

CURRICULUM ADVISORY BOARD

February 15, 2013

1:30 pm

CHEC 221

Approved Meeting Minutes

Voting Members Present:

Tom Ottinger – Chair, Christian Aars, Ellen Bell, Julie Boganwright, Kristi Clark-Miller, Christine DeLaTorre, Frank Mayhew, Kelly Putnam, Dale Walker, Judi Wohead

Voting Members Absent:

Robert Benavides, Pete Brierley, Shawna Masters

Non-Voting Members Present:

Jon Hardesty – Deans' Liaison, Maria Bridgeman – Student Development Liaison, Karen Murph, Vickie Stone

Non-Voting Members Absent:

Kathleen Fenton

Others Present:

Dani Day, Renée Long

Meeting Minutes

Tom called the meeting to order.

New Curricular Proposals

- ◆ None

Deans' Liaison Report

- ◆ The Deans agreed to have the entire core course review completed by February 28.

Faculty Council Report

- ◆ This meeting is going on simultaneously with the CAB meeting.

Communication Advisory Meeting (CAM) Report

- ◆ Workforce programs are having a difficult time tracking students, along with employer satisfaction.
- ◆ Revisions to the syllabus template were discussed. There is a committee that will make recommendations, which will be led by Martha Tolleson.
- ◆ Roster certification was discussed.
- ◆ It was discussed to have an assessment exam before students take the TSI test.
- ◆ Individual faculty members will determine how the students will be affected by the Code of Conduct when submitting recycled papers (papers that were previously submitted by the student for another course).

- ◆ Transcripts are now being outsourced to a third party vendor. Now students will pay a fee and can get their transcripts quicker.
- ◆ Lab fees were an issue with inconsistencies on where the fee was applied (lecture section or lab section); how they were labeled for courses. Now all fees will be applied to the lab section, if it is built separately from the lecture section.
- ◆ Frank will attend the next CAM meeting.

Discussion Items

- ◆ Component Area Option (CAO)
 - * Nothing to update this week.
- ◆ SACS FR 4.4
 - * Handout was provided: *Statement from the SACSCOC Resource Manual*. This manual is still being updated, and if CAB members have any input, please let Tom know. This is due on February 28.
- ◆ Generic Syllabus Template
 - * Discussion is still in progress.
- ◆ 2013-2014 CAB Membership
 - * This is just a reminder to start thinking about next year CAB membership and nominations for CAB Chair.
- ◆ Internal CAB Process
 - * The Curriculum Office flowchart has been moved from the website to the I:drive, due to the conflicting Curriculum Management Process flowchart.
- ◆ CAB Meetings for the Rest of the Spring Semester
 - * Revised meeting schedule was voted on and approved by members: March 1, March 8, April 5, April 19, May 3, and May 10.
- ◆ CAB Meeting Minutes
 - * February 1 Minutes were reviewed and approved.

Core Review Course

- ◆ CHEM 1411, 1412 – Recommended
- ◆ DANC 2303 – Recommended
- ◆ DRAM 2361, 2362, 2366, 2367 – Recommended
- ◆ ECON 2301 – Recommended
- ◆ PHYS 1405 – Recommended

Business Meeting was adjourned at 2:16 pm.

CAB members stayed after the meeting to work on Core Review Courses.