Curriculum Committee Minutes
Nov. 29, 2006

Dr. McCane asked Dean Hall for any comments related to curriculum. She reported that work on the new college catalog is underway. There are several new transfer options which will be added and they will be renamed Plans of Study instead of Programs (as they are listed currently). Dean Hall also reported that Mrs. Lisa Hardy is checking the catalog to ensure that degree requirements and other program particulars are still fully in alignment with STARS.

Dr. McCane opened with the following “Food For Thought” piece. She plans to e-mail the remainder of the story to the committee members.

AUTHOR'S NOTE: In 1987, I received a grant from the Fund for the Improvement of Postsecondary Education (FIPSE) for a project entitled "Rational Curricular Review for College_ Departments." Perhaps the most important finding from this project was that "Rational Curricular Review" is an oxymoron. When the project was over and it was time to submit the final report, I was confronted with the problem that almost nothing had gone the way it was planned. Since I was tenured, and in the possession of certain pieces of information kept in a strong box in a distant country that almost guaranteed my continued employment, I decided I had little to lose by telling the following, very-nearly true story; let it serve as a warning for other departments considering "rational curricular review."

Mrs. Vanessa Kyles provided some additional training on the evaluation portion of the Five-Year Program Review Process. With each portfolio, the subcommittees will be provided with a Program Review Portfolio Checklist which has been completed by the program instructor. All documentation needed to complete the review process should be included with the portfolio. The program instructors assemble the required information from various campus offices and it is the subcommittee’s responsibility to ensure that instructors have fulfilled all the requirements for the Program Review. Additional portfolio documentation may include printed materials, printouts from web sites, craft committee minutes, employer surveys, job placement statistics, budget information, and so forth. A recurring item on the portfolio asks: What additional data that is not currently available would have been helpful to effectively evaluate this area of the program? The information collected from this item helps the committee improve the overall review process.

The main components of the program review portfolio are as follows:

- Overview of the Program
  - Program Purpose
- Program Enrollment
  - Data from last five years
- Focus on Support
  - Technology
  - Facilities & Equipment
  - Learning Resources
  - Marketing & Public Relations
  - Support Services
  - Resources, Budget
- Learning Outcomes Assessments
  - Review of grades and graduate surveys
For future reference, Dean Hall suggested that the bold sentence at the beginning of IV be deleted; the word ‘Student’ be added at the beginning of IV Learning Outcomes Assessments; and that the headings A. Graduates and Completers, B. Survey Results, C. Graduate Performance be added to section V.

The next meeting will be held in January. Meeting date and time TBA.