



**CURRICULUM COMMITTEE MEETING**

*Friday, March 28, 2008 - 2:00 p.m.*

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

**MINUTES**

**I. Call to Order**

Curriculum Committee Meeting was called to order at 2:07 p.m. by Lester Adelsberg, Assistant Chair

**II. Roll Call**

Present were:

Lester Adelsberg  
Mary Bartholomew  
Jennifer Bennett  
Ashley Chitwood  
Maria Cisneros  
Janet Colletti  
Harolyn Cumlet  
Greg Dawson  
Patricia Egers  
Ray Gisclair  
Thomas Gruber

Sheila Hickman  
Leroy Kendrick  
Anne LaVance  
Mary Ellen Logan  
Patrice Moore  
Sallye Raymond  
Vance Roux  
Deborah Skevington  
Delores Smith  
Tim Stamm

Absent/attending

To other business:

Donna Alley  
Sal Anselmo  
Wayne B. Chalona  
Arnel Cosey  
Chris Doyle  
Sarah Inman  
Melissa LaCour  
Cheryl Myers

Mike Nixon  
Warren Punecky  
Suzanne Riche  
Kim Rugon  
Lauren Tarantino  
Dianne Thames  
Elizabeth Wilson

Guest:

Joseph Cruthirds  
Catherine Lenihan  
Claudia Martinez

**III. Minutes of meeting of March 7, 2008**

The Minutes of the meeting of March 7, 2008 were reviewed accepted as written.

**IV. Curriculum Operations Report – Tim Stamm**

Tim Stamm reported all curriculum proposals from the March 7, 2008 Curriculum Committee Meeting were reviewed and approved by the Vice Chancellor for Learning & Student Development.

## V. New Business

- a) **Business and Technology/MOVH**  
**New Course:** MOVH-228: Body and Fender III. Creation of a new course, MOVH-228: Body and Fender III. This new course will address requirements outlined by NATEF that student receive 260 hours of instruction in structural analysis and damage repair. **[Motion: Mary Bartholomew; Second Sheila Hickman; Carried, Unanimously].**
- b) **Liberal Arts/CRJU**  
**Change of Program Description:** Criminal Justice, Associate of Arts. Revise the program description for the Associate of Arts degree program in Criminal Justice to state: “The Criminal Justice program prepares students whose career interests are in law enforcement, law, and corrections for direct entry into the workforce, for transfer to senior colleges, and for professional advancement. ~~After earning the Associate of Arts degree in Criminal Justice, a student may transfer into the Bachelor of Arts program in Criminal Justice at Loyola New Orleans or Southern University. Students who are planning to transfer to other four year institutions should consult with an advisor.~~” Currently, the program description reads: “The Criminal Justice program prepares students for employment in industry or government positions related to criminal justice. After earning the Associate of Arts degree in Criminal Justice, a student may transfer into the Bachelor of Arts program in Criminal Justice at Loyola New Orleans or Southern University. Students who are planning to transfer to other four-year institutions should consult with an advisor.” **[Motion: Mary Bartholomew; Second: Tom Gruber; Carried, Unanimously].**
- c) **Business and Technology/MARK**  
**New Course:** MARK-208: Internet Marketing. Creation of a new course, MARK-208: Internet Marketing. This course will introduce the topic of Internet marketing, also referred to online marketing or e-marketing is the marketing of products or services over the Internet as well at the process of growing and promoting an organization using online media. Topics include: online marketing strategies, value-chain models, business models, the Internet customer, evaluating web marketing programs, social concerns, and regulatory issues. **[Motion: Mary Bartholomew; Second: Ashley Chitwood; Carried Unanimously].**
- d) **Note: The agenda was reordered and items combined for discussion , Original Agenda Placement Items V. d. to V.e.**  
**Business and Technology/CULA**  
**Change of Course Prerequisite and Co-requisite Requirements:**  
CULA-101: Introduction to Culinary Arts. Modify the prerequisite requirement of CULA-101: Introduction to Culinary Arts to state “Eligibility for ENGL-101: English Composition I and MATH-118: Algebra for College Students.” Currently, the course has no prerequisite requirements. Delete co-requisite requirements of CULA-102: Food Prep I: Basic Skills and CULA-

281: Supervised Work Experience I; skills introduced in CULA-101 do not require the co-requisites of CULA-102 and CULA-281.

**Business and Technology/CULA**

**Course Revision:** CULA-101: Introduction to Culinary Arts. Revision of the Master Syllabus for CULA-101: Introduction to Culinary Arts. **[Motion: Marry Ellen Logan; Second: Raymond Gisclair, Carried Unanimously].**

e) **Business and Technology/CULA**

**Change of Course Co-requisite Requirement:** CULA-102: Basic Culinary Skills. Delete the co-requisite requirements of CULA-101: Introduction to Culinary Arts and CULA-281: Supervised Work Experience I; skills introduced in CULA-102 do not require the co-requisites of CULA-101 and CULA-281.

f) **Note: The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V. f. to V. g.**

**Business and Technology/CULA**

**Course Revision:** CULA-102: Basic Culinary Skills. Revision of the Master Syllabus for CULA-102: Basic Culinary Skills.

**Business and Technology/CULA**

**Course Revision:** CULA-103: Food Safety and Sanitation. Revision of the Master Syllabus for CULA-103: Food Safety and Sanitation **[Motion Sallye Raymond; Second: Sheila Hickman; Carried Unanimously].**

g) **Note: The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V.i. to V. j.**

**Business and Technology/CULA**

**Change of Course Prerequisite and Co-requisite Requirements:**

CULA-105: Theory of Meat, Poultry, & Seafood. Delete the co-requisite requirement of CULA-282: Supervised Work Experience II; skills introduced in CULA-105 do not require the co-requisite requirement of CULA-282.

Modify the pre-requisite requirement of CULA-105: Theory of Meat, Poultry, & Seafood to state: "CULA-101: Introduction to Culinary Arts and CULA-102: Basic Culinary Skills and CULA-103: Food Safety and Sanitation."

Currently, the prerequisite requirement reads: "CULA-101: Introduction to Culinary Arts."

**Business and Technology/CULA**

**Course Revision:** CULA-105: Theory of Meat, Poultry, & Seafood. Revision of the Master Syllabus for CULA-105: Theory of Meat, Poultry, & Seafood.

**[Motion: Ashley Chitwood; Second: Sheila Hickman; Carried Unanimously].**

- h) Note: The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V.k. To V. m  
**Business and Technology/CULA**  
**Change of Course Title:** CULA-107: Food and Beverage Purchasing. Change the title of CULA-107: Food and Beverage Purchasing from CULA-107: Food and Beverage Purchasing to CULA-107: Foodservice Purchasing.  
**Business and Technology/CULA**  
**Change of Course Prerequisite Requirement:** CULA-107: Foodservice Purchasing. Change the prerequisite requirement of CULA-107: Foodservice Purchasing to state “CULA-101: Introduction to Culinary Arts.” Currently, the prerequisite states: “CULA-103: Food Safety and Sanitation.” CULA-101 is a more appropriate foundational course to prepare students for success in CULA-107.  
**Business and Technology/CULA**  
**Course Revision:** CULA-107: Foodservice Purchasing. Revision of the Master Syllabus for CULA-107: Foodservice Purchasing. **[Motion Ashley Chitwood; Second: Tom Gruber; Carried Unanimously].**
- i) Note: The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V.n to V. o.  
**Business and Technology/CULA**  
**Change of Course Prerequisite and Co-requisite Requirements:** CULA-208: Soups, Stocks, and Sauces. Modify the prerequisite requirement of CULA-208: Food Prep III: Soups, Stocks, and Sauces to state: “ ‘C’ or better in the following courses: CULA-101: Introduction to Culinary Arts and CULA-102: Basic Culinary Skills and CULA-103: Food Safety and Sanitation and CULA-105: Theory of Meat, Poultry, and Seafood and CULA-106: Cooking Methods and CULA-281: Supervised Work Experience I.” Currently, the prerequisite requirement states: “CULA-107: Foodservice Purchasing.” Delete the co-requisite requirements of CULA-207: Fundamentals of Baking and CULA-283: Supervised Work Experience III.”  
**Business and Technology/CULA**  
**Course Revision:** CULA-208: Soups, Stocks, and Sauces. Revision of the Master Syllabus for CULA-208: Soups, Stocks, and Sauces. **[Motion: Ashley Chitwood; Second: Mary Ellen Logan; Carried Unanimously].**
- j) Note: The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V. p. to V. q.  
**Business and Technology/CULA**  
**Addition of Course Prerequisite Requirements:** CULA-209: Culinary Seminar. Add the following prerequisite requirements to CULA-209: Culinary Seminar: “ ‘C’ or better in the following courses: CULA-101: Introduction to Culinary Arts and CULA-102: Basic Culinary Skills and CULA-103: Food Safety and Sanitation and CULA-105: Theory of Meat, Poultry, and Seafood and CULA-106: Cooking Methods and CULA-281: Supervised Work Experience I and CULA-282: Supervised Work Experience II and CULA-283: Supervised Work Experience III.” Currently, the course

has no prerequisite requirements; students must demonstrate proficiency in the prerequisite courses prior to enrollment in CULA-209: Culinary Seminar.

**Business and Technology/CULA**

**Course Revision:** CULA-209: Culinary Seminar. Revision of the Master Syllabus for CULA-209: Culinary Seminar. **[Motion: Patrice Moore; Second: Ashley Chitwood, Carried Unanimously].**

- k) **Note:** *The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V.r. to V.s.*

**Business and Technology/CULA**

**Change of Course Prerequisite and Co-requisite Requirements:**

CULA-210: Introduction to Garde Manger. Modify the prerequisite requirements of CULA-210: Introduction to Garde Manger to state: “C” or better in the following courses: CULA-101: Introduction to Culinary Arts and CULA-102: Basic Culinary Skills and CULA-103: Food Safety and Sanitation and CULA-105: Theory of Meat, Poultry, and Seafood and CULA-106: Cooking Methods and CULA-281: Supervised Work Experience I and CULA-282: Supervised Work Experience II.” Prerequisite currently states: “CULA-208: Soups, Stocks, and Sauces.” Remove CULA-211: Dessert Prep and CULA-284: Supervised Work Experience IV as co-requisite requirements.

**Business and Technology/CULA**

**Course Revision:** CULA-210: Introduction to Garde Manger. Revision of the Master Syllabus for CULA-210: Introduction to Garde Manger. **[Motion: Harolyn Cumlet; Second: Ray Gisclair; Carried Unanimously].**

- l) **Note:** *The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V.t. to V.u*

**Business and Technology/CULA**

**Change of Course Prerequisite Requirement:** CULA-213: Nutrition for the Culinary Professional. Modify the prerequisite requirement of CULA-213: Nutrition for the Culinary Professional to state: “CULA-101: Introduction to Culinary Arts.” Currently, the course has no prerequisite requirement.

**Business and Technology/CULA**

**Course Revision:** CULA-213: Nutrition for the Culinary Professional. Revision of the Master Syllabus for CULA-213: Nutrition for the Culinary Professional. **[Motion: Sheila Hickman; Second: Mary Ellen Logan; Carried Unanimously].**

- m) **Note:** *The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V.v. to V.w*

**Business and Technology/CULA**

**Change of Course Title:** CULA-215: Culinary Cost Control. Change the title of CULA-215: Culinary Cost Control from CULA-215: Culinary Cost Control to CULA-215: Food, Sales, Beverage, and Labor Cost Control. This title reflects the full-range of instructional content addressed in the course.

**Business and Technology/CULA**

**Course Revision:** CULA-215: Food, Sales, Beverage, and Labor Cost Control. Revision of the Master Syllabus for CULA-215: Food, Sales,

Beverage, and Labor Cost Control. **[Motion: Ashley Chitwood; Second: Patrice Moore; Carried Unanimously].**

- n) **Note:** *The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V.x. to V. y.*  
**Business and Technology/CULA**  
**Change of Course Prerequisite Requirements:** CULA-217: Culinary Arts Practicum. Modify the prerequisite requirements of CULA-217 to state: “‘C’ or better in the following courses: CULA-101: Introduction to Culinary Arts and CULA-102: Basic Culinary Skills and CULA-103: Food Safety and Sanitation and CULA-105: Theory of Meat, Poultry, and Seafood and CULA-106: Cooking Methods and CULA-107: Foodservice Purchasing and CULA-207: Fundamentals of Baking and CULA-208: Soups, Stocks, and Sauces and CULA-209: Culinary Seminar and CULA-210: Introduction to Garde Manger and CULA-211: Dessert Prep and CULA-213: Nutrition for the Culinary Professional and CULA-214: Supervision and CULA-215: Food, Sales, Beverage, and Labor Cost Control and CULA-216: Advanced Garde Manger and CULA-281: Supervised Work Experience I and CULA-282: Supervised Work Experience II and CULA-283: Supervised Work Experience III and CULA-284: Supervised Work Experience IV and CULA-285: Supervised Work Experience V.” Currently, the prerequisite states: “CULA-215: Food, Sales, Beverage, and Labor Cost Control and CULA-216: Advanced Garde Manger.” Remove CULA-286: Supervised Work Experience IV as a co-requisite requirement from CULA-217: Culinary Arts Practicum.  
**Business and Technology/CULA**  
**Course Revision:** CULA-217: Culinary Arts Practicum. Revision of the Master Syllabus for CULA-217: Culinary Arts Practicum. Reduce credit hours from six (6) to four (4) – from 3-9-6/180 to 2-7-4/135. **[Motion: Ashley Chitwood; Second: Anne LaVance; Carried Unanimously].**
- o) **Business and Technology/CULA**  
**Program Revision:** Chef Apprentice Degree Option in Culinary Arts, Associate of Applied Science. Delete CULA-207: Fundamentals of Baking from Required Courses in Major for the Chef Apprentice Degree Option in Culinary Arts. This change is designed to meet NACE accreditation recommendations. Total program hours remain the same. **[Motion: Ashley Chitwood; Second: Sheila Hickman; Carried Unanimously].**
- p) **Business and Technology/CULA**  
**Program Revision:** Chef Apprentice Degree Option in Culinary Arts, Associate of Applied Science. Add the following course to Approved Electives; students will select three (3) hours from the following choices: ACCT-111: Fundamentals of Accounting, ADOT-105: Survey of Computer Applications, BUSG-115: Starting A New Business, BUSG-224: Computer Applications, or BUSG-252: Entrepreneurial Finance. This change is designed to meet NACE accreditation recommendations. Total program hours remain the same. **[Motion: Ashley Chitwood; Second: Deborah Skevington; Carried Unanimously].**

- q) **Business and Technology/CULA**  
**Program Revision:** Catering Degree Option in Culinary Arts, Associate of Applied Science. Delete CULA-207: Fundamentals of Baking from Required Courses in Major for the Catering Degree Option in Culinary Arts. This change is designed to meet NACE accreditation recommendations. Total program hours remain the same. **[Motion: Ashley Chitwood; Second: Ray Gisclair; Carried Unanimously].**
- r) **Business and Technology/CULA**  
**Program Revision:** Catering Degree Option in Culinary Arts, Associate of Applied Science. Add the following course to Approved Electives; students will select three (3) hours from the following choices: ADOT-105: Survey of Computer Applications, BUSG-115: Starting A New Business, BUSG-224: Computer Applications, or BUSG-252: Entrepreneurial Finance. This change is designed to meet NACE accreditation recommendations. Total program hours remain the same. **[Motion: Ashley Chitwood; Second: Anne LaVance; Carried Unanimously].**
- s) **Business and Technology/CULA**  
**New Course:** CULA-218: Culinary Certification Preparation. Creation of a new course, CULA-218: Culinary Certification Preparation (2-3-2/60), a course designed to prepare Delgado Community College apprentices to take both the American Culinary Federation Certified Culinarian written and practical exams. Both exams will be administered during the semester. **[Motion: Ashley Chitwood; Second: Mary Ellen Logan; Carried Unanimously].**
- t) **Business and Technology/CULA**  
**Program Revision:** Chef Apprentice Degree Option in Culinary Arts. Add CULA-218: Culinary Certification Preparation to Required Courses in Major. With the modified credit hours of CULA-217: Culinary Arts Practicum and the addition this course, total program hours increase from 71 to 72. **[Motion: Sheila Hickman; Second: Ashley Chitwood; Carried Unanimously].**
- u) **Note: *The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V.ff. to V.gg.***  
**Business and Technology/CULA**  
**Change of Course Title:** CULA-106: Cooking Methods. Change the title of CULA-106: Cooking Methods from CULA-106: Cooking Methods to CULA-106: International Cuisine.  
**Business and Technology/CULA**  
**Course Revision:** CULA-206: International Cuisine. Revise the Master Syllabus and Course Description for CULA-206: International Cuisine. Course Description: “Fundamental concepts and techniques of food preparation utilizing the classical cooking methods with an emphasis on international cuisines. A complimentary course to CULA-105: Theory of Meat, Poultry, & Seafood.” Current course description: “Fundamental

concepts and techniques of food preparation.” **[Motion: Patrice Moore; Second: Ashley Chitwood; Carried Unanimously].**

- v) **Note:** *The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V. hh. To V. ii.*

**Business and Technology/CULA**

**Change of Course Title:** CULA-211: Dessert Prep. Change the title of CULA-211: Dessert Prep from CULA-211: Dessert Prep to CULA-211: Bakeshop Fundamentals.

**Business and Technology/CULA**

**Course Revision:** CULA-211: Bakeshop Fundamentals. Revise the Master Syllabus and Course Description for CULA-211: Bakeshop Fundamentals. Course Description: “A hands-on course in production of American and European breads, pastries, and desserts.” Current course description: “Hands-on course in production of French and European desserts. Includes puddings, mousses, pastries, puff pastry, tarts, soufflés, ice creams, sorbets, sherbets, candies and sweet sauces.” **[Motion Ashley Chitwood; Second: Anne LaVance; Carried Unanimously].**

- w) **Note:** *The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V. jj.V.kk.*

**Business and Technology/CULA**

**Change of Course Title:** CULA-214: Supervision. Change the title of CULA-214: Supervision from CULA-214: Supervision to CULA-214: Restaurant & Hospitality Supervision.

**Business and Technology/CULA**

**Course Revision:** CULA-214: Restaurant & Hospitality Supervision. Revise the Master Syllabus and Course Description for CULA-214: Restaurant & Hospitality Supervision. Course description: “A survey course based on the principles of effective supervision and management theories and techniques for the restaurant and hospitality industry.” Current course description: “Basic principles of effective supervision, including human relations, motivation, communication, correct training principles, interviewing of staff, and discipline. Emphasizes working with supervisors and subordinates in food service and hospitality industries. **[Motion: Sheila Hickman; Second: Ashley Chitwood; Carried Unanimously].**

- x) **Note:** *The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V.ll to V.mm.*

**Business and Technology/CULA**

**Change of Course Title:** CULA-216: Advanced Garde Manger. Change the title of CULA-216: Advance Garde Manger from CULA-216: Advanced Garde Manger to CULA-216: American Regional Cuisine.

**Business and Technology/CULA**

**Course Revision:** CULA-216: American Regional Cuisine. Revise the Master Syllabus for CULA-216: American Regional Cuisine. Course Description: “Fundamental concepts and techniques of food preparation utilizing the cooking methods and recipes of the geographical regions of the United States.” Current description: “Covers garde manger station in



production of pâtés, terrines, gallantines, mousses, tallow, ice carvings, and charcuterie.” [Motion: Anne LaVance; Second: Ashley Chitwood; Motion Defeated by Majority vote].

- y) The Agenda was modified by unanimous consent of the Curriculum Committee to include the following:

**Business and Technology/CULA**

**Course Deletion:** CULA-216: Advanced Garde Manger. Delete the course, CULA-216: Advance Garde Manger from the catalog of course offerings; the course is no longer used in either degree option of the Culinary Arts Associate of Applied Science degree program.

**Business and Technology/CULA**

**New Course:** CULA-218: American Regional Cuisine. Creation of a new course, CULA-218: American Regional Cuisine. Course Description: “Fundamental concepts and techniques of food preparation utilizing the cooking methods and recipes of the geographical regions of the United States.” [Motion: Ashley Chitwood; Second: Raymond Gisclair; Carried, Unanimously].

**VI. Old Business**

**VII. Next Meeting**      **April 11, 2008** (Scheduled Meeting)

**VIII. Adjournment**      **3:25 p.m.**