



**CURRICULUM COMMITTEE
MINUTES**

*Friday, November 9, 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 2:06 p.m. by Harold Gaspard, Chair.

II. Roll Call

Present were:	Lester Adelsberg	Leroy Kendrick
	Jennifer Bennett	Melissa Lacour
	Wayne Chalona	Mary Ellen Logan
	Ashley Chitwood	Cheryl Myers
	Janet Colletti	Warren Punecky
	Harolyn Cumlet	Sallye Raymond
	Greg Dawson	Vance Roux
	Harold Gaspard	Delores Smith
	Thomas Gruber	Tim Stamm
	Sarah Inman	

Absent/attending
to other business:

Donna Alley	Anne LaVance
Sal Anselmo	Mike Nixon
Mary Bartholomew	Suzanne Riche
Maria Cisneros	Kim Rugon
Arnel Cosey	Deborah Skevington
Chris Doyle	Lauren Tarantino
Patricia Egers	Diane Thames
Sheila Hickman	Elizabeth Wilson

Guests: Eroll Rodrigue

III. Minutes of Meeting of October 30, 2007

The Minutes of the meeting of October 30, 2007 were reviewed and unanimously accepted as written.

IV. Curriculum Operations Report – Tim Stamm

Tim Stamm reported all curriculum proposals from the October 30, 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.

New Business

- a. *Note: The Agenda was reordered and the items were combined for discussion Original Agenda Placement Items V.a. to V.c.*
Business and Technology/Apprenticeship Courses
New Course: SFAP-101: Hull Shipbuilding (2/3/3-75). Creation of a new course, SFAP-101: Hull Shipbuilding, designed to teach the principles of ship construction and terminology.
- Business and Technology/Apprenticeship Courses**
New Course: SFAP-103: Blueprint Reading for Ship-fitters (2/3/3-75). Creation of a new course, SFAP-103: Blueprint Reading for Ship-fitters, designed to introduce blueprint reading techniques and principles. This course will cover in detail all the major areas of blueprint reading required by the ship-fitter trade.
- Business and Technology/Apprenticeship Courses**
New Course: SFAP-105: General Ship-fitting Practices (2/3/3-75). Creation of a new course, SFAP-105: General Ship-fitting Practices, designed to introduce the apprentice to fundamental ship-fitting practices and techniques. Motion to accept proposals. **[Motion: Tom Gruber; Second: Janet Colletti; Carried Unanimously]**
- b. *Note: The agenda was reordered. Original Agenda Placement V.d.*
Business and Technology/Apprenticeship Courses
New Course: MECH-107: Mechanical Drawing (2/3/3-75). Creation of a new course, MECH-107: Mechanical Drawing, designed to introduce the apprentice to the graphic language from the basics of freehand sketching to multi-view and working drawings through the utilization of the various tools of the drafting trade. Motion to accept proposal. **[Motion: Mary Ellen Logan; Second Tom Gruber; Carried Unanimously]**
- c. *Note: The Agenda was reordered and items were combined for discussion. Original Agenda Placement Items V. e. to V.h.*
Business and Technology/Apprenticeship Courses
New Course: WELD-111: Welder Training and Testing (2/1/2-45). Creation of a new course, WELD-111: Welder Training and Testing, designed to provide theoretical and practical applications associated with fillet and butt joint welding.
- Business and Technology/Apprenticeship Courses**
New Course: WELD-113: Welding Procedures (2/1/2-45). Creation of a new course, WELD-113: Welding Procedures, designed to provide the student with the basic welding procedures used in a commercial shipyard.
- Business and Technology/Apprenticeship Courses**
New Course: WELD-115: Welding Theory and Techniques (1/2/2-45). Creation of a new course, WELD-115: Welding Theory and Techniques, designed to teach the basic principles of Shielded Metal Arc Welding, Gas Tungsten Arc Welding, and Gas Metal Arc Welding processes.
- Business and Technology/Apprenticeship Courses**
New Course: WELD-119: G.M.A.C. and F.C.A.W. Welding (1/2/2-45).

Creation of a new course, WELD-119: G.M.A.C. and F.C.A.W. Welding, designed to teach the basic knowledge of the accessory equipment used in semi-automatic welding processes. Motion to accept proposals. **[Motion: Leroy Kendrick; Second: Mary Ellen Logan; Carried, Unanimously]**

- d. *Note: The Agenda was reordered and items were combined for discussion. Original Agenda Placement: Items V.i. to V.p.*

Business and Technology/Apprenticeship Courses

New Course: ELAP-101: Basic Electricity (2/3/3-75). Creation of a new course, ELAP-101: Basic Electricity, an introductory course designed to provide an overview of basic electrical mathematics and electrical D.C. theory.

Business and Technology/Apprenticeship Courses

New Course: ELAP-103: Circuits, Magnetism, and Basic AC (2/3/3-75). Creation of a new course, ELAP-103: Circuits, Magnetism, and Basic A.C. This course provides advanced level study of series parallel circuits and D.C. circuits. It also introduces the apprentice to A.C. theory to include inductive and capacitive circuits.

Business and Technology/Apprenticeship Courses

New Course: ELAP-104: A.C. Theory, Meters, and Batteries (2/3/3-75). Creation of a new course, ELAP-104: A.C. Theory, Meters, and Batteries. The course is a continuation of A.C. theory though series parallel RCL circuits. Also covered are batteries and the various types of test equipment used in the electrical trade.

Business and Technology/Apprenticeship Courses

New Course: ELAP-107: Motors, Generators, and Alternators (2/3/3-75). Creation of a new course, ELAP-107: Motors, Generators, and Alternators, designed to cover both the theory and practical applications of generators and electric motors.

Business and Technology/Apprenticeship Courses

New Course: ELAP-109: Electric Motor Control (2/3/3-75). Creation of a new course, ELAP-109: Electric Motor Control, designed to provide the fundamentals of electric motor control to include control of motor starting, control components, and maintenance of control equipment.

Business and Technology/Apprenticeship Courses

New Course: ELAP-110: Electronic Circuit Analysis I (2/3/3-75). Creation of a new course, ELAP-201: Electronic Circuit Analysis I, designed to provide the fundamentals of electronic circuit analysis.

Business and Technology/Apprenticeship Courses

New Course: ELAP-201: Electronic Circuit Analysis II (2/3/3-75). Creation of a new course, ELAP-201: Electronic Circuit Analysis II. This course is a continuation of ELAP-110: Electronic Circuit Analysis I.

Business and Technology/Apprenticeship Courses

New Course: ELAP-203: Fibre Optics (2/3/3-75). Creation of a new course, ELAP-203: Fibre Optics, designed to provide basic information that an apprentice must acquire to successfully perform fibre optics installations.

[Motion: Ashley Chitwood; Second: Wayne Chalona; Carried, Unanimously]

- e. *Note: The agenda was reordered and items were combined for discussion*
Original Agenda Placement: Items V.q. to V. t.

Business and Technology/Apprenticeship Courses

New Course: PFAP-103: Blueprint Reading for Pipefitters (2/3/3-75). Creation of a new course, PFAP-103: Blueprint Reading for Pipefitters, designed to introduce the student to the techniques of reading drawings, sections, elevations, meaning of various symbols, piping systems, and practical exercises in Blueprint Reading.

Business and Technology/Apprenticeship Courses

New Course: PFAP-105: Marine Pipefitting (2/3/3-75). Creation of a new course, PFAP-105: Marine Pipefitting. This course is designed to teach the marine pipefitter the basic fundamentals of the pipe trade. Topics include: pipe tools and usage, pipe and pipe material, valves, and pipe fabrication techniques.

Business and Technology/Apprenticeship Courses

New Course: PFAP-201: Marine Engineering (2/3/3-75). Creation of a new course, PFAP-201: Marine Engineering, designed to teach the basics of the steam power plant, major piping systems, gas turbine plant, nuclear power plant, and the central operations system.

Business and Technology/Apprenticeship Courses

New Course: PFAP-203: Advanced Blueprint Reading for Pipefitters (2/3/3-75). Creation of a new course, PFAP-203: Advanced Blueprint Reading for Pipefitters. This course covers advanced blueprint reading techniques and principles. Topics include: the techniques of advanced reading of drawings, sections, elevations, meaning of various symbols, and piping systems diagrams. Motion to accept proposals. **[Motion: Patrice Moore; Second: Mary Ellen Logan; Carried, Unanimously].**

- f. *Note: The Agenda was reordered and items were combined for discussion.*
Original Agenda Placement: Items V. u. to V. x.

Business and Technology/Apprenticeship Courses

New Course: SHMT-103: Blueprint Reading for Sheetmetal (2/3/3-75). Creation of a new course, SHMT-103: Blueprint Reading for Sheetmetal. This course will cover the major areas of blueprint reading required by the sheetmetal trade.

Business and Technology/Apprenticeship Courses

New Course: SHMT-107: Layout I (2/3/3-75). Creation of a new course, SHMT-107: Layout I. This course is designed to cover basic trade theory in hand processing, machine process, and basic layout.

Business and Technology/Apprenticeship Courses

New Course: SHMT-201: Layout II (2/3/3-75). Creation of a new course, SHMT-201: Layout II. Continuation of SHMT-107: Layout I; this course will cover the basic principles of parallel and radial line development as related to sheetmetal layout work.

Business and Technology/Apprenticeship Courses

New Course: SHMT-203: Layout III. Creation of a new course, SHMT-203: Layout III (2/3/3-75). Continuation of SHMT-201: Layout II; this course will cover the triangulation method and approaches and solutions to special problems in sheetmetal layout work. Motion to accept proposals. **[Motion: Leroy Kendrick; Second: Patrice Moore; Carried, Unanimously]**

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

Original Agenda Placement: Items: V. y. to V. cc:

Business and Technology/Apprenticeship Courses

New Course: MACH-108: Blueprint Reading for Machinists (2/3/3-75). Creation of a new course, MACH-108: Blueprint Reading for Machinists. This course is designed to provide the basic information that an apprentice must acquire to be proficient in the major areas of blueprint reading required by the mechanist trade.

Business and Technology/Apprenticeship Courses

New Course: MACH-110: Machine Shop I (2/3/3-75). Creation of a new course, MACH-110: Machine Shop I, designed to provide the basic information an apprentice must acquire to use the standard hand and machine tools found in the contemporary machinist trade.

Business and Technology/Apprenticeship Courses

New Course: MACH-202: Machinist Shop II (2/3/3-75). Creation of a new course, MACH-202: Machine Shop II. Continuation of MACH-110: Machine Shop I; advanced work with the standard hand and machine tools used in the contemporary machinist industry.

Business and Technology/Apprenticeship Courses

New Course: MACH-265: Computerized Numerical Control (2/3/3-75). Creation of a new course, MACH-265: Computerized Numerical Control. This course is designed to introduce the student to the graphic numerical language while understanding the basic operation of the machine. Topics include: the development of program, set-up, and operation.

Business and Technology/Apprenticeship Courses

New Course: MACH-115: Principles of Hydraulics (2/3/3-75). Creation of a new course, MACH-115: Principles of Hydraulics. Students will gain a working knowledge of the theory, application, and functions of hydraulics systems and components. Motion to accept proposals. **[Motion: Patrice Moore; Second: Mary Ellen Logan; Carried, Unanimously]**

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

Original Agenda Placement : Items V.dd. to V. ii.

Business and Technology/Apprenticeship Courses

New Course: PTNG: 103: Blueprint Reading for Painters (2/1/2-45). Creation of a new course, PTNG-103: Blueprint Reading for Painters. This course is designed to introduce the apprentice painter to blueprint reading techniques and principles.

Business and Technology/Apprenticeship Courses

New Course: PNTG-105: Industrial Painting (1/2/2-45). Creation of a new course, PNTG-105: Industrial Painting, designed to introduce the apprentice painter to the paints and chemical used in industrial painting with an emphasis on marine application.

Business and Technology/Apprenticeship Courses

New Course: PNTG-107: Surface Preparation (1/2/2-45). Creation of a new course, PNTG-107: Surface Preparation, designed to introduce the apprentice to abrasive blasting, surface preparation, and pre-treatment of materials for marine applications.

Business and Technology/Apprenticeship Courses

New Course: PNTG-109: Health and Safety (2/1/2-45). Creation of a new course, PNTG-109. This course is designed to provide the apprentice painter with the basic information needed to understand the safety problems in the painting trade. Newly discovered hazards in painting will be presented along with strategies to protect the painter from such hazards.

Business and Technology/Apprenticeship Courses

New Course: PNTG-111: Special Coatings (1/2/2-45). Creation of a new course, PNTG-111: Special Coatings, designed to provide the basic information an apprentice must acquire to apply special coatings.

Business and Technology/Apprenticeship Courses

New Course: PNTG-201: Inspection Fundamentals. Creation of a new course, PNTG-201: Inspection Fundamentals. This course will teach the apprentice painter the basic documentation and inspection equipment used in a surface preparation and coating environment. Motion to accept proposals. [Motion: Mary Ellen Logan; Second: Warren Punecky; Carried, Unanimously].

- i. *Note: The agenda was reordered and items were combined for discussion. Original Agenda Placement: Items V. jj. to V. ll*

Business and Technology/Apprenticeship Courses

New Course: WELD-121: Training & Testing Pipe S.M.A.W. (2/3/3-75). Creation of a new course, WELD-121: Training & Testing Pipe S.M.A.W. This course is designed to teach the basics of pipe welding techniques.

Business and Technology/Apprenticeship Courses

New Course: WELD-207: Training & Testing Pipe G.T.A.W. (Cress) (2/3/3-75). Creation of a new course, WELD-207: Training & Testing Pipe G.T.A.W. (Cress). This course is designed to teach the apprentice about the details involved in procedure writing and qualification. The apprentice is taught to read procedures and apply these procedures to the weld test.

Business and Technology/Apprenticeship Courses

New Course: WELD-123: Blueprint Reading for Pipe Welding (1/2/2-45). Creation of a new course, WELD-123: Blueprint Reading for Pipe Welding, designed to introduce the apprentice pipe-welder to blueprint reading techniques and principles. Topics include: the techniques of drawing, sections, elevations, meaning of various symbols, piping systems, and practical exercises in blueprint reading required for success in the pipe-

welding trade. Motion to accept proposals. [**Motion: Patrice Moore; Second: Ashley Chitwood; Carried, Unanimously**].

- j. *Note: The agenda was reordered. Original Agenda Placement: Item V.mm.*
Business and Technology/Apprenticeship Courses
New Course: MECH-109: Metallurgy (2/1/2-45). Creation of a new course, MECH-109: Metallurgy. This course is designed to teach the production of metals and alloys. Additional topics include: heat-treatment, grain structure, and testing of metals. Motion to accept proposal. [**Motion: Leroy Kendrick; Second: Mary Ellen Logan; Carried, Unanimously**].
- k. *Note: The agenda was reordered. Original Agenda Placement: Item V.nn.*
Liberal Arts/Liberal Arts & Sciences/Business and Technology/GSTD
Program Revision: General Studies: Concentration in Business Studies. Delete the concentration Business Studies from possible major concentrations in General Studies. The Associate of Applied Science in Business Administration has a concentration in General Business; the College cannot offer a concentration in General Studies when a degree program exists in the same area. Motion to accept proposal. [**Motion: Patrice Moore; Second: Ashley Chitwood; Carried, Unanimously**].
- l. *Note: The agenda was reordered. Original Agenda Placement: Item V.oo.*
Nursing
New Course: NURS-261: Registered Nurse Refresher Course – Clinical (0/6/1-90). Creation of a new course, NURS-261. This course emphasizes the clinical practice that complements the theory and concepts taught in NURS-260: Registered Nurse Refresher – Theory. Students will participate in supervised client care in acute care inpatient hospital settings. Motion to accept proposal. [**Motion: Warren Punecky; Second: Cheryl Myers; Carried, Unanimously**].

V. Old Business

VI. Next Meeting November, 2007 (Scheduled Meeting)

VII. Adjournment 2:50 p.m.