

# **CURRICULUM COMMITTEE**

## **Minutes**

**September 25, 2012**

The Curriculum Committee met on Tuesday, September 25, 2012, at 12:00 p.m., in the Conference Room of Building 1. Jo Linda Cooper called the meeting to order. Those present were:

Wesley Beddard  
Jo Linda Cooper  
Dell Enecks  
Carolyn Lee

Ben Morris  
Camille Richardson  
Megan Sommers  
Bryan Van Gyzen

The purpose of the meeting was to elect a chair, vice chair, and secretary. Wesley stated that the secretary takes minutes and sends them electronically to the offices of Institutional Effectiveness and the President. Minutes will also go to Administrative Council for information purposes except when we are making action items.

Appendix 2: Beaufort County Community College Faculty and Staff Policy Manual states the purposes of the Curriculum Committee as the following:

- a) To recommend changes in the College curricula through the appropriate Division Chair and Dean of Instruction.
- b) To review all proposed changes in the credit curriculums, curriculum proposals, and academic regulations.
- c) To recommend graduation requirements for all degrees, diplomas, and certificates offered by the College.
- d) To become acquainted with all state policies and procedures regarding the development of curricula and insure that such policies and procedures are followed.
- e) To maintain appropriate documentation for program terminations (NCCCS & SACS), teach-outs (SACS) and online program thresholds (SACS).
- f) To maintain compliance and documentation needed for SACS standards, as well as substantive changes, 2.7.1, 2.7.2, 2.7.3, 3.12, 3.12.1, 3.4.1, 3.4.6, 3.4.10, 3.5.3, 4.2, 4.4, 4.9.

Wesley stated that he had a Resource Manual published in March, 2012 and would review it to make sure the above numbers were updated and correct. He said our committee will work on putting the SACS numbers in a bulleted template to make sure the college is up to date on all SACS rules and also notify SACS of all changes we make.

Wesley gave us a brief synopsis of committee structures. Committees have changed so that committees do more work, make sure all things are checked, and make sure we are in compliance with SACS. We will error on the side of notifying SACS about everything. The more we communicate with SACS the better is a fundamental change and that will impact everything we do with SACS. Substantive change is one of the major responsibilities of the Curriculum Committee. The chair and the vice chair do not have to know everything. They just have to do the process. The committee structure will make more people aware of different things on the campus.

We are working toward our 5 year review. The SACS visiting team will be on our campus in September 2014. One of the biggest changes is substantive change; everything we do will be reported rather than everything falling on the liaison.

Wesley will give us a resource manual. We will make sure items that leave the committee are in a format that can be taken to the Administrative Council, to the catalog, and Programs of Study. If we develop a template for everything that comes to us and leaves us, the format will be consistent.

Jo Linda asked for volunteers and nominations for chair. Wesley was nominated for chair by Jo Linda; Camille seconded. Camille was nominated for vice-chair by Dell Enecks; Wesley seconded. Jo Linda was nominated for secretary by Ben Morris; Dell seconded.

The committee usually meets when it has items to address and when we have substantive change. A tentative meeting was scheduled for Tuesday, October 16 at 12:00.

The meeting adjourned at 12:30 p.m.

Respectfully submitted

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Jo Linda Cooper, Secretary