

Institutional Effectiveness Yearly Report Form
Curriculum Review Committee, 2012-2013

Names of Members	Date	Date	Date	Date	Total
Susan Johnson *	09-19-12	10-29-12	01-29-13	03-19-13	4
	Email conference	Email conference	Email conference	Email conference	
Lauren Bates **	P	P	P	P	4
Christy Martin **	P	P	P	P	4
Carolyn Bush	P	P	P	P	4
Amanda Spencer Barnes	P	P	P	P	4
Chestina Turner	P	P	P	P	4
Beth Pennington	P	P	P	P	4
Amy Wernette	P	P	P	P	4
Libby Peters *****	P	P	P	P	4
Dr. Kathy Smoot *****	P	P	P	P	4
Total Present	10	10	10	10	4

* = Chair
 ** = Co-chair
 *** = Student
 **** = Guest
 ***** = ex-officio

E = members who notified the chair of a reasonable excuse to miss.

Please complete the following information to summarize the work of this HCTC Committee for the 2012-2013 academic year:

- I. Number of meetings held: There were four meeting held through email conference to review the assigned system curriculum and the local curriculum from the college.

II. PRIMARY focus for the year of 2012-2013: The primary focus of the local CRC committee is to review the curriculum revisions and/or new curriculum that have been proposed by the college and/or programs. The committee will make communication with faculty and Division Chairs which are affected by the revisions to get their opinion, recommendations, or concerns before voting on it at the system meeting.
The other focus is to review the assigned curriculum from the system CRC chair and report back to the chair any edits, comments, concerns and recommendations.

III. Major ACCOMPLISHMENTS:

1. The committee worked with faculty of the Mining Technology program and the dean of Occupational & Technology Division to implement a diploma into the AAS/certificate program curriculum. This will better serve the students in this area.
2. The committee worked with faculty of Cosmetology Program and Cosmetology Curriculum Chair to rewrite the Esthetic Certificate to reflect the correct number of clock hours and credit hours.

III. Recommended FOCUS FOR UPCOMING YEAR 2013-2014:

The Local CRC and the Academic Services implement a set of standards to be implemented into the rules of the faculty for writing, approving, and implementing curriculum at the college.

Chair Signature and Date: Susan Johnson 05-20-13