

**Minutes  
Curriculum Development Committee  
Alexander 220, September 21, 2006**

<b>MEMBERS</b>	<b>PRESENT</b>	<b>ABSENT</b>
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	
<b>Cynthia Arnold, chair</b>	X	

**OTHERS: Sydney Gingrow, John Sterling**

**AGENDA ITEMS DISCUSSED**

- I. Withdrawal Deadline
- II. TBR General Education Assessment Proposal
- III. SEAT Syllabi Resubmission
- IV. Next Meeting

**ACTIONS TAKEN**

- I. Cheryl Leach met with Sharon Yarbrough before the CDC meeting about performance funding implications if the withdrawal deadline was moved earlier in the semester. Dr. Yarbrough confirmed that while the deadline change might affect student success rates on one section of a performance funding indicator, the overall impact on performance funding dollars would not be significant. The committee members will email their department members and get feedback on moving the withdrawal deadline to the 25% refund deadline. The issue will be up for a vote at the next meeting.
- II. Committee members gave feedback on the TBR general education assessment proposal and reported on the current assessment activities within their departments. Cheryl Leach and other volunteers will draft a response to the proposal, and CDC members will provide suggestions and revisions at the next meeting. The response is due to Berta Ward on October 10<sup>th</sup> to insure review and submission to TBR by October 17<sup>th</sup>.
- III. CDC members discussed the resubmission of SEAT syllabi with John Sterling. Because the majority of CDC recommended changes were not made, the syllabi were sent back again for significant revisions. Members discussed certain criteria for master syllabi and recommended ways to increase the specificity of the syllabi. Mr. Sterling will work to revise the syllabi to meet recommended standards.
- IV. The next meeting will be held on Thursday, October 5, 2006, in AL 220 at 3:00pm.

Recorded by: Cheryl Leach, September 22, 2006

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

Melanie Paradise  
Ann Satkowiak  
Julia Wood  
Grants Coordinator  
Phyllis Pace  
Linda Pinkard

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