

CURRICULUM ADVISORY BOARD
Meeting Minutes
August 24, 2006

MEMBERS PRESENT: Elizabeth Pannell – Chair, Bill Ardis, Will Brannon, Matt Coulter, Gary Hodge, Kathy Mixson, Traci Ramsey, Luke Sides, Jey Venkatesan

MEMBERS NOT PRESENT: Serena Butler

NON-MEMBERS PRESENT: Thom Chesney, Vickie Dobbs, Karen Murph

The meeting was held at Spring Creek Campus and was called to order by Elizabeth, who then asked everyone to introduce themselves.

Thom gave an overview of each of the following items: the curriculum process, the Academic Affairs reorganization, the *Curriculum Development Manual*, Banner, and the Generic Syllabus Depot. Regarding the curriculum process, he asked the members to determine what items should require a full CAB review and which ones could have an electronic review. He also asked that discussion of syllabi be a future meeting topic. This should include questions such as: How much information should be included on the generic syllabus? What should be on the instructor's syllabus? How much is too much information for the generic syllabus? Are we trying to do too much?

Vickie gave a summary of the revised *Curriculum Development Manual*. The revisions were made by the Curriculum Office, in collaboration with Thom, and were mostly due to the reorganization. The members were asked to review the manual and give their input within the next two weeks.

Two CAB documents that were also revised were discussed. Members voted on and approved the revisions to *The Role of the Curriculum Advisory Board*. The revisions to the *Curriculum Advisory Board By-Laws* will be submitted to the members for electronic final approval.

Vickie and Karen gave an overview of the Curriculum Office website and the I:drive.

Fall semester meeting dates and locations were scheduled as follows: September 29 (SCC), October 20 (CYC), November 3 (CYC) and 17 (CPC), December 1 (CYC). All meetings will be held at 1:00 pm unless the need to change arises.

The motion was made, seconded, and approved to adjourn.