



CURRICULUM COMMITTEE MEETING

Friday, November 14, 2014 - 2:00 p.m.

Student Life Center, Dolphin Den – (Building 23, First Floor)

MINUTES

I. Call to Order – The meeting was called to order at 2:03pm, by Lester Adelsberg, Chair

II. Roll Call

Present	Lester Adelsberg	Sara Delozier
Were:	Sal Anselmo	Lilian Gamble
	John Arbour	Linda Kieffer
	Abdelrahim Ayyad	Rhonda King
	Jennifer Bennett	Dolores Smith
	Maria Cisneros	Tim Stamm
	Janet Colletti	Janet Gauthier Stephens
	Emmett Davis	Tedd Walley
Attending	Malene Arnaud-Davis	Mark McLean
To Other	Douglas Brewster	Rhett McNorton
Business:	Michael Brezinsky	Patrice Moore
	Vernell Briscoe	Cheryl Myers
	Ashely Chitwood	Jim Newchurch
	Clint A. Coleman	Warren Punecky
	Caitlin Cooper	Jay Randolph
	Arnel Cosey	Kenneth Ripberger
	Lesha Coulon	Vance Roux
	Linda Donahue	Emily Rush
	Raymond Duplessis	David Sanders
	Meredith Feike	Deborah Skevington
	Danielle Gandolfo	Kristine Strickland
	Thomas Gruber	Thomas Lovince
	Larisia Jones	Darlene Williams
	Anne LaVance	Kiedra M. Williams
	Larissa Littleton-Steib	Leah Wooden
	Claudia Martinez	Theo Worrell
Guests:	Nikki Dugar	Jennifer Vollenweider
	Mike Nixon	

III. Minutes of meeting of October 24, 2014

The minutes of the meeting of October 24th were read and reviewed and approved as presented [**Motion: Janet Colletti; Second: Jennifer Bennett; Carried Unanimously**].

IV. Curriculum Operations Report – Tim Stamm

V. Articulation and Transfer Initiatives

- a) Northshore Technical Community College
Transferrable General Education courses, as listed on Statewide Matrix

VI. New Business

- a) *The agenda was reordered and items were combined for discussion.*
Original Placement Items V. a. to V. f.
Business & Technology/CADD
Course Deletion: CADD-144: Pictorial Drawing. Delete the course, CADD-144: Pictorial Drawing, from the catalog of course offerings. The drafting concepts covered in this course may better be addressed in other CADD courses, reflecting contemporary trends and practices.
Business & Technology/CADD
Course Deletion: CADD-170: Drafting II. Delete the course CADD-170: Drafting II, from the catalog of course offerings. The drafting concepts covered in this course may better be addressed in other CADD courses, reflecting contemporary trends and practices.
Business & Technology/CADD
Course Deletion: CADD-205: CAD III. Delete the course CADD-205: CAD III, from the catalog of course offerings. The drafting concepts covered in this course may better be addressed in other CADD courses, reflecting contemporary trends and practices.
Business & Technology/CADD
Course Deletion: CADD-256: Electrical/Electronic CAD Applications. Delete the course, CADD-256: Electrical/Electronic CAD Applications, from the catalog of course offerings. The drafting concepts covered in this course may better be addressed in other CADD courses, reflecting contemporary trends and practices.
Business & Technology/CADD
Course Deletion: CADD-268: Animation and Presentation Topics in CAD. Delete the course, CADD-268: Animation and Presentation Topics in CAD, from the catalog of course offerings. The drafting concepts covered in this course may better be addressed in other CADD courses, reflecting contemporary trends and practices.
Business & Technology/CADD
Course Deletion: CADD-265: Special Topics. Delete the course, CADD-265: Special Topics, from the catalog of course offerings. The drafting concepts covered in this course may better be addressed in other CADD courses, reflecting contemporary trends and practices. Motion to accept proposal. **[Motion: Lilian Gamble; Second: Maria Cisneros; Carried Unanimously].**

- b) *The agenda was reordered and items were combined for discussion.*
Original Placement Items V. g. to V. h.

Business & Technology/CADD

Change of Course Title: CADD-125: Drafting I. Change the title of CADD-125: Drafting I *from* CADD-125: Drafting I *to* CADD-125: Introduction to Drafting.

Business & Technology/CADD

Change of Course Description: CADD-125: Introduction to Drafting. Change the description of CADD-125: Introduction to Drafting to state: “Comprehensive introduction to drafting and drafting careers. Utilizes manual board skills to provide the student with an understanding of the basic requirements when creating a set of technical drawings. Topics include: drafting terminology, tools, distance measuring, drawing to scale, dimensioning, and geometric construction when completing a set of working drawings that can be used in the engineering and architectural fields.” Current description: “The basic concepts of Drafting: creating construction documents and technical drawings. Included: use of drafting instruments, geometric construction, visualization, freehand sketching, orthographic projection, basic auxiliary and section views, dimensioning, pictorial views, and diagrams. Some computer graphic solutions are utilized.” Motion to accept proposal. **[Motion: Dolores Smith; Second: Janet Gauthier Stephens; Carried Unanimously].**

- c) *The agenda was reordered and items were combined for discussion.*
Original Placement Items V.i. to V. j.

Business & Technology/CADD

Change of Course Title: CADD-201: Introduction to CAD. Change the title of CADD-201: Introduction to CAD *from* CADD-201: Introduction to CAD *to* CADD-201: Introduction to CADD.

Business & Technology/CADD

Change of Course Description: CADD-201: Introduction to CADD. Change the description of CADD-201: Introduction to CADD to state: “Comprehensive introduction to the fundamentals of Computer Aided Drafting. Covers software commonly used in the industry. The student will learn basic commands, technical drawing problem solving, creation and editing of simple drawings using the most essential tools and concepts with a hands-on approach, examples, and lecture. Main topics will include orthographic, auxiliary views, section views, dimensioning, and plotting to scale.” Current description: “The basics of 2-D computer aided drafting (CAD). Topics: geometric construction, orthographic projection, auxiliary views, isometric views, section views, dimensioning, tolerancing, scaling, working drawings, and printing to scale. Applications in mechanical and architectural CAD.” Motion to accept proposal. **[Motion: Lilian Gamble; Second: Dolores Smith; Carried Unanimously].**

- d) *The agenda was reordered and items were combined for discussion.*
Original Placement Items V. k. to V. l
Business & Technology/CADD
Change of Course Title: CADD-202: CAD II. Change the title of CADD-202: CAD II *from* CADD-202: CAD II *to* CADD-202: Three Dimensional Applications in CADD.
Business & Technology/CADD
Change of Course Description: CADD-202: Three Dimensional Applications in CADD. Change the description of CADD-202: Three Dimensional Applications in CADD to state: “Fundamental concepts and techniques of 3-D computer drafting. Includes simple and composite solid modeling, surfaces and mesh modeling, and creating 2D drawings from 3D models.” Current description: “Basic 3-D computer aided drafting (CAD). Topics: 3-D coordinate systems, viewpoints, surface models, solid models, intersections, auxiliary views by rotation, 2-D projections from 3-D models, perspective, animation. Practical applications in mechanical, architectural, and structural areas.” Motion to accept proposal. **[Motion: Jennifer Bennett Second: Linda Kieffer; Carried Unanimously].**
- e) *The agenda was reordered and items were combined for discussion.*
Original Placement Items V. m. to V. n.
Business & Technology/CADD
Change of Course Title: CADD-212: Architectural Applications in CAD. Change the title of CADD-212: Architectural Applications in CAD *from* CADD-212: Architectural Applications in CAD *to* CADD-212: Architectural Applications in CADD.
Business & Technology/CADD
Change of Course Description: CADD-212: Architectural Applications in CADD. Change the description of CADD-212: Architectural Applications in CADD to state: “Introduction to computer aided architectural drafting. Computer production of a working set of construction plans for a typical residential building. Topics include: site plans, floor plans, elevations, details, sections, and common schedules.” Current description: “An introduction to computer aided architectural drafting (CAD). The student uses CAD to create architectural drawing for residential and commercial applications. Topics: floor plans, elevations, electrical plans, framing plans, site plans, common schedules, attributes, etc. The student will complete a full set of plans during the semester.” Motion to accept proposal. **[Motion: Abdekrahim Ayyad; Second: Lilian Gamble; Carried Unanimously]**
- f) *The agenda was reordered and items were combined for discussion.*
Original Placement Items V.o to V. q.
Business & Technology/CADD
Change of Course Title: CADD-221: Mechanical Applications in CAD. Change the title of CADD-221: Mechanical Applications in CAD *from*

CADD-221: Mechanical Applications in CAD to CADD-221: Mechanical Applications in CADD.

Business & Technology/CADD

Change of Course Description: CADD-221: Mechanical Applications in CADD. Change the description of CADD-221: Mechanical Applications in CADD to state: “Terminology and basic principles to create and edit mechanical designs, including pumps, gears and cams, sheet metal construction, tolerance and fasteners. Industry standard parametric modeling software will be used.” Current description: “Drafting practices with gears, cams, levers, drive systems, assemblies, sheet metal fabrication, and castings are covered. Contemporary fabrication and shop drawing are created. Applications are pertinent to manufacturing and construction. Computer applications are used.”

Business & Technology/CADD

Change of Course Prerequisite Requirements: CADD-221: Mechanical Applications in CADD. Prerequisite: CADD-200: Introduction to Parametric Modeling and CADD-201: Introduction to CADD. Current prerequisites: CADD-170: Drafting II and CADD-202: Three Dimensional Applications in CADD. Motion to accept proposal. [**Motion: Lilian Gamble; Second: Sal Anselmo; Carried Unanimously**].

- g) The agenda was reordered and items were combined for discussion. Original Placement Items V. r. to V. t.

Business & Technology/CADD

Change of Course Title: CADD-231: Structural/Civil Applications in CAD. Change the title of CADD-231: Structural/Civil Applications in CAD from CADD-231: Structural/Civil Applications in CAD to CADD-231: Structural/Civil Applications in CADD.

Business & Technology/CADD

Change of Course Description: CADD-231: Structural/Civil Applications in CADD. Change the description of CADD-231: Structural/Civil Applications in CADD to state: “Introduction to structural drafting in two and three dimensions. Topics include: structural and civil terminology, file sharing, structural systems using steel, wood and concrete, framing, plotting, dimensioning and blueprint reading. Civil topics include: contour lines, profiles, and plot plans.” Current description: “The course covers structural systems utilizing steel, wood, and concrete. Topics: pier and piling residential and commercial foundations, cast-in-place concrete, prefabricated concrete systems, steel framing, girder and beams, etc. Applications are pertinent to manufacturing, construction, and architecture. Computer applications are utilized.”

Business & Technology/CADD

Change of Course Prerequisite Requirements: CADD-231: Structural/Civil Applications in CADD. Change the prerequisite requirement of CADD-231: Structural/Civil Applications in CADD to state: CADD-212: Architectural Applications in CADD.” Current prerequisites:

CADD-170: Drafting II and CADD-201: Introduction to CADD.” Motion to accept proposal. [**Motion: Theodore Walley; Second: Sara DeLozier; Carried Unanimously**].

- h) *The agenda was reordered and items were combined for discussion. Original Placement Items V. u. to V.w.*

Business & Technology/CADD

Change of Course Title: CADD-242: Piping Applications in CAD. Change the title of CADD-242: Piping Applications in CAD *from* CADD-242: Piping Applications in CAD *to* CADD-242: Piping Applications in CADD.

Business & Technology/CADD

Change of Course Description: CADD-242: Piping Applications in CADD. Change the description of CADD-242: Piping Application in CADD to state: “Terminology and basic principles used to create and edit piping designs. Includes: valves and instrumentation, pumps, tanks, vessels, flow diagrams, piping plans and elevations using common industry-standard parametric modeling software.” Current description: “Common piping systems and practices using CAD. Topics: pipe & fittings sizes and nomenclature, valves & instrumentation, pumps, tanks, vessels, flow diagrams, piping plans & elevations, piping isometrics, bill of material, etc. Applications for industry, manufacturing, construction, and architecture. Computer applications are utilized.”

Business & Technology/CADD

Change of Course Prerequisite Requirements: CADD-242: Piping Applications in CADD. Change the prerequisite requirements of CADD-242: Piping Applications in CADD to state: “CADD-200: Introduction to Parametric Modeling and CADD-201: Introduction to CADD.” Current prerequisites: CADD-170: Drafting II and CADD-202: Three Dimensional Applications in CADD. Motion to accept proposal. [**Motion: Maria Cisneros; Second: Sara DeLozier; Carried Unanimously**].

- i) *The agenda was reordered and items were combined for discussion. Original Placement Items V. x. to V.z.*

Business & Technology/CADD

Change of Course Title: CADD-261: Advanced CAD Applications. Change the title of CADD-261: Advanced CAD Applications *from* CADD-261: Advanced CAD Applications *to* CADD-261: CADD Capstone.

Business & Technology/CADD

Change of Course Description: CADD-261: CADD Capstone. Change the description of CADD-261: CADD Capstone to state: “Capstone CAD course. Students will create a set of working drawings for inclusion in a portfolio. Content options: 1) Mechanical Parametric Modeling, 2) Residential Architectural/Structural/MEP Design in Two Dimensions, 3) Commercial Architectural/Structural/MEP Design in Three Dimensions.” Current description: “A Capstone CAD course. Practical CAD applications in Mechanical, Piping, Electrical, Civil, and Structural fields.

Contemporary Industry problems solved using CAD. Problems from industry are utilized.”

Business & Technology/CADD

Change of Course Prerequisite Requirements: CADD-261: CADD Capstone. Change the prerequisite requirements of CADD-261: CADD Capstone to state: “18 hours of Approved CADD Electives and permission of Department Chair.” Current prerequisites: “CADD-221: Mechanical Applications in CADD and CADD-231: Structural/Civil Applications in CADD.” Motion to accept proposal [**Motion: Rhonda King; Second: Lilian Gamble; Carried Unanimously**].

- j) The agenda was reordered and items were combined for discussion. Original Placement Items V. aa. to V. bb.

Business & Technology/CADD

Change of Course Title: CADD-287: Practicum/Co-Op. Change the title of CADD-287: Practicum/Co-Op from CADD-287: Practicum/Co-Op to CADD-287: CADD Practicum.

Business & Technology/CADD

Change of Course Prerequisite Requirements: Change the prerequisite requirements of CADD-287: CADD Practicum to state: “18 hours of Approved CADD Electives and permission of Department Chair.” Current Prerequisites: CADD-205: CAD III , CADD-221: Mechanical Applications in CADD and CADD-231: Structural/Civil Applications in CADD.” Motion to accept proposal [**Motion: Lilian Gamble; Second: Maria Cisneros; Carried Unanimously**].

- k) The agenda was reordered. Original Placement Item V. cc.

Business & Technology/CADD

New Course: CADD-110: Blueprint Reading. Creation of a new course, CADD-110: Blueprint Reading. Course description: “Terminology, use of symbols, interpretation and reading of technical drawings commonly used in the construction and architectural fields. Computation of area and volume, drafting as a communication skill, and using the computer as a drafting tool.” The goal of the course is to strengthen skills in using scales and rulers to measure distances, compute the area and volume of a space, and analyze specific drafting symbols on technical drawings. Motion to accept proposal. [**Motion: Jennifer Bennett; Second: Lilian Gamble; Carried Unanimously**].

- l) The agenda was reordered. Original Placement Item V. dd.

Business & Technology/CADD

New Course: CADD-200: Introduction to Parametric Modeling. Creation of a new course, CADD-200: Introduction to Parametric Modeling. Course description: “Introduction to parametric modeling software used to design mechanical objects. Topics include: constraining sketches using basic geometric construction techniques, application options, importing and exporting files for use in projects, understanding

terms related to parametric modeling, rendering, assembly, dimensioning, schedules, and completing a full set of drawings.” The class is a hands-on approach to 3D parametric modeling used in mechanical design and engineering. Motion to accept proposal. [**Motion: Lilian Gamble; Second: John Arbour; Carried Unanimously**].

- m) *The agenda was reordered. Original Placement Item V. ee.*
Business & Technology/CADD
New Course: CADD-214: MEP Applications in CADD. Creation of a new course, CADD-214: MEP Applications in CADD. Course description: “Terminology and techniques used in drafting specific disciplines including HVAC, Electronics, Mechanical, and Plumbing.” The class is a hands-on approach to common job applications for electrical, mechanical, and plumbing applications.” Motion to accept proposal [**Motion: Maria Cisneros; Second: Linda Kieffer; Carried Unanimously**].
- n) *The agenda was reordered. Original Placement Item V. ff.*
Business & Technology/CADD
New Course: CADD-245: Special Topics in CADD. Creation of a new course, CADD-245: Special Topics in CADD. Course description: “Overview of a selected issue or topic in CADD. The intent is to develop an awareness of and appreciation for a special or specialized topic in CADD.” Approval of three (3) rotating Special Topics sub-titles: Customizing, Rendering, and Innovations. 1) Customizing: “Autolisp routines, script files, creating hatch patterns, linetypes, and attributable template files.” 2) Rendering: “Photorealist rendering of designs, adding materials. 3) Innovations: “Advanced techniques in AutoCad, Inventor, and Revit.” Motion to accept proposal [**Motion: Lilian Gamble; Second: Maria Cisneros; Carried Unanimously**].
- o) *The agenda was reordered. Original Placement Item V. gg.*
Business & Technology/CADD
Program Revision: Associate of Applied Science in Computer Aided Design and Drafting. Delete: CADD-170, CADD-205, CADD-212, CADD-221, CADD-231, and CADD-242 from Courses Required In Major. Add: CADD-110 or CIVT-110, CADD-200 to Courses Required in Major. Remove 6 hours of “Choose from” prefixes from Approved Electives, and replace with a list of Courses, with notation to choose Eighteen (18) credit hours. Add: MATH-130 as an “OR” Choice for MATH-120. Discussion: If SPCH-132 remains as a choice in Required Related Courses, a Humanities Requirement must be added to General Education requirements; Total Credit Hours would be 64. If SPCH-132 is removed as a choice, SPCH-130 may be used to fulfil Humanities requirement; Total Credit Hours would reduce to 61. Motion to accept proposal [**Motion: Abedlrahim Ayyad; Second: Janet Gauthier Stephens; Carried Unanimously**].

- p) *The agenda was reordered. Original Placement Item V. hh.*
Business & Technology/CADD
Program Revision: Certificate of Technical Studies in Computer Aided Design and Drafting. Delete: CADD-170, CADD-212, and CADD-231 from Required Courses in Major. Add: CADD-110 or CIVT-110 and CADD-200 to Required Courses in Major. Total credit hours remain the same.
Motion to accept proposal. [**Motion: Lilian Gamble; Second: Maria Cisneros; Carried Unanimously**].
- q) *The agenda was reordered. Original Placement Item V. ii.*
Business & Technology/CADD
Concept Proposal of a New Instructional Program: Technical Competency Area in AutoCAD. The purpose of the T.C.A. in AutoCAD is to prepare students to achieve competencies necessary for success in achieving an Industry Based Certification in AutoCAD. The proposed T.C.A. consists of three (3) courses for a total of nine (9) credit hours. All courses are existing at the College, so the proposed T.C.A. may be offered at no additional cost to the College. The T.C.A. will be embedded within the existing Certificate of Technical Studies and Associate of Applied Science in Computer Aided Design and Drafting. Motion to accept proposal. [**Motion: Lilian Gamble; Second: John Arbour; Carried Unanimously**].
- r) *The agenda was reordered. Original Placement Item V. jj.*
Business & Technology/CADD
Concept Proposal of a New Instructional Program: Technical Competency Area in Revit. The purpose of the T.C.A. in Revit is to prepare students to achieve competencies necessary for success in achieving an Industry Based Certification in AutoCAD. The proposed T.C.A. consists of four (4) courses for a total of twelve (12) credit hours. All courses are existing at the College, so the proposed T.C.A. may be offered at no additional cost to the College. The T.C.A. will be embedded within the existing Certificate of Technical Studies and Associate of Applied Science in Computer Aided Design and Drafting. Motion to accept proposal. [**Motion: Sal Amselmo; Second: Sara DeLozier; Carried Unanimously**].
- s) *The agenda was reordered. Original Placement Item V. kk.*
Business & Technology/ACCT
Change of Course Prerequisite Requirement: ACCT-205: Introduction to Financial Accounting. Change the prerequisite requirement of ACCT-205: Introduction to Financial Accounting to state: "BUSG-129 and Completion of MATH-120 or MATH-094." Current prerequisite: "BUSG-129 and Eligibility for MATH-120." Motion to accept proposal [**Motion: Lilian Gamble; Second: Janet Colletti; Carried Unanimously**].

- t) *The agenda was reordered and items were combined for discussion.*
Original Placement Items V. II. to V. mm
Business & Technology/ECON
Change of Course Prerequisite Requirement: ECON-201:
Macroeconomics. Change the prerequisite requirement of ECON-201:
Macroeconomics to state: "Completion of MATH-120 or MATH-094."
Current prerequisite: "Eligibility for MATH-120."
Business & Technology/ECON
Change of Course Prerequisite Requirement: ECON-202:
Microeconomics. Change the prerequisite requirement of ECON-202:
Microeconomics to state: "Completion of MATH-120 or MATH-094."
Current prerequisite: "Eligibility for MATH-120." Motion to accept
proposal [**Motion: Lilian Gamble; Second: Sara DeLozier;**
Carried, by Majority Vote, with one (1) Opposing Vote, and one
(1) Abstention].
- u) **Business & Technology/ECON**
Concept Proposal of a New Instructional Program: Technical
Competency Area in Quickbooks. Creation of a TCA in Quickbooks,
designed to prepare students to successfully master the competencies
required for Industry Based Certification, and to meet local and regional
workforce needs.

VII. Old Business

VIII. Next Meeting January 30, 2015 (Scheduled Meeting)

IX. Adjournment