business &amp; Computer Technology 2002-2003</td>
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<tr>
<td>Carolyn Carson</td>
<td>Student Affairs 2001-2002</td>
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<tr>
<td>Karen Cornell</td>
<td>Library Services --</td>
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<tr>
<td>Roger Crowe</td>
<td>Business &amp; Computer Technology 2001-2002</td>
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<tr>
<td>Jonathan Fowler</td>
<td>Liberal Arts 2001-2002</td>
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<tr>
<td>Sydnee Gingrow</td>
<td>English 2001-2002</td>
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<tr>
<td>Mike Hudson</td>
<td>Business &amp; Community Services --</td>
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<tr>
<td>Cheryl Leach</td>
<td>Curriculum --</td>
</tr>
<tr>
<td>Candance Reaves</td>
<td>English 1999-2000</td>
</tr>
<tr>
<td>Carolyn Renier</td>
<td>Mathematics 2003-2004</td>
</tr>
<tr>
<td>Yolanda Sankey</td>
<td>Natural &amp; Behavioral Sciences 2002-2003</td>
</tr>
<tr>
<td>Jane Schumann</td>
<td>Natural &amp; Behavioral Sciences 2003-2004</td>
</tr>
<tr>
<td>Todd Yazdi</td>
<td>Liberal Arts 2002-2003</td>
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Leadership
Members are eligible for the position of committee chair after one year of service. At the end of the academic year, the membership recommends a chair to the president on the basis of election results. Committee chairs may serve, as recommended by the committee and approved by the president, for two consecutive academic years.

Support
Administrative support for the committee is provided by the Coordinator of Curriculum.

Functions of the Committee:
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 course(s) indefinitely and propose policy to reform current practice if needed

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 requirements

   Additional 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 proposal.

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
   - submitting meeting agendas regularly to department heads
   - including status report of curriculum changes in meeting minutes
   - placing 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.

**Guidelines for Committee Operations**

**Meetings**
CDC meets more frequently than most standing committees. During September, October, and November, the committee meets biweekly or weekly due to the volume of curriculum proposals received during fall semester. Monthly meetings are generally adequate to accomplish the committee’s work during spring.

**Minutes**
Minutes are taken when the full committee meets. Copies of committee minutes should be sent to members within one week of the meeting date. Copies should also be sent to those listed on the attached minutes form. The Curriculum Secretary serves as recorder of CDC minutes. When the committee finds it necessary to develop subcommittees, subcommittee chairs and the committee chair should determine whether or not minutes are needed for subcommittee meetings.

**End-of-Year Reports**
Standing committee chairs and administrative support personnel provide summary reports to the president at the end of the academic year. Reports should include a summary of the committee’s activities, an evaluation of the committee’s operations and support provided to the committee for accomplishing its mission and goals, and suggestions on membership and goals for the following academic year.
MINUTES  
Curriculum Development Committee  
Date of meeting, meeting location, beginning and ending time

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>PRESENT</th>
<th>ABSENT</th>
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<tbody>
<tr>
<td>Name, Chair</td>
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<tr>
<td>Others in attendance: Names</td>
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**AGENDA ITEMS DISCUSSED**
I.  
II.  
III.  
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**ACTIONS TAKEN**
I.  
II.  
III.  
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**RECORDED BY:** Name and date

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

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