

Curriculum Committee Meeting  
9:30 – 12:00 pm, May 20, 2016  
Ware Student Commons Room 207

**Present:** Deborah Vess, Tamara Clunis, Tamara Rocsko, Wade Olsen, Janson Norman, Dan Ferguson, Craig Clifton, Richard Pullen, Judy Isbell, Kim Hays, Kristin Edford, Diane Brice, Carol Buse, Lynne Seal, Debby Hall, Mark Rowh, Megan Eikner, Penelope Davies, Edie Carter, Toni Gray, Jodi Lindseth, Kim Crowley, Becky Burton, Vicky Taylor-Gore and Sarah Davis, recorder.

- I. Minutes Approval  
Minutes approved with attendance corrections.
- II. Presentation of Curriculum Revision Requests:

**STEM CHANGES**

1. **Office Administration** – Carol Buse (Tabled at Last Meeting)
  - A. Add Course: POFI 2350 Databases to Inventory
  - B. Revise Office Administration Associate Degree (OFAD.AAS)
  - C. Close Office Administration Software Certificate (OFAD.MKT.SOFT)
  - D. Revise Office Administration Basics Certificate (OFAD.MKT.BASICS)
  - E. Revise Office Administration 9 Mo Certificate (OFAD.CERT)
  - F. Revise Office Administration Professional Certificate (OFAD.CERT.PRO)

Carol Buse thanked those that have assisted with changes being presented.  
Lynn Seal presented (A) Adding Course POFI 2350.

A. Motion made to approve, seconded and approved by all.

Presented (B) Revising Office Administration AAS. Not removing from catalog but from required curriculum.

B. Motion made to approve, seconded and approved by all.

Presented Request: C, D, E and F.

C. D. E. and F. Motion made to approve, seconded and approved by all.

2. **Legal Studies** – Carol Buse (Tabled Last Meeting)  
Update Legal Studies (LGLA.AAS) Program-Related Course Requirements

Robin Malone presented proposal: Replace program Advisor to be shared information.

- A. New Coordinator
- B. New Advisor new as Joel delaFuente
- C. Removed from Admin and remove from LGLA studies
- D. Add Databases as advised by Advisory Committee.

Motion made to approve, seconded and approved by all.

3. **Management** – Carol Buse (Tabled at Last Meeting)
  - A. Add Course: MRKG 1301 Customer Relationship Management to Inventory
  - B. Add Course: HAMG 1313 Front Office Management to Inventory
  - C. Add Course: MRKG 1302 Principles in Retail Marketing to Inventory
  - D. Deactivate Call Center Management Cert. (BMGT.CERT.CALL) Major Code
  - E. Deactivate Hospitality, Travel, and Tourism .Mkt Cert. (BMGT.MKT.HOSP) Major Code
  - F. Deactivate Food Service Management Mkt. Skills Cert. (BMGT.MKT.FSM) Major Code
  - G. Deactivate Food Service Mgmt. Cert. (BMGT.CERT.FSM) Major Code
  - H. Deactivate Food Service Supervisor Cert. (BMGT.CERT.FSS) Major Code

- I. Revise Business Management Basic Certificate (BMGT.CERT.SBM)
- J. Revise Business Management Intermediate Certificate (BMGT.CERT)
- K. Revise Business Management Advanced Certificate (BMGT.CERT.ADV)
- L. Revise Business Management Associate Degree (BMGT.AAS)

Jodi Lindseth presented proposals with handout showing the stackable flow:

Discussion followed.

Motion made to approve, seconded and approved by all.

#### 4. **CIS** – Carol Buse

- A. The following courses will no longer be available through the ACGM:
  - 1. BCIS 2390 Systems Analysis & Design – Spring 2017
  - 2. COSC 1330 Computer Programming – Fall 2017
  - 3. COSC 2330 Advanced Structured Programming – Fall 2017
- B. Replace these courses with the following in the COSC.AAS degree
  - 1. BCIS 2390 with ITSE 2347 Advanced Database Programming (WECM)
  - 2. COSC 1330 with COSC 1315 Introduction to Computer Programming (ACGM) – New Class: Add COSC 1315 to inventory
  - 3. COSC 2330 with COSC 1320 C Programming (ACGM) - New Class: Add COSC 1320 to inventory

Presented by Carol Buse: Requesting to replace (A) with those listed in (B).

Motion made to approve, seconded and approved by all.

- C. Change Major Course Requirements for BUSI.AS.CIS, COSC.AAS and COSC.CERT.GAME to include the new classes
- D. Change pre-requisites for the following courses to include COSC 1315:
  - 1. INEW 2334 – Advanced Web Programming
  - 2. ITSE 1391 – ST in Computer Programming
  - 3. ITSE 2317 – Java Programming
  - 4. ITSE 2359 – Advanced Computer Programming
  - 5. ITSE 2347 – Advanced Database Programming
  - 6. Remove the pre-requisite for GAME 1394

Carol Buse presented proposals (C) and (D).

Motion made to approve, seconded and approved by all.

#### **STEM CHANGES CONTINUED**

- 5. **Chemistry** -- Collin Witherspoon  
**Change Lecture/Lab:** Chemistry Labs (CHEM 1111 and 1112)

Presented by Penelope Davies. Would like change in catalog from 1 semester hr.; 4 lab, to 1 semester hour, 3 lab; for both CHEM 1111 and CHEM 1112; in accordance to ACGM.

Motion made to approve, seconded and approved by all.

- 6. **Math** – Collin Witherspoon
  - A. **Change Title and Outcomes:** Math 1332
  - B. **Change Pre-requisites:** Math 2413

Presented by Penelope Davies requesting a change name and outcomes in accordance to ACGM. Contemporary Math, more applicable.

**Request CALC I pre-requisites only to MATH 1414 and MATH 1316, in accordance with ACGM.**

Motion made to approve both proposals, seconded and approved by all.

#### **ACADEMIC SUCCESS CHANGES**

7. **Access Learning Center** – Judy Isbell

BAS, BASM, BASR, BASW – updating pre-requisites, course description and course deletions

A. **Delete from Inventory: BAS** 0103, 0203; **BASM** 0101, 0202; **BASR** 0101, 0202, 0303; BASW 0101, 0202

B. **Pre-requisites and Description Changes: BASM** 0301, 0302, 0303; **BASR** 0301, 0302; **BASW** 0301, 0302

Presented by Judy Isbell. presented: many courses out these that have not been used in some time and should have been deleted. Requesting as noted above. Remove the reading and writing and reinforce the math field.

Needing to also: these classes have pre-requisites of 0302 the lower level are having trouble.

Motion made to delete from inventory, seconded and approved by all

Motion made for pre-requisite and description changes be approve, seconded and approved by all.

8. **Adult Education and Literacy** –Tamara Clunis

BAS, BASM, BASR, BASW – updating pre-requisites, course description and course deletions

A. **Add to Inventory: Language 1/2/College Transitions Writing; Mathematics 1/2/College Transitions Math/College Transitions/College Transitions Lab (AELT-0001, AELT-0002, AELE-0001, 0002, 0003, 004, 005, 006; AELL-0001, 0002, 0003; AELM – 0001, 0002, 0003; AELE-0001, 0002)**

Presented by Tamara Clunis:

Discussion followed:

Motion made to approve, seconded and approved by all.

9. **Developmental Writing** – Karen Taylor

ENGL 0302 and ENGL 0303 update the co-requisite/pre-requisite and course description

Karen Taylor presented: cleaning up making linkage official, no longer offering ENGL0302. ENGL 0303 is updating Accuplacer. Just changing description.

Discussion followed:

Motion made to approve, seconded, approved by all.

10. **Developmental Math** – Edie Carter

Changes in pre-requisite/co-requisite, contact information, name of offering, course descriptions, notes, and test scores for **MANC** 0001, 0002; **MATH** 0301, 0302, 0303

Presented by Edie Carter: these will launch in the fall. All is good for One year only then will change again. Reworking of the words that are more reflective.

Discussion followed:

Motion made to approve, seconded, approved by all.

11. **ESL** –Tamara Clunis

Non-course based options to build, develop and reinforce basic grammar, writing, reading and oral communication skills to meet TSI requirements (NCBEG-0032, NCBEW-0032, NCBER-0032, NCBEOC-0032, NCBEG-0022, NCBEW-0022, NCBER-0022, NCBEOC-0022, NCBEG-0012, NCBEW-0012, NCBER-0012, NCBEOC-0012.)

Presented by Tamara Clunis: Non-course base options, sections for contact hour reimbursement. This will make it so there will be reimbursement.

Motion made to approve, seconded, approved by all.

12. **Developmental Reading** – Judy Isbell

Update of **RDNG** 0301, 0321, 0331 of pre-requisites (test scores), descriptions, and fees (each needs \$20 lab fee)

Presented by Judy Isbell: this is for cleanup and this would fix the \$3 cleanup to not hold up students.

Motion made to approve, seconded, approved by all.

**PRESENTATION ORDER REVISED FROM AGENDA ORDER**

**HEALTH SCIENCES CHANGES CONTINUED**

13. **Pharmacy Technology** – Shawna Lopez (Previously Tabled)

Update Course Description Title: PHRA 1345

Brought last time and Dr. V verified with the state, but you can add to it. PHRA 1345.

Mark, wanted to add to title due to Advisory Board.

Discussion followed:

Motion made to approve, seconded, approved by all.

14. **Mortuary Science** – Toni Gray (Continuing Education) and Brant Davis (Mortuary Science)

A. **Delete Course from Inventory:** SOCI 1371: Death and Dying – Toni Gray

B. **Add Course to Inventory:** PSYT 1325: Death and Dying – Toni Gray

C. **Revise:** Mortuary Science Certificate (MRTS.CERT) – Brant Davis

D. **Revise:** Mortuary Science Associate Degree (MRTS.AAS) – Brant Davis

Presented by Mark Rowh:

Discussion followed:

A. Motion made to approve Deletion of SOCI 1371 made, seconded and approved by all.

Discussion followed:

B. PSYC 1325 addition with approval reflecting of corrected contact hours.

Motion made to approve with addition of correction.

C and D Mark Rowh presented portion C and D: SOCI 1371 and PSYT 1325 is in the Certificate and AAS according to inventory.

Motion made to approve, seconded and approved by all.

15. **EMSP** – Wade Olsen

**Revise:** Emergency Medical Services Professions Certificates (EMSP.CERT; EMSP.CERT.AEMT)

Wade Olsen presented the revision request: Change the courses in these certificates to align with the EMSP.AAS degree plan that has previously been approved by the Committee.

This would remove BIOL 2401 Human Anatomy and Physiology I and MATH 1314 College Algebra out of the Certificate.

Discussion followed:

Dr. Vess goes on record as concerned.

Motion made to approve by vote.

Vote to approve: 9 for, 8 against: Motion approved.

### **HEALTH SCIENCE CHANGES**

16. **CNA** – Kim Crowley

A. **Add Courses to Inventory:** NURA 1291, NURA 1307, NURA 1360, NURA 1401, PSYT 1313

B. **Add Academic Major Code:** NURA.CERT (Level 1 Certified Nursing Assistant Code)

Presented by Mark Rowh: existing as a CE program to make these changes in order to go with Pathways; adding a Level I Certificate on the Academic side. Adding these courses then align them with the Major Course to help with pathways from C N A to the nursing program and stackable courses.

Discussion followed:

Motion made to approve, seconded and approved by all.

17. **Patient Care Technician** – Kim Crowley

A. **Add Course to Inventory:** NURA 1307

B. **Change in Course Requirements:** NURA 1291, 1360, 1401

C. **Revise:** Revise Patient Care Technician Certificate (PCT.CERT) Curriculum

Presented by Mark Rowh: proposal helps align the two certificates and assists with pathways.

Motion made to approve, seconded and approved by all.

18. **Pre-Nursing** – Claudie Biggers (STEM) and Richard Pullen (Nursing)

**Revise Pre-Nursing A.S. Degree** (RNSG.AS)

Presented by Richard Pullen presented changing program manager to Lindi Shadbolt in the nursing division from Claudie Biggers in the Biology Department.

- 1) Remove HPRS 2301 from the Pre-Nursing AS degree as the course is non-transferable course for terminal degrees.
- 2) Deletion of PSCY 2308 from the degree plan.
- 3) Changing Program Advisor from Dr. Claudie Biggers to Ruth De Anda.

Motion made to approve, seconded and approved by all.

### **CONTINUING EDUCATION CHANGES**

19. **Physical Education** – Craig Clifton

**Deactivate Major Code:** Physical Education (PHED.AS)

Presented by Toni Gray: proposal to Deactivate PHED.AS.

Discussion:

Motion made to approve, seconded and approved by all.

### **LIBERAL ARTS CHANGES**

20. **Liberal Arts** – Margie Vitale

A. **Close Major Code:** Liberal Arts (LART.AA; LART.AS)

Presented by Dan Ferguson: Proposal to Deactivate LART.AA and AS.

Motion made to approve, seconded and approved by all.

21. **Education** – Mary Clare Munger

**Add Social and Behavioral Science Option:** PHED 1301: Introduction to Kinesiology for Education 4-8 (AAT), Elementary Generalist (AAT), Elementary Specialist (AAT), Secondary (AAT)

Presented by Toni Gray:

Discussion followed:

Motion made to approve, seconded and approved by all.

**SCHOOL OF CREATIVE ARTS**

22. **Drafting** – Victoria Taylor-Gore

**Deactivate Major Code:** Drafting Architectural Drafting Technician Certificate (DFTG.CERT.ADT) and Drafting CAD Specialist Certificate (DFTG.CERT.CAD)

Presented by Victoria Taylor-Gore: Want one technical certificate. Today would like to deactivate the other two Certificates.

Discussion followed:

Motion made to approve, seconded and approved by all.

**TECHNICAL EDUCATION**

23. **Technical Education Course Updates** – Megan Eikner

A. **Delete Course from Inventory:** Technical Communication (ETWR 1371)

Presented by Kim Hays: Getting rid of one, but have a local need, and will change several degrees

B. **Add Course to Inventory:** Introduction to Technical Writing (ETWR 1302)

C. **Change Course Requirements (Pre-Requisites):** MCHN 1341, 1352, 1354, 2303; NDTE 1171, 1274; WLDG 1337, 1370, 1373, 1377, 1378

Discussion followed: Dr. Hays went into detail how this impacts shared classes and accelerated programs.

Motion to approve proposals A B and C made, seconded and approved by all.

D. **Add pre-requisites (MCHN 1343 and ETWR 1302) to EPLT 1311**

E. **Add Pre-requisites (MCHN 1343 and ETWR 1302) to INMT 1305**

F. **Revise IMRT.AAS Curriculum**

G. **Revise IMRT.CERT.ELMT Curriculum**

H. **Revise IMRT.CERT Curriculum**

I. **Industrial Technology-Core Certificate (IMRT.XXX.CERT)**

Presented by Kim Hays with discussion of number of changes effected.

Motion to approve proposals D through I, made, seconded and approved by all.

24. **Manufacturing Changes**

A. **Add Courses to Inventory:** DFTG 1325, MCHN 2345, NDTE 1305, NDTE 1310, NDTE 1340

B. **Delete Course from Inventory:** NDTE 1272, DNTE 1273, NDTE 1371, NDTE 1373, WLDG 1371

C. **Description Changes** (Provided in side-by-side charts)

D. **Add Degree: XXXX.AAS** – Precision Metalworking Technology AAS Degree

E. **Add Degree: XXXX.CERT** – Precision Metalworking Technology CERT Degree

- F. Deactivate:** MCHN.CERT, NDTE,CERT, WELD.CERT.BAS because these will be combined and offered (see side-by-side curriculum overview charts)
- G. Deactivate:** MCHN.CERT.BAS, WELD, CERT, WELD.MKT.Cert (see side-by-side curriculum overview charts)

Presented by Kim Hays with discussion of number of changes effected.

Motion made to approve, seconded and approved by all.

**25. Automotive/Diesel Changes**

- A. Revise AUMT.AAS Curriculum**
- B. Revise AUMT.CERT.PTRN Curriculum**
- C. Revise DEMR.CERT Curriculum**
- D. Revise DEMR.CERT.DT Curriculum**

Presented by Kim Hays.

Motion made to approve, seconded and approved by all.

**ACADEMIC SUCCESS DIVISION**

**26. Deletion of ESL courses no longer offered as academic or CE courses.**

ESL 0311, ESL 0312, ESL 0314, ESL 0315, ESL 0321, ESL 0322, ESL 0324, ESL 0325, ESL 0331, ESL 0332, ESL 0334 and ESL 0335

Presented by Tamar Clunis.

Motion made to approve, seconded and approved by all.

**GENERAL EDUCATION DEGREE/PATHWAYS**

**27. Change General Education Degree:** Reflect Arts & Humanities, STEM, Business & Industry, and Healthcare Pathways – Becky Burton

Becky Burton presented the request to add to the catalog.

Motion made to approve, seconded, approved by all.

**DUAL CREDIT**

**28. Dual Credit Policies and Handbook – Becky Burton**

Becky presented: updated policies and handbook with better descriptions of Facilitator and Instructor.

Discussion: Facilitator can present the experience in the classroom, but has to be backed by Instructor of record. Additional information may be given by supplemental instructor as this can be added.

Discussion: Dr. Vess, SACS is having Dual Credit concerns with instructor of record, college level outcomes and extended levels of facilitators.

Motion made to accept as amended, seconded and approved by all.

Becky Burton will edit handbook and then send out to the committee.

Blanket Motion to review contact. Motion made to approve, seconded, approved by all.

**III. OLD BUSINESS**

Credits for Prior Learning – Certificates: Tabled at this time.

IV. Next Meeting: June 17, 2016; 9:30-12:00 pm.

V. Adjourn at 11:55 am.