



CURRICULUM COMMITTEE MEETING

Friday, October 30, 2015 - 2:00 p.m.

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

MINUTES

I. Call to Order

Meeting was called to order at 2:04 p.m. by Harold Gaspard, Chair, Curriculum Committee

II. Roll Call

Present Were:

Revaz Akirtava	Linda Kieffer
Sal Anselmo	Anne LaVance
Abdelrahim Ayyad	Cheryl Myers
Jennifer Bennett	Jim Newchurch
Ashley Chitwood	Warren Punekey
Maria Cisneros	Vance Roux
Janet Colletti	Emily Rush
Caitlin Cooper	Jeanne Samuel
Lesha Coulon	Deborah Skevington
Marlene Arnaud-Davis	Dolores Smith
Sara Delozier	Tim Stamm
Linda Donahue	Kristine Strickland
Raymond Duplessis	Tedd Walley
Lilian Gamble	Darlene Williams
Harold Gaspard	Kiedra M. Williams
Thomas Gruber	Leah Wooden

Attending to
Other Business:

Lester Adelsberg	Larissa Littleton-Steib
John Arbour	Claudia Martinez
Michael Brezinsky	Mark McLean
Vernell Briscoe	Rhett McNorton
Clint Coleman	Patrice Moore
Arnel Cosey	Jay Randolph
Emmett Davis	Kenneth Ripberger
Meredith Feike	David Sanders
Danielle Gandolfo	Janet Gauthier Stephens
Larisia Jones	Thomas Lovince
Rhonda King	

Guests:

M. Karen Menge	Joseph St. Paul
Jacqueline Richard (Kozisek)	Angela Wilson

III. Vice Chancellor's Charge for the Curriculum Committee

Deferred until November Meeting.

IV. Curriculum Committee Functions

- a) Membership List
- b) Curriculum Development Calendar
- c) Charter: Committee on Curriculum PPM – Policy No. AA-1622.1D
- d) The College Curriculum PPM – Policy No. AA-1510.1A
(Committee Operating Procedures – Pages 11-12 of PPM)
- e) Master Syllabus PPM – Policy No. AA-1503.1A
- f) Board of Regents Approved Academic Degree Terms and Designations –
Policy No. 2.11
- g) Board of Regents Definitions of Undergraduate Certificates and Degrees –
Policy No. 2.15
- h) Board of Regents Statewide General Education Requirements – Policy
No. 2.16

V. Minutes of meeting of May 1, 2015

The minutes of the May 1, 2015 Meeting were reviewed and accepted as presented.

VI. Curriculum Operations Report – Tim Stamm

VII. General Education / Articulation Initiatives – Tim Stamm

- a) Board of Regents for Louisiana Higher Education Master Course
Articulation Matrix and Louisiana Statewide Common Course Catalog–
AY: 2015-2016
- b) Renewal: 2+2 Articulation Agreement: Delgado Community College and
University of New Orleans: A.S. in Business Administration to B.S. in
Business Administration.
- c) Renewal: 2+2 Articulation Agreement: Delgado Community College and
Our Lady of Holy Cross College: A.S. in Teaching Grades 1-5 to B.A. or B.S.
in Elementary Education.
- d) Renewal: 2+2 Articulation Agreement: Delgado Community College and
Our Lady of Holy Cross College: A.A.S. in Respiratory Care Technology to
B.S. in Health Sciences for Respiratory Therapists.
- e) “Reverse Transfer” Agreement: Northwestern State University and
Delgado Community College.
- f) Northshore Technical Community College Transferrable General
Education Courses.

Motion to accept General Education/Articulation Initiative Agenda Items
[**Motion: Jennifer Bennett; Second: Ashley Chitwood; Carried, Unanimously**].

VIII. Legislative Initiatives

- a) Louisiana ACT 356 (2009); subsection 3164:

“...the Board of Regents shall develop, coordinate, and maintain a statewide course numbering system for postsecondary Education in all public ... postsecondary institutions as a means to facilitate program planning and transfer of students and course credits between and among ... postsecondary educational institutions.”

- b) ACT 265 (2015); subsection 3161.1: Reverse Transfer Agreements: Four-year colleges and universities and community colleges are authorized and encouraged to enter into reverse articulation or reverse transfer agreements to facilitate the transfer of academic credits earned by a student while enrolled in a four-year postsecondary institution back to a community college for the purpose of enabling a student to complete the requirements for an associate degree from the community college. The Statewide Articulation and Transfer Council shall establish guidelines to govern the reverse transfer of academic credits between four-year colleges and universities and community colleges.
- c) ACT 232 (2015): Governor’s Military & Veteran Friendly Campus Law lists nine criteria, eight of which must be met for designation as “Friendly Campus.”

IX. New Business

- a) **Academic Affairs**
Concept Proposal of a New Major Designation: Delgado Community College proposes the creation of a new major code for new students who are undecided on a program/major at the College. The new option will be created in the Banner System and to be made available to new students who wish to declare ‘degree-seeking status;’ however, have not made a choice regarding program at the time of entry into the College. Motion to accept proposal [**Motion: Lilian Gamble; Second: Jennifer Bennett; Carried, Unanimously**].
- b) **Academic Affairs**
Establishment of a Taskforce: Creation of a Taskforce to investigate the need to include a standard statement in Master Syllabi to address the response time of faculty in providing feedback to students regarding course assignment. Feedback normally includes grading/evaluation; however, may also include other responses, especially as these apply to on-

line learning/on-line communication tools used in face-to-face and distance learning sections of courses. The Curriculum Committee has used the taskforce model to address the Academic Honesty Statement (2012), the Standard Assessment Statement (2006), and to review and make recommends regarding the College's General Education initiatives. Motion to accept proposal. [**Motion: Ashley Chitwood; Second: Kristine Strickland; Carried, by majority vote, with five (5) opposing votes**].

c) **Academic Affairs**

Publication of Suggested Program Sequences: Publication of suggested semester sequences for academic programs in the College Catalog. Information will not replace the current layout (Required Courses in Major, Required Related Courses, General Education Requirements), but will be added after this section in a recommended semester sequence. Motion to accept proposal. [**Motion: Anne LaVance; Second: Raymond Duplessis; Carried, Unanimously**].

d) *The agenda was reordered and items were combined for discussion. Original Placement Items IX. d to IX. m*

Business and Technology/ARCH:

Final Notification of Curriculum: Technical Competency Area (T.C.A.) in Architectural Contractor Practices. Final notification and approval of catalog listing for the T.C.A. in Architectural Contractor Practices.

Business and Technology/ELST:

Final Notification of Curriculum: Technical Competency Area (T.C.A.) in A+ Certification. Final notification and approval of catalog listing for the T.C.A. in A+ Certification.

Business and Technology/ELET:

Final Notification of Curriculum: Technical Competency Area (T.C.A.) in PLC Programming. Final notification and approval of catalog listing for the T.C.A. in PLC Programming.

Business and Technology/CNET:

Final Notification of Curriculum: Technical Competency Area (T.C.A.) in Net + Certification. Final notification and approval of catalog listing for the T.C.A. in Net + Certification.

Business and Technology/CADD:

Final Notification of Curriculum: Technical Competency Area (T.C.A.) in AutoCAD. Final notification and approval of catalog listing for the T.C.A. in AutoCAD.

Business and Technology/CADD:

Final Notification of Curriculum: Technical Competency Area (T.C.A.) in Revit. Final notification and approval of catalog listing for the T.C.A. in Revit.

Business and Technology/ACCT:

Final Notification of Curriculum: Technical Competency Area

(T.C.A.) in Quickbooks. Final notification and approval of catalog listing for the T.C.A. in Quickbooks.

Business and Technology/MANG/LOGT:

Final Notification of Curriculum: Technical Competency Area (T.C.A.) in Logistics Technician-Entry Level. Final notification and approval of catalog listing for the T.C.A. in Logistics Technician-Entry Level.

Business and Technology/MANG/LOGT:

Final Notification of Curriculum: Technical Competency Area (T.C.A.) in Logistics Technician-Front Line Supervisor. Final notification and approval of catalog listing for the T.C.A. in Logistics Technician-Front Line Supervisor.

Business and Technology/MANG/LOGT:

Final Notification of Curriculum: Technical Competency Area (T.C.A.) in Global Logistics Associate. Final notification and approval of catalog listing for the T.C.A. in Global Logistics Associate.

Motion to accept proposals. **[Motion: Ashley Chitwood; Second: Deborah Skevington; Carried, Unanimously].**

- e) *The agenda was reordered. Original Placement Item IX.n*

Allied Health/RADT/HESC

Change of Course Prerequisite Requirements: HESC-212: Pathology and Terminology. Change the prerequisite requirements of HESC-212: Pathology and Terminology to state: "RADT-101: Radiologic Technology I." Current prerequisite: "BIOL-252: Human Anatomy and Physiology II." Knowledge of general and specialized radiographics is necessary for success in this course, as examples are used in the class to introduce, develop, and reinforce course outcomes. Motion to accept proposal. **[Motion: Janet Coletti; Second: Darlene Williams; Carried, Unanimously].**

- f) *The agenda was reordered and items were combined for discussion. Original Placement Item IX. o to IX. q.*

Science & Mathematics/GEOL

New Course: GEOL-201: Minerology (3-0-3 / 45). Creation of a new course, GEOL-201: Minerology designed to provide an introduction studies in geosciences, earth and environmental sciences, and petrology. Course description: "Introduction to minerology and provides details for the study of minerals. Focuses on the structure and properties of minerals, their occurrence, and uses."

Science & Mathematics/GEOL

New Course: GEOL-211: Sedimentology and Stratigraphy (3-0-3 / 45). Creation of a new course, GEOL-211: Sedimentology and Stratigraphy designed to provide a comprehensive introduction to the formation of sediment and the forces impacting the sedimentary process. Course description: "Introduction to sedimentological and stratigraphic principles. Focuses on the formation of sediment, sedimentary rocks,

principles that govern the formation of different types of sediments, and the physical, chemical, and biological aspects of sediment and sedimentary rocks. Understanding and clarification of geologic time are also covered.”

Science & Mathematics/GEOL

New Course: GEOL-131: Natural Disasters (3-0-3 / 45). Creation of a new course, GEOL-131: Natural Disasters designed to provide an overview of the factors controlling the occurrence of natural disasters and the development of such disasters worldwide. Course description: “Science of natural disasters from physical, chemical, and geological perspectives. Understanding of the development of and factors controlling the occurrence of natural disasters.” Motion to accept proposals [**Motion: Lilian Gamble; Second: Raymond Duplessis; Carried, Unanimously**].

- g) *The agenda was reordered and items were combined for discussion. Original Placement Item IX.r to IX. s.*

General Education/Natural Sciences/GEOL

Course Addition – Natural Sciences: GEOL-201: Minerology. Addition of the course, GEOL-201: Minerology to the list of courses that may be used in fulfillment of General Education Natural Sciences courses.

General Education/Natural Sciences/GEOL

Course Addition – Natural Sciences: GEOL-211: Sedimentology and Stratigraphy. Addition of the course, GEOL-211: Sedimentology and Stratigraphy to the list of courses that may be used in fulfillment of General Education Natural Sciences courses.

General Education/Natural Sciences/GEOL

Course Addition – Natural Sciences: GEOL-131: Natural Disasters. Addition of the course, GEOL-131: Natural Disasters to the list of courses that may be used in fulfillment of General Education Natural Sciences courses. Motion to accept proposals [**Motion: Ashley Chitwood; Second: Lilian Gamble; Carried, Unanimously**].

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

Science & Mathematics/MATH

New Course: MATH-098: Algebra Foundations I (3-0-3 / 45). Creation of a new course, MATH-098: Algebra Foundations I. This course replaces MATH-093: Basic Algebra and was designed to comply with Louisiana Community and Technical College System Common Developmental Mathematics courses. Course description: “Algebraic expressions, solving equations, solving inequalities, exponents, polynomials, graphs and equations of lines, functions and systems of linear equations.”

Science & Mathematics/MATH

New Course: MATH-099: Algebra Foundations II (3-0-3 / 45). Creation of a new course, MATH-099: Algebra Foundations II. This course replaces MATH-094: Intermediate Algebra and was designed to comply with Louisiana Community and Technical College System

Common Developmental Mathematics courses. Course description: “Foundation of additional algebraic skills for students to gain understanding of algebra before taking an entry level college math course. The major topics include polynomials and factoring, rational expressions and equations, radical expressions and equations, and solving and graphing with quadratics.” Motion to accept proposals [**Motion: Raymond Duplessis; Second: Maria Cisneros; Carried, Unanimously**].

- i) *The agenda was reordered. Original Placement Item IX. w.*
Allied Health/HEIT
Change of Course Prerequisite Requirement: HEIT-141: Professional Practice Medical Coding I. Change the prerequisite requirement of HEIT-141: Professional Practice Medical Coding I to state: “HEIT-110: Basic Coding II, HEIT-125: Billing and Reimbursement, HEIT-127: Advanced CPT Coding.” Current prerequisites: “HEIT-101: Introduction to Health Information Technology, HEIT-121: Medical Coding I, HEIT-122: Medical Coding Lab, HEIT-123: Basic CPT Coding, and HEIT-125: Billing and Reimbursement. Motion to accept proposal. [**Motion: Ashley Chitwood; Second: Kiedra Williams; Carried, Unanimously**].
- j) *The agenda was reordered. Original Placement Item IX. x.*
Allied Health/HEIT/Registration Specialist
Program Revision: Certificate of Technical Studies in Medical Registration Specialist. Revise the C.T.S. in Medical Registration Specialist as follows: Delete: ENGL-100: English 100 as an “OR” choice with ENGL-101: English Composition I and SPCH-231: Interpersonal Communication from Required Courses in Major; Add: ENGL-101: English Composition I and SPCH-130: Fundamentals of Communication to Required Courses in Major. Total Program Hours Remain the same. Motion to accept proposal. [**Motion: Kiedra Williams; Second: Leshia Coulon; Carried, Unanimously**].
- k) *The agenda was reordered. Original Placement Item IX. y.*
Business & Technology/ARCH
Change of Program Description: Associate of Applied Science in Architectural/Design Construction Technology. Change the program description for the A.A.S. in Architectural/Design Construction Technology as follows: Delete: “After completion of the associate of applied science degree program, the graduate can also attend a four-year institution to attain a bachelor’s degree in related fields.” This statement suggests the A.A.S. program is designed for transfer. Motion to accept proposal. [**Motion: Janet Colletti; Second: Sara Delozier; Carried, Unanimously**].

- l) *The agenda was reordered. Original Placement Item IX.z.*
Business & Technology/CMIN
Change of Program Description: Associate of Applied Science in Computer Information Technology. Change the program description for the A.A.S. in Computer Information Technology as follows: Delete: reference to transfer in the following statement: “(2) to provide the appropriate foundation for further studies in computer information systems and computer technology, such as a four-year degree program.” This statement suggests the A.A.S. program is designed for transfer. Motion to accept proposal. [**Motion: Ashley Chitwood; Second: Vance Roux; Carried, Unanimously**].

X. Consent Agenda

- a) **Arts & Humanities/ANTH**
Change of Course Title: ANTH-165: Physical Anthropology. Change the title of ANTH-165: Physical Anthropology *from* ANTH-165: Physical Anthropology *to* ANTH-165: Biological Anthropology. Course title is mapped to Louisiana Common Course Name/Number, and is the title used in most Colleges and Universities.
- b) **Arts & Humanities/ANTH:**
Change of Course Description: ANTH-165: Biological Anthropology. Change the course description of ANTH-165: Biological Anthropology to state: “Introduction to human evolution, variation, adaptation, primatology, paleoanthropology, and related topics.” Revised description is aligned to Louisiana Common Course Names/Numbers/Descriptions (LCCN: CATR 2023). Current description: “Origin and evolution of human species; includes human genetics and modern primates.”
- c) **Science & Mathematics/CHEM**
Change of Course Prerequisite Requirements: CHEM-101: Chemistry I (non-science majors). Change the prerequisite requirements of CHEM-101: Chemistry I (non-science majors) to state: MATH-094 or higher with a grade of “C” or better and Eligibility for ENGL-101: English Composition I. Current prerequisites: MATH-093 and eligibility for ENGL-101.
- d) **Science & Mathematics/CHEM**
Change of Course Prerequisite and Co-requisite Requirements: CHEM-142: Chemistry II (Science Majors). Change the prerequisite requirements of CHEM-142: Chemistry II (Science Majors) to state: “C” or higher in CHEM-141. No co-requisite requirement. Current prerequisite requirements: Prerequisite: “C” or higher in CHEM-141 AND CHEM-143. Co-requisite: CHEM-144. Credit not awarded unless CHEM-144 is completed.
- e) **Science & Mathematics/CHEM**
Change of Course Co-requisite Requirements: CHEM-222: Organic Chemistry II. Remove the co-requisite requirements of CHEM-222: Organic Chemistry II. Current co-requisite requirement: CHEM-224.

Motion to accept Consent Agenda. **[Motion: Lilian Gamble; Second: Raymond Duplessis; Carried, Unanimously].**

XI. Old Business

- a) **Business & Technology/CNET**
Change of Program Title: Certificate of Technical Studies in Computer Network Technology. Change title to: Certificate of Technical Studies in Computer Network Technician (Board of Regents discussion/question). Motion to accept proposal. **[Motion: Raymond Duplessis; Second: Maria Cisneros; Carried, Unanimously].**
- b) **Business & Technology/PTEC**
Change of Program Title: Associate of Applied Science in Process Control and Instrumentation. Change title to: Associate of Applied Science in Instrumentation and Control (Board of Regents Committee discussion/Louisiana Chemical Association requirements). Motion to accept proposal. **[Motion: Ashley Chitwood; Second: Raymond Duplessis; Carried, Unanimously].**

XII. Other Business

- a) *The agenda was reordered, and the category "Other Business" added at the request of the Committee Chair, with no opposition from Committee Members*
Business & Technology/CULA/Informational/Advisement: Informational/Advisement Only: No action required: Associate of Applied Science in Culinary Arts and related Certificate of Technical Studies programs in Culinary Arts: Revisions to various courses and instructional programs will be forthcoming to the Curriculum Committee. In summary, the department/division plans to reduce total credit hours for the A.A.S. and C.T.S. programs, and delete one concentration in the existing A.A.S. program. **[Informational Item Only: No Action Required].**

XIII. Next Meeting November 20, 2015 (Scheduled Meeting)

XIV. Adjournment Meeting was adjourned at 3:35 p.m.