Nashville State Technical Community College
MINUTES
Curriculum Committee Meeting
October 10, 2006   2 p.m. in W-105

Presiding: Donna Whitehouse, Chair   *(Bold =Voting members)*

Attending:			
Ellen Weed	Pam Munz	Eileen Crane	Jennifer Knapp
Ted Washington	**Alice Church**	Karen Stevenson	Jim Johnson
Jim Formosa	Carol Martin-Osorio	Faye Jones	**David Welch**
Susan Jones	**Rhonda Lane**	**Alex Smiley**	Laurie Swanson
Bill Kitchen (FS)	**Neely Sheucraft**	Betty Broz	**Y.Cornelius-Thompson**
Betty Broz	Kim Wood	**Jennifer Anderson**	Eric Richardson
Lance Woodard	Larry Brown	Aggie Mendoza	Feloora Setayesh

Donna Whitehouse welcomed the committee to the October meeting. A quorum was declared.

▪ **Curriculum ON-LINE Item SUBMISSION through <u>SharePoint -</u> presented by Donna Whitehouse/Linda Lyle**

Donna Whitehouse and Linda Lyle presented a proposal to submit Curriculum Committee Items ON-LINE through <u>SharePoint.</u> On-line item submission will streamline the entire curriculum approval process. SharePoint allows administrators to review, edit, and approve individual items without having to send revised copy through OUTLOOK. The ability to track submitted items along the approval process is another advantage. Faculty and committee members will have the ability to review meeting agendas as the items are submitted. **The committee unanimously approved this proposal and agreed to begin implementation in January 2007.** OUTLOOK Public Folders will no longer be used by the NSCC Curriculum Committee as of January 2007.

▪ **Revisions to the Curriculum Committee Manual – presented by Ellen Weed**

Ellen Weed recommended changing the NSCC Curriculum Manual to reflect adopting SHAREPOINT. The committee unanimously approved the revisions. The updated manual will be available on SHAREPOINT immediately.

▪ **Computer Literacy CIS Course– presented by David Welch**

The following people have been appointed to the Computer Literacy CIS Course Subcommittee: David Welch, Patty Feller, David Gerthm Jim Formosa, Forest Sponseller, Beverly Lyle, Feloora Setayesh, Marla Perry, Aggie Mendoza

A handout showing the Computer Literacy Survey Results was presented to the committee. David Welch led the discussion concerning campus direction of a CIS course in computer literacy. The committee questioned whether it should be a pre-requisite (entrance) requirement, an elective, or, a competency (exit exam/graduation) requirement. The possibility of using a challenge test linked to on-line tutorials was discussed. The committee questioned if Financial Aid has the ability to pay for classes outside the "60 credits". After lengthy discussion, it was

decided that additional information was needed as well as the purpose of the course needed to be defined. This item was tabled until the November meeting.

Respectfully submitted
Marian McNeil
10/10/06