

CURRICULUM COMMITTEE MINUTES

December 10, 2007

The Curriculum Committee was called to order at 2:45 p.m. in Conference Room A. Those present were Tammy Beckham, Ron Daniels, Ann Garrett, Melanie Gulley, Frank Hartman, David Kassner, Rob Knutson, Quinn McClure, Paula Ramirez, Hannah Rodgers, Julie Shaw, Steve Shifflet, and Frank Winchester.

- I. Mrs. Garrett moved and Mr. Knutson seconded to approve the November 12, 2007 minutes. Motion carried.
- II. Reports
 - A. Administrative Communication
 1. Department Meetings – Thursday, December 13 – 8:15 a.m.
 2. 1st Semester Exams – Semester exams will be given December 19-21, 2007.
 3. Math/English Committee Meetings – The Math/English Committee met at 3:30 p.m. on Monday, December 10, 2007 in the Cafeteria Annex.
 4. Discipline Committee Meeting – The Discipline Committee will meet Tuesday, December 11, 2007 at 6:00 p.m. in the Cafeteria Annex. Mr. Daniels asked for input from Department Chairs. The group discussed whether suspension on a block day should affect semester exam exemption status on the other block day. Current practice is that it does not, however, original intent may have been for exemption status to be denied in all classes for any suspension. This will be addressed at the Discipline Committee meeting and clarification will be made before next year. Also defined was that “Crisis Classroom” is for one period, while “In School Suspension” is for an entire day.
 5. School Improvement Committee Meeting – The School Improvement Committee will meet at 3:45 p.m. on Thursday, December 13, 2007 in the Cafeteria Annex. Mr. Daniels would like to survey faculty members on training already received.
 6. School Safety Committee Meeting – Mr. Daniels reported that Brian Rightnowar is working with Kevin Sergeant, Assistant Fire Chief, to schedule a meeting for the 2nd week of January, 2008.
 - B. School Improvement Committee Report

Mrs. Beckham reported that the School Improvement Committee planned to complete its work by the end of January, 2008.
 - C. Technology Committee Report

Mr. Knutson stated that the Technology Committee will meet on January 17, 2008 in room 104F. More details including the time will be given at the next Curriculum Committee meeting.
 - D. Department Communication
 1. Mr. McClure reported that Sophomore Driver Education training is going well.
 2. Mr. Shifflet reminded everyone that the resource teachers will wrap up their semester exams this week in order to be free to help students next week with finals.
 3. Mr. Winchester announced that Rolland Mays was recently bestowed the Honor and Educator Award given by the Cappa Delta Phi International Honor Society at Eastern Illinois University.

4. Mrs. Garrett said that this month's Library raffle will be a Christmas raffle. The drawing will be held Thursday, December 13th at 12:45 p.m. Winners must be present.
5. Mr. Knutson has posted directory updates on the website. Mr. Knutson asked that any achievements that could be placed in the SOCS Points of Pride be submitted to the CTE office. Acceptable Use Policy forms are due Friday, December 14th. Mr. Knutson also pointed out that computers have been updated campus wide. Technology staff will now begin preventative work. Any problems are to be reported to Ms. Christine Thomas in the CTE Office (ext. 5600).
6. Mr. Kassner stated that the Math Department will soon begin sharing information on the "G Drive". Mrs. Shaw reported that the Science Department has benefited from shared information on the "G Drive" for some time now.
7. Mrs. Gulley will place 2nd semester schedules in mailboxes next week. Schedules are not to be given to students until we return from Christmas break.
8. Mr. Daniels informed the Committee that we will have an assembly on Friday, January 4th featuring Tron Young, teacher from Centralia Junior High School. That Friday will be a full day. A schedule will be distributed at a later date for the assembly times.

III. Discussion Items

A. PSAE Preparations

Mr. Daniels asked Department Chairs to remind faculty that we should continue working with students to create the desire to try to do their best on the tests. It was also noted that students need to know how they are performing on preparation exercises and where they need to concentrate more effort. Teachers are encouraged to promote good performance on the PSAE.

B. Math/Writing Efforts

Mr. Daniels reported that he is pleased with endeavors in the classroom to improve student math and writing skills.

IV. The next Curriculum Committee meeting will be Monday, January 14, 2008.

V. Mr. McClure moved and Mrs. Beckham seconded to adjourn. Motion carried. The meeting adjourned at 3:20 p.m.