

CURRICULUM REVIEW COMMITTEE MINUTES

Thursday, February 19, 2004
3:00-4:00 PM
Chancellor's Conference Room
Administration Building

Members in Attendance: Ben Wickersham, Don Mikles, Jim Nixon, Johnelle Welsh, Bob Grazinski, Laura Ann Forest, Jim Yeonopolus, Laurelyn Carlisle

Members Absent: Dr. Jerry Herrick, Dr. Shirley Robertson, Bill Alexander

AGENDA Items:

- Ben H. Wickersham called the meeting to order and reviewed the Committee's charge. He discussed the college's SACS, COC reaffirmation of accreditation progress. The Compliance Certification document will be mailed mid-March. The Quality Enhancement Plan (QEP) efforts continue. Dr. Donna Wilkinson visited campus on February 9 and 10, 2004 providing the Leadership Team with guidance in proceeding with the process. A list of on-site visit locations will be determined in the coming week. On-site visiting teams will visit selected Continental, Navy and Europe locations, and Fort Hood.
- Laurelyn Carlisle reported on the recent submission of the THECB Distance Education Institutional Plan – January 2004. The Plan was prepared by Suzette Chapman and copies are available upon request. In addition, the THECB conducted a desk audit review. The review is conducted to evaluate CTC meeting the state established institutional effectiveness critical success factors. Copies of the Desk Audit Review Report have circulated to the appropriate areas. A response is due to the THECB April 12, 2004. The new Advance Technical Credit (ATC) is an update of the Tech Prep statewide articulation. The Web page www.techpreptexas.org/articulation can be referred to for more detail.
- Johnelle Welsh provided an update on the Texas Success Initiative that replaced TASP. CTC implemented the change in spring 2004. CTC's Developmental Education Plan, Texas Success Initiative has been submitted to the THECB for approval. CTC offers the following state approved assessment examinations: THEA, ACT ASSET, COMPASS, and Accuplacer. CTC has conducted all conversions required by the THECB for course and program Classification of

Instructional Programs (CIPs). The new Catalog will be for one-year with the first draft due to desktop on April 26, 2004 and delivery July 30, 2004. The Datatel conversion has been backed up one year.

- Action Items were presented to the Committee with approval/disapproval so noted.
 1. Core Curriculum presented by Jenny Shea for Dr. Kenneth Word. Approved.
 2. AS – Math and Engineering presented by Jenny Shea for Dr. Kenneth Word. Approved.
 3. Radio and Television presented by Max Rudolph. Approved as amended. The proposed General Studies Radio/TV degree will not be published in the catalog.
 4. Computer Science presented by Bob Grazinski. Approved. Mr. Nixon agreed that the certificate title should not include a year. This would limit the relevancy of the certificate.
 5. Paralegal presented by Gene Silverblatt. Approved.
 6. Degree title wording presented by Ben H. Wickersham to change a word in the associate degree title from “in” to an associate “of”. This will be effective in the 2004-2005 catalog.

- Information Items Distributed Included:
 1. Course additions/deletions list. A requisite list will be prepared and sent to the Registrar once catalog changes have been cleared.
 2. Barber program deactivation. Students will be taught out through December 2004. Deactivation allows the college to consider re-instating the program after a three-year period or officially closing the program at that time.
 3. Office Technology course changes only at the Gatesville prison
 4. Mental Health Services Certificate will be closed. This certificate is no longer viable for any health services certification.

Adjourn

Next Meeting: Thursday, September 16, 2004 at 3:00 PM