

## **Curriculum and New Programs Meeting Minutes January 14, 2013**

A meeting of the Curriculum and New Programs Committee was held on Monday, January 14, 2013 at 9:00 a.m. in the Academic Administration Building, Room 172, with Dr. Richard Green, Interim Provost for Academic Affairs, presiding. Those in attendance were Dr. Adansi Amankwaa, Dr. Deborah Bembry, Dr. Leroy Bynum, Professor Gwendolyn Campbell, Dr. Babafemi Elufiede, Dr. Kimberly Fields, Dr. Linda Grimsley, Mrs. Flo J. Hill, Dr. James Hill, Dr. Marcia Hood, Dr. Fidelis Ikem, Dr. Joyce Johnson, Dr. Kimberly King-Jupiter, Dr. LaVerne L. McLaughlin, Dr. Peter Ngwafu, Dr. Michael Rogers, Dr. Seyed Roosta, Dr. Richard Williams and Dr. Louise Wrensford. Those members excused were Mrs. Stephanie Harrison-Dyer, Dr. Marilyn Spearman and Dr. Cathy Williams.

### **Opening Remarks**

Dr. Richard Green greeted the committee members and distributed the agenda and the minutes of the last meeting for review.

### **Minutes**

The minutes of the December 3, 2012 meeting were reviewed. It was moved and seconded that the minutes be approved. The motion was approved.

### **Old Business**

There was no old business discussed. The Program Reviews for the Department of Natural Sciences will be addressed at a later meeting.

### **New Business**

There was no new business to discuss.

### **Other**

1. Dr. Green discussed the Comprehensive Review Process and Prioritization of Programs and Services in response to the need to enhance the quality of academic offerings through the potential strategic reallocation of resources. This review will be requested by the Board of Regents to be completed every seven years. ASU is doing this review every five years.
2. During the September meeting of the USG Board of Regents, USG presented budget projects that will require sectors of the Georgia higher education system to respond to potential State of Georgia budget concerns by reducing budgets by 3% (or more) for the next two fiscal years. This directive from the USG and the Governor of Georgia will require ASU to review all programs and services for potential consolidations, deletions and growth. ASU will have a Budget Meeting in March to determine if there will have to be an additional reduction in funds beyond the 2% that has already been requested by the Board of Regents.

3. The Potential Review Committee Composition will include the Provost, Chair, Chair of Faculty Senate, Curriculum Committee, Chief Financial Officer, Student Affairs Representative, Deans, Department Chairs and the Faculty Members, Director of Institutional Research, Registrar and Student Government Representative.
4. The following tentative timeline will be adjusted :
 

<b>December 2012:</b>	Develop Charge to the Committee
<b>January 9, 2013:</b>	Initial Meeting
<b>January 16, 2013:</b>	Finalize Review Process
<b>January 19:</b>	Distribution of Review Instructions
<b>January 22:</b>	Committee Meeting
<b>January 30:</b>	Complete Data Analyses in the Office of Institutional Research
<b>February 6:</b>	First Draft of Unit Review Due
<b>February 13:</b>	Committee Meeting
<b>February 20:</b>	Initial Recommendations forwarded to Provost and President
<b>March 4:</b>	Town Meeting to Review Information
<b>March 6:</b>	Faculty Senate Review
<b>March 13:</b>	Recommendations forwarded to the President
5. Dr. Green presented a review of the University Imperative 2012-2017 Strategic Plans as follows:
  - Goal I**  
Creating an environment that nurtures academically focused learners from diverse backgrounds.
  - Goal II**  
Excellence in discovery, learning, teaching and the use of technology.
  - Goal III**  
Leadership in community and global partnerships and service.
  - Goal IV**  
A workforce that collaboratively achieves operational efficiency, effectiveness and agility
6. The ASU program review schedule approved September 12, 2010 will require at least ten (10) years to complete the program review cycle. Due to the sense of urgency associated with the requirement to decrease budgets, it will be necessary to conduct the reviews as a concurrent (simultaneous) process to be completed as feasible during the current academic year.
7. The review process must present growth opportunities that are responsible management and current economic conditions and directives associated with the Complete College Georgia Plan (CCGP) dictate the need for this process to be conducted as expeditiously as possible. The educational needs of the local Albany community and those of southwest Georgia must be assessed and thoroughly considered as the review process is carried out. The Governor wants 250,000 more graduates by 2017.

8. Dr. Green distributed a copy of the revised Academic Program Review Form to be used for new programs and curriculum changes review process that now will be completed with the following criterion;
  1. History Development and Expectation of the Program
  2. External Demand for the Program
  3. Internal Demand for the Program
  4. Quality of Program Inputs and Processes
  5. Quality of Program Outcomes
  6. Scope and Productivity of the Program
  7. Revenue and Other Resources Generated by the Program
  8. Costs and Other Expenses Associated with the Program
  9. Impact, Justification and Essentiality of the Program
  10. Opportunity Analysis of the Program. All committees charged with these important activities will be provided with as much essential data as possible in the time allotted, but there is no substitute for good sound judgment and open communications with our colleagues.
  
9. Dr. Green distributed charts to reflect Enrollment Trends of Major for Fall 2000 – Fall 2011, Distribution of ASU Students by Hours Earned and Major, Fall 2012 and Fall 2012 Graduate and Special Students. The data also showed cost per credit hour by program. He plans to place this information in a databank so that it is available on SharePoint. Data for Fall 2012 are forthcoming.
  
10. A committee of 17 people will be made up and break into subcommittees to collect data on performance. Currently, our students are not doing well with their grades. At midterm of Fall Semester 2012, 60% of our students made deficiencies and 30% by the end of the semester. These deficiencies present academic concerns.

### **Adjournment**

The next scheduled meeting will be held Monday, February 4, 2013. The meeting was adjourned at 10:00 a.m.

Dr. Richard Green, Presiding  
Dr. LaVerne McLaughlin, Recorder