

# Curriculum Committee

Thursday, February 21, 2013

2:00 p.m.

President's Conference Room

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Meeting called by: Dr. Hodge

Type of meeting: Review of  
Curriculum Change Submissions

Facilitator: Dr. Hodge/Dr. Jones

Recorder: Savannah Maurer

Timekeeper: Savannah Maurer

Attendees: Andy Scales, Beverly Morris, Debra Plotts, Dr. Hodge, Dr. Jones, Dr. Pierce, Earl Cook, Jacques McKinnon, Marquette Brewer, Michelle Lewis, Resa Lord, Savannah Maurer, Sheila Larkin

Absent: Bridgett Jackson, Greg Spence

Please read: N/A

Please bring: N/A

Next Meeting: TBD

Guests/Observers: None

## *Minutes*

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### **I. Welcome**

Dr. Hodge called the meeting to order at 2:00 p.m.

### **II. Approval of minutes from last meeting**

Dr. Hodge asked if everyone had read the minutes from the previous meeting which were distributed via email and asked if anyone had any amendments or changes to the minutes.

**Motion:** Mr. Scales moved to accept the minutes as they were presented in the email.

**Second:** Ms. Larkin

**Vote:** The minutes were approved unanimously as emailed.

### **III. Open issues**

#### **a) Approval of Business program's request to add OAD101**

Dr. Hodge indicated that the committee did not formally vote on Dr. Dansby's request to add OAD101 (Beginning Keyboarding) to all Business options.

Ms. Plotts offered a clarification; the request is only for the Business options and this request does not apply to Art or VCM classes.

**Motion:** Ms. Plotts made a motion to add OAD101 (Beginning Keyboarding) as a pre-requisite to CIS146 in all options for the Business program.

**Second:** Dr. Pierce

**Discussion:** This would give CIS146 two pre-requisites, MTH098 and OAD101.

Mr. Scales noted that CIS146 is on everyone's degree program and questioned whether or not the computer system will be able to distinguish that.

Ms. Plotts indicated that she was not sure, but that it would not hurt for it to be a pre-requisite for all students. We currently do not have a component that assesses computer technology skills. This is the only way to help students.

Concern was voiced by many that OAD101 being a pre-requisite for CIS146 for all students would increase the number of credit hours in every program.

Ms. Lord indicated that nursing students enrolled in general studies programs prior to acceptance into the nursing program cannot have an increase in credit hours.

Mr. Scales asked whether this situation would be a legitimate use of the override button in the system.

Ms. Plotts suggested the use of a challenge exam to let students pass out of the course.

Dr. Hodge indicated that this needed some more thought.

Ms. Plotts revisited the original issue reminding the committee that the request is only for the Business program options, not all programs. She also stated that if the College is trying to retain students we need to help them. Dr. Dansby is asking for this to be an option, not a pre-requisite.

Discussion followed about how this option would be monitored/suggested.

Dr. Jones indicated that adding OAD101 as an option places responsibility for strongly encouraging students to take this course early on the advisor.

**Amended motion:** Ms. Plotts moved that OAD101 (Beginning Keyboarding) be added to all options of the Business program.

**Second:** Mr. Scales

**Discussion:** Dr. Pierce inquired as to when students would take the course.

Ms. Plotts stated that it would be the advisor's responsibility.

**Vote:** Motion approved unanimously

Mr. Scales asked whether the Committee should look into making OAD101 a pre-requisite.

Dr. Hodge said that there would be discussion with Mr. Noles to see if OAD101 can be applied as a pre-requisite for only Business options.

#### IV. New business

a) **Business and Information Technology**

Ms. Plotts had nothing new from her division.

b) **Health Sciences**

Ms. Lord had nothing new from her division.

c) **Humanities**

Mr. Scales has submitted a formal request from Dr. McClanahan requesting that HIS101 and HIS102 Western Civilization be added to the curriculum.

Rational for this addition: World History courses do not transfer to other institutions as easily as Western Civilization courses.

Dr. Hodge indicated that in assisting athletes with transfer many colleges ask if CVCC provides Western Civilization courses prior to giving transfer credit for World History.

**Motion:** Mr. Scales moved that the College offer HIS101 and HIS102 (Western Civilization) beginning in the Fall 2013 in addition to the World History courses and that these courses be added to the College Catalog.

**Second:** Ms. Plotts

**Discussion:** None

**Vote:** Motion approved unanimously

Mr. Scales indicated that this change has already been submitted to the Catalog Committee for inclusion in the 2013-14 catalog.

Dr. Hodge indicated that the College is already authorized to teach these courses.

d) **Math/Science**

Mr. Cook had nothing new from his division.

e) **Workforce and Technical Education**

Dr. Pierce had nothing new from his division.

Dr. Hodge informed the Committee that the information presented at the last two meetings will be presented to Cabinet and if approved the items will move forward.

Ms. Plotts inquired as to whether the Committee would be discussing the proposed changes to the orientation classes today or not.

Dr. Hodge indicated that there was no one present at the meeting to present the changes, but the topic could be discussed among the Committee.

**f) Proposed changes to the Orientation classes**

Ms. Plotts told the Committee the BIT division had gone over the proposed changes to the orientation courses sent out via email on 2/21/13 and had questions. She was hoping to have an open discussion about their questions at the meeting today.

Ms. Plotts expressed concern that while the orientation courses are being revamped students are not being presented with technology skills. She stressed the importance of students having time in the computer lab to be introduced to PirateWeb/Mail, set up login information, view grades, etc. After reviewing the proposed changes she asked where students will get this time. She also noted that labs are difficult to schedule.

Mr. Scales reminded everyone that there are many sections of orientation courses and each section has a large number of students. Some sections have more students than can be accommodated in a computer lab.

Ms. Plotts also expressed concern over various items in the orientation revision papers sent out via email prior to the meeting. Those concerns included:

- The amount of time it would take students get set up with the MyStudentSuccessLab citing the amount of time it took students to get set up with MyReadingLab (three weeks, according to Mr. Scales).
- There are no means for assessing a student's eye and hand coordination for entering data on a keyboard.
- The required research paper in ORI105. Many students in this course are also in a developmental reading/writing course. Students may not be prepared to write a college level research paper. Dr. Jones stated that roughly 90% of students entering the College in at least one developmental course and roughly 70% are in two or more developmental courses.
- How will the College determine who is qualified to teach these courses, especially if the course is a hybrid or 100% online? She referenced the Technology Certification guide that was presented at the Distance Education meeting on 2/20. These certifications provide three levels of certification regarding the use of technology for faculty.

Ms. Lord stated the orientation courses should not be offered in an online format.

Mr. Scales indicated that allowing them in an online format violates a College policy.

Ms. Plotts stated that the Distance Education policy manual says that advisors should not put students in an online orientation course.

Dr. Jones stated that according to a unit plan, an orientation course should be taken within the first two semesters of a student's college career.

Mr. Scales asked if that was required or recommended. It is not written anywhere.

Ms. Plotts stated that advisors need to be assigning students to the correct course.

Ms. Larkin added that while transfer students are not required to take orientation some students could benefit from the information presented in the course. She cited examples where students were not familiar with Blackboard, PirateWeb/Mail. All students need to be oriented to our college.

Discussion followed about the possible addition of a 1-2 day seminar to orientate students to the CVCC campus. This would not be for credit, but would serve to bring all students up to speed on how CVCC works.

Dr. Jones asked what the College would do if there was a student who could not be on campus, but had to take orientation. Would they be allowed to take it online?

Dr. Hodge indicated that in the past the College has allowed students in this situation to take the course online or the requirement has been waived and the student makes the hour/s up in another course.

Mr. Scales indicated that this would have to be a documented exception to the rule.

Dr. Jones presented another question, from the point of view of SACS. If a student is registering for all online courses how will they be assessed if they do not have placement test scores and cannot physically come to campus (example of a military student serving at a different duty station or on deployment was cited)? Also, if the student placed into a developmental course would they be blocked from taking online courses?

Dr. Hodge indicated that the student could be tested at an alternate location and that the College is a Service Member Opportunity College and has working relationships with other schools in the country and locations overseas for issues such as this. He cited that this has not been an issue while he has been at CVCC.

Discussion followed about whether a student in this situation would be blocked from online courses. It was noted that the College does not offer any degrees online. It was mentioned by Dr. Pierce that students may choose to start here and finish their degree elsewhere. College policy does state that CVCC does not offer any developmental courses online, although many colleges do.

Dr. Hodge stated that this discussion could be revisited after more thought.

Dr. Jones suggested testing it after the implementation of the Distance Education technology certification training.

Dr. Jones stated that the information regarding the revamping of the orientation courses would be sent back to Dr. Hamm.

Dr. Hodge stated that the commentary from the discussion would also be sent to her.

Dr. Hamm will have an opportunity to complete the Approval Form and present her recommendations to the Committee.

**V. Adjournment**

**Motion:** Ms. Lord moved to adjourn the meeting.

**Second:** Ms. Larkin

**Vote:** Meeting adjourned the meeting at **2:50 p.m.**

Minutes respectfully submitted by: Savannah Maurer    **February 22, 2013**