



**CURRICULUM COMMITTEE
MINUTES**

Friday, September 7, 2007 - 2:00 p.m.

City Park Campus – Lac Maurepas (Building 23, Second Floor)

I. Call to Order

Curriculum Committee Meeting was called to order at 2:05 p.m. by Harold Gaspard, Chair.

II. Roll Call

Present were:

Lester Adelsberg	Sarah Inman
Sal Anselmo	Leroy Kendrick
Mary Bartholomew	Melissa LaCour
Jennifer Bennett	Anne LaVance
Wayne Chalona	Cheryl Myers
Ashley Chitwood	Warren Punecky
Janet Colletti	Sallye Raymond
Harolyn Cumlet	Vance Roux
Greg Dawson	Tim Stamm
Harold Gaspard	Lauren Tarantino
Sheila Hickman	

Absent/attending
to other business:

Donna Alley	Mike Nixon
Maria Cisneros	Suzanne Riche
Arnel Cosey	Kim Rugon
Chris Doyle	Deborah Skevington
Patricia Egers	Dolores Smith
Thomas Gruber	Dianne Thames
Mary Ellen Logan	Elizabeth Wilson
Patrice Moore	

Guests:

Charlie Alfortish	Patrick Conroy
Marilyn Ciolino	Claudia Martinez (for Maria Cisneros)

III. Minutes of Meeting of September 7, 2007

The Minutes of the meeting of September 7, 2007 were reviewed and unanimously accepted as written.

IV. Curriculum Operations Report – Tim Stamm

Tim Stamm reported all curriculum proposals from the September 7, 2007 meeting were reviewed and approved by the Vice Chancellor of Learning & Student Development. The information has been forwarded to the Catalog Editor for inclusion in the 2008-2009 College Catalog. Additionally, the Certificate of Technical Studies (CTS) in Entrepreneurship was approved by the Board of Regents for Louisiana Higher Education in August 2007.

V. New Business

a) **Business & Technology/ACCT**

Change of Course Title: ACCT-221: Computerized Accounting. Change title of ACCT-221: Computerized Accounting to ACCT-221: Computerized Accounting Using Peachtree. The change of course title will distinguish the type of business (i.e., small, home-based, or medium-sized) emphasized in the course. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Janet Colletti; Carried, by Majority Vote with two (2) Opposing Votes and one (1) Abstention**].

b) **Business & Technology/ACCT**

Change of Course Description: Change the description of ACCT-221: Computerized Accounting Using Peachtree to state: “Hands-on instruction utilizing the computerized accounting software Peachtree which is used in many medium sized businesses. Topics include: the general ledger, accounts receivable, accounts payable, payroll and inventory, as well as generating financial statements and other reports needed for accountants to make decisions. Prerequisites: ACCT-201: Accounting I or ACCT-205: Principles of Financial Accounting. Note: Students cannot receive credit toward certificate or degree for both ACCT-221 and ACCT-222.” Current description: “Automated accounting systems, including a comparison of manual and computerized systems. Hands-on experience included. No prior knowledge of computer programming required. Prerequisites: ACCT-201: Accounting I or ACCT-205: Principles of Financial Accounting.” Motion to accept proposal [**Motion: Mary Bartholomew; Second: Lauren Tarantino; Carried, Unanimously**].

c) **Business & Technology/ACCT**

New Course: ACCT-222: Computerized Accounting Using Quickbooks. This course will provide hands-on instruction with the computer program Quickbooks which is suited for very small and home-based businesses that are service-oriented. Note: Students cannot receive credit toward certificate or degree for both ACCT-222 and ACCT-221. The creation of the new course will assist students in determining the best course to meet their individual business needs. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Sheila Hickman; Carried by Majority Vote with one (1) Opposing Vote**].

d) **Business & Technology/MARK**

Change of Course Title: MARK-211: Salesmanship. Change the title of MARK-211: Salesmanship to MARK-211: Personal Selling. The current title reflects only one aspect of course content. The title, “Personal Selling,” represents current industry practice and terminology for the set of skills introduced and developed in this course. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Warren Punecky; Carried, Unanimously**].

- e) *Note: The agenda was reordered and items were combined for discussion.*
Original Agenda Placement: Items V. e. to V.g.
Business & Technology/RLST
Course Revision: RLST-263: Real Estate Appraisal/Residential. Revise course content of RLST-263: Real Estate Appraisal to meet the latest requirements for the Louisiana Real Estate Appraisal Certification Requirements.
Business & Technology/RLST
Change of Course Title: RLST-263: Real Estate Appraisal/Residential. Change the name of RLST-263: Real Estate Appraisal to RLST-263: Principles of Residential Real Estate Appraisal to better reflect the content and purpose of the course.
Business & Technology/RLST
New Course: RLST-266: Procedures of Residential Real Estate Appraisal. Creation of a new course, RLST-266: Procedures of Residential Real Estate Appraisal. This course is designed to provide an overview of real estate appraisal approaches to valuation procedures, value, property description, residential applications, improvement construction, home inspection, and appraisal math.
Motion to accept proposals [**Motion: Mary Bartholomew; Second: Ashley Chitwood; Carried, Unanimously**].
- f) *Note: The agenda was reordered. Original Agenda Placement: Item V.h.*
Business & Technology/RLST
Course Deletion: RLST-264: Real Estate Appraisal/Commercial. Delete the course, RLST-264: Real Estate Appraisal/Commercial. The competencies addressed in this course do not meet the requirement for the Louisiana Real Estate Appraisal Residential or Commercial Certification. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Sheila Hickman; Carried, Unanimously**].

VI. Consent Agenda

- a. **Allied Health/MLTS**
Change of Course Prerequisite Requirements: MLTS-151: Phlebotomy Clinical Practicum. Remove prerequisite requirements from MLTS-151: Phlebotomy Clinical Practicum to allow students to take the course with MLTS-104 and MLTS-105 in the same semester.
- b. **Allied Health/MLTS**
Change of Course Prerequisite Requirements: MLTS-250: Practicum II. Remove the prerequisite requirements of MLTS-208: Hematology II and MLTS-220: Immunology/Serology from MLTS-208: Practicum II to allow students to take the courses at the same time.

Motion to accept Consent Agenda [**Motion: Mary Bartholomew; Second: Wayne Chalona; Carried, Unanimously**].

VII. Old Business

VIII. Next Meeting **October 5, 2007** (Scheduled Meeting)

IX. Adjournment 2:55 p.m.