The curriculum committee met at 1:00 p.m. in the resource room in the Leigh Library. Members present were: Latitia McCane-chair, Cornelia Miller, Linda Miller, Jan House, Allen Gainer, Lisa Pace-Hardy, Deborah Albritton, Otis Thames, Sue Laing, Chipper Staff, David Quarker and Vanessa Kyles. Guests present were: Kathleen Hall and Doug Barnes.

Dr. McCane welcomed the committee and expressed her appreciation of the hard work each committee member contributed toward preparing and evaluating program portfolios.

The first item on the agenda was an overview of the evaluation of the Air Conditioning and Refrigeration Program given by Chair Jan House. There were five recommendations made by the committee. They included:

- **Technology** under Section III Focus on Support. “It is recommended that the college follow through with the plan to purchase the needed equipment and software programs in the 2006-07 academic year as suggested in the previous study”.
- **Facilities and Equipment** under Section III Focus on Support. “It is recommended that the equipment purchases are made as planned to ensure the continued stability and growth of this program”.
- **Learning Resources** under Section III Focus on Support. “It is recommended that the software resources needed be provided for the program”.
- **Student Success** under Section V. “It is the committee’s recommendation that immediate steps are taken to assure that graduate surveys are completed and analyzed on a timely and consistent basis. Also it was recommended that a system of tracking graduates be initiated to confirm their in-field employment and success rate”.
- **Curricular Issues** under Section VII Focus on Curriculum. “It is recommended that the contact to credit ratio be identified and explained and/or syllabi content by identifying the ratio that applies to each course”.

There was dialog between Ms. House and Mr. Thames who was representing the Air Conditioning Program and many of the issues involved were resolved during the 2006-07 budget year that is not included in this report.

Linda Miller made a motion to accept the subcommittee’s recommendation that the Air Conditioning and Refrigeration program continue with recommendations. Lisa Pace-Hardy seconds the motion. All members were in favor.

The next item was an overview of the evaluation of the Upholstery Program by Lisa-Pace Hardy-Chair and subcommittee member Allen Gainer.
There were suggestions to black out identifying information regarding students on reports received by various departments. It was suggested that further discussion concerning this as well as updating the evaluators form be discussed at a future meeting.

There was one recommendation to the program to change the program description to exactly match the catalog. It was indicated that Mr. Barnes should have listed some items under Celebration and Recognition. Mr. Barnes Upholstery Program does outstanding upholstery work for the school and other qualified personnel. Also, Mr. Barnes was praised for his participation in professional development workshops and should be commended.

There was a motion made by Jan House to accept the subcommittee’s recommendation that the Upholstery Program continue without modifications. David Quarker seconds the motion. All members were in favor.

The next item was an overview of the evaluation of the Accounting Technology Program by Linda Miller-Chair and subcommittee members Sue Laing and Deborah Albritton.

There were no recommendations by the committee. Sue Laing made a motion to accept the subcommittee’s recommendation that the Accounting Technology Program continue without modifications. Deborah Albritton seconds the motion. All members were in favor.

The next item was an overview of the evaluation of the Commercial Food Program by Cornelia Miller-Chair and subcommittee member Chipper Staff. There were no recommendations by the committee. However, Mr. Goldsmith and the Commercial Food Program students were commended for their outstanding service to the college and community in providing refreshments for various events.

Chipper Staff made a motion to accept the subcommittee’s recommendation that the Commercial Food Program continue without modifications. David Quarker seconds the motion. All members were in favor.

Dr. McCane made a public commendation to Cornelia Miller for her assistance to the technical program instructors in preparing their portfolios.

The next item was an overview of the Liberal Arts/General Studies that was completed from last cycle by Vanessa Kyles-Chair and subcommittee members Latitia McCane and Jeffrey Faust.

Handouts were provided by Ms. Kyles with previous recommendations and comments. It was noted that grade distributions needed to be discussed at a later time. During discussion of the report Dean Hall recommended adding comments to the evaluator’s tool.
Deborah Albritton made a motion to accept the subcommittee’s recommendations. Sue Laing seconds the motion. All members were in favor.

Additional Comments:

- Take a look at evaluator’s tool-suggested merging the two forms
- Decide on whether to use duplicated headcount or unduplicated headcount in preparing portfolios
- Eliminating social security numbers and any other identifying information from reports from various departments

The meeting was adjourned at 3:00 p.m. Date and time of next meeting will be emailed by the chair.