Curriculum Conversations

**Purpose:** To determine course placement and a common set of entry skills for students entering associate degree, diploma and certificate programs.

**Meeting participants:** All faculty within the department, which may include adjunct faculty, department head/academic program director, dean and/or assistant deans, a representative from each General Education (Gen Ed) content area in the program, a facilitator, and a recorder. Certain certificate programs may require developmental math and English faculty. The department is responsible for providing a recorder, preferably, the administrative assistant supporting the program. The schedule and facilitators will be scheduled by Academic Assessment.

**Documents needed by the department:** SC State Model, syllabi, completed curriculum maps, curriculum sequence by semester, and program task lists

**Objectives of Curriculum Conversations:**

- Review the Program Student Learning Outcomes (PSLO)
- Review the Gen Ed course requirements and content
- Discuss the outcomes/objectives/criteria of specific Gen Ed courses to determine if they meet the needs of the students in the program
- Discuss and determine correct placement scores and course levels needed to enter program
- Discuss calculator skills needed during the math conversations
- Make recommended changes to course content as needed for both Gen Ed and program courses or select a more appropriate course
- Discuss course sequencing as it related to Gen Ed and program courses if applicable
- Ensure that all three Levels of Instruction (I- Introduced, R- Reinforced, and A- Assessed) are addressed and assessed
- Determine where learning opportunities leading to reinforcement and application of the Gen Ed (core competency) skills will occur in the program; determine where they will be assessed (indicate on the PSLO curriculum map); discuss ways to embed the College-Wide General Education Outcomes (core competencies) into the program if needed
- Determine which Gen Ed and program courses are prerequisite to other courses; recommend or establish a preferred sequence in which courses should be taken
- For those programs that allow students to select behavioral or humanities electives, work with the faculty (program and Gen Ed) and advisory committees to make recommendations for the most relevant courses for the program
- Document the conversation and outcomes and post minutes in the TK20 APR platform using the standard template provided

**Recorder Responsibility:** The recorder is responsible for taking minutes throughout the conversations with each general education representative and transcribe the minutes using the Curriculum Conversations Minute Template provided. The minutes are a required part of the APR documentation.