

**Minutes**  
**Curriculum Development Committee**  
**Alexander 220, November 5, 2009, 3:30 p.m.**

<b>MEMBERS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Bob Stern, Chair	X	
Charley Anderson	X	
Craig Anderson		X
Minoos Askari	X	
Sharon Burlingame	X	
Karen Cornell		X
Bill Davis	X	
Linda Ellams	X	
Suzanne Etheridge	X	
Alex Fitzner	X	
Judy Gosch	X	
Mike Hudson		X
Maggie Jenkins	X	
Jeff Lockett	X	
Sarah McMurray	X	
Pat Riddle	X	
Dawn Roberts		X
Daryl Thomas	X	
<b>Others in Attendance: Melanie Paradise</b>		

**AGENDA ITEMS DISCUSSED**

- I. New Recorder**
- II. Update on PHO New Curriculum**
- III. Implications of Adding Prerequisites**
- IV. Subcommittees - Syllabi**
- V. Next Meeting**

**ACTIONS TAKEN**

- I. Nancy Crumpley will record the minutes for CDC meetings.**
- II. PHO – changes have been made and syllabi approved.**
- III. Adding Prerequisites**
  - a. Melanie Paradise spoke on the process involved with adding prerequisites into Banner. Developmental and course restrictions have to be incorporated into the process. Items are entered into Banner at a catalog level and built into sections before the process is activated. Once this process makes courses available to the student, all additional restrictions have to be changed manually at each section level making for lengthy process as other course areas have to be checked. Ms. Paradise asks that prerequisites and other restrictions be sent to her as soon as possible to avoid delay in the Banner process. She also, asks that advisors send her feedback on any errors related to Banner registration that occur while advising students.
  - b. One problem noted was when a student is enrolled in ENGL 1010 and preregisters for ENGL 1020, there is not a program process to check and/or block the second level course if the student fails the first.
- IV. Subcommittees – Syllabi**
  - a. MDT 1950, MDT2680, WEB 1600, WEB 2100, WEB 2115 and WEB 2700 were discussed and sent back for revisions.
  - b. One problem noted was the length/numbers of “Expectations for Student Performance” may be too excessive for the WEB syllabi. Ms. Gosch asked the committee if they would like to invite Martha Merrill to speak about this section.
  - c. The addition of a separate attendance policy for veterans should be removed from syllabi as the policy has changed.
- V. Next Meeting will be November 12, AL220, 3:30 p.m.**

Recorded by: Nancy Crumpley, November 6, 2009