Minutes
New Programs and Curriculum Committee
November 4, 2010 @ 4:00 pm

In attendance: Dr. Mary Wyatt, Prof. Nicholas Silberg, Dr. Dorothy Gardner-Martin, Mr. Timothy Cranford, Dr. Reginald Leseane, Dr. Emily Crawford, Ms. Pamela Majette, and Dr. Carmen Manning-Miller.

Minutes
- The minutes of the October 21, 2010 were approved with no corrections.

Request for New Agenda Items
- Prof. Silberg asked for more information on the process of proposals being approved and forwarded to the office of the Registrar;

Old Business
- none

New Business

Comprehensive Program Review

Discussion:
- Discussion began with who is ultimately responsible for convening and charging the committee;
- In the past, the appointments to the committee were done by Dr. Pete Silver, VPAA;
- The committee has been acquired or appropriated over time by Faculty Affairs;
- Dr. Crawford stated there is nothing in the Faculty Handbook about Faculty Affairs being responsible for the Comprehensive Program Review process;
- Dr. Wyatt stated that the committee has yet to meet in Fall 2010;
- Dr. Leseane asked how were current committee members appointed;
- Dr. Wyatt responded they were appointed by the Faculty Affairs committee;
- Dr. Gardner-Martin says the Comprehensive Program Review committee is viewed as a powerful committee;
- It was asked if the current committee was going to fully carry out the duties of the program review process;
- A copy of the current comprehensive program review policy was handed out;
- It was advised the current policy go before the Dean’s Council for clarification and possible re-write before sending a recommendation to the faculty senate;
- The first meeting of the program review committee is scheduled for the week of Nov 8 – 12;
- It was asked of the panel how long do we hold onto triggered programs before they are deactivated; no clear answer provided; however; the Africana Studies program has been combined with the History program within the department;
- All future new degree program submissions from Savannah State will require BOR approval;

Education Degree Proposals (discussion of lower level/upper level course requirements)

Discussion:
- Dr. Wyatt advised that lower division courses cannot be a part of the major requirements for any degree program;
- Dr. Leseane stated he thought the policy was at least 21 hours of major requirements must be from upper level courses;
- Dr. Wyatt asked going forward that all colleges/departments be mindful of the rules when preparing degree proposals;

New Agenda Item
- Prof. Silberg posed the question of after proposals are approved, what is the timeline for inputting the information into Banner;
- Mr. Cranford responded that information is entered as it is received, but sometimes all necessary information that his office needs is not included in the proposal form. The process is being improved on a daily basis and Mr. Cranford asked that he be emailed directly with issues or problems.
- This lead to a discussion about Degree Works and the information presented at the Fall RACAA meeting attended by Dr. Wyatt and Dr. Stokes in Macon, GA;
- A video of the Degree Works program is available on the Kennesaw State University website;
- The Board of Regents will facilitate purchase of the program for all schools in the USG system, schools will be responsible for maintenance costs thereafter;
- Ms. Majette pointed out that if the tables and information in Banner is not correct, Degree Works migration will not be successful;
- It was then asked how the tables in Banner can be fixed;
- Stated that going forward all first time builds need to have correct information in the proposal by using the correct forms and filling in all pertinent information;
- As a follow-up, all NPCC forms will be reviewed and revised to make sure all necessary information is asked for on the form;
- Ms. Majette suggested using Word Developer to develop fillable forms which can be modified by entering information but not changing the original format of the form;
- Ms. Majette offered to pay for training for Amelia to be able to develop the forms;

Announcements and/or comments
- none

Adjourn