

Curriculum Review Committee
Thursday, September 18, 2003
3:00 – 4:00 PM
Chancellor's Conference Room
Administration Building

MINUTES

Ben H. Wickersham Call to Order

Members Present: Dr. Jerry Herrick, Dr. Shirley Robertson, Don Mikles, Laura Ann Griffin, Laurelyn Carlisle

Members Absent: Jim Yeonopolus, Bill Alexander, Johnelle Welsh, Jim Nixon, Bob Grazinski

Guest: Ms. Hayes, Nursing Student (Administrative Training)

The Committee was reminded of their role in curriculum review and approval. In addition, the reaffirmation of the college's accreditation is underway. Copies of the *Principles of Accreditation: Foundations for Quality Enhancement* were distributed to the Committee. The two components of the process include an audit of compliance with the SACS, COC requirements and comprehensive standards and the development of a plan to improve teaching and learning. The Committee discussed receiving a letter distributed to all CTC employees with their payroll check from Dr. Anderson announcing the QEP. A model and time line for the project was distributed

An electronic demonstration was conducted to show the Committee the changes in the college's web page regarding the SACS, COC Reaffirmation of Accreditation. An orientation audio presentation provides all employees with an overview of the reaffirmation process.

An electronic repository for all CTCD published documents is in the development phase. One of the many benefits in preparing for the college's reaffirmation is realizing the need to provide all CTC students, faculty and staff with information that is accurate and consistent. Categories of documentation include, for example, catalogs, fact books, handbooks, policies and procedures, etc.

Two CTC published documents have been revised, the *Educational Program Guidelines* and the *Faculty Handbook*. The Committee received the draft of the *Educational Program Guidelines* to review and provide the Dean of Instructional Services with **comments by Friday, October 17, 2003**. It was pointed out to the Committee that the *Faculty Handbook* is an HTML document that links primarily to college policy. This document is not designed to be campus specific. It is a reference for all faculty, regardless of location, to information and policy that applies to every faculty member.

The THECB update included a discussion of the new Texas Higher Education Assessment. It provides the college more flexibility in student assessment and placement

versus previous requirements of TASP. However, much of burden of administration and tracking student progress remains.

The two sources of approved course inventories continue to be updated. The university parallel courses are housed in the Academic Course Guide Manual (ACGM). It was pointed out the Field of Study (FOS) completers are now being reported on the graduate report (CBM009). CTC has three FOS in place, Criminal Justice, Nursing, and Early Childhood Professions.

CTC faculty continues to participate in the updates to the Workforce Education Course Manual (WECM). WECM is a catalog of course for both the continuing education and associate in applied science degree/certificate programs. This week, computer science and electronics faculty are attending a WECM course workshop at Midland College. The procedures for administering associate in applied science degree and certificates are found in the *Guidelines for Instructional Programs in Workforce Education* (GIPWE). The GIPWE is a THECB publication and has been revised, effective September 2003.

In addition to preparing for the SACS,COC reaffirmation there will be a THECB Desk Audit conducted in the spring of 2004, a Distance Education Institutional Plan due to the THECB in January 2004 and an evaluation report on the college's implementation of the Core Curriculum October 1, 2004. There will be more discussed on these items in the months to come.

There are no program revisions that require Committee approval. The program revisions that have been implemented since spring of 2003 primarily were a result of WECM course additions and deletions. A list of the course changes and programs affected was distributed.

The role of the Central Texas Regional Council was discussed regarding the recent objection CTC filed with the THECB. CTC received notice on September 2, 2003 that Temple College was to begin a Paralegal Certificate program in the spring of 2004 with an application due to the THECB September 1, 2003. The procedure should have been to distribute the letter of intent through regional council for comment months before the actual date the application to THECB is due. CTC responded to the notice of the program with objection. CTC's Paralegal program received recent program accreditation from the American Bar Association and runs an annual enrollment of 190 students. Many of the students enrolled in the program exit the program prior to degree completion and enter the workforce. A competing program less than 50 miles away would impact program enrollment and sustainability. The college is waiting for the results of the objection from the THECB.

The meeting was adjourned at 3:50 PM. The next meeting will be held Thursday, February 19, 2004.