

SUMMARY REPORT

Edison State College CURRICULUM COMMITTEE
FRIDAY, SEPTEMBER 25, 2009, at 1:00 PM in TAENI HALL, ROOM S 117

Information Item

To facilitate understanding of proposed changes in the *Curriculum Committee Process* and the *Curriculum Committee Proposal Forms*, Dr. Steve Atkins, Vice President of Academic and Student Affairs, explained the interface of the Student Assessment Committee with the Curriculum Committee before presenting **Action Items ## 1 & 2** on behalf of Academic Services Manager Pam Mangene. Dr. Atkins informed the Curriculum Committee that the Student Assessment Committee has three sub-committees: general education; assessment; and program-level outcomes. Edison State College's Student Assessment Committee (SAC) will help prevent the proliferation of courses based on individual agendas, which is a major concern of the regional educational accrediting agency, Southern Association of Colleges and Schools (SACS). For this reason, either Dean Bill Roshon or Dean Robert Beeson will sign off on a proposal before the proposal reaches the Curriculum Committee. Dr. Atkins pointed out that proposals will be enhanced by going through the Student Assessment Committee. Dr. Atkins sees the involvement of the Student Assessment Committee, as well as the updated *Curriculum Committee Process*, helping the Curriculum Committee focus on substantive issues, such as quality of assessments, course similarities, course consistency, degree enhancement and value, rather than spending inordinate amounts of time on grammatical corrections. Curriculum Committee Vice Chair, Professor Jennifer Grove, asked what time on the Friday before the Curriculum Committee meeting will documents be available for review by Curriculum Committee members. Dr. Atkins replied that the proposals will be on the Document Manager by noon of the Friday before the Curriculum Committee meeting.

Action Items ## 1 and 2 were voted on together. On a Voice Vote, the Proposals were Accepted with Minor Corrections. The corrections were to make obtaining Faculty Endorsements the first step in the updated Curriculum Committee Process AND placing "Faculty Endorsement" as the FIRST endorsement on ALL of the Curriculum Committee Proposal Forms. It was noted that the "Deletion of Courses" Form had not been updated. The final correction for the Proposal Forms was to place the sentence "After review and signing this proposal, the District Dean will return this proposal to the Department Chair or Program Coordinator" AFTER the District Dean of Instruction Endorsement on the "New/Experimental Course Proposal Form."

Action Item # 1

Proposal: Academic Services Manager, Pam Mangene, proposed an updated, revised *Curriculum Committee Process*. The applicable date would be Fall 2009.

Explanation: The updated *Process* reflects Edison State College's transition from a two-year institution to a four-year, bachelor-level college and acknowledges resulting internal organizational changes. Professor Amanda Pollitt had a question on the process *prior* to #1 in the revised *Curriculum Committee Process*. Dr. Atkins commented that a proposal could be developed for a request for change. Concurrent with discussion about placing the faculty endorsement/comments section on the *Curriculum Committee Proposal Forms* before any other

endorsements/signatures, it was determined that the *Curriculum Committee Process* have faculty endorsement as the initial step.

Recommendation: On a Voice Vote, the Proposal was Accepted with Minor Corrections.

Status:

Approved J. Atkins

Action Item # 2

Proposal: Academic Services Manager, Pam Mangene, proposed updated and revised *Curriculum Committee Proposal Forms: Change of Course Proposal Form; New/Experimental Course Proposal Form; Other Action Proposal Form; and New Program Proposal Form.* The applicable date would be Fall 2009.

Explanation: These revised forms streamline previous versions and reflect internal organizational changes at the college as a result of becoming a four-year institution. Department Chair Mike Nisson asked whether adjuncts should be part of the faculty endorsement. Dr. Atkins said that endorsements should be limited to full-time faculty. Regarding endorsements, Professor Barbara Griffith suggested having e-mail with names of supportive faculty. Chair Mary Conwell urged the Committee to consider requiring the name of each endorsing faculty member listed on the endorsement. However, most members favored a certified count expandable by minutes of faculty meetings. Vice Chair Jennifer Grove was concerned that there are no district wide DLA meetings. Professor Lisa Rice McGarity inquired about Dr. Atkins' experience with obtaining faculty endorsements. Dr. Atkins opined that chair consensus is usually adequate. Supporting documentation for faculty endorsements can be found in department meeting minutes. Head Librarian Bill Shuluk advocated a spirit of trusting the integrity of department chairs to accurately assess faculty support in reporting faculty endorsement for Curriculum Committee proposals; such spirit promotes the collegial and open atmosphere of a college environment. Along with content of faculty endorsements on the *Curriculum Committee Proposal Forms*, discussion concerned the critical issue of placement of the faculty endorsements section on the forms. It was agreed to place faculty endorsements and comments before any of the other signatures on the proposal forms and to allow a department chair to say a majority of faculty approved a proposal, with documentation in the department meeting minutes.

Recommendation: On a Voice Vote, the Proposal was Accepted with Minor Corrections.

Status:

Approved J. Atkins

End of Report

Respectfully submitted,
Mary Conwell, J.D.
Chair of Curriculum Committee