

# Curriculum Development Committee

## 2006-2007 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.

### 2006-2007 Membership:

Cynthia Arnold, chair, Kathleen Affholter, Cindy Alexander, Cynthia Arnold, Ashley Boone, Carolyn Carson, Karen Cornell, Luanne Dagley, William "Biff" Farrell, Harriet Lynn Ford, Terry Hansen, Mike Hudson, Margaret Jenkins, Ann Kronk, Cheryl Leach, Carolyn Renier, Pat Riddle

### I. 2006-2007 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 requirementsAdditional 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*

The table presented at the end of this report (see Attachment 1) summarize the committee's work in reviewing course and program proposals. One new career/technical program was approved by TBR and THEC: Computer Accounting (CAT1), Hospitality (HSP), Management (MGT1), and E-Commerce/Marketing (EMKT) were consolidated into one degree program (Business Administration) with four concentrations in Computer Accounting, Hospitality, Management, and Marketing. Computer Science & Information Technology deleted two concentrations (Computer Support and Internet Software Development) and added two new ones (High Performance Computing and Networking & Communications Systems which were deactivated as programs in themselves). Geographic Information Systems was deactivated due to low enrollment. 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 proposed 2006-2007 list of general education courses for PSTCC (pending TBR approval). The General Education Committee (consisting of an interdisciplinary group of faculty members who serve on the CDC) approved the following course: PHIL 1500, Philosophy & Film, for the humanities/fine arts category.

- 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 2006-2007 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 2007-2008 committee are: Sharon Burlingame, Business & Computer Technology; Sydney Gingrow, English; Sarah McMurray, Student Affairs. Pat Riddle was nominated and approved to serve as CDC Chair.

## **II. Proposed Committee Functions for 2007-2008:**

1. Review and evaluate Mississippi 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

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:**

**2008-2010 MISSISSIPPI STATE CURRICULUM CHANGES**

<b>NEW COURSES 2008-2010</b>		
<b>Course Prefix &amp; Number</b>	<b>Designed for Transfer (X)</b>	<b>Course Title</b>
BKG 2850		Economics for Bankers (reactivation)
CET 2810		Civil Design Applications
CSIT 1360		Introduction to Cluster Computing
CSIT 2320		Advanced Cluster Computing
CSIT 2330		Cluster System Management & Monitoring
CSIT 2430		Introduction to Scripting Languages
CSIT 2770		Wireless Technology
ECN 2020	X	Principles of Economics II
MET 2910		Plastics Processing W/ Lab
MET 2920		Introduction to Part & Tool Design
MET 2930		Part & Tool Design Machining
PHIL 1500	X	Philosophy & Film
VPT 1021		Adobe After Effects
VPT 1022		Guerilla Filmmaking
VPT 1023		Guerilla Sound
VPT 1220		Final Cut Pro
WEB 2401		Accessible Web Design & Compliance

<b>TITLE CHANGES 2008-2010</b>			
<b>Course Prefix &amp; Number</b>	<b>Designed for Transfer (X)</b>	<b>Old Title</b>	<b>New Title</b>
ACC 2500		Special Topics in Accounting	Payroll & Business Taxation
ECN 2010	X	Principles of Economics	Principles of Economics I
MUS 1575	X	Small Ensemble—Celtic	Small Ensemble—Instrumental
THEA 2998		Theatre Production Internship	Acting for the Camera
VPT 1090		Campus Broadcast I	Campus Broadcast I (Studio Operations)
VPT 1500		Campus Broadcast II	Campus Broadcast II (Producing & Directing for TV)
VPT 2015		Advanced Sound Production	ProTools
VPT 2500		Campus Broadcast III	Campus Broadcast III (Electronic Field Production)
VPT 2910		Campus Broadcast IV	Campus Broadcast IV (Program Production Management)
WEB 2350		CIW XML/DHTML/CSS/XHTML	XML

<b>DEACTIVATED COURSES 2008-2010</b>		
<b>Course Prefix &amp; Number</b>	<b>Designed for Transfer (X)</b>	<b>Course Title</b>
CID 2175		Architectural Detailing W/ Lab
CID 2255		Advanced AutoCAD II W/ Lab
GIS 1010		Fundamentals of GIS
GIS 1020		Digital Images & Base Maps
GIS 1030		GIS Data Sources & Quality
GIS 1110		Intro to GIS Database Management
GIS 1120		Desktop GIS Software Tools
GIS 1200		Global Positioning Technology
GIS 1600		Business Geographics
GIS 2030		Planning & Executing Projects
GIS 2050		Independent GIS Projects
GIS 2120		Image & Raster GIS Analysis
GIS 2410		GIS Web Applications
GIS 2510		GIS Software Systems
GIS 2600		Location Based Services
GIS 2710		GIS Cartography
GIS 2810		Special Topics in GIS
NETW 1220		Administering Network Infrastructure (LAN)
NETW 2040		Managing a Windows Network Environment
NETW 2120		Installing/Upgrading Operating Systems
NETW 2800		Special Topics in Networking
NETW 2900		Networking Internship
WEB 2701		Intro to PHP for Web Development
WEB 2702		Intro to ASP for Web Development

<b>PREREQUISITE/COREQUISITE CHANGES 2008-2010</b>			
<b>Course Prefix &amp; Number</b>	<b>Designed for Transfer (X)</b>	<b>Old Prerequisite/Corequisite</b>	<b>New Prerequisite/Corequisite</b>
BIOL 2130	X	Prerequisite: None Corequisite: None	Prerequisite: BIOL 1110 or CHEM 1110 or CHEM 1010 or BIOL 2010 Corequisite: None
ECEd 2070		Prerequisite: None Corequisite: ECEd 2060	Prerequisite: None Corequisite: None
VPT 2500		Prerequisite: VPT 1500 Corequisite: None	Prerequisite: VPT 1045 and 1500 Corequisite: None

<b>DESCRIPTION CHANGES 2008-2010</b>		
<b>Course Prefix &amp; Number</b>	<b>Designed for Transfer (X)</b>	<b>Course Title</b>
ECEd 2040		Family Dynamics & Community Involvement
MUS 1575	X	Small Ensemble—Celtic
THEA 2998		Theatre Production Internship
VPT 1030		Intro to Desktop Video/Audio

<b>COURSE PREFIX/NUMBER CHANGES 2008-2010</b>			
<b>Old Course Prefix &amp; Number</b>	<b>Designed for Transfer (X)</b>	<b>Course Title</b>	<b>New Course Prefix &amp; Number</b>
HPC 2020		Advanced HPC Internetworking & Grid Technology (now Routing/Switching Configuration)	CSIT 2750
HPC 2300		HPC Architecture & System Administration (now Advanced Cluster Computing)	CSIT 2320
HPC 2500		MPI Programming	CSIT 2635
HPC 2800		Advanced HPC Applications & System Architecture (now Advanced HPC Applications Architecture)	CSIT 2340
NETW 1010		PC Hardware (now A+ Computer Hardware)	CSIT 1710
NETW 1020		PC Operating System Software (now A+ Computer Software)	CSIT 1720
NETW 1100		Networking Fundamentals	CSIT 1730
NETW 1200		Windows Professional	CSIT 2700
NETW 1210		Windows Server	CSIT 2710
NETW 2020		MS Windows Security (now Network Security)	CSIT 2720

**ATTACHMENT 2**  
**2007-2008 Proposed Courses for General Education**

**Communication**

ENGL	1010	English Composition I
ENGL	1020	English Composition II
SPH	2100	Public Speaking

**Humanities and/or Fine Arts**

ART	1720	Western Art I
ART	1730	Western Art II
ENGL	2110	American Literature I
ENGL	2120	American Literature II
ENGL	2210	British Literature I
ENGL	2220	British Literature II
ENGL	2310	World Literature I
ENGL	2320	World Literature II
ENGL	2331	African-American Literature
ENGL	2510	Introduction to Poetry
ENGL	2520	Introduction to Drama
HUM	2810	Introduction to Film Studies
MUS	1030	Music Appreciation
MUS	1040	Music in World Cultures
PHIL	1030	Introduction to Philosophy
PHIL	1500	Philosophy & Film
PHIL	2010	Survey of World Religions
PHIL	2400	Introduction to Ethics
THEA	1030	Introduction to Theatre

**Social/Behavioral Sciences**

ANT	1300	Cultural Anthropology
ECN	2010	Principles of Economics
GEOG	1000	Introduction to Geography
HIST	2040	African-American Studies
POL	1010	United States Government and Politics
POL	1020	Introduction to Political Science
PSY	1010	General Psychology
PSY	2100	Psychology of Human Development
PSY	2400	Human Development Through the Lifespan
SOC	1010	General Sociology
SOC	1020	Social Problems and Social Change
WMN	2200	Women in Society

**History**

HIST	1010	Western Civilization I
HIST	1020	Western Civilization II
HIST	1110	World Civilization I
HIST	1120	World Civilization II
HIST	2010	U.S. History I
HIST	2020	U.S. History II

### **Natural Sciences**

BIOL	1110	General Biology I
BIOL	1120	General Biology II
BIOL	1310	Concepts of Biology
BIOL	2010	Human Anatomy and Physiology I
BIOL	2020	Human Anatomy and Physiology II
BOT	1010	Fundamentals of Botany I
BOT	1020	Fundamentals of Botany II
CHEM	1010	Principles of Chemistry
CHEM	1020	Basic Organic and Biochemistry
CHEM	1110	General Chemistry I
CHEM	1120	General Chemistry II
CHEM	1310	Concepts of Chemistry
GEOL	1040	Physical Geology
GEOL	1050	Historical Geology
GEOL	1300	The Environment with Lab
GEOL	1310	Concepts of Earth Science
PHYS	1300	Concepts of Physics
PHYS	2010	Non-Calculus Based Physics I
PHYS	2020	Non-Calculus Based Physics II
PHYS	2110	Calculus Based Physics I
PHYS	2120	Calculus Based Physics II

### **Mathematics**

MATH	1010	Survey of Mathematics
MATH	1130	College Algebra
MATH	1530	Elementary Probability and Statistics
MATH	1630	Finite Mathematics
MATH	1730	Precalculus
MATH	1710	Precalculus Algebra
MATH	1720	Precalculus Trigonometry
MATH	1830	Basic Calculus and Modeling
MATH	1910	Calculus I