

**Curriculum Committee Minutes**  
**10:00 – 11:30 am, October 6, 2017**  
**Ware Student Commons Room 207**

**Present:** Becky Burton, Becky Easton, Brian Farmer, Carol Buse, Carol Summers, Claudie Biggers, Daniel Esquivel, Dewayne Higgs, Edie Carter, Frank Sobey, Jerry Terry, Jodi Lindseth, Kristin McDonald-Willey, Margaret Netherton, Mark Rowh, Mary Clare Munger, Megan Eikner, Penelope Davies, Stefanie Decker, Tina Babb, Toni Gray, Victoria Taylor-Gore and Sarah Davis, recorder.

**I. Welcome**

Frank Sobey welcomed all.  
Minutes of the September 15 meeting were reviewed; motion made to approve, seconded and approved by all

**II. Upcoming meeting**

Frank Sobey would like to meet once a month. Due to additional proposals, the next meeting will be October 27, at 9:00 a.m.  
This meeting will be at 9 instead of the normal 9:30 due to other events that morning.

**III. E Platform**

Everyone has logged into the system and should be receiving email notifications regarding petitions. If anyone is having trouble uploading petitions or not receiving email notifications, contact Frank Sobey.  
There is a two hour window when working in the E-platform.

**IV. BSET – Carol Buse and Mark Usnick**

Frank Sobey explained this proposal would affect the core curriculum. The only entity on campus that has authority to approve a change to the core is the President's Cabinet. The Curriculum Committee can approve the proposal to be submitted as a recommendation to Cabinet.

Carol Buse announced Dewayne Higgs as the new Program Coordinator for Computer Information Systems and Mark Usnick as the Department Chair for Business Systems and Emerging Technology. Dewayne Higgs will be presenting today.

Dewayne Higgs presented the Proposal to move BCIS 1305 from being an option under the Social and Behavioral Sciences area in the academic core to being an Institutional Requirement option and to add BCIS 1305 as an option to the Institutional Requirement for the AAS General Education Requirements.

Justifications:

1. BCIS 1305 transfers in as Core-90 (Institutional Requirement) at WTAMU.
2. Several Community Colleges in Texas have BCIS 1305 as an option in their Institutional Requirements.

3. Most of our students are in many ways technically illiterate. With AISD having dropped their computer literacy requirement, this problem has worsened dramatically in recent years.
4. BCIS 1305 will help bridge the gap and introduce students to the computing skills that are a necessity in the workplace both now and in the future industries. The course emphasizes fundamental tasks such as an introduction to modern computing hardware and software, file system navigation, file management and data manipulation and analysis tools. Emphasis will be placed on spreadsheets, coding and critical thinking skills.

#### **Discussion followed**

Motion made to submit recommendation of BCIS 1305 to the Cabinet. Motion seconded and approved by all.

#### **V. Truck Driving – Megan Eikner and Jerry Terry**

Jerry Terry presented the Program Revision for Professional Truck Operations: This proposal will be changing the program from a 6 week CE to an 8 week Academic program, also increasing the number of completers. Professional Truck Operations used to be an academic program. Industry needed drivers quickly, hence the program was shortened. FMCSA (Federal Motor Carrier Safety Administration) has mandated effective February 2020: to obtain a Commercial Drivers License the applicant is required to complete a 31 chapter curriculum program from a certified training provider with an 80% successful completion on each topic.

Additional courses required with the program revision:

CVOP 1245: Commercial Drivers License Overview

CVOP 2205: Fundamental Driving Skills

CVOP 2209: Semi Tractor-Trailer Operator Driving Skills

CVOP 2237: Advanced Driving Skills

#### **Discussion Followed:**

Proposal is to have the program in place and increase the number of completers. This will also make the program Financial Aid Eligible.

Motion made to approve the Revision of the Professional Truck Operation Program and the additional courses required; motion seconded and approved by all.

#### **VI. English – Vicky Taylor-Gore and Becky Easton**

Becky Easton presented the proposal to delete “minimum grade of C or Department Chair consent” and to align with ACGM for the following Literature classes:

ENGL 2322: British Literature I

ENGL 2323: British Literature II

ENGL 2326: American Literature

ENGL 2331: Non-Western World Literature

ENGL 2332: World Literature I

ENGL 2333: World Literature II  
ENGL 2341: Selected Studies

This proposal was originated from the Advising Department. Students were worried they needed to interview with the Department Chair to be admitted into the Literature classes. The ACGM has the recommended pre-requisite of ENGL 1301 Composition I.

**Discussion followed**

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

Meeting adjourned

Curriculum Petitions may be viewed at the following link  
<https://www.actx.edu/forms/curriculum/index.php>