

# CDC minutes

CDC Meeting		
1.8.2014	Noon - 2:45 pm	Cocoa Campus, Bldg 25
Meeting called by	Laura Earle	
Type of meeting	General	
Facilitator	Laura Earle	
Note taker	Jill Simser	
Attendees	Cherylan Bacheller, Sue Campbell, Holly Kahler, Ron Vanderveer, Christi DiSturco, Melissa Alvarez Mangual, Jill Simser, Laura Earle, Stephanie Burnette	
Discussion	<p><b>1. Old Business</b></p> <ul style="list-style-type: none"> <li>a. Review of membership – CDC still needs at least one new member. Announcement will be made at the AAC meeting. Members were asked to recruit their colleagues. A goal would be to have more disciplines represented on the committee.</li> <li>b. Issues with writeable .pdfs –IT will need to upgrade Adobe program for users on campus. Forms should be downloaded first before being filled in. Jill suggested a note be placed in the forms area of the CDC web page. Also, faculty may not be using the most updated forms when they submit their packets. A note will be added in the Curriculum Handbook.</li> <li>c. Procedures and compliance issues at the cluster level - Curriculum Sharing Between Faculty Disciplines - In some instances three and four thousand level courses are being written and subsequently approved by program faculty bypassing approval through the course’s primary discipline cluster.  The committee recommends an additional signature line be added for a program faculty representative on the Signature Form. The recommendation needs to be approved by the AAC.</li> <li>d. Course Credentialing Verification System - CDC has determined the CCVS section on the COS be completed on all curriculum packets coming through the committee. Packets without this information will be sent back to the originator.</li> <li>e. Curriculum Training for Faculty - More hands-on training is needed for faculty. The committee highly recommends faculty enroll in a 3-part workshop to be offered through the CTE once per term before submitting curriculum packets. The workshop will be divided into the following areas: Part 1: Curriculum Development: Completing the Curriculum Forms Note: This part may be dependent on if/when IT can work with the committee to get the PDF’s in writable format. Part 2: Curriculum Development: Performance Based Language Part 3: Curriculum Development: Using WIDS Cherylan commented although faculty should have a clearer understanding of curriculum development after taking the workshop, curriculum won’t be perfect.</li> </ul>	

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3. New Business – all members should look at both packets if possible

a. Psychology – Barbara Kennedy

- i. PSY 2023 – Career Exploration in Psychology – The course will be the first of many focusing on career exploration within a specific discipline, according to the RFA. Because a student could potentially take several career exploration courses as electives, CDC recommended course be offered as a one or two credits.

Research on other institutions offering the same course have PSY 2012 as a prerequisite. The CDC recommends PSY 2012 be listed as a prerequisite as well. PSY 2023 is offered as a one or two credit course at same institutions. Transfer of credit concerns were raised if submitted course is offered as three credits. Language revised in learning objectives and other minor edits. Course will be resubmitted at a later date.

Related item: Christi recommended curriculum content from other state institutions be sent to faculty writing curriculum for the same course at EFSC. COS information from other institutions can be easily obtained through the [Statewide Course Numbering System](#).

b. Science – Jim Yount

- i. MCBC 2010 – review Laura Earle and Sue Campbell – Approved provided edits are made.