



**CURRICULUM COMMITTEE
MINUTES**

*Friday, March 7, 2008 - 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 2:05 p.m. by Harold Gaspard, Chair.

II. Roll Call

Present were:

- | | |
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| Lester Adelsberg | Sarah Inman |
| Sal Anselmo | Leroy Kendrick |
| Mary Bartholomew | Melissa LaCour |
| Jennifer Bennett | Anne LaVance |
| Ashley Chitwood | Cheryl Myers |
| Maria Cisneros | Warren Punecky |
| Janet Colletti | Sallye Raymond |
| Harolyn Cumlet | Deborah Skevington |
| Greg Dawson | Dolores Smith |
| Harold Gaspard | Tim Stamm |
| Thomas Gruber | |

Absent/attending
to other business:

- | | |
|------------------|------------------|
| Donna Alley | Mike Nixon |
| Wayne Chalona | Suzanne Riche |
| Arnel Cosey | Kim Rugon |
| Chris Doyle | Vance Roux |
| Patricia Egers | Lauren Tarantino |
| Sheila Hickman | Diane Thames |
| Mary Ellen Logan | Elizabeth Wilson |
| Patrice Moore | |

Guests:

- | | |
|----------------|-----------------|
| Rene Citron | Warren Duclos |
| Diane Cohen | Ray Gisclair |
| Emily Cosper | Jackie Jones |
| David Coughran | Janet McArthur |
| Joe Cruthirds | Antonette Tardo |

III. Minutes of Meeting of February 15, 2008

The Minutes of the meeting of February 15, 2008 were reviewed accepted as written.

IV. Curriculum Operations Report – Tim Stamm

Tim Stamm reported all curriculum proposals from the February 15, 2008 Curriculum Committee Meeting were reviewed and approved by the Vice Chancellor for Learning & Student Development. Additionally, a request Vice Chancellor Lea to modify the course approved as THEA-112: Voice and Diction by Curriculum Committee Action on March 23, 2007 has been completed. The course name, description, learning

outcomes, and content remain the same; however, the course rubric (prefix) and number have been changed from THEA-112 to SPCH-136. The SPCH prefix is more appropriate to the curricular content of the course.

V. New Business

- a) *Note: The Agenda was reordered. Original Agenda Placement Item V.cc.*
Business and Technology/MOVH
Course Revision: MOVH-109: Automotive Gas Metal Arc Welding. Modify course content to reflect three (3) hours didactic, three (3) hours laboratory for a total of four (4) credit hours. The course will change from 1-2-2/45 to 3-3-4/90 to meet minimum NATEF requirements for program certification. Motion to accept proposal [**Motion: Ashley Chitwood; Second: Tom Gruber; Carried, Unanimously**].
- b) *Note: The Agenda was reordered. Original Agenda Placement Item V.dd.*
Business and Technology/MOVH
New Course: MOVH-128: Structural Analysis and Damage Repair. This new course will address requirements outlined by NATEF that student receive 260 hours of instruction in structural analysis and damage repair. Motion to accept proposal [**Motion: Warren Punecky; Second: Tom Gruber; No Action Taken. Item deferred pending review of Course Master Syllabus**].
- c) *Note: The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V.a. to V.e.*
Business and Technology/AMTC
Course Deletion: AMTC-101: Manufacturing Process. Delete the course, AMTC-101: Manufacturing Process from the catalog of course offerings. The course is not used in any current degree or certificate program.
Business and Technology/AMTC
Course Deletion: AMTC-111: Introduction to CAM (Computer Aided Manufacturing). Delete the course AMTC-111: Introduction to CAM (Computer Aided Manufacturing) from the catalog of course offerings. The course is not used in any current degree or certificate program.
Business and Technology/AMTC
Course Deletion: AMTC-202: Work Cell Design. Delete the course AMTC-202 Work Cell Design from the catalog of course offerings. The course is not used in any current degree or certificate program.
Business and Technology/AMTC
Course Deletion: AMTC-204: Automation Management. Delete the course AMTC-204: Automation Management from the catalog of course offerings. The course is not used in any current degree or certificate program
Business and Technology/AMTC
Course Deletion: AMTC-205: Automated Management Systems. Delete the course AMTC-205: Automated Management Systems from the catalog of course offerings. The course is not used in any current degree or certificate program. Motion to accept proposals [**Motion: Tom Gruber; Second: Ashley Chitwood; Carried, Unanimously**].

- d) *Note: The Agenda was reordered. Original Agenda Placement Item V.f.*
Allied Health/HEIT
Program Revision: Health Information Technology, Associate of Applied Science: Delete BIOL-161: Introduction to Anatomy and Physiology and BIOL-163: Introduction to Anatomy and Physiology Lab from Required Related Courses. Motion to accept proposal [**Motion: Ashley Chitwood; Second: Lester Adelsberg; Carried, Unanimously**].
- e) *Note: The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V.g. to V.h.*
Allied Health/HEIT
Program Revision: Health Information Technology, Associate of Applied Science: Add BIOL-251: Human Anatomy and Physiology I and BIOL-253: Human Anatomy and Physiology I Laboratory to Required Related Courses. This course sequence will provide a comprehensive clinical knowledge base for the medical coding curriculum of the Health Information Technology Associate of Applied Science degree program. The didactic course and its laboratory component are more appropriate for the HEIT degree program.
Allied Health/HEIT
Program Revision: Health Information Technology, Associate of Applied Science: Add BIOL-252: Human Anatomy and Physiology II and BIOL-254: Human Anatomy and Physiology II Laboratory to Required Related Courses. This course sequence, in concert with BIOL-251/BIOL-253 will provide a comprehensive clinical knowledge base for the medical coding curriculum of the Health Information Technology Associate of Applied Science degree program. The didactic course and its laboratory component are more appropriate for the HEIT degree program. Motion to accept proposals [**Motion: Ashley Chitwood; Second: Sallye Raymod; Carried, Unanimously**].
- f) *Note: The Agenda was reordered. Original Agenda Placement Item V.i.*
Allied Health/HEIT
Program Revision: Health Information Technology, Associate of Applied Science: Delete HESC-112: Advanced Medical Terminology from Required Related courses in the Health Information Technology Associate of Applied Science degree program. The curriculum includes HESC-142: Human Disease. This course covers the same information as presented in HESC-112: Advanced Medical Technology; however, the information is organized by body system. The course, HESC-112: Advanced Medical Terminology is repetitive and not necessary in the Health Information Technology degree program. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Ashley Chitwood; Carried, Unanimously**].

- g) *Note: The Agenda was reordered. Original Agenda Placement Item V.j.*
Allied Health/HEIT
Program Revision: Health Information Technology, Associate of Applied Science: Addition of HESC-115: Pharmacology for the Allied Health Professional to Required Related Courses. This course will address competencies as outlined by the Commission on Accreditation for Allied Health Informatics and Information Management Education (CAHIIM). Motion to accept proposal [**Motion: Mary Bartholomew; Second: Tom Gruber; Carried, Unanimously**].
- h) *Note: The Agenda was reordered. Original Agenda Placement Item V.k.*
Allied Health/HEIT
Course Revision: HEIT-102: Legal Aspects. Reduce the credit hours of HEIT-102: Legal Aspects from three (3) credit hours to two (2) credit hours. Course didactic component is reduced from three (3) hours per week to two (2) hours per week; contact hours are reduced from 45 to 30. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Anne LaVance; Carried, Unanimously**].
- i) *Note: The Agenda was reordered. Original Agenda Placement Item V.l.*
Allied Health/HEIT
Course Revision: HEIT-152: Directed Practice II. Reduce the credit hours of HEIT-152 from three (3) to one (1). The course contains no didactic component and six (6) hours per week of laboratory experience for a total of 90 contact hours. The original directed practice (clinical) experience consisted of two components, a medical coding component and an alternative care component. Currently, students are placed in clinical settings where introductory and advanced medical coding skills are prerequisite. The revision would allow students to continue with alternative care directed practice, a CAHIIM requirement. The medical coding clinical experience is addressed in HEIT-251: Directed Practice III. Total program hours for the Associate of Applied Science in Health Information Technology will increase from 71 to 72 credit hours. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Jennifer Bennett; Carried, Unanimously**].
- j) *Note: The Agenda was reordered. Original Agenda Placement Item V.m.*
Business and Technology/CMIN
Change of Course Prerequisite Requirements: CMIN-204: Fundamentals of Information Technologies and Systems. Modify the prerequisite requirement of CMIN-204: Fundamentals of Information Technologies and Systems to state: “Eligibility for ENGL-101.” Current prerequisite states: “CMIN-201: Computer and Internet Literacy OR ADOT-105: Survey of Computer Applications.” The current prerequisites are not appropriate for CMIN-204: Fundamentals of Information Technologies and Systems as these courses are designed for non-CMIN majors. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Anne LaVance; Carried, Unanimously**].

- k) *Note: The Agenda was reordered. Original Agenda Placement Item V.n.*
Business and Technology/CMIN
Change of Course Prerequisite Requirements: CMIN-220: Web Design and XHMTL. Modify the prerequisite requirements of CMIN-220: Web Design and XHMTL to state: “CMIN-206: Web Programming OR CMIN-216: Internet/Web Technologies.” Currently, the course has no prerequisite requirements. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Ashley Chitwood; Carried, Unanimously**].
- l) *Note: The Agenda was reordered. Original Agenda Placement Item V.o.*
Business and Technology/ADOT
Change of Program Description: Administrative Office Technologies, Associate of Applied Science. Modify the program description for the Administrative Office Technologies Associate of Applied Science degree program to state: “Administrative Office Technologies is designed to provide students with the knowledge and competencies necessary to obtain employment as administrative assistants, executive secretaries, or software application specialists in business, industry, or government. Two concentrations are offered: (1) Administrative Specialist, which prepares graduates in office administration areas and (2) Applications Specialist, which prepares graduates to use computer software programs to solve a variety of office function problems. The program is accredited by the Association of Collegiate Business Schools and Programs.” Currently the description reads as follows: “The degree program is designed to provide student with the competencies necessary to obtain employment as administrative assistants and executive secretaries in business, industry, or government. This program is accredited by the Association of Collegiate Business Schools and Programs.” Motion to accept proposal [**Motion: Mary Bartholomew; Second: Cheryl Myers; Carried, Unanimously**].
- m) *Note: The Agenda was reordered. Original Agenda Placement Item V.p.*
Business and Technology/CMIN
Change of Program Description: Computer Information Technology, Associate of Applied Science. Modify the program description for the Computer Information Technology Associate of Applied Science degree program to state: “Computer Information Technology is primarily concerned with the study of information technologies and the application of the system development life-cycle to business computer-based systems. It includes operation as well as development, implementation, maintenance, and management of information technologies and systems in a variety of organizational settings. The goals of this curriculum are (1) to prepare students for entry-level positions in information technology and information systems, with sufficient knowledge of the overall environment to advance along several career paths, e.g., application programming, systems analysis/design, web design, and I.T. support; and (2) to provide the appropriate foundation for further studies in computer information systems and information technology. This program is accredited by the Association of Collegiate Business Schools and Programs. For academic programs that focus on learning computer software application, students should refer to the Administrative Office Technologies (ADOT) degree program.” Currently, the

description reads: “Computer Information Technology is primarily concerned with the application of the system development life cycle to business computer-based systems. It includes operations as well as development, implementation, maintenance, and management of computer information systems in a variety of organizational settings. The goals of this curriculum are (1) to prepare students for entry-level positions as business applications programmer/analysts, with sufficient knowledge of the overall environment to advance along several career paths in applications programming, systems analysis/design, and management; and (2) to provide the appropriate foundation for further studies in computer information systems. This program is accredited by the Association of Collegiate Business Schools and Programs.” Motion to accept proposal [**Motion: Mary Bartholomew; Second: Warren Punecky; Carried, Unanimously**].

n) *Note: The Agenda was reordered. Original Agenda Placement Item V.g.*

Note: Proposal withdrawn by author/creator

Liberal Arts/PEMA

Program Revision: ~~Performance and Media Arts, Associate of Arts, Concentration in Print/Broadcast Journalism. Allow students to select three (3) total credit hours from any of the following: MSCM 145, 245, 146, 246; Newspaper Reporting & Editing I-IV; MSCM 147, 148, 247, 248; Radio Production I-IV, and/or TEVP 127, 128, 227, 228; TV Production I-IV. Allowing students to combine any of the identified courses will provide diverse experience with multiple types of mass media. Total concentration and program hours remain the same.~~

o) *Note: The Agenda was reordered. Original Agenda Placement Item V.r.*

Business and Technology/RLST

Description Revision: RLST-161: Principles of Real Estate. Revise the course description for RLST-161: Principles of Real Estate to state: “Survey of the real estate field, including the nature of real property and estates in land; methods of transferring property, encumbrances and restrictions on land use, real estate agency, real estate licensing, property management, federal laws effecting real estate transactions, and real estate math.” Current course description states: “Survey of real estate field, including property, contracts, mortgages, property evaluation, sales and brokerage, licensing requirements, and property management. Includes Louisiana Real Estate License Law, commission rules and regulations, and civil law pertaining to real estate in Louisiana. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Tom Gruber; Carried, Unanimously**].

- p) *Note: The Agenda was reordered. Original Agenda Placement Item V.s.*
Liberal Arts/HIST
New Course: HIST-103: World History I. Creation of a new course, HIST-103: World History I. This course will be a survey of World History from ancient civilizations to approximately 1700 C.E. The course will include the cultures and achievements of the peoples of Africa, the Americas, Asia, Australia, and Europe. Motion to accept proposal [**Motion: Lester Adelsberg; Second: Mary Bartholomew; Carried, Unanimously**].
- q) *Note: The Agenda was reordered. Original Agenda Placement Item V.t.*
Liberal Arts/HIST
New Course: HIST-105: World History II. Creation of a new course, HIST-105: World History II. This course will be a survey of World History from approximately 1700 C.E. to the present. This course will include the cultures and achievements of the peoples of Africa, the Americas, Asia, Australia, and Europe. Motion to accept proposal [**Motion: Ashley Chitwood; Second: Mary Bartholomew; Carried, Unanimously**].
- r) *Note: The Agenda was reordered. Original Agenda Placement Item V.u.*
General Education
Moratorium: Temporary removal of the Moratorium introduced and passed unanimously on March 23, 2007 to allow for discussion of History courses. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Ashley Chitwood; Carried, Unanimously**].
- s) *Note: The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V.v. to V.w.*
General Education/HIST/HUMA
Course Addition: Addition of HIST-103: World History I to the list of courses approved to satisfy General Education Humanities requirements for certificate and degree programs. The Board of Regents for Louisiana Higher Education in Academic Affairs Policy 2.16 classifies History courses as Humanities. The following state colleges/universities offer an equivalent World History course: LE. Fletcher Technical Community College; Nunez Community College; South Louisiana Community College; McNeese State University; Nicholls State University; University of Louisiana at Lafayette; and University of Louisiana at Monroe (Statewide General Education Matrix, AY 2007-08).
General Education/HIST/HUMA
Course Addition: Addition of HIST-105: World History II to the list of courses approved to satisfy General Education Humanities requirements for certificate and degree programs. The Board of Regents for Louisiana Higher Education in Academic Affairs Policy 2.16 classifies History courses as Humanities. The following state colleges/universities offer an equivalent World History course: LE. Fletcher Technical Community College; Nunez Community College; South Louisiana Community College; Louisiana State University Agricultural & Mechanical College – Baton Rouge; McNeese State University; Nicholls State University; University of Louisiana at Lafayette; and University of Louisiana at Monroe (Statewide General Education Matrix,

AY 2007-08). Motion to accept proposals [**Motion: Mary Bartholomew; Second: Jennifer Bennett; Carried, Unanimously**].

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

Allied Health/FSED

Course Deletion: FSED-164: Funeral Home Embalming and Cosmetic Practicum. Delete the course, FSED-164: Funeral Home Embalming and Cosmetic Practicum. This practicum course will be replaced by a new course and currently does not meet the needs of the Associate of Applied Science degree in Funeral Services.

Allied Health/FSED

Course Deletion: FSED-168: Funeral Home Office and Arrangement Practicum. Delete the course, FSED-168: Funeral Home Office and Arrangement Practicum. This practicum course will be replaced by a new course and currently does not meet the needs of the Associate of Applied Science degree in Funeral Services. Motion to accept proposals [**Motion: Anne LaVance; Second: Mary Bartholomew; Carried, Unanimously**].

- u) *Note: The Agenda was reordered. Original Agenda Placement Item V.z*

Allied Health/FSED

New Course: FSED-165: Funeral Home Practicum. Creation of a new course, FSED-165: Funeral Home Practicum (0-8-4/120). This course will allow students to rotate throughout all units of a Funeral Home. Students will complete supervised practicum experiences in embalming and cosmetics, funeral arrangement, and office management and procedures. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Ashley Chitwood; Carried, Unanimously**].

- v) *Note: The Agenda was reordered. Original Agenda Placement Item V.a.a.*

Allied Health/FSED

New Course: FSED-152: Problems in Anatomy. Creation of a new course, FSED-165: Problems in Anatomy designed to acquaint the Funeral Services student with the fundamentals of human anatomy as applicable to funeral services practices and procedures. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Jennifer Bennett; Carried, Unanimously**].

- w) *Note: The Agenda was reordered. Original Agenda Placement Item V.b.b.*
Allied Health/FSED
Program Revision: Revise the Associate of Applied Science in Funeral Services as follows: Delete FSED-164: Funeral Home Embalming and Cosmetic Practicum and FSED-168: Funeral Home Office and Arrangement Practicum from Courses Required in Major; Add FSED-152: Problems in Anatomy to Courses Required in Major; Delete BIOL-161: Introduction to Anatomy and Physiology and BIOL-163: Introduction to Anatomy and Physiology Laboratory from Required Related Courses; Add BIOL-141: Biology I and BIOL-143: Biology I Laboratory to Required Related Courses. Total program credit hours increase from **71** to **72**. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Leroy Kendrick; Carried, Unanimously**].
- x) *Note: The Agenda was reordered. Original Agenda Placement Item V.e.e.*
Liberal Arts/PHIL
New Course: PHIL-205: Philosophy of Art and Aesthetics. Creation of a new course, PHIL-105: Philosophy of Art and Aesthetics. This course will discuss issues and problems based on the philosophy of art. Drawing on both classic and contemporary philosophers, discussions of various media, philosophical issues, and the idea of taste will assist the student to reflect on personal aesthetic theory. Topics include: the nature of art, the idea of aesthetic, aesthetic evaluation and criticism, the meaning of art, beauty, the sublime, music and poetry, tragedy and horror. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Jennifer Bennett; Motion Defeated by Majority Vote**].
- y) *Note: The Agenda was reordered. Original Agenda Placement Item V.f.f.*
Liberal Arts/PHIL
New Course: PHIL-216: Philosophy of Love and Sexuality. Creation of a new course, PHIL-216: Philosophy of Love and Sexuality. This course is a survey/overview of recent scholarship on the philosophy of love and sexuality. Topics include: Plato's emphasis of *eros* through the existence of today's feminists on gender equality. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Warren Puneky; No Action Taken. Item Tabled pending additional faculty, division, and dean review**].

- z) *Note: The Agenda was reordered. Original Agenda Placement Item V.g.g.*
Liberal Arts/ENGL
Revision of Grading Policies: ENGL. The English Department proposes eliminating the “Y” grade in Developmental English to eliminate problems with advisement that it causes, and to use the standard “A-F” grading system in its place. With this change students will get a better understanding of their progress in the Developmental English courses. Also, the standard “A-F” scale will clarify confusion that arises from the “Y” grade when advising Basic Education students. We also propose a grade of “C” or above as a prerequisite requirement for movement into the next level of English courses. We feel strongly that a student who earns a “D” is deficient in basic composition skills and is not prepared to succeed in the next level of English, whether it is another developmental course, progression from developmental courses into our college-level English courses, progression from ENGL-101: English Composition I to ENGL-102: English Composition II, or even from ENGL-102: English Composition to Literature. Motion to accept proposal [Motion: Mary Bartholomew; Second: Ashley Chitwood; Carried, Unanimously].
- aa) *Note: The Agenda was reordered. Original Agenda Placement Item V.h.h.*
Liberal Arts/READ
Revision of Grading Policies: READ. The Reading Department proposes to eliminate the “Y” grade in Developmental Reading courses in order to reduce the confusion that now exists with advisement and placement of students. It is the recommendation of the department that grades “A-F” be used. It is also recommended that only students who earn an “A,” “B,” or “C” be allowed to advance to the next level of developmental Reading. Students who earn a “D” or an “F” would be required to repeat the same course. Motion to accept proposal [Motion: Mary Bartholomew; Second: Anne LaVance; Carried, Unanimously].

VI. Old Business

VII. Next Meeting **March 28, 2008** (Scheduled Meeting)

VIII. Adjournment 4:05 p.m.