

Curriculum Development Committee

2004-2005 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.

2004-2005 Membership:

Ely Driver, chair, Cynthia Arnold, Ashley Boone, Gail Burris, Carolyn Carson, Karen Cornell, Harriet Lynn Ford, Vida Hashemian, Mike Hudson, Margaret Jenkins, Cheryl Leach, Anita Maddox, Carolyn Renier, Yolanda Sankey, Jane Schumann, Todd Yazdi

I. 2004-2005 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.
 - Review practice of allowing students to repeat course(s) indefinitely and propose policy to reform current practice if needed

RESULTS

Feedback was sought on how other institutions handle this issue. In the past, schools did not regularly track repeats for reporting, so little data was available. However, with the new lottery scholarship regulations, repeats must be tracked, so data will be available next year at which time CDC will revisit the issue. Most members agreed that some limits are needed.

- 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. Two new career/technical programs were approved by TBR and are awaiting THEC approval: (1) Communication Graphics Technology (CGT), Photography (PHO), Video Production Technology (VPT), and Web Technology (WEB) were consolidated into one degree program (Media Technologies) with four concentrations in CGT, PHO, VPT, and WEB and (2) a new AAS degree program in Security Engineering & Administration Technology (SEAT). 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 2006-2008 catalog in compliance with TBR's general education core.

RESULTS

The table presented at the end of this report (see Attachment 2) provides the final 2005-2006 TBR-approved list of general education courses for PSTCC. The General Education Committee (consisting of an interdisciplinary group of faculty members who serve on the CDC) approved the following courses: MUS 1040, Music in World Cultures, for the humanities/fine arts category; MATH 1710 (Precalculus Algebra) and MATH 1720 (Precalculus Trigonometry) for the mathematics category; and PHED 1100 (Concepts of Health & Wellness) for the social/behavioral sciences category. PHED 1100 was not approved by TBR's general education review committee and will be revised and sent through the appeals process.

- 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.

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.

- 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 2004-2005 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, Associate Vice President of Student Affairs and Satellite Campuses, Director of Admissions/Records, Director of Counseling, 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, Coordinator of Advising and faculty by request.

New members for the 2005-2006 committee are: Cindy Alexander, Business & Computer Technology; Luanne Dagley, Liberal Arts; William (Biff) Farrell, Engineering & Media Technologies; Terry Hansen, Liberal Arts; Pat Riddle, Engineering & Media Technologies. Yolanda Sankey agreed to remain on the committee for an additional year to serve as CDC Chair.

II. Proposed Committee Functions for 2005-2006:

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.

- Follow-up on issue of allowing students to repeat courses(s) indefinitely and if needed, propose policy to reform current practice
 - Re-examine the withdrawal deadline to determine to if it should be earlier in the semester.
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 2006-2008 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.
 - 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.

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.

Committee Meetings – A permanent CDC meeting time of Thursday's at 3:00 p.m. will be continued 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 – No suggestions for improvement were made.

ATTACHMENT 1:

2004-2005 PELLISSIPPI STATE CURRICULUM CHANGES

NEW COURSES 2004-2005		
Course Prefix & Number	Designed for Transfer (X)	Course Title
CHT 2000	X	Chemical Engineering Fundamentals
CMN 1500	X	Communication in an Information Age
CSIT 1050	X	Programming for Engineering Transfer
CSIT 1300	X	Problem Solving for Engineering Transfer
MATH 1710	X	Precalculus Algebra
MDT 1000		Introduction to Media Technologies
MDT 2998		Media Technologies Internship
MUS 1040	X	Music in World Cultures
MUS 1780	X	Contemporary Piano Styles/Nonmajor (1/2 hour lesson)
MUS 2500	X	Special Topics in Music (reactivation)
PHED 1100	X	Concepts of Health & Wellness
REA 1950		Income Property Valuation
WEB 2391		CIW JavaScript Foundations Certification
WEB 2501/02/03		Web Special Topics
WEB 2902		Web Team Practicum

TITLE CHANGES 2004-2005			
Course Prefix & Number	Designed for Transfer (X)	Old Title	New Title
DSPR 0800	X	Developmental Reading W/ Lab	Developmental Reading
MATH 1720	X	Plane Trigonometry	Precalculus Trigonometry
WEB 2210		CIW Design Methodology & Technology	CIW Site Designer
WEB 2291		CIW Foundations Certification Exam	CIW Foundations Certification
WEB 2292		CIW Site Designer Certification Exam	CIW Site Designer Certification
WEB 2293		CIW E-Commerce Designer Certification Exam	CIW E-Commerce Designer Certification

DEACTIVATED COURSES 2004-2005		
Course Prefix & Number	Designed for Transfer (X)	Course Title
CGT 2998		CGT Internship
ENGL 1050		Advanced Speaking—ESL
MGT 2990		Students in Free Enterprise
PHO 2900		Photography Internship
PSY 1170	X	Honors General Psychology
VPT 2998		VPT Internship
WEB 2500		Problem Solving for the Web W/ E-Commerce

PREREQUISITE/COREQUISITE CHANGES 2004-2005

Course Prefix & Number	Designed for Transfer (X)	Old Prerequisite/Corequisite	New Prerequisite/Corequisite
CID 1110		Prerequisite: None Corequisite: CID 1100 & 1105	Prerequisite: CID 1100 Corequisite: None
CID 2195		Prerequisite: CID 1100, 1220 or consent of instructor Corequisite: None	Prerequisite: CID 1100, 1105 or consent of instructor Corequisite: None
MATH 1630	X	Prerequisite: H.S. algebra I & II and precalculus and satisfactory placement test scores; or MATH 1130 Corequisite: None	Prerequisite: H.S. algebra I & II and precalculus and satisfactory placement test scores; or MATH 1130 or 1710 Corequisite: None
MATH 1830	X	Prerequisite: H.S. algebra I & II and precalculus and satisfactory placement test scores; or MATH 1130 or 1730 Corequisite: None	Prerequisite: H.S. algebra I & II and precalculus and satisfactory placement test scores; or MATH 1130 or 1710 or 1730 Corequisite: None
MATH 2120	X	Prerequisite: MATH 2110 Corequisite: None	Prerequisite: MATH 1920 Corequisite: None
MET 1012		Prerequisite: ENGT 1000 for MET majors; no prereq. for nonmajors Corequisite: None	Prerequisite: None Corequisite: ENGT 1000 for MET majors; no prereq. for nonmajors
MET 1040		Prerequisite: MATH 1730 Corequisite: PHYS 2010; no coreq. for CET majors	Prerequisite: MATH 1730 Corequisite: None
MET 2030		Prerequisite: None Corequisite: None	Prerequisite: MET 1020 Corequisite: None
MET 2040		Prerequisite: MET 2020 Corequisite: None	Prerequisite: MATH 1730 and MET 2020 Corequisite: None
MET 2310		Prerequisite: CID 1100 and MET 1020 Corequisite: None	Prerequisite: CID 1100 and ENGT 1000 and MET 1020 Corequisite: None
MET 2610		Prerequisite: Consent of instructor Corequisite: None	Prerequisite: Sophomore class standing Corequisite: None
MET 2800		Prerequisite: None Corequisite: None	Prerequisite: ENGL 1010 Corequisite: None
MET 2810		Prerequisite: None Corequisite: None	Prerequisite: MET 1012 Corequisite: None
MET 2820		Prerequisite: None Corequisite: None	Prerequisite: CID 1100 and MATH 1530 Corequisite: None
WEB 2200		Prerequisite: None Corequisite: WEB 2291 and CSIT/OST computer elective	Prerequisite: None Corequisite: WEB 2291
WEB 2291		Prerequisite: None Corequisite: WEB 2000 and CSIT/OST computer elective	Prerequisite: None Corequisite: WEB 2200

DESCRIPTION CHANGES 2004-2005

Course Prefix & Number	Designed for Transfer (X)	Course Title
ACC 2110	X	Principles of Accounting I
ART 1720	X	Western Art I
ART 1730	X	Western Art II
CHT 2000	X	Chemical Engineering Fundamentals
DSPR 0800	X	Developmental Reading
EET 1001		Introduction to EET
EET 1210		Active Devices I W/ Lab
EET 2310		Microprocessors I W/ Lab
EET 2601		Major Projects
ENGT 1000		Technical Communications & Computer Programming
ENGL 1010	X	English Composition I
MATH 1720	X	Precalculus Trigonometry
MET 1012		Materials & Manufacturing Processes
MET 1040		Applied Statics
MET 1051		Strength of Materials
MET 1060		Maintenance Printreading Applications W/ Lab
MET 2020		Fluid Mechanics & Power Applications
MET 2025		Applied Mechanics
MET 2030		Machine Elements W/ Lab
MET 2040		Thermodynamics & Heat Transfer
MET 2610		Special Projects: MET
MET 2700		CNC Milling
MET 2720		CNC Turning
MET 2740		Advanced CNC Machining
MET 2800		Fundamentals of Testing
MET 2810		Destructive & Non-Destructive Testing
MET 2820		Statistical Process Control
POL 1010	X	U.S. Government & Politics
POL 1020	X	Introduction to Political Science
REA 1600		Real Estate Appraising
WEB 2220		CIW E-Commerce Strategies & Practices

COURSE PREFIX/NUMBER CHANGES 2004-2005			
Old Course Prefix & Number	Designed for Transfer (X)	Course Title	New Course Prefix & Number
ACC 2110	X	Principles of Accounting I	ACC 2000
CHT 2000	X	Chemical Engineering Fundamentals	CHT 2001
PHO 2800		Photography Portfolio	PHO 2850
REA 1600		Real Estate Appraising	REA 1850
VPT 1010		Sound Production	VPT 1015
VPT 1040		Technical Video Production	VPT 1045
WEB 2100		Photoshop Essentials	MDT 2100

CHANGE IN CREDIT HOURS 2004-2005				
Course Prefix & Number	Designed for Transfer (X)	Course Title	Old Credit Hours	New Credit Hours
CHT 2000	X	Chemical Engineering Fundamentals	4	3
PHO 2800		Photography Portfolio	3	1
REA 1600		Real Estate Appraising	2	3
VPT 1010		Sound Production	4	3
VPT 1040		Technical Video Production	4	3

ATTACHMENT 2
2005-2006 TBR Approved Courses for General Education

Communication

ENGL	1010	English Composition I
ENGL	1020	English Composition II
SPH	2100	Public Speaking

Humanities and/or Fine Arts

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 and Music
HUM	2810	Introduction to Film Studies
MUS	1030	Music Appreciation
MUS	1040	Music in World Cultures (new for 2005-2006)
PHIL	1030	Introduction to Philosophy
PHIL	2010	Survey of World Religions
PHIL	2400	Introduction to Ethics
THEA	1030	Introduction to Theatre

Social/Behavioral Sciences

ANT	1300	Cultural Anthropology
ECN	2010	Principles of Economics
GEOG	1000	Introduction to Geography
HIST	2040	African-American Studies
POL	1010	United States Government and Politics
POL	1020	Introduction to Political Science
PSY	1010	General Psychology
PSY	2100	Psychology of Human Development
PSY	2400	Human Development Through the Lifespan
SOC	1010	General Sociology
SOC	1020	Social Problems and Social Change
WMN	2200	Women in Society

History

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

Natural Sciences

BIOL	1110	General Biology I
BIOL	1120	General Biology II
BIOL	1310	Concepts of Biology
BIOL	2010	Human Anatomy and Physiology I
BIOL	2020	Human Anatomy and Physiology II
BOT	1010	Fundamentals of Botany I
BOT	1020	Fundamentals of Botany II
CHEM	1010	Principles of Chemistry
CHEM	1020	Basic Organic and Biochemistry
CHEM	1110	General Chemistry I
CHEM	1120	General Chemistry II
CHEM	1310	Concepts of Chemistry
GEOL	1040	Physical Geology
GEOL	1050	Historical Geology
GEOL	1300	The Environment with Lab
GEOL	1310	Concepts of Earth Science
PHYS	1300	Concepts of Physics
PHYS	2010	Non-Calculus Based Physics I
PHYS	2020	Non-Calculus Based Physics II
PHYS	2110	Calculus Based Physics I
PHYS	2120	Calculus Based Physics II

Mathematics

MATH	1010	Survey of Mathematics
MATH	1130	College Algebra
MATH	1410	The Structure of the Number System
MATH	1420	Geometry/Statistics
MATH	1530	Elementary Probability and Statistics
MATH	1630	Finite Mathematics
MATH	1730	Precalculus
MATH	1710	Precalculus Algebra (new for 2005-2006)
MATH	1720	Precalculus Trigonometry (new for 2006-2006)
MATH	1830	Basic Calculus and Modeling
MATH	1910	Calculus I