Members Present:  Tom Mayburry (Chair), Shireen Deboo (Vice-Chair), Sandra Bolt, David Bennett, Carey Schroyer, Sarah Skamser, Kris Lysaker, Kathy Whitham, Catherine Phipps, Tom Pierce, Carlos Amesquita

ExOfficio Members:  Kim Alexander

Committee Secretary:  Karen Whitney

1. Tom Mayburry called the meeting to order at 2:30 pm. A quorum was present. The Committee reviewed minutes from the October 18, 2010, meeting. It was moved and seconded to approve the meeting minutes as corrected. Motion Carried.

2. Sub Committee Reports

   a. Program/Course Origination Sub-committee – (Shireen Deboo (Chair), Carey Schroyer, Sara Skamser, Suzanne Quillian.  No Report

   b. Program/Course Revision Sub-committee (Doug Clapper (Chair), Sandra Bolt, Carlos Amesquita, Catherin Phipps, Tom Pierce) – Sandra Bolt reported on program revision changes to HMG 402 and HMG 489 of the BAS Degree in Hospitality Management. The HMG 402 – Hospitality Accounting is typically a 5 credit class at other institutions. At South, it is a 3 credit course. The new proposal will upgrade the course with 2 more credits. The HMG 489 course would decrease by 2 credits, making it a one credit course. Both classes are offered in the same quarter. This recommended change was approved by the TAC committee, the dean and faculty that teach in the program. The subcommittee recommended approval of the changes. It was moved and seconded to approve the credit changes of HMG 402 and HMG 489. Motion Carried.

   c. Curriculum and Assessment Review Subcommittee Stephen Coates-White (Chair), Paco Mesch, Yilin Sun/Kristin Lysaker, Kathy Whitham – No Report

3. Kim Alexander reported that there will be program revision curriculum submitted for Business & Information Technology and Medical Office programs at the next meeting. Culinary Arts, Wine Technology and LHO also plan to submit a program revision by the November 15th deadline date.

4. Sandra Bolt - Discussion of COMPASS test scores on the Course Outlines. Course outlines are the official record of prerequisites. COMPASS scores are considered a prerequisite. The Outlines are a reference for the Student Services team in such matters as: placing scores into the COMPASS system, filing the prerequisites on the SMS system for course registration purposes and as a reference in Southnet. Course prerequisites, to include COMPASS scores, are referenced by deans, councilors/advisors and the Assessment Office. Sandra presented an example of an outline showing the course requirement was only a high school diploma or GED for entry into the program’s first course. Students entering the program’s courses, however, were to read and understand a sophisticated text book and have math skills above the high school level as defined by the syllabus and
course outline’s course content section. Sandra stated two unfortunate outcomes. 1. Unprepared students struggled and or dropped out of the course, and 2. The instructor teaches outside of their field and class level to assist students.

The State has changed the formula for funding the college. It is now based on enrollment, credits and retention. It is the CIC’s mandate, as pointed out in the by-laws, to review assessment matters. The Course Outline is CIC’s official document providing a line item for prerequisites. Sandra states that when we skip over the prerequisite line we assure underprepared students access to failure.

Sandra stated that there is an argument that if COMPASS scores are recorded in the Course Outline it is a laborious matter to change them through CIC’s processes. She stated that cut-scores, however, are not changed frequently. Logically, they should be reviewed when other class matter is changed and when the Deans ask that faculty review and update the course material for accreditation. In this way, the course outline can provide a meaningful starting point for faculty and the Assessment Office to review the needed student skill-set required for their course.

Sara commented that often course pre-requirements are removed from the quarterly class schedule and that students do not have to meet the COMPASS test score requirements. Tom Pierce commented that he doesn’t know what the current COMPASS test scores mean. Sandra suggested that a workshop or discussions in Division meetings would be appropriate. There was a discussion about class size. There was a discussion concerning retention issues and the reward of retention and the penalty of low enrolled classes.

There was discussion that students entering the Worker Retraining Program courses are now required to take the COMPASS test. It was also discussed that in the past Compass test Scores have not been enforced, even if they are on the course outline. There was a discussion about having orientation on Compass Test Scores for Part-Time Faculty and Full-Time (tenure track) faculty.

Kathy Whitham asked if the other campuses have COMPASS test scores on their course outlines and do they have the same compass test scores cut-off number. Sandra said that other campuses do not have the same cut-off test scores. Sandra suggested that faculty groups further discuss COMPASS test scores. Shireen Deboo asked Sandra about “voting” about having the COMPASS Test Scores on the Course Outlines. Sandra said she would like to move this topic forward.

Kim discussed the need to have the enforcement of COMPASS testing campus-wide. Kim reported the changes in how colleges are now being paid based on student enrollment and retention. If students are enrolled in two quarters or more the college receives more funding, including more money from the Gates Foundation; bigger classes and more retention.

Tom Pierce stated that he did not want to see changes in retention policy if it will affect class size.

Sandra would like to discuss this further at the December meeting. Tom Pierce reported that enrollment for his Philosophy and Logic classes would be affected. He currently teaches at least one ENGL& 102 class per quarter as well.

Karen Whitney reported that there were no new Curriculum modifications submitted for distribution to subcommittees.

Meeting Adjourned at 3:15 pm

Monday, November 15 at 2:00 pm in RSB 30 (last meeting to submit curriculum)
Monday, December 6, at 2:00 pm in RSB 30