

**CURRICULUM ADVISORY BOARD
MEETING MINUTES
AUGUST 24, 2004**

Members Present: Craig Leverette, Elizabeth Pannell, Sirous Malek, Joanne Stevens, Arlene Bakner, Serena Butler, Kathy Morgan, Kyle Wilkison

Not Present: Kim Washington

Non-Members Present: Karen Murph, Vickie Dobbs, Linda Robertson, Thom Chesney

Lunch was provided to the CAB members to start the 2004-05 meetings. Craig Leverette welcomed Thom Chesney, Interim Vice President of Academic Affairs to the meeting.

Fall Meeting Schedule – The dates for the fall meeting were set. The dates are September 17, October 1, October 22, November 5, November 19, and December 3. All meetings will be held at Courtyard Center at 1:00 p.m. unless adjustments need to be made.

Bylaws – The board discussed writing bylaws for the Curriculum Advisory Board. Issues to be considered in the bylaws are length of membership term, number of representatives from each division, attendance policy, and the number required to be present to have a quorum.

There was a lengthy discussion as to the number of representatives needed from each division. It was pointed out that having more members would make it easier to meet the quorum. The intent is not to make a huge change in the numbers, but rather be represented adequately with some added guidelines. The suggestion was also made to consider the size of the division when determining the number of representatives from each division.

There was also a discussion as to who will be rotating off the board at the end of the current year. The original intent was to not have a new board every year. It was decided that everyone would serve a three-year term. Those with one year left are Kim Washington, Kathy Morgan, and Sirous Malek. Those with two years left are Craig Leverette, Joanne Stevens and Arlene Bakner. Craig volunteered to serve an additional year. Those with three years left are Elizabeth Pannell, Serena Butler, and Kyle Wilkison. Kyle volunteered to serve an additional term also.

Craig asked everyone to brainstorm and solicit e-mail ideas. Craig will come up with some formats to look at and work on at the next meeting.

Presentations:

Engineering Technology – Warner Richeson presented the new course DFTG 2335 (WECM course). A need was found for this course by the two adjuncts who teach Pro Engineer. The prerequisite for this class is DFTG 2340, or consent of instructor. This course takes the skills developed in the first course and teaches students how to produce a

set of drawings that can be used at the professional level. It will be coordinated with Richland College.

The question was asked if the software would be free. CCCC does have an educational contract with the vendor. For less than \$2000, we can have all the seats we want.

The question was asked as to how this course fits in the current degree plan. Warner replied that it would be an elective. If the program grows there may be a need to look at another AAS.

The question was asked if there is a sufficient demand. Warner stated that there is a demand and that it will attract people using this software in their jobs in order to top off their skills.

The question was asked about enrollment. Warner anticipates enrollment of ten to fifteen people.

The motion was made to accept DFTG 2335 as a new course. The motion was seconded and all approved.

Education – Kim Southwell presented the new topic under CDEC 1392. This course will be used to train early childhood educators to teach children the basic fundamentals of learning to read and will build on skills taught in the Emergent Literacy for Early Childhood (CDEC 1356) course. It is needed, and requested by students, because of the number of students diagnosed with dyslexia.

The question was asked if the students would be required to buy all of the materials used in the presentation. Kim pointed out that there would be a list with some of these things on it. Elaine Boski-Wilkinson and Kim pointed out that students are taught to be resourceful (i.e. old magazines, catalogs, etc.) so that they are able to create their own unique resources.

The question was asked that with so many young kids now using computers, are we doing anything with computer programs? Kim stated that the course would not actually be held in a computer lab; however, a computer could be brought in with an overview shown of various website resources. Elaine stated, though, that the computer lab could be utilized as well as other library resources. It is a multi-sensory approach to continuing the concept of literacy.

It was noted that the syllabus had a typo in the title of the prerequisite course and would need to be corrected. It was pointed out that it is a WECM credit course, and although it is not as easily transferable as an ACGM course, it is transferable to certain four-year schools.

The motion was made to accept the proposed topic for CDEC 1392. It was seconded and all approved.

The motion was made to adjourn and seconded.

