I. Call to order
Lisa Pace-Hardy called to order the regular meeting of the Jefferson Davis Community College Curriculum Committee at 1:30 PM on November 7, 2007 in the Brewton Campus Library’s Multimedia Room.

II. Roll call
The following members were present at the meeting:
Lisa Pace-Hardy
Jeffrey Faust
Roger Harrelson
Sue Chapman
David Quarker
Deborah Albritton
Chipper Staff
Jan House
Allen Gainer
Linda Miller
Vanessa Kyles

The following members were not present at the meeting:
Cornelia Miller
Ann Lambert
Dr. Carol Bates

III. Introduction of Members
Co-Chair, Lisa Pace-Hardy explained the purpose of the committee and welcomed the new members. All members introduced themselves for the benefit of new personnel.

IV. Discuss Program Review Schedule
Programs to be reviewed for the 2007-2008 academic year are
Nursing—Division Chair: Dee Plummer
Auto Body Repair—Instructor: Jimmy Lee
Auto Mechanics—Instructor: Chipper Staff
Chemical Technology—Instructor: Dr. Dan Wagner
Lisa Pace-Hardy assigned the following members to review the programs listed above.
Auto Body Repair—Chair: Jeffrey Faust  
    Committee Members: Ann Lambert and Roger Harrelson
Automotive Mechanics—Chair: Sue Chapman  
    Committee Members: Allen Gainer and David Quarker
Chemical Technology—Chair: Linda Miller  
    Committee Member: Cornelia Miller
Nursing—Chair: Vanessa Kyles  
    Committee Members: Deborah Albritton, Dr. Carol Bates, and Chipper Staff

Mrs. Pace-Hardy discussed the guidelines for the Program Review Report. She emphasized the need to include comments in the report. She also stated “instructors spend an extensive amount of time in preparing the reports; we need to spend time in reviewing those reports.”
Mrs. Linda Miller stated that one purpose of the review was to help programs acquire the instructional tools needed for success. She commented that we could help the programs by making recommendations.

Mrs. Pace-Hardy also cautioned members not to copy information from previous reports and she mentioned that instructors had been cautioned not to copy other instructor’s portfolios, but to relate their portfolios to their own programs.

Mrs. Pace-Hardy reviewed the timeline for completing the above mentioned reviews. She stated that the information had been given to the instructors and their division chairs and the following timeline has been established:
February 25, 2008  Portfolios submitted to division chair for review; if necessary, portfolio returned to instructor for additions, modifications, etc.
March 5, 2008  Chemical Technology and Nursing Portfolios submitted to Lisa Pace-Hardy and Auto Body Repair and Automotive Mechanics Portfolios submitted to Jan House.
March 7, 2008  Portfolios submitted to Curriculum Committee Subcommittees for review and evaluation.
April 9, 2008  Curriculum Committee meets with program representatives to complete review process.

Subcommittee chairs are to bring a hard copy of their review and an electronic copy to allow easy posting to the college website. These should be submitted on April 9, 2008.

Vanessa Kyles questioned the signature requirements for an electronic copy. Lisa Pace-Hardy stated she would check with Dean Kathleen Hall and report to the committee regarding this procedure.
Lisa Pace-Hardy commented that she and Jan House had stressed to the instructors completing the program reviews the importance of original comments in the reviews and the need for narrative discussion when interpreting the data.

V. New business
Lisa Pace-Hardy mentioned the need to revise the program review document but stated that this would be discussed at a later time.

VI. Adjournment
Having no further business or discussion, The committee was then dismissed until April 9 or until further business issues require additional committee meetings.

Minutes submitted by: Jan Kyle House and Lisa Pace-Hardy, Co-Chairs