



## TIDEWATER COMMUNITY COLLEGE

*Curriculum and Instruction Committee*

To: John T. Dever, Vice President  
Academic and Student Affairs

From: Peter Mark Shaw, Chair  
Curriculum and Instruction Committee

Date: May 1, 2003

Subject: 2002 – 2003 Curriculum and Instruction Annual Report:  
An Executive Summary

It is with great pleasure that I report to you, in executive summary form, the 2002 – 2003 Curriculum and Instruction (C & I) Annual Report. I begin by recognizing the excellent and breadth of talent of expertise and professionalism each member of the C & I brought to each meeting. Without such talent, the committee could not have achieved the tasks mentioned below. The Committee acted as an advisory body on college academic matters whether they originated from the administration, faculty or the committee membership. The Committee had representation from faculty, staff and administrative personnel from all of the college's four campuses.

Please note that attached is a copy of the Committee Charges you assigned to the committee last September 2002. When appropriate, certain issues listed below will have cites displaying which of the committee's charge that is germane to that issue.

On behalf of the Committee, I wish express gratitude regarding your expeditious reporting to the Committee on your disposition of the Committee's recommendations listed below.

### Issues

- **The Comprehensive 2003 – 2008 Curriculum Plan:** At the September 19, 2002 committee meeting, the committee received a draft of the Curriculum Plan. The committee made several recommended changes addressing the curriculum planning process and college personnel involved in the planning process. The Committee has not seen any subsequent draft revisions to the plan, and was informed at the April 17, 2003 meeting that the Committee would see the finished plan after the TCC College Board had approve it at their May 2003 meeting. Throughout the year, the Committee did receive verbal updates from Dr. Terry Jones. (Charge #5)

- **Discontinued Program:** The Committee took deliberate action to recommended the discontinuance of the following academic programs (Charge #1)
  - Career Studies Certificate for Information Center Support Specialist Program
  - Career Studies Certificate for Educational Interpreting
  - Turf Management Certificate Program
  - AS/400 Specialization Career Certificate Program
  
- **New Program or Course:** The Committee took deliberate action to recommended the approval of the following academic course or program (Charge #1)
  - Career Studies Certificate for Automotive Service and Parts Specialist Program
  - Career Studies Certificate for Network Security Information Systems Technology Program
  - Medical Care Procedures and Safety in Radiology Course
  
- **Other 2002 – 2003 C & I Committee Recommendations to Vice President John Dever:**
  - **Motioned and Approved:** The Curriculum & Instruction Committee recommends the college will enforce its present placement policy, that is, the counselors will use only placement test scores to place a student in a mathematics course or place students based on appropriate transfer credit. If a student objects to his placement, the counseling office **and** the math faculty will work together to resolve the issue. Any change in placement will be done by math faculty or dean of the division. (Not charged)
  
  - **Motioned and Approved:** The Curriculum & Instruction Committee recommends Dr. Dever appoint a Task Force for Placement, which will contain faculty and counselors. This Task Force will look at other options form placement with a final report due by May 1, 2003. (Not charged)
  
  - **Motioned and Approved:** C&I Committee recommends Dr. Jones, Dr. Holt, and Dr. Dever with appropriate deans address SPD 100/105 no longer being classified as humanities elective and the impact on existing curriculum. (Intent to satisfy SACS humanities requirements) (Charge #4)
  
  - **Motioned and Approved:** Recommendation that the C&I Committee in conjunction with the TLTC seek volunteers to pilot test an online evaluation instrument for full-time instructors who teach online classes. The pilot test will be effective for the Fall 2002 semester with a report to the C&I Committee due January 23, 2003. (Charge #6)
  
  - **Motioned and Approved:** For asynchronous instruction, the college to establish procedures and timeline for refining the electronic survey/evaluation instrument

and designate responsibility for the process. (Intent for full college deployment by fall 2003 semester) (Charge #6)

- **Motioned and Approved:** The C & I Committee recommends Dr. Dever create a college task force to evaluate the college wide general education course requirements. (Intent for 2003 – 2004 completion) (New charge not listed in attachment)
- **Motioned and Approved:** Curriculum and Instruction Governance Committee recommends the Vice-President of Academics explore the advantages of the TAC-ABET certification in gaining TCC recognition as a Center of Excellence for Advanced Technology Education by the National Science Foundation. (Not charged)
- **Committee Election:** The final committee act for the 2002 –2003 year was to re-elect Beverly Hills as Committee Secretary and Peter Shaw as Committee Chair.
- **C & I Committee Membership 2002-2003**

Name

Representing

Term 2001-2003

J. Lyle Bagley (V)  
 Liz Blalock (P)  
 Lori Britt (V)  
 JoAnne Diddlemeyer (N)  
 Harriette Laskin (P)  
 Kathy Jacobs (V)  
 Marilyn Peacock (P)

Occupational Technology Dean  
 Classified Staff  
 Counseling  
 English Faculty  
 Humanities Faculty  
 Health Sciences Faculty  
 Mathematics Faculty

Term 2002-2004

John Skrobiszewski (P)  
 Pete Shaw (N)  
 Steve Ezzell (V)  
 Jim Roberts (V)  
 Kathy Buhner (V)  
 Bob Noyes (P)  
 Beverly Hills (V)

College Transfer Dean  
 Business Faculty  
 Technologies Faculty  
 Social Sciences Faculty  
 Natural Sciences Faculty  
 Counseling  
 Librarians

PAPC Appointees (2002-2003)

Ex Officio Members

Joseph Browne (N)  
 Michael Mitchell I  
 Brenda Sedlacek ©

Vice President John Dever  
 Associate Vice President Diann Holt  
 Associate Vice President Terry Jones

- **C & I Committee Membership 2003-2004**

Name

Representing

Term 2002-2004

John Skrobiszewski (P)  
 Peter Shaw (N)  
 Steve Ezell (V)  
 Jim Roberts (V)  
 Kathy Buhner (V)  
 Bob Noyes (P)  
 Beverly Hills (V)

College Transfer Dean  
 Business Faculty  
 Technologies Faculty  
 Social Sciences Faculty  
 Natural Sciences Faculty  
 Counseling  
 Librarians

Term 2003-2005

Ann P. Ambrose (P)  
 Pending  
 Penny Lewis (V)  
 Kathleen Dooley (N)  
 Corinne Lilyard-Mitchell (P)  
 Felicia Jones (V)  
 Judy Williams (V)

Occupational Technology Dean  
 Classified Staff  
 Counseling  
 English Faculty  
 Humanities Faculty  
 Health Sciences Faculty  
 Mathematics Faculty

PAPC Appointees (2003-2004)

Ex Officio Members

Pending  
 Pending  
 Pending

Vice President John Dever  
 Associate Vice President Diann Holt  
 Associate Vice President Terry Jones  
 Associate Vice President Scott Langhorst

Please see the attachment on the next page.

## ATTACHMENT



### TIDEWATER COMMUNITY COLLEGE

*Academic and Student Affairs*

To: Peter Mark, Chair  
Curriculum and Instruction Committee

From: John T. Dever, Vice President  
Academic and Student Affairs

Date: September 19, 2002

Subject: Committee Charge for 2002-03

For the 2002-03 academic year, I request the Curriculum and Instruction Committee to address the following charges:

1. Carry out the overall purpose of the committee as stated in the Governance Structure for the college:

To review and recommend any academic programs; to make additions and deletions to existing programs; to recommend new courses and changes in course numbers, titles, descriptions, credit hours, and prerequisites; to review and recommend policies and procedures for the development of degree requirements for all college programs, certificates, diplomas and degrees. To review and recommend graduation requirements. To monitor and make recommendations on all issues of an instructional and/or curricular nature. Reports through the Vice President for Academic and Student Affairs.

In particular, in light of the Standards for All Educational Programs of the new *Principles of Accreditation* of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), I ask that the committee resume the process of formally reviewing and approving Career Studies Certificates as well as all other curricular programs.

2. Review the committee's end-of-the-year report for 2001-02, taking note of past actions and accomplishments, and identifying items that are unfinished business and recommended to be addressed in the current year.

3. In consultation with Associate Vice Presidents for College Transfer Education and Occupational/Technical Education, review the reports of the college-wide discipline meetings held in conjunction with this year's fall convocation and in-service period, prepare a summary, and make recommendations for how these activities should be continued and supported.
4. Bring closure to the unfinished issue of Speech courses in relation to Humanities electives and provide me with a recommendation. Please take into consideration the normally accepted meaning of "humanities" within higher education and the specifications set forth in the SACS Core Requirement for a general education program.
5. Provide appropriate consultation in the development of the TCC Comprehensive 2003-08 Curriculum Plan, one of the major strategies in support of the college's working priorities for the 2002-03 year.
6. In conjunction with the Teaching and Learning with Technology Committee and the Associate Vice President for Distributed Teaching, Learning, and Services, continue to monitor the implementation of the Quality Assurance Standards for Asynchronous Courses and to consider the implications for traditional face-to-face courses.
7. Become familiar with the new *Principles of Accreditation* of the Commission on Colleges of the Southern Association of Colleges and Schools, consider their implications for curriculum and instruction at the college, and provide consultation for the preliminary audit of institutional compliance (another strategy in support of the college's working priorities).
8. Monitor the results of the college's assessment of core competencies in accord with the timetable set by the VCCS and the State Council of Higher Education for Virginia.
9. Provide me with a record of all items recommended for action so that I may review them, take appropriate action, and report back to the committee as to their disposition.
10. Through the committee chair, participate in the deliberations of the President's Advisory and Planning Council (PAPC), keeping that group informed as appropriate about the work of the committee.
11. Prepare an annual report (to include major accomplishments, unfinished business, and recommendations for the future) to be submitted at the end of the academic year to the chair of the PAPC and to me.

As additional items related to curriculum and instruction develop during the year, I ask that the committee be prepared to address them.

To put these charges in the context of the ongoing strategic and operational planning at the college, I further direct the committee's attention to the appropriate portions of

*Bearings on the Future: The Tidewater Community College Strategic Plan, 2002-03 Planning Supplement* Of particular relevance are

- Assessment of 2001-02 Working Priorities, Priority Four (pages 8-9 [lower right side]), Priority Six (pages 12-16), Priority Nine (pages 19-20), Priority Ten (pages 20-22), and Curriculum (page 27)
- Governance Committee Summary Reports, 2001-02, Curriculum and Instruction Committee (page 31)
- 2002-03 Working Priorities: Priority Four, Strategies 13-16 (pages 56-57); Priority Five, Strategies 1-2 (page 57); and Priority Six, Strategies 3-4 (pages 57-58).

The work of the committee is critical to fulfilling the college's core mission of "providing a quality education to students preparing for the four-year baccalaureate degree, and to provide students seeking occupational or technical training with programs of quality instruction that will enable them to succeed in their chosen fields" (*Bearings on the Future: The Tidewater Community College Strategic Plan*). I look forward to our work together throughout the year.