

Program Review Task Force Minutes

Date: 25 January 2001
Time: 2:00 pm
Place: Deans' Conference Room
Members present: Bob Baker, Edie Boyd, Rita Crider, Jim Jolly, Lynette King
Members absent: Connie Meloun, Teresa Rhea, Susan Roberts, Joyce Wilkerson

The committee reviewed its charge as stated in two statements in the SACS *Criteria* [4.2.3] "Curricula must be directly related and appropriate to the purpose and goals of the institution and the diplomas, certificates or degrees awarded; to the ability and preparation of the students admitted; and to the financial and instructional resources of the institution." and "There should be an institution-wide process to coordinate programmatic and curricula changes.")

Some possible changes in curricula and programs coming from the faculty were discussed.

The PRTF discussed meeting times and decided that meetings for Spring Semester 2001 will be called meetings on Tuesdays at 1:30 pm in the Deans' Conference Room in order to accommodate as many members of the PRTF as possible.

Program Review Task Force
Minutes

Date: February 6, 2001

Time: 1:30 pm

Members present: Rita Crider, Bob Baker, Connie Meloun, Lynette King, Joyce Wilkerson, and Jim Jolly.

Members Absent: Susan Roberts and Edie Boyd

Sunita Graves presented a detailed outline of a new Phlebotomy Training Program. The program consists of one course, CLT 100 Phlebotomy, which is a 2-credit hour course. The course consists of 15 hours of lecture and 45 hours of clinical experience in the hospital setting. The course can be completed in five weeks or less.

The Task Force approved this course with no objections.

Gay Utz and Gina Tice requested that RAD 211 be moved from the third semester to the fourth semester and RAD 212 moved from the fourth semester to the third semester. The rationale for this change is that RAD 211 is designed so that students, upon completion, could effectively and thoroughly evaluate a radiograph to determine whether it is an acceptable radiograph. This type of evaluation would be much more effective if the student had more radiology clinical experience from which to draw.

The Task Force approved this change without objection.

Brenda Holman requested a change in the biology requirements of the Associate Degree Registered Nursing Program. The Nursing Department requested the following changes of the biology requirements:

BIO 103 as a prerequisite for other biology courses

BIO 201

BIO 202

BIO 220

The advantages of these changes result in more flexible scheduling for students, courses that will transfer to more than one university to allow the students to have more choices when selecting an RN to BSN program, and this will not result in an increased number of credit hours required.

The Task Force approved this request without objection.

Dr. Portia Foster requested approval for a practical nursing curriculum change. This request was to offer core courses from the Section III-J: Practical Nursing L.P.N. listing from the Alabama Department of Postsecondary Education.

This request was approved without objection.

Shelia Lancaster, Chairperson of the Division of Information Technology recommended the deletion of CIS 196D and 196N and the addition of CIS 196N Web-Scripting Overview. This request was made for the purposes of currency. CIS 196D and CIS 196N are outdated.

This request was approved without objection.

Susan Williams Brown requested the removal of MTH 112 and MTH 113 from the required math courses for the A.S. degree in Mathematics, and Mathematics Education. Also, MTH 238 be removed from the Engineering curriculum. The void of these classes will be replaced with electives that will transfer to other colleges and universities. In addition, that the title Engineering, as it appears in the catalog, be changed to Pre-Engineering.

This request was approved without objection.

Program Review Task Force Minutes

Date: 6 March 2001

Time: 1:30 pm

Place: Deans' Conference Room

Members present: Bob Baker, Edie Boyd, Jim Jolly, Connie Meloun, Teresa Rhea,
and Susan Roberts

Members absent: Rita Crider, Lynette King, and Joyce Wilkerson

The Task Force met to construct a revolving 5-year department/program review. After discussion, it was decided that a subcommittee of Bob Baker, Connie Meloun, and Teresa Rhea would meet to divide the curriculum into five groups, one group for each of five years.

The Task Force decided to construct a procedure where each department/program being reviewed would invite one to three persons to review the department/program according to a set of criteria developed by the Task Force.

Bob Baker will find the previously used criteria with a sample department review, copy it, and forward it to all the committee members for consideration in developing the criteria.

Program Review Task Force Minutes

Date: 20 March 2001
Time: 1:30 pm
Place: Deans' Conference Room
Members present: Jim Jolly, Lynette King, Rita Crider, Joyce Wilkerson
Members absent: Bob Baker, Edith Boyd, Connie Meloun, Susan Roberts,

The Task Force met to consider the reconfiguration of the Reading (RDG) courses as purposed by Meredith Tumlin, reading instructor. Ms. Tumlin purposed that:

- (A) RDG 084, Developmental Reading II and RDG 085, Developmental Reading III be taught beginning Fall semester for three (3) credit hours each to replace RDG 083, Developmental Reading I, and RDG 084, Developmental Reading II, taught for two (2) credit hours each and that
- (B) RDG 114, Critical Reading for College for three credit hours, replace RDG 111, Clinical Reading, for two (2) hours credit.

The committee members present unanimously agreed to the purposed changes.

Program Review Task Force Minutes

Date: 4 February 2002
Time: 2:30 pm
Place: Deans' Conference Room
Members present: Vickie Albright, Ron Bagby, Johnny Baker, Richard Bennett, Willie Duncan, Charles Hill, Brian Ross, Harold Smith, Kay Smith, Angela Waits, Jim Jolly-Chair, Teresa Rhea, *ex officio*.
Others present: Gwen Ford, John Woody

The PRTF met to consider several items concerning changes in curriculum that were proposed for the academic year 2002-2003 and are to be included in the catalog for that year.

The first item, presented by Gwen Ford, coordinator of the Early Childhood Program, consisted of minor changes in the program to bring it in line with accepted practice in the state. The changes were approved as presented.

The second item, presented by John Woody, coordinator of the Public Safety Telecommunications program, presented the A.A.S. program in PST for acceptance and approval. This program is being received from Jacksonville State University who has offered courses only for several years and is the only one of its kind in the U.S. All PST courses will be online and are developed by qualified instructors affiliated with APCO, the Association of Public-Safety Communication Officials. Taskforce members asked questions about implementation and national status of the program. The program was approved as presented.

Third, the Clinical Laboratory Technician program requested to substitute ENG 102, English Composition II, for the Humanities elective. Students are required to take a speech course, which fulfills the Humanities requirement. The faculty stated that this change would better prepare students in written and oral communication skills as requested by employers. After discussion, the change was approved as presented.

The fourth concern consisted of restructuring the certificate in Air Conditioning and Refrigeration and reducing the required hours from 58 to 45. This change makes the certificate requirements similar to those of other certificates in AC/Refrigeration in the state. As it had been constructed, the certificate competed with the A.A.S. because of length and also had a significant impact in preventing students from completing the certificate because of its length. It was also requested that ACR 124 and 125 be moved from the technical core to the general core as directed by the Alabama College System. These changes were approved as presented.

Fifth, an A.S. with a concentration in Aquatic Biology was presented. Discussion was concerned with the transferability of the program. When informed that the courses would transfer to The University of Alabama in Birmingham and to Auburn University, the A.S. in Aquatic Biology was approved as presented for inclusion in the catalog.

The sixth concern consisted of the restating of the programs in Early Childhood Education and Elementary/PreSchool Education for clarity so that students would know which program would transfer in its entirety and which was designed as a terminal degree. Discussion centered on employment possibilities for A.A. S students and on the differences in the Elementary Education/PreSchool Education and Early Childhood Education transfer programs. The changes were approved as presented.

The seventh situation concerned the Emergency Medical Services program. John Woody, representing the program, presented a program change that brings the program in line with the state and national guidelines with an EMT-Basic Certificate, and EMT-Paramedic Program certificate and an A.A.S. in Emergency Medical Services. Several question were asked concerning how these programs operate nationally. The changes were approved as presented.

The eighth presentation consisted of an A.A. in Liberal Arts to be included in the catalog for undecided majors. Discussion included the information that GSCC and all other colleges in the system award only the A.S. in General Studies and the A.A. in Liberal Arts and that majors are not noted on the diploma. However the "concentration" or major is noted on the transcript. The program was approved as presented.

The meeting concluded at 3:40 p.m.