

Minutes
Curriculum Development Committee
Alexander 220, March 30, 2006

MEMBERS	PRESENT	ABSENT
Cindy Alexander	X	
Cynthia Arnold		X
Ashley Boone	X	
Carolyn Carson		X
Karen Cornell		X
Luanne Dagley	X	
William "Biff" Farrell	X	
Harriet Lynn Ford		X
Terry Hansen	X	
Mike Hudson		X
Margaret Jenkins	X	
Cheryl Leach	X	
Carolyn Renier	X	
Pat Riddle		X
Jane Schumann	X	
Yolanda Sankey, chair	X	

OTHERS: None

AGENDA ITEMS DISCUSSED

- I.** Curriculum Changes
 - A. Associate of Science in Teaching
 - B. Photography Technical Certificate
- II.** MATH 1840—Technical Calculus
- III.** SEAT Syllabi Update
- IV.** Policies
 - A. Withdrawal Deadline
 - B. Number of Attempts Per Course
- V.** BANNER
 - A. Course Title Limitations
 - B. Course Description Consistency
 - C. Task Distribution

ACTIONS TAKEN

- I.** Curriculum Changes
 - A. The Associate of Science in Teaching is a new degree program established at all TBR schools. The requirements are printed in the new 2006-2008 catalog. The program will allow students to transfer their degree to any TBR institution.
 - B. Because the Photography technical certificate has appeared on the low-producing programs report for two consecutive cycles, the College decided to change it to an institutional certificate (where TBR reporting is not required). The course requirements will not change; the certificate will just change from technical to institutional.
- II.** The math department recently requested to deactivate MATH 1840 (the deadline for curriculum changes was October 31st). The deactivation was not approved because the course is required in four career/technical programs (in the upcoming 2006-08 catalog). Members were encouraged to explain to their colleagues why submitting curriculum changes on time is so important. Meeting the deadline ensures collaboration and communication among departments and allows time to notify appropriate disciplines of conflicts. This is especially important with our two-year catalog cycle. Members were asked to inform their colleagues that curriculum changes will no longer be accepted beyond the October 31st deadline. This will be a firm deadline.
- III.** Cheryl Leach met with Margaret Ann Jeffries and Linda Randolph to discuss the SEAT syllabi feedback CDC members provided. The department head and the program coordinator have agreed to revise the syllabi with CDC's suggestions in mind, but the program coordinator would like to submit the syllabi after he has taught each course once (and is more familiar with what can be accomplished in the time frame). At the end of each semester, he will provide the revised syllabi for CDC to review until all are complete. All courses will be taught at least once after 2007 spring.
- IV.** Policies
 - A. Several faculty requested that CDC look at the drop/withdrawal deadline to see if it could be earlier in the semester (March 30 for 2006 spring). Pat Peace in Financial Aid did not foresee any implications for students if it were moved earlier in the semester. However, Renee Proffitt in the Business Office stated that the deadline cannot be before the last day for a 25% refund (February 13 for 2006 spring). Members were asked to solicit suggestions from their colleagues and email them to Cheryl Leach in the next two weeks. She will compile the results and send them to the listserv.
 - B. CDC was also asked to look at the number of attempts students are allowed per course and whether limitations should be created to discourage excessive attempts. The request was made because some believe it is fiscally irresponsible to allow students unlimited attempts when the state carries a considerable percentage of the cost. Previously, data was not available to track attempts vs. completions. However, the new lottery scholarship guidelines require this reporting. Cheryl Leach is requesting the data for PSTCC and other institutions through the Institutional Research Office.

Once the data is available, members will be asked to solicit feedback from their colleagues about possible limitations. Cheryl Leach will continue to gather the policies at other institutions for ideas. Some schools charge students out-of-state tuition after the third attempt. Other schools require students to pay the state's part of the tuition as well as the student's part.

V.

BANNER

- A. The upcoming BANNER system will have around a 25-character limit for course titles (we currently have a 32-character limit in SIS), so many of our current titles will have to be revised. CDC members were asked to consider a process for revising the titles while achieving consistency across the curriculum.
- B. BANNER will also have the option of maintaining course descriptions in the system (as well as class and master syllabi). As preparation for BANNER, we would like to review all course descriptions for length, clarity, and consistent style.
- C. Members were asked to consider a process for these BANNER revisions. The work will likely be distributed at the department level and then submitted to CDC for review.

Recorded by: Cheryl Leach, March 31, 2006

COPIES: Committee Members
Academic Dept Heads
Program Coordinators
Dennis Adams
Sheryl Burnette
Jim Bruns

Melanie Paradise
Ann Satkowiak
Doris Ivie
Shay Compton
Phyllis Pace
Linda Pinkard

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