Curriculum Development Committee
2005-2006 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:
Yolanda Sankey, chair, Cindy Alexander, Cynthia Arnold, Ashley Boone, Carolyn Carson, Karen Cornell, Luanne Dagley, William “Biff” Farrell, Harriet Lynn Ford, Terry Hansen, Mike Hudson, Margaret Jenkins, Cheryl Leach, Carolyn Renier, Pat Riddle, Jane Schumann

I. 2005-2006 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 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
   
   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 THEC: (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 2006-2007 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 on appeal. MATH 1410 and 1420 as well as HUM 2500 were removed from the list.

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 2005-2006 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, 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 2006-2007 committee are: Ann Kronk, Natural & Behavioral Sciences; Dawn Roberts, Natural & Behavioral Sciences. Cindy Arnold was nominated and approved to serve as CDC Chair.

II. Proposed Committee Functions for 2006-2007:

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
– Finalize decision on moving the withdrawal deadline 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 2008-2010 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:

### 2006-2008 PELLISSIPPI STATE CURRICULUM CHANGES

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Designed for Transfer (X)</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>ART 1110</td>
<td>X</td>
<td>2-D Design</td>
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<td>CHT 2001</td>
<td>X</td>
<td>Chemical Engineering Fundamentals</td>
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<td>CMN 1500</td>
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<td>Communication in an Information Age</td>
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<td>Programming for Engineering Transfer</td>
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<td>Problem Solving for Engineering Transfer</td>
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<tr>
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<td>Introduction to Programming Using Java</td>
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<tr>
<td>CSIT 1520</td>
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<td>Advanced Java Programming</td>
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<td>CSIT 2410</td>
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<td>ENS 1510</td>
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<td>Physics for Engineers I</td>
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<td>Physics for Engineers II</td>
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<td>IDT 2611</td>
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<td>Kitchen &amp; Bath Planning</td>
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<tr>
<td>MATH 1710</td>
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<td>Precalculus Algebra</td>
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<tr>
<td>MDT 1000</td>
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<td>MDT 2998</td>
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<tr>
<td>MUS 1040</td>
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<td>Music in World Cultures</td>
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<td>MUS 2500</td>
<td>X</td>
<td>Special Topics in Music</td>
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<td>MUS 1780</td>
<td>X</td>
<td>Contemporary Piano Styles/Nonmajor (half-hour lesson)</td>
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<td>OST 1212</td>
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<td>Document Management in Word</td>
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<td>Special Effects With Excel</td>
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<td>OST 1214</td>
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<td>Intro. to Security Engineering &amp; Administration Technology</td>
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<td>Physical &amp; Personnel Security</td>
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<td>SEAT 1900</td>
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<td>Legal Aspects of Security Administration</td>
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<td>Special Topics in SEAT</td>
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<td>SEAT Internship</td>
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<td>WEB 2350</td>
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<td>CIW XML/DHTML/CSS/XHTML</td>
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### TITLE CHANGES 2006-2008

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<th>New Title</th>
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<td>Cost Estimating W/ Lab</td>
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<td>CGT 2160</td>
<td>3-D Modeling</td>
<td>3-D Modeling &amp; Animation</td>
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<td>Advanced Internet Development</td>
<td>Server-Side Internet Development</td>
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<td>ENGT 1000</td>
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<td>Engineering Technology Applications &amp; Communications</td>
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<td>X Special Topics in the Humanities</td>
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<td>Office Proficiency Assessment &amp; Certification</td>
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<td>DSPR 0800</td>
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<td>X Play Production II</td>
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<td>Professional Web Development Tools</td>
<td>Dreamweaver/Fireworks</td>
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<td>WEB 2110</td>
<td>Motion Vector Graphics</td>
<td>Flash</td>
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<td>CIW Design Methodology &amp; Technology</td>
<td>CIW Site Designer</td>
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<td>CIW E-Commerce Strategies &amp; Practices</td>
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<td>WEB 2300</td>
<td>CIW JavaScript Foundations</td>
<td>CIW JavaScript Fundamentals</td>
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### DEACTIVATED COURSES 2006-2008

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<td>BUS 1010</td>
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<td>CFS 2400</td>
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<td>CET 2142</td>
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<td>Geohydrology W/ Lab</td>
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<td>Thinking, Learning &amp; Computing</td>
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<td>ENS 1210</td>
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<td>ENS 1310</td>
<td>Particle Dynamics</td>
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<td>Environmental Legislation</td>
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<td>ENV 2010</td>
<td>Hazardous Waste Safety</td>
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<td>ENV 2030</td>
<td>Industrial Hygiene W/Lab</td>
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<td>HSP 1900</td>
<td>Practicum I</td>
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<td>HSP 2010</td>
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<td>HSP 2310</td>
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<td>HSP 2900</td>
<td>Practicum II</td>
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<td>HUM 2500</td>
<td>Exploring Art &amp; Music</td>
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<td>IDT 1050</td>
<td>Design Trends &amp; Techniques</td>
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<td>Computer-Aided 2D Design</td>
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<td>IDT 2021</td>
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<td>IDT 2022</td>
<td>Portfolio</td>
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<td>Healthcare, Office &amp; Adaptive Use Design</td>
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<td>Hospitality &amp; Retail Design</td>
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<td>MGT 2990</td>
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<td>MUS 1020</td>
<td>History of Rock</td>
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<td>PHO 1200</td>
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<td>PHO 1500</td>
<td>Black &amp; White Darkroom Techniques</td>
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<td>VPT 2998</td>
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<td>WEB 2500</td>
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<td>ACC 2030</td>
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<td>BIOL 2700</td>
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<td>Prerequisite: ACC 2110 &amp; ECN 2010 &amp; BUS 1010 or equivalent  Corequisite: None</td>
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## ATTACHMENT 2
### 2006-2007 TBR Approved Courses for General Education

### Communication

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