

Public Service Department

Meeting Minutes

January 10, 2005
3:30pm

The meeting began at 3:30pm in Azalea 335.

In attendance were Dr. Cindy Archie, Jerry Penuel, Barbara Russo, Susan Lambert, Beverly Deans, Sherry Granberry, Eleanor Armstrong, and Duane Everhart.

Business:

Dr. Archie began with an overview of deadlines for reports that are due in January and February.

January 14, 2005	Program Matrix-Learning Outcomes to Cindy
January 19, 2005	Department heads should have all requests for summer courses.
January 21, 2005	Mid-year budget reviews due. Cindy will review Summer course schedules to Cindy and Yvonne Robbins .
January 24, 2005	
January 25, 2005	Requests for curriculum ,program or course changes are due.
February 04, 2005	Mid-year planning status report.
February 08, 2005	Curriculum Committee meeting.
February 11, 2005	Faculty performance appraisals (on new forms) for 2004-2005 due.

Program and Curriculum Planning:

Course Syllabi- Everyone was reminded that all Course Syllabi for each program should be complete. All courses offered should be listed and in the notebook.

Program Matrix- Dr Archie stated that, at our division meeting last August, the WCC College- wide Learning Outcomes, Program Level Outcomes, and course Learning Outcomes were discussed. Also, faculty members were asked to determine how they measure student achievement of those outcomes. That measurement of outcomes should be reflected in each program's Matrix. She also noted that general education learning outcomes, for example mathematics, can be woven through the different courses in a program. The faculty in each program were asked to provide evidence or supporting documentation of the

measurement of Math learning outcomes. Planning objectives for next year will also reflect learning outcomes.

The program Matrix for each program represented was discussed with respective faculty. Duane Everhart discussed the Criminal Justice Program Matrix; Susan Lambert discussed the outcomes for the Matrix affecting Human Services Programs; and Sherry Granberry and Eleanor Armstrong discussed the outcomes for the Matrix affecting Early Childhood. Dr. Archie discussed in further detail certain courses such as ACA 111, various English courses, CIS 111, and the math skills required for each program.

Summer 2005- Faculty members were told to plan and prepare their course offerings for this session and be ready to turn them in earlier than the required date for submission to her for approval and review.

Fall 2005/Spring 2006- Dr. Archie opened the discussion by informing everyone that there needed to be a specific plan for students needing to complete the programs using a day or evening and online schedule starting Fall 2005. There also was discussion about able to help a student track his/her classes through day, evening and online courses for their program major.

Mid-Year Budget Review- Dr. Archie reminded everyone that they needed to review their respective budgets to determine if any Mid-year budget revisions need to be made. She requested that all requests for budget adjustments be submitted to Duane to be forwarded to her by Friday. Also, faculty need to review the 2004-2005 program planning objectives and determine what the status of those objectives is at mid- year.

Meeting adjourned at 5:15pm.

Respectively submitted

Kathy Bass, Secretary