
CURRICULUM COMMITTEE MINUTES

SEPTEMBER 14TH, 2018

Members present: Michael Hart, Edie Carter, Dennis Sarine, Linda Munoz, Kristin McDonald-Willey, Shawna Lopez, Mark Rowh, Stefanie Decker, Brian Jacob, Leslie Ingham, Michelle Orcutt, Isaac Bernal, Carol Buse, David Hall, Michael Kitten, Collin Witherspoon, Margie Netherton, Diane Brice, Victoria Taylor-Gore, Penelope Davies, Eric Fauss, Carol Summers, Claudie Biggers, Ernesto Olmos, Tina Babb, Becky Burton, Frank Sobey

1. Committee – New Members: After the chair called the meeting to order, new members were asked to introduce themselves to the committee.
2. E-Platform Updates & Training: The chair updated the committee on changes that had been made to the platform, including an additional upload option for advisory board minutes, new language for course deletion petitions, and the ability for admin users to edit approved petitions for inadvertent mistakes. One committee member voiced concern about the edit feature, so the chair said he would ask IT about the possibility of adding an audit trail. Additionally, the chair offered to train members of the committee on how to use the platform, if necessary.
3. Community-Based CC Schedule: The chair reviewed the community-based CC schedule and clarified that program managers could bring forth petitions before their assigned community meeting date IF there were sufficient room on the agenda to accommodate those petitions. The chair said program managers should contact him for confirmation. Also, he clarified what “Rapid Response” means for the SP19 meetings. The 1/25/19 and 2/22/19 meetings are strictly for curricular petitions that have become necessary due to changing requirements by external agencies (e.g., THECB, SACS, industry partners) or cabinet-level decisions.
4. SACS & THECB: The Director of Institutional Effectiveness informed the committee about SACS and THECB deadlines pertaining to changes in a program that require substantive change justification and to the creation of new programs. A handout was provided with these deadlines and additional information to assist program managers with their SACS and THECB obligations.
5. Inventory Audit – Deletions: The chair reminded the committee that program managers across the college were asked to clean up the course inventory by identifying those courses that have not been taught, in some cases for years, that need to be submitted to the committee for deletion. Program managers were instructed to submit these petitions before or by their community designated meeting this fall.
6. Inventory Audit – Prerequisites: The chair informed the committee that program managers across the college will be asked to review all courses in their programs of study that are prerequisites. Then, program managers will have to identify whether or not the prerequisite designation is an ACGM or WECM requirement. If the prerequisite is not a requirement according to ACGM or

WECM, program managers will have to justify why the course in question is a prerequisite to another course. If the prerequisite is being used merely to establish sequence, it will be evaluated by the committee.

7. ~~Fees General & Lab~~: This item was tabled and will be discussed at the next CC meeting on 9/28/18/

8. **Withdrawal Date:** The chair presented a recommendation from the Master Schedule Task Force concerning the last day to withdraw from a course, which occurs after 80% of an 8wk or a 16wk has been completed. The recommendation is to set the last day to withdraw around the 65% mark. Discussion ensued. A question was asked about the rationale for why the last day to withdraw comes so late. There was much speculation. The chair pointed out that an earlier date would help Advising with getting students back in their sequence. One committee member pointed out that, while an earlier date might help Advising, the committee should consider the impact on students and their success. Since the withdrawal policy was changed to require students to go to their instructors, withdrawals have gone down AND course success has gone up. Another committee member pointed out that an earlier date might interfere with a student's ability to catch up if he or she had been sick early on in an 8wk class. Some courses (such as English 1302) do not have a major assignment due until the fifth week of class. (It is difficult to require a major paper until sufficient subject matter and research skills have been covered, for example.) Students might be discouraged by a misleading low grade and want to drop. More discussion ensued about the impact on faculty and students. No resolution was reached. However, the chair asked the committee to continue thinking about the issue and have conversations with their colleagues outside of CC. The issue will be revisited during the next CC meeting on 9/28/18.

The meeting was adjourned at 11:58 a.m.