

Copy to:

Carolyn Porter, Chair
Linda Aiken
Dominique Barwatt
Erin Bock
Thom Brooks, ex-officio
Ashley Burleson
Sayward Cabe
Lori Clancy
Betsy Clayton, Recorder
Cheryl Contino-Conner
Cheryl Davids
Bethany Emory
Melissa Hyatt
Clyanne Hyde
Danell Moses
Dave Myers
Meg Petty
Barbara Putman
Marty Rowland
Hilary Seagle
Paul Wolf

cc:

Mark Ellison
April Fouweather
Ben Haines
Tony Johnson
April McNiff
Emma Stiles
Jill Wolfe

Committee: Curriculum & Instruction
Date: February 23, 2022
Time: 1 pm
Place: Google Meet

Members Attending: Linda Aiken, Dominique Barwatt, Erin Bock, Thom Brooks, Ashley Burleson, Lori Clancy, Betsy Clayton, Cheryl Contino-Conner, Cheryl Davids, Bethany Emory, Melissa Hyatt, Clyanne Hyde, Danell Moses, Dave Myers, Meg Petty, Barb Putman, William Rowland, Hilary Seagle, Paul Wolf and Carolyn Porter, Chair.

I. Call to Order –Carolyn Porter called the meeting to order at 1:01 pm.

A. Approval of Minutes

The following minutes were provided prior to the meeting for review.

1. 2022_01_24

Porter asked for amendments to the above-mentioned minutes. There was no discussion. A motion was made by Hilary Seagle and seconded by Linda Aiken. The minutes were approved by the committee.

II. Open Issues

A. Career Technologies – Danell Moses

1. **Automotive Systems Technology – AAS, Fall 2022**
 - a) ADD as local prerequisite to ATT 140 of TRN 130
2. **Culinary Arts – AAS, Fall 2022**
 - a) ADD the following:
 1. BUS 139 to FA 2
 2. CUL 283 to FA 2
 - b) DELETE the following:
 1. CUL 230
 2. ACC 120
 3. BUS 230
 - c) MOVE the following:
 1. CUL 120 to FA 2
 2. CUL 260 to SP 2
 3. HRM 245 to SP 1
3. **Culinary Arts – Diploma, Fall 2022**
 - a) ADD the following:
 1. HRM 245 to SP 1
 - b) DELETE the following:
 1. CUL 260

4. **Culinary Arts – Certificate & CCP, Fall 2022**
 - a) DELETE the following:
 1. CUL 135 and CUL 135A
5. **Early Childhood Education BK – AAS, Fall 2022**
 - a) MOVE the following:
 1. MAT 143 to FA 1
 2. EDU 216 to FA 2

Hilary Seagle motioned to accept the program changes provided by Moses. Barb Putman seconded the motion. The motion passed.

B. 18 Years of Age requirement for Outdoor Leadership – Thom Brooks

1. Thom Brooks asked Paul Wolf to explain his position on requesting a minimum of 18 years of age to enter the ODL program.
2. Paul stated that multiple sites require waivers for minors and when their sites are changed due to weather, obtaining a signed waiver on a whim is often difficult or impossible. Other sites have a minimum of age 18. Discussion around this topic involved if other programs had this requirement, which Dr. Brooks stated that a few do. How many students does this requirement exclude? Paul stated that last year it was one. Moses asked for clarification on 18 before apply to or enter the program and Paul clarified on the start of classes. After these discussions, it was determined that the statement should read: Students must be 18 years of age before taking ODL prefix courses. This allows the student to be coded as Outdoor Leadership major and take Gen Ed courses in the meantime.

Meg Petty motioned to accept this requirement. Lori Clancy seconded the motion. The motion passed.

III. Other Business

A. Academic Policy Review

1. Porter thanked the subcommittee for the work on the policies. Danell Moses and Cheryl Davids provided the materials for all policies prior to the meeting. They asked if there was any discussion on the policies provided.
2. Porter questioned in several policies (6.02.01.01, 6.02.01.02, 5.02.06, 5.01.05.01) the need to be specific with 'Onbase, Colleague', etc and suggested to change to "submit as directed". Hilary Seagle mentioned they tried to be general in their edits, but may have missed a couple places. Thom Brooks agreed to provide general detail on these names. Davids will go back to revise needed parts.
3. Porter questioned the drop/add in first 5 days of the Student Withdrawal Policy 6.02.01.02. Barb Putman stated that it should be relevant to each course session and Brooks stated that these dates are in the college calendar for most but not all. It was also noted that drop/add should be schedule adjustment instead. The committee will change the 5 days to more general language that ties back to the posted dates in the college calendar.
4. In policy 6.02.01.02, Porter also questioned the "F" for the final grade for those who have stopped attending class. Discussion led to changing the verbiage to the "student's final grade earned". The policy will also be cross referenced the Tuition and Fee Refund Policy.
5. Seagle brought up Academic Forgiveness in Policy 5.02.07 and questioned the need for a 2-year separation. Brooks stated this was brought many years ago with the agreement a student could not just have a bad semester and immediately request forgiveness. He also stated that for the majority of the forms he receives for review, most have a longer period than two years before filing for this. Betsy Clayton also stated that many health science advisors ask for students trying to get in health science programs but do not have that gap. Seagle stated that many high school students do not fit this model and prevents them from receiving financial aid. They do not

connect dually enrolled like other students. She proposed eliminating that time lapse with demonstration of a 3.0 in a determined amount of course hours. Contino-Conner stated this undermines other policies such as academic probation/warning/suspension. Lori Clancy stated that for her students, some time is good, that it helps them get things in order. The majority consensus was to reduce the time gap to one academic year.

6. Seagle asked if grade TE existed. Clyanne Hyde stated that TE was on EVAL, but not a grade.
7. In Policy 6.02.09, regarding AP, CLEP and Credit by Exam courses, Seagle asked if we limit CLEP credits. Brooks stated that from a SACSCOC perspective, no more than 75%, so we should state a maximum of 75%. Hyde stated that she had received 2/23/22 information on credit for prior learning that will be coming out from the System Office. It states 75% of program credits. She will forward that to the committee.
8. Seagle questioned the verbiage from Policy 6.02.12 regarding Military Service. Moses stated that Sayward Cabe reviewed this prior to the meeting and reported this is the verbiage sent from the state, so it stays as is.

With no further comments, Cheryl Contino Conner made a motion to accept the policies with the amendments mentioned. Ashley Burleson seconded. There was no opposition and the motion passed.

IV. Adjournment

- A. **There being no other business, the meeting was adjourned at 1:55 pm.**

Recorded by:

Betsy Clayton

Date: 1/24/2022

Chairperson:



Date: 10/19/22