

**Minutes
Curriculum Development Committee
Alexander 220, October 5, 2006**

MEMBERS	PRESENT	ABSENT
Kathleen Affholter	X	
Cindy Alexander	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	
Ann Kronk	X	
Cheryl Leach	X	
Carolyn Renier	X	
Pat Riddle	X	
Cynthia Arnold, chair	X	

AGENDA ITEMS DISCUSSED

- I.** Withdrawal Deadline
- II.** Computer Science & Information Technology Changes
- III.** Media Technologies/Video Production Technology Changes
- IV.** Response to TBR General Education Assessment Proposal

ACTIONS TAKEN

- I.** CDC members reported that while most faculty wanted an earlier withdrawal deadline, the 25% refund deadline seemed too early. Students would not have enough time to get feedback on how they're doing in the course to determine whether or not to drop. Most departments thought a deadline of five or six weeks into the semester would be best. CDC members decided on the first day of week 7 as the best withdrawal date (moving it up three weeks from its original date). They will gather feedback from their departments on the new date and vote at the next meeting.
- II.** Committee members gave feedback on the CSIT proposals. Other than a few minor corrections, the committee approved all proposals.
- III.** Several new courses and certificates were proposed for the VPT concentration in Media Technologies. The new courses included: VPT 1021 (Adobe After Effects), VPT 1022 (Guerilla Filmmaking), VPT 1023 (Guerilla Sound), VPT 1220 (Final Cut Pro), and VPT 2015 (Pro Tools). In order to meet the Schedule of Classes deadline, CDC members voted on the courses, and they were approved. However, CDC had significant concerns about the master syllabi and made their course approval contingent upon a meeting with the VPT faculty to go over needed revisions to the syllabi. CDC members will review the current master syllabi for the new courses and submit suggested revisions to Cheryl Leach by October 19th. The suggestions will be compiled and submitted to the VPT faculty, and revisions will be due on October 26th. CDC will review the revised syllabi and discuss any needed changes with the VPT faculty at the CDC meeting on November 2nd.
Two new VPT certificates (Sound Production and No Budget Filmmaking) were approved as well as a modification to the VPT/Video Editor option certificate. The vote on the proposed Motion Graphics certificate was delayed until feedback from the VPT faculty could be obtained. CDC members thought the total hours for the certificate were a bit high and wondered if it could be split into two certificates (one 2D and one 3D). Cheryl Leach will check with the VPT faculty and let the committee know.
- IV.** CDC members discussed the proposed response to the TBR General Education Assessment Proposal. Members provided several options for the reflective practice reports drawing from activities in which we currently participate. The options included: creating a TBR-wide instructor café for each course in the general education core so instructors from across the state could share ideas; using peer-to-peer classroom evaluations to share information on best practices; using faculty self-evaluation forms to document goals and follow-up activities; sharing effective teaching practices and assessment strategies at faculty in-service; and using information gathered for promotion/tenure to document assessment goals and strategies. The response will be submitted to Berta Ward and James Bruns for approval before it is submitted to TBR on October 17th.
- V.** The next meeting will be held on Thursday, November 2nd, 2006, in AL 220 at 3:00pm.

Recorded by: Cheryl Leach, October 9, 2006

COPIES: Committee Members	Melanie Paradise	Linda Randolph
Academic Dept Heads	Ann Satkowiak	Cindy Atchley
Program Coordinators	Julia Wood	Site Campus Administrators
Dennis Adams	Grants Coordinator	Cindy Tanner
Sheryl Burnette	Phyllis Pace	Leigh Ann Touzeau
Jim Bruns	Linda Pinkard	