



**CURRICULUM COMMITTEE
MINUTES**

Friday, October 26, 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 2:04 p.m. by Harold Gaspard, Chair.

II. Roll Call

Present were:

Lester Adelsberg	Sarah Inman
Mary Bartholomew	Leroy Kendrick
Jennifer Bennett	Anne LaVance
Wayne Chalona	Mary Ellen Logan
Maria Cisneros	Warren Punecky
Janet Colletti	Sallye Raymond
Harolyn Cumlet	Dolores Smith
Patricia Egers	Tim Stamm
Harold Gaspard	Dianne Thames
Thomas Gruber	

Absent/attending
to other business:

Donna Alley	Cheryl Myers
Sal Anselmo	Mike Nixon
Ashley Chitwood	Suzanne Riche
Arnel Cosey	Kim Rugon
Greg Dawson	Vance Roux
Chris Doyle	Deborah Skevington
Sheila Hickman	Lauren Tarantino
Melissa LaCour	Elizabeth Wilson
Patrice Moore	

Guests:

Patrick Conroy	Claudia Martinez
David Coughran	Jeffery L. Smith
Warren Duclos	Janet G. Stephens

III. Minutes of Meeting of September 21, 2007

The Minutes of the meeting of September 21, 2007 were reviewed and unanimously accepted as written.

IV. Curriculum Operations Report – Tim Stamm

Tim Stamm reported all curriculum proposals from the September 21, 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.

V. New Business

- a) *Note: The agenda was reordered and items were combined for discussion. Original Agenda Placement: Items V. a. to V.b.*
Allied Health/PSOM
Concept of New Program: Associate of Applied Science in Polysomnographic Technology, a program designed to prepare students to perform quality sleep studies and to work in comprehensive sleep centers located in hospitals and independent sleep centers. Polysomnography is the physiological measurement of sleep for identification of sleep disorders.
Allied Health/PSOM
Concept of a New Program: Certificate of Technical Studies in Polysomnographic Technology. The Certificate will serve as an exit point for students and is designed to meet an articulated workforce need.
Motion to accept proposals [**Motion: Mary Bartholomew; Second: Leroy Kendrick; Carried, Unanimously**].
- b) *Note: The agenda was reordered. Original Agenda Placement: Item V.c.*
Allied Health/FSED
Course Deletion: FSED-227: Funeral Service Microbiology and Pathology. Delete the course FSED-227: Funeral Service Microbiology and Pathology from the catalog of course offerings. Curricular revision will replace this course with another in the “Courses Required in Major” of the Funeral Services Associate of Applied Science degree program. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Leroy Kendrick; Carried, Unanimously**].
- c) *Note: The agenda was reordered. Original Agenda Placement: Item V.d.*
Allied Health/FSED
New Course: FSED-228: Funeral Service Pathology. Creation of a new course, FSED-228: Funeral Service Pathology. The course is designed to cover the basic principles of pathology as applied to funeral service education. Topics include: sanitation, disinfection, public health, embalming practice. Course description: Basic principles as applied to funeral service education, especially as they pertain to sanitation, disinfection, public health, and embalming practice. The development and use of personal, professional, and community hygiene and sanitation are discussed. Special emphasis is placed on tissue pathology and major causative agents of death. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Jennifer Bennett; Carried, Unanimously**].
- d) *Note: The agenda was reordered and items were combined for discussion. Original Agenda Placement: Items V. e. to V.g.*
Allied Health/FSED
Course Modification: FSED-164: Funeral Home Embalming and Cosmetic Practicum. Reduce the credit hours of FSED-164: Funeral Home Embalming and Cosmetic Practicum from four (4) credit hours to three (3) credit hours.
Allied Health/FSED
Course Modification: FSED-168: Funeral Home Office and Arrangement Practicum. Reduce the credit hours of FSED-168: Funeral Home Office and

Arrangement Practicum from four (4) credit hours to three (3) credit hours.

Allied Health/FSED

Course Modification: FSED-270: Funeral Service Seminar. Reduce the credit hours of FSED-270: Funeral Service Seminar from three (3) credit hours to two (2) credit hours. Motion to accept proposals [**Motion: Mary Bartholomew; Second: Wayne Chalona; Carried, Unanimously**].

- e) *Note: The agenda was reordered. Original Agenda Placement: Item V.h.*

Allied Health/FSED

Program Revision: Associate of Applied Science in Funeral Services Education. Revise the FSED Associate of Applied Science degree program as follows: Delete FSED-227: Funeral Service Microbiology and Pathology from Required Courses in Major; Add BIOL-211: Microbiology of Human Pathogens to Required Courses in Major (course satisfies Natural Sciences General Education Requirement); Add FSED-228: Funeral Service Pathology to Required Courses in Major. Total program credit hours remain the same. *Note: course was changed from BIOL-210 as a result of discussion in committee* Motion to accept proposal [**Motion: Mary Bartholomew; Second: Pat Egers; Carried, Unanimously**].

- f) *Note: The agenda was reordered. Original Agenda Placement: Item V.i.*

Allied Health/FSED

Change of Course Title: FSED-130: Grief Counseling. Change the title of FSED-130 from “Grief Counseling” to “Dynamics of Grief” to eliminate the emphasis on counseling that may imply the student is qualified to counsel families. The purpose of this course is to understand the psychology of grief and identify counseling needs and refer the family to the appropriate organizations, counselors, etc. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Tom Gruber; Carried, Unanimously**].

- g) *Note: The agenda was reordered and items were combined for discussion.*

Original Agenda Placement: Items V. j. to V.l.

Business and Technology/ADOT

Change of Prerequisite Requirements: ADOT-264: Database Applications. Modify the prerequisite requirement of ADOT-264: Database Applications to state: “Prerequisite: ADOT-105: Survey of Computer Applications or CMIN-201: Computer and Internet Literacy or CMIN-204: Fundamentals of Information Technologies and Systems.” Current prerequisite states: “Prerequisite: ADOT-105: Survey of Computer Applications or CMIN-201: Computer and Information Literacy.”

Business and Technology/ADOT

Change of Prerequisite Requirements: ADOT-265: Spreadsheet Applications. Modify the prerequisite requirement of ADOT-265: Spreadsheet Applications to state: “Prerequisite: ADOT-105: Survey of Computer Applications or CMIN-201: Computer and Internet Literacy or CMIN-204: Fundamentals of Information Technologies and Systems.” Current prerequisite states: “Prerequisite: ADOT-105: Survey of Computer Applications or CMIN-201: Computer and Information Literacy.”

Business and Technology/CMIN

Change of Prerequisite Requirements: CMIN-203: Logic and Design. Modify the prerequisite requirement of CMIN-203: Logic and Design to state: “Prerequisite: ADOT-105: Survey of Computer Applications or CMIN-201: Computer and Internet Literacy or CMIN-204: Fundamentals of Information Technologies and Systems.” Current prerequisite states: “Prerequisite: CMIN-201: Computer and Information Literacy.”
Motion to accept proposals [Motion: Mary Bartholomew; Second: Warren Puneky; Carried, Unanimously].

h) *Note: The agenda was reordered. Original Agenda Placement: Item V.m.*
Business and Technology/CMIN

Change of Prerequisite Requirements: CMIN-255: Advanced Web Projects. Modify the prerequisite requirement of CMIN-255: Advanced Web Projects to state: “Prerequisite: CMIN-206: Web Programming and CMIN-220: Web Site Design and XHTML.” Current prerequisite states: “Prerequisite: ADOT-131: Photo Editing for Windows and CMIN-206: Web Programming.” Motion to accept proposal **[Motion: Mary Bartholomew; Second: Warren Puneky; Carried, Unanimously].**

i) *Note: The agenda was reordered. Original Agenda Placement: Item V.n.*
Business and Technology/CMIN

Change of Prerequisite Requirements: CMIN-291: Systems Analysis Methods. Modify the prerequisite requirement of CMIN-291: Systems Analysis Methods to state “Prerequisite: CMIN-212: Visual Basic II or CMIN-250: JAVA Programming.” Current prerequisite states: “Prerequisite: CMIN-212: Visual Basic II and CMIN-250: JAVA Programming.” Motion to accept proposal **[Motion: Mary Bartholomew; Second: Jennifer Bennett; Carried, Unanimously].**

j) *Note: The agenda was reordered. Original Agenda Placement: Item V.o.*
Business and Technology/ACCT

Change of Prerequisite Requirements: ACCT-201: Accounting I. Addition of the prerequisite requirement “eligibility for MATH-118.” Currently, the course has no prerequisite requirements. Motion to accept proposal **[Motion: Warren Puneky; Second: Wayne Chalona; Carried, Unanimously].**

k) *Note: The agenda was reordered. Original Agenda Placement: Item V.p.*
Business and Technology/ACCT

Program Revision: Remove the option of CMIN-201: Computer and Internet Literacy from the Required Courses in Major of the Accounting Associate of Science degree program. The programmatic revision will require students to take BUSG-224: Business Computer Applications. BUSG-224 will better serve Accounting majors due to expanded coverage of business applications particularly electronic spreadsheets. Motion to accept proposal **[Motion: Mary Bartholomew; Second: Warren Puneky; Carried, Unanimously].**

- l) *Note: The agenda was reordered. Original Agenda Placement: Item V.g.*
Business and Technology/MANG
Change of Prerequisite Requirements: MANG-215: Management Information Systems. Modify the prerequisite requirement of MANG-215: Management Information Systems to state “Prerequisite: BUSG-224: Business Computer Applications **Or** CMIN-201: Computer and Internet Literacy **Or** CMIN-204: Fundamentals of Information Technologies and Systems.” Prerequisite currently state: ““Prerequisite: BUSG-224: Business Computer Applications **Or** CMIN-201: Computer and Internet Literacy.” Motion to accept proposal [**Motion: Maria Cisneros; Second: Mary Bartholomew; Carried, Unanimously**].
- m) *Note: The agenda was reordered. Original Agenda Placement: Item V.r.*
Business and Technology/CMIN
Program Revision: Revision of the Computer Information Technology Associate of Applied Science degree program to offer two separate and distinct concentrations. Concentrations include: Programmer/Analyst Specialist and Web Design Specialist. The addition of concentrations to the Computer Information Technology Associate of Applied Science degree program will allow students to focus study. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Wayne Chalona; Carried, Unanimously**].
- n) *Note: The agenda was reordered and items were combined for discussion. Original Agenda Placement: Items V. s. to V.u.*
Business and Technology/PSSE
Course Deletion: PSSE-100: Basic Corrections. Delete the course, PSSE-100: Basic Corrections, from the catalog of course offerings. The course is not used in any current certificate or degree program and has not been offered in the past five (5) years.
Business and Technology/PSSE
Course Deletion: PSSE-102: Juvenile Corrections. Delete the course, PSSE-102: Juvenile Corrections, from the catalog of course offerings. The course is not used in any current certificate or degree program and has not been offered in the past five (5) years.
Business and Technology/PSSE
Course Deletion: PSSE-112: Introduction to Public Services. Delete the course, PSSE-112: Introduction to Public Services, from the catalog of course offerings. The course is not used in any certificate or degree program; it was last offered in the summer session of 2004 with low enrollment. Motion to accept proposals [**Motion: Mary Bartholomew; Second: Maria Cisneros; Carried, Unanimously**].

- o) *Note: The agenda was reordered. Original Agenda Placement: Item V.v.*
Business and Technology/ENTE
Final Approval of Curriculum: Certificate of Technical in Entrepreneurship. Final approval of curriculum and catalog description for the Certificate of Technical Studies (CTS) in Entrepreneurship. Motion to accept proposal [Motion: Mary Bartholomew; Second: Pat Egers; Carried, Unanimously].
- p) *Note: The agenda was reordered and items were combined for discussion. Original Agenda Placement: Items V. w. to V.x.*
Business and Technology/MANG
Program Modification: Associate of Science in Management. Change the degree designation of the Management program from Associate of Science to Associate of Applied Science and modify curricular content to reflect the goal of the program: to prepare students for immediate employment; the program is not designed for transfer.
Business and Technology/MANG
Change of Program Title: Management. Change the name of the Management degree program from “Management” to “Business and Management.” Motion to accept proposals [Motion: Mary Bartholomew; Second: Wayne Chalona; Carried, Unanimously].

VI. Old Business

VII. Next Meeting November 9, 2007 (Scheduled Meeting)

VIII. Adjournment 2:57 p.m.