



CURRICULUM COMMITTEE MEETING

Friday, September 26, 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 2:08 p.m. by Harold Gaspard, Chair.

II. Roll Call

Present were:	Lester Adelsberg	Sarah Inman
	Sal Anselmo	Leroy Kendrick
	Mary Bartholomew	Melissa LaCour
	Jennifer Bennett	Anne LaVance
	Wayne Chalona	Claudia Martinez
	Ashley Chitwood	Cheryl Myers
	Rene Cintron	Sallye Raymond
	Maria Cisneros	Suzanne Riche
	Janet Colletti	Vance Roux
	Greg Dawson	Deborah Skevington
	Pat Egers	Dolores Smith
	Harold Gaspard	Timothy Stamm
	Raymond Gisclair	Diane Thames
Absent/attending	Donna Alley	Mike Nixon
To other business:	Arnel Cosey	Warren Punecky
	Harolyn Cumlet	Kim Rugon
	Chris Doyle	Lauren Tarantino
	Thomas Gruber	Antonette Tardo
	Sheila Hickman	Elizabeth Wilson
	Patrice Moore	

III. Vice Chancellor's Charge for the Curriculum Committee

Harold Gaspard provided a brief charge to the committee in the absence of Vice Chancellor Lea who was unable to attend due to prior commitments.

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 11-13)
- e) Master Syllabus PPM – Policy No. AA-1503.1
- 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 April 25, 2008

The Minutes of the Meeting of April 25, 2008 were reviewed and accepted as written.

VI. Curriculum Operations Report – Tim Stamm

Tim Stamm reported on a status of new programs and those in development and a recap of major curriculum operations from the 2007-2008 Academic Year.

VII. General Education Initiatives – Tim Stamm

Deferred pending meetings with the Board of Regents for Louisiana Higher Education (October 17, 2008).

VIII. Louisiana Community & Technical College System Initiatives – Tim Stamm

A brief introduction to a plan for common course numbering and naming across LCTCS institutions was presented.

IX. New Business

a) Business & Technology/DPWT

New Course: DPWT-100: Introduction to Tool/Shop Safety (1-2-2/45).

Creation of a new course, DPWT-100: Introduction to Tool/Shop Safety. A study of tools and shop equipment commonly used by diesel technicians in the industry. Over 35 tools and pieces of equipment will be covered including: hand tools, air tools, precision measuring tools, lifting equipment, and engine rebuilding tools. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Ashley Chitwood; Carried, Unanimously**].

b) Business & Technology/DPWT

New Course: DPWT-101: Introduction to Diesel (2-2-3/60). Creation of a new course, DPWT-101: Introduction to Diesel. A detailed study of diesel operating principles and how diesel engines differ from other types of internal combustion engines. Includes troubleshooting, maintenance, and testing of fuel pumps, fuel filters, and nozzles. Emphasizes importance of fuel filtration, selection, and care in handling. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Wayne Chalona; Carried, Unanimously**].

c) Business & Technology/DPWT

New Course: DPWT-103: Preventative Maintenance Inspection (2-2-3/60). Creation of a new course, DPWT-103: Preventative Maintenance Inspection. Study of vehicle/equipment inspections and practices, preventive maintenance scheduling, inspection utilizing special tooling, minor adjustments, and repair will be covered. Diagnosis and repairs will be performed on various manufacturers' equipment and components. Co-requisite: DPWT-101: Introduction to Diesel or Permission of Instructor. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Ray Gisclair; Carried, Unanimously**].

d) Business & Technology/DPWT

New Course: DPWT-120: Diesel Engine Overhaul (2-4-4/90). Creation of a new course, DPWT-120: Diesel Engine Overhaul. Study of the diesel fueled internal combustion engine and its subsystems, to include: air intake and exhaust, lubrication, cooling and basic fuel injection. Complete disassembly and reassembly and final tune-up. Diagnosis of system malfunction. Basic failure analysis. Troubleshooting of control/support systems. Dynamometer testing of engines. Diagnosis and repairs will be performed on various manufacturers' equipment and components. Safety will be strictly enforced. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Pat Egers; Carried, Unanimously**].

e) Business & Technology/DPWT

New Course: DPWT-121 Fuel Systems (2-2-3/60). Creation of a new course, DPWT-121: Fuel Systems. Study of the theory and operation of diesel fuel injection equipment. Transfer pumps, distributor injection pumps, in-line injection pumps, injection and injection nozzles, governors, air fuel ratio controls, and mechanical electrical H.E.U.I systems will be covered. Diagnosis and repairs will be performed on various manufacturer equipment and components. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Sal Anselmo; Carried, Unanimously**].

f) **Business & Technology/DPWT**

New Course: DPWT-130: Basic Electrical/Electronic Systems (2-2-3/60). Creation of a new course, DPWT-130: Basic Electrical/Electronic Systems. Introduces diesel electrical/electronic systems. Covers the basic theories of electricity and electronics, using test equipment, types of electrical circuits, circuit faults, wiring components, batteries, and wiring diagrams. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Ray Gisclair; Carried, Unanimously**].

g) **Business & Technology/DPWT**

New Course: DPWT-170: Natural Gas Engine Theory (2-4-4/90). Creation of a new course, DPWT-170: Natural Gas Engine Theory. Course is designed to cover principles and service procedures for natural gas engine and equipment pertinent to the natural gas industry. Course will cover fuels, ignition systems, combustion, lean combustion theory, exhaust gas analysis, lubrication systems, cooling systems, mousing and alignment, and gas compression concepts. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Anne LaVance; Carried, Unanimously**].

h) **Business & Technology/DPWT**

Final Approval of Curriculum: Certificate of Technical Studies in Diesel Power Technology. Approve the curriculum and catalog description for the Certificate of Technical Studies in Diesel Power Technology. Description: The Certificate of Technical of Studies in Diesel Power Technology is designed to prepare the graduate for a career in the operation, repair, and maintenance of diesel/multi-fuel industrial engines and equipment. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Anne LaVance; Carried, Unanimously**].

X. **Consent Agenda**

a) **Allied Health/HESC**

Change of Course Prerequisite Requirements: HESC-118: Information Management for Allied Health Professionals. Removal of prerequisite requirement of HESC-111: Medical Terminology from HESC-118: Information Management for Allied Health Professionals. Prerequisite knowledge of Medical Terminology is not required for success in HESC-118. Motion to accept Consent Agenda [**Motion: Anne LaVance; Second: Wayne Chalona; Carried, Unanimously**].

XI. **Old Business** N/A

XII. **Adjournment** 3:00 p.m.

XIII. **Next Meeting:** October 10, 2008 (Scheduled Meeting).