



MINUTES

CURRICULUM AND INSTRUCTION COMMITTEE

March 5, 2015

Copy to:

Kirk Stephens, Chairperson
Linda Aiken
Scott Baker
Thom Brooks, ex-officio
William Brothers
Matt Cass
Betsy Clayton, recorder
Cheryl Contino-Conner
Cheryl Davids
Johnathan Dean
Christy Deaver
Mark Ellison
Mitch Fischer
Rita Gregory
Melody Lawrence
Danell Moses
Diane Page
Barbara Putman
Hilary Seagle
Anna Walls

cc:

Amanda Allen
Claudia Buchanan
Jelane Douglas
Polly Russell

Committee: Curriculum & Instruction
Date: March 5, 2015
Time: 12:30 PM
Place: Bradford Hall Conference Room

Members Attending: Thom Brooks, William Brothers, Christy Deaver, Mark Ellison, Mitch Fischer, Melody Lawrence, Diane Page, Barb Putman, Hilary Seagle, Kirk Stephens-Chair, Anna Walls

I. Call to Order – Kirk Stephens called the meeting to order at 12:30 PM.

A. **Approval of Minutes** – The minutes from January 13, 2015 meeting were sent to the committee prior to meeting. Kirk asked if there were any comments or corrections. No corrections were made.

Diane Page motioned to accept the minutes. William Brothers seconded the motion. The motion passed.

II. Open Issues

A. Health Sciences, Mitch Fischer

1. Add Pharmacy Technology, Certificate – Fall 2015.

- a. Housed at Macon campus.
- b. No other program impact. Need for pharmacy techs.
- c. 16 credits including pharmacy calculations, practice, clinical. Complete all developmental before entering program.
- d. Shouldn't have trouble with employment or completion within next 5 years
- e. Financial Aid to be determined later.

William Brothers motioned to accept the program addition. Christy Deaver seconded. The motion passed.

B. PSTC, Thom Brooks on behalf of Curtis Dowdle

1. Add Fire Protection Technology – AAS, Spring 2016.

1. Professional Fire fighters, marshals, etc. may pursue this program.
2. Allow to create a pathway for career and college promise in the future, as requested strongly from Macon county.
3. All courses except gen-ed will be offered at PSTC.
4. Implementation date for January 2016 approval and the interest up to that point. May start fall 2016.
5. Current courses at PSTC can be articulated over to the curriculum courses

6. Will require some part time faculty but Travis Scruggs will be primary instructor and coordinator.
7. Requires SACSCOC notification

Hilary Seagle motioned to accept the program addition. Diane Page seconded. The motion passed.

C. Career Technologies, William Brothers

1. Occupational Education Associate – AAS, Fall 2015.

- a) Add: BUS 135 and BUS 240
- b) Delete: BUS 153 and BUS 255

Melody Lawrence motioned to accept the proposed changes. William Brothers seconded. The motion passed.

III. Other Business

A. Administrative Withdrawal – Hilary

1. The subcommittee met several times, primarily focusing on the original policy which was implemented because of financial aid concerns. Proposed Policy:

- a) Any student who has been absent for two consecutive weeks in a 16-week term or one week in shorter academic terms will be administratively withdrawn from the course. A student in an online or hybrid course will be administratively withdrawn following two consecutive weeks in a 16-week term (or 1 week in shorter academic terms) of missed assignments, missed attendance for hybrid, and lack of communication with the instructor regarding course participation. Consistent with policies establishing attendance in online courses, logging into a course site but failing to perform the aforementioned actions does not constitute attendance.

A grade of “WF” will be assigned for any course from which the student is administratively withdrawn. Administrative withdrawals will be allowed up to the published Administrative Withdrawal deadline date each semester (approximately 80% point of the semester).

Thereafter, the grade earned will be posted. Tuition refunds or credits will not result from an administrative withdrawal.

- b) Other recommendations include:
 1. Focus on FA office needs for timely knowledge of stop outs, and consistent use of policy among faculty
 2. Instructional Administration to clarify student appeal process for contested administrative withdrawals and late withdrawals
 3. WF not to count in GPA calculation
 4. Streamline overall withdrawal process for students by making this an online process for all classes including online – [online is a possible option for Fall 2015, work continues towards this. Christy Deaver continues to edit, hoping for fall readiness]
 5. This policy is designed to deal with students who have stopped attending. For later discussion – WF for percentage of coursework missed in addition to consecutive absences only. This is a student success issue.

6. WF = Withdrawn by Faculty – [For future use, determined by transcript paper from Registrar’s Office]

William Brothers motioned to accept the proposal with the change of 80% to 85%, the verbiage “grade earned” to “earned grade,” and the policy dates will be printed as Faculty Initiated withdrawals. Mark Ellison seconded the motion. The motion passed with no opposition.

B. Repeated Course – Christy

1. If a student repeats a course, which grade should be used for GPA and grade? The practice states most recent but propose to adopt the highest grade. Both will be included on transcript but the highest is calculated.

Hilary moved to amend the policy/practice stated on page 37 of the current catalog. William Brothers seconded. The motion passed.

IV. Adjournment – Kirk Stephens adjourned at 1:27 PM.

Recorded by:

_____ Betsy Clayton _____ Date: 3/5/15

Chairperson: *Kirk Stephens*

_____ Kirk Stephens _____ Date: