Curriculum Development Meeting Minutes

Friday September 5th, Cocoa Campus Library

Attendees: Christi DiSturco; Joanne Connell; Victoria Candelora ; Cindy Anderson; Ron Vanderveer; Stephanie Burnette; Laura Earle; Cherylan Bacheller; Susan Campbell; Lynta Thomas

Guests: Mai Greenwood; Bill Klein; Marian Shelpman; Richard Kahler; Nellie Cardinale; David Simmons

1. Mai Greenwood presented her work on a new website that was requested by Dr. Miedema to be used as a document management system for course development document submissions and reviews. The main goal of the system is to reduce the overall amount of emails sent back and forth, and more importantly, to make sure that the latest revisions of any given document are being edited and reviewed. Highlights:
   - new web page is not live yet, still in development and soliciting ideas and comments
   - will be accessible via the new myEFSC web page after go-live (until then we can only view it on the college network via authorized network connected devices)
   - example workflow: a faculty member would submit a course package to the CDC chairperson; the chairperson would post it on the web site and then assign one or more CDC members to review and comment on the package; the edited package would then be re-posted on the web site and the faculty member would be notified (some details still being worked out)
   - there was some concern about the CDC chair being buried by email traffic and distribution because of Reply To and Reply All mistakes, among others
   - Mai Greenwood can set up distribution lists for the CDC members and/or chairperson to use
   - the CDC will work on the details of the flow of a document package, and will send those to Mai for implementation
2. Stephanie Burnette commented on the Curriculum Editor position that has been approved and filled by Holly Christmas. Stephanie also mentioned that lots of work is required of the CDC by the end of 2015:
   - converting clocks hours to credit hours in all the vocational course plans
   - General Education revisions at the state level also require revision of ~~all of~~ our AA track requirements
   - Some AS track requirements must be lowered to 60 credit hours and standardized.
   - BAS tracks must be 120 credit hours
3. Christi DiSturco has taken Cher Woolley's position. Christi wants the CDC to agree on the roles of Christi and Holly in the workflows. Their biggest concerns are that they would like to have the edits made on the most recent and up to date versions of the documents at the CDC meeting and would like to provide a thumb drive for the committee to review those documents at the meeting. There are quite a few document package in WIDS currently, awaiting action, that Holly and Christi will work on. It was mentioned that access to WIDS is available to anyone on the CDC, but they must be specifically given access by Academic Technologies (not IT Support)

Cherylan Bacheller.

4. The current flow for a course plan package is basically this:
   - After edits are approved and finalized the by the CDC, they are sent to Holly and Christi.
   - The edited documents are entered into WIDS.
   - The AAC is notified, and must approve the course plan package.
   - The final step is approval by the State curriculum board.
5. COP 2362 submitted by Greg Garver (who was in attendance) was reviewed and approved with minor edits only. Approval motion by XXXX and seconded by Ron Vanderveer.
6. Two CRLE Law Enforcement Office Crossover courses were submitted by Bill Klein and Marian Shelpman. These courses were changed to match new certifications at the State level, and to allow more lateral movement of officers from corrections into the field and vice versa. CJK 0200 was reviewed and approved with minor edits only. CJK 0205 was reviewed and there were some objections to certain grammatical "errors", but it was pointed out that the grammar was copied directly from the State documents and the committee agreed that changing them was not worth the possible problems. However there were a couple of objectives that were listed with more than one objective per line, so the document will be revised slightly and resubmitted. Motion to approve by Joanne Connell and second by Victoria Candelora.
7. Humanities 2249H was reviewed and approved with minor edits. Motion to approve by Sue Campbell, second by Lynta Thomas.
8. Computer Science submitted 5 courses, with Nellie Cardinale and Richard Kahler in attendance:
   - Information Technology BAS CNT 4704 approved with edits.
   - Information Technology BAS COP 4813 approved with edits; motion to approve by Victoria, second by Lynta. Stephanie Burnette will check with Cathy Beam on accelerated method by exam.
   - Networking Systems AS program CTSC 2652 approved with edits; motion to approve by Ron Vanderveer, second by Victoria. Acceleration by exam will be checked by Stephanie.
   - CTSC 1134 approved with edits.
   - CTSC 1651 approved with edits; motion to approve by Victoria, second by Joanne.
9. It was noted that Configure is a valid objective verb in the normal world, but not in WIDS.
10. Laura Earle will check on the pdf form that shows ownership of the course, to change the default from Denied to Approved.
11. A discussion and review of the Program of Study Check Sheet form ensued. Some minor edits were made and discussed.
12. Kathy Cobb noted that it would be helpful to have an Administration level representative to help with curriculum content and overall program flow.
13. Laure Earle will work with Stephanie Burnette and Cindy Anderson to update the Course Plan handbook and Sue will help with edits. They are soliciting changes prior to the next CDC meeting.
14. CDC committee membership changes were discussed. Holly Kahler has resigned. Jill Simser has resigned. Dr. Lynta Thomas is a new member from the Melbourne campus science department.

The committee still needs at least one new member and the consensus is faculty from Math or Health Sciences or Business would be the most beneficial because of the changes in those areas upcoming. Laura Earle is resigning as chairperson, and the committee will have to elect a new chair for Spring of 2015.

15. A comment was made that any kind of timeline or planning calendar that could be made available to the CDC and AAC prior to large changes or additions to courses or programs, ahead of the actual implementation, would be very helpful in getting the approvals done on time.
16. Meeting adjourned at 12:40pm

Minutes by Ron Vanderveer, edited by Laura Earle

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