

**Minutes
Curriculum Development Committee
Alexander 220, August 24, 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.** Welcome and Introductions
- II.** Current CDC Issues
 - A. SEAT Syllabi Resubmission
 - B. Withdrawal Deadline
 - C. Master Syllabi Deadline
 - D. TBR General Education Assessment Proposal
- III.** Next Meeting

ACTIONS TAKEN

- I.** Cynthia Arnold welcomed everyone to the meeting. Returning and new members introduced themselves.
- II.** Cheryl Leach discussed current CDC issues:
 - A. The SEAT syllabi were resubmitted for approval. CDC members will review three syllabi each (more if possible). Members will discuss and vote on the syllabi at the next meeting. John Sterling will be invited to the meeting to answer any questions that might arise.
 - B. Most feedback from departments was in favor of moving the withdrawal deadline earlier in the semester. The likely date would be the 25% refund deadline. Before a vote was requested, Carolyn Renier noted that moving the deadline earlier may affect performance funding dollars (based on a recent meeting with Sharon Yarbrough). Cheryl Leach will meet with Dr. Yarbrough to discuss the implications and report back at the next meeting.
 - C. CDC members were asked to remind their department members that master syllabi revisions are due by the end of fall semester. Cheryl Leach agreed to email status reports by department showing the remaining syllabi revisions needed.
 - D. The TBR General Education Assessment Proposal was distributed to members for review. TBR is proposing new, state-wide assessment procedures for courses in the 41-hour general education core. Members were asked to create a list all of their current assessment procedures and report back at the next meeting. Cheryl Leach will meet with Dr. Yarbrough to learn what additional assessment activities are conducted by the college. A written response to the proposal will be due in mid-October.
- III.** The next meeting will be held on Thursday, September 21, 2006, in AL 220 at 3:00pm.
Recorded by: Cheryl Leach, September 14, 2006

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

Melanie Paradise
Ann Satkowiak
Doris Ivie
Grants Coordinator
Phyllis Pace
Linda Pinkard

Linda Randolph
Cindy Atchley
Site Campus Administrators
Cindy Tanner
Leigh Ann Touzeau
Julia Wood