

CDC Meeting Minutes
09/17/09

Members Present: Charley Anderson, Craig Anderson, Minoo Askari, Sharon Burlingame, Karen Cornell, Bill Davis, Linda Ellams, Suzanne Etheridge, Judy Gosch, Mike Hudson, Maggie Jenkins, Jeff Lockett, Sarah McMurray, Pat Riddle, Dawn Roberts, Bob Stern (Chair), and Daryl Thomas

Linda Ellams reviewed changes listed on agenda for the Office Systems Technology Department. Syllabi for new courses will be emailed to CDC members for review. Discussion and voting for new courses scheduled for next CDC meeting.

Judy Gosch does not have syllabi yet for the proposed VPT courses. The department decided to only offer the Advanced Cinema 4D course as special topics as needed.

The deadline for catalog changes is November 5. In the next department meetings, please stress the deadline.

Media Technology is in the process of reworking and checking courses. Martha Merrill will be reworking the web courses.

Regarding course name changes and articulation agreements; partner institutions are informed of changes during cyclical revisions. For example, UTK/PSCC agreements are reviewed during late July and August of each year.

Since OST 1211, Introduction to Software Applications, is recognized by many other schools, we may consider a change in rubric be noted in the catalog as, "previously OST 1211." Advisors will receive a list of changed courses.

Next meeting scheduled for Thursday, September 24, from 3:30-4:30 in AL 220 conference room.