



CURRICULUM COMMITTEE MEETING

Friday, November 21, 2008 - 2:00 p.m.

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

MINUTES

I. Call to Order: The Meeting of the Curriculum Committee was called to order by Harold Gaspard, Chair at 2:04p.m.

II. Roll Call

Present were:

Lester Adelsberg
Sal Anselmo
Mary Bartholomew
Jennifer Bennett
Rene Cintron
Janet Colletti
Greg Dawson
Harold Gaspard
Ray Gisclair
Thomas Gruber
Sheila Hickman

Sarah Inman
Leroy Kendrick
Missy LaCour
Anne LaVance
Claudia Martinez
Sallye Raymond
Vance Roux
Dolores Smith
Tim Stamm
Antonette Tardo
Dianne Thames

Absent/Attending
To other business:

Donna Alley
Wayne Chalona
Ashley Chitwood
Maria Cisneros
Arnel Cosey
Harolyn Cumlet
Chris Doyle
Patricia Egers

Patrice Moore
Cheryl Myers
Mike Nixon
Warren Punecky
Suzanne Riche
Kim Rugon
Deborah Skevington
Lauren Tarrantino
Elizabeth Wilson

III. Minutes of meeting of October 10, 2008

IV. Curriculum Operations Report – Tim Stamm

V. New Business

a) **Arts & Humanities/INTD**

New Course: INTD-243: Computers for Interior Design II (2-3-3/75).
Creation of a new course, INTD-243: Computers for Interior Design II.
This course is a study of computer applications as related to the

practice of Interior Design. The goal of the course is for students to develop a working knowledge of Computer Aided Drafting (CAD) and design related software to produce Interior Design related documents and drawings. Motion to accept proposal contingent upon revision of Master Syllabus to correct format. **[Motion: Mary Bartholomew; Second: Leroy Kendrick; Carried, Unanimously].**

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

Arts & Humanities/INTD

Program Revision: Associate of Arts degree in Interior Design. Add INTD-243: Computers for Interior Design II to the list of Approved Electives of the Interior Design Associate of Arts degree program. Total program hours remain the same.

Arts & Humanities/INTD

Program Revision: Technical Diploma in Interior Design. Add INTD-243: Computers for Interior Design II to the list of Approved Electives of the Interior Design Technical Diploma program. Total program hours remain the same. Motion to accept proposals **[Motion: Mary Bartholomew; Second: Sheila Hickman; Carried, Unanimously].**

- c) *Note: The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V.d to V.e.*

Arts & Humanities/VISC

Change of Course Description: VISC-204: Computer Graphics I. Change the course description of VISC-204: Computer Graphics I to state “Techniques for using graphics computer: designing projects, storing information, recalling information, and creating print information as hard copy. Introduction to the use of raster based, digital image editing software.” Current description: “Techniques for using graphics computer: designing projects, storing information, recalling information, and creating print information as hard copy. Includes laboratory exercises.”

Arts & Humanities/VISC

Change of Course Description: VISC-225: Digital Imaging. Change the course description of VISC-225: Digital Imaging to state “Continuation of VISC-204. Electronic manipulation of scanned photographs, slides, and original artwork. Further exploration of raster based, digital imaging software.” Current description: “Electronic manipulation of scanned photographs, slides and original artwork. Prerequisite: VISC 204.” Motion to accept proposal **[Motion: Mary Bartholomew; Second: Diane Thames; Carried, Unanimously].**

- d) **Note:** *The Agenda was reordered. Original Agenda Placement Item V.f.*
Arts & Humanities/VISC
New Course: VISC-242: Digital Photography (3-3-3/90). Creation of a new course, VISC-242: Digital Photography. Basic digital photography and use of the digital camera. Covers camera functions and usage and software used by the modern digital photographer in manipulation of photographs. Prerequisites: VISC-185: Introductory Photography AND VISC-204: Computer Graphics I. Motion to accept proposal contingent upon revision of Master Syllabus to correct format
[Motion: Mary Bartholomew; Second: Sallye Raymond; Carried, Unanimously].
- e) **Note:** *The Agenda was reordered. Original Agenda Placement Item V.g.*
Arts & Humanities/VISC
New Course: VISC-247: Cartooning/Comic Book Portfolio (3-3-3/90). Creation of a new course, VISC-247: Cartooning/Comic Book Portfolio. This course allows the student to develop a portfolio of illustrated production pages for submission purposes or development of projects for print production. Weekly critiques of work. Prerequisites: VISC-205: Cartooning and Comic Book Art AND FNAR-212: Figure Drawing OR Permission of Instructor. Motion to accept proposal contingent upon revision of Master Syllabus to correct format **[Motion: Mary Bartholomew; Second: Ray Gisclair; Carried, Unanimously].**
- f) **Note:** *The Agenda was reordered. Original Agenda Placement Items V.h. to V.i.*
Arts & Humanities/VISC
Course Deletion: VISC-241: High Contrast Photographs. Delete the course, VISC-241: High Contrast Photographs from the catalog of course offerings. The course is not used in the degree program.
Arts & Humanities/VISC
Course Deletion: VISC-245: Screen Printing Techniques. Delete the course, VISC-245: Screen Printing Techniques from the catalog of course offerings. The course is not used in the degree program. Motion to accept proposals **[Motion: Mary Bartholomew; Second: Anne LaVance; Carried, Unanimously].**
- g) **Note:** *The Agenda was reordered. Original Agenda Placement Item V.j.*
Arts & Humanities/VISC
Program Revision: Associate of Applied Science in Visual Communication – Graphic Design. Add VISC-226: Web Design on the Mac to Required Courses in Major; Delete VISC-225: Digital Imaging from Required Courses in Major; Add VISC-225: Digital Imaging;

VISC-242: Digital Photography; and VISC-247: Cartooning/Comic Book Portfolio to list of approved VISC Electives. Total Program Hours remain the same. Motion to accept proposal **[Motion: Mary Bartholomew; Second: Lester Adelsberg; Carried, Unanimously]**.

h) **Note:** *The Agenda was reordered. Original Agenda Placement Item V.k. Arts & Humanities/HIST*

New Course: HIST-240: Special Topics in History (3-0-3/45). Creation of an umbrella course number for special topics in History courses. Creation of a Special Topics in History: Nazism and the Holocaust course. The course deals with the rise of Nazism in the Twentieth Century and the policy of racial genocide exacted against Jews and other European minorities. The course has been offered as a Special Topics course in the past using the SPAH prefix as opposed to the HIST prefix. Motion to accept proposal **[Motion: Mary Bartholomew; Second: Sallye Raymond; Carried, Unanimously]**.

i) **Note:** *The Agenda was reordered. Original Agenda Placement Item V.l. Curriculum Cross-listing:*

Cross-list the following courses with their Louisiana Community and Technical College System counterparts: ACCT-205: Financial Accounting: same course as LCTCS-ACCT-205: Principles of Financial Accounting; BUSG-129: Introduction to Business: same course as LCTCS-BUS-110/1100: Introduction to Business; BUSG-125: Personal Finance: same course as LCTCS-BUS-133/1330: Personal Finance; MARK-201: Principles of Marketing: same course as LCTCS-BUS-200/2000: Principles of Marketing; MANG-201: Principles of Management: same course as BUS-201/2010: Principles of Management; BUSG-224: Business Computer Applications: same course as LCTCS-BUSG-224: Business Computer Applications; BUSL-250: Legal Environment of Business: same course as LCTCS-BUSL-250: Legal Environment of Business; ECON-201: Macroeconomics: same course as LCTCS-ECON-201/2010: Macroeconomics; ECON-202: Microeconomics: same course as LCTCS-ECON-202/2020: Microeconomics; ENGL-101: English Composition I: same course as LCTCS-ENGL-101/1010: English Composition I; ENGL-102: English Composition II: same course as LCTCS-ENGL-102/1020: English Composition II; HIST-205: American History to 1865: same course as LCTCS-HIST-201/2010: Studying America Past and Present; HIST-206: American History After 1865: same course as LCTCS-HIST-202/2020: American History II; MANG-275: Principles of Project Management: same course as LCTCS-MANG-275: Project Management; MATH-130: Pre-Calculus Algebra: same course as

LCTCS-MATH-110/1100: College Algebra; PHYS-141: General Physics I: same course as LCTCS-PHYS-210/2010: Physics I; PHYS-142: General Physics II: same course as LCTCS-PHYS-220/2020: Physics II; PSYC-127: General Psychology: same course as PSYC-201/2010: Introduction to General Psychology; SOCI-151: Introduction to Sociology: same course as SLGY-201/2010: Introduction to Sociology.
Motion to accept proposal **[Motion: Leroy Kendrick; Second: Mary Bartholomew; Carried, Unanimously]**.

- j) Note: The Agenda was reordered, Original Agenda Placement Items V.m to V. n

Business & Technology/ACCT

Course Revision: ACCT-201: Accounting I. Reduce the course lecture-lab-credit/contact hours of ACCT-201: Accounting I from 4-0-4/60 to 3-0-3/45. The credit hour/contact hour revision will more accurately reflect current teaching and learning activities in the course.

Business & Technology/ACCT

Course Revision: ACCT-202: Accounting II. Reduce the course lecture-lab-credit/contact hours of ACCT-202: Accounting II from 4-0-4/60 to 3-0-3/45. The credit hour/contact hour revision will more accurately reflect current teaching and learning activities in the course. Motion to accept proposals **[Motion: Mary Bartholomew; Second: Ray Gisclair; Carried, Unanimously]**.

- k) Note: The Agenda was reordered. Original Agenda Placement Item V.o.

Business & Technology/ACCT

Program Revision: Associate of Science in Accounting. Revise the Associate of Science degree in Accounting: Delete Social Science Requirement (requirement met in Required Related Courses); Delete Approved Elective; Total credit hours reduced from 71 to 63. Motion to accept proposal **[Motion: Mary Bartholomew; Second: Lester Adelsberg; Carried, Unanimously]**.

- l) Note: The Agenda was reordered. Original Agenda Placement Items V.p. to V.q

Business & Technology/MARK

Change of Course Title: MARK-215: Merchandising. Change the title of MARK-215: Merchandising from MARK-215: Merchandising to MARK-215: Visual Merchandising to better reflect course content and contemporary industry terminology.

Business & Technology/MARK

Change of Course Description: MARK-215: Visual Merchandising. Change the description of MARK-215: Visual Merchandising to state

“Visual Merchandising is the presentation of the store and its merchandise in ways that will attract the attention of potential customers and motivate them to make purchases. This course discusses the fundamentals of good design, how to take a project from concept to completion, and strategies for transforming stores into shops with distinction and visual excitement.” Current description: “Social and environmental factors that influence changes in style.” Motion to accept proposals **[Motion: Mary Bartholomew; Second: Sallye Raymond; Carried, Unanimously]**.

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

Business & Technology/MANG

Change of Course Description: MANG-222: Small Business Management. Change the description of MANG-222 to state “Capstone course to the Entrepreneurship and Small Business Management program. The course brings together skills and competencies developed in other programmatic courses. Students prepare for professional-level business plans to launch or better manage business endeavors.” Current description: “Study of management principles and their application to small business.”

Motion to accept proposal **[Motion: Mary Bartholomew; Second: Sheila Hickman; Carried, Unanimously]**.

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

Business & Technology/MANG

Change of Course Prerequisite Requirements: MANG-222: Small Business Management. Modify the prerequisite requirements of MANG-222: Small Business Management to state “ACCT-111: Fundamentals of Accounting OR higher-level accounting course AND MARK-201: Principles of Marketing AND BUSG-115: Starting A New Business.” Currently, the course has no prerequisite requirements.

Motion to accept proposal **[Motion: Mary Bartholomew; Second: Sallye Raymond; Carried, Unanimously]**.

- o) **Note:** *The Agenda was reordered. Original Placement Item V. t.*
Business & Technology/BUSG
Change of Course Description: BUSG-129: Introduction to Business. Change the description of BUSG-129: Introduction to Business to state: “A general review of the American Business System. Comparisons are made of the capitalistic, communist, and socialist economic systems. Corporate social responsibility, government’s relationship with business, and types of business ownership are also discussed.” Current description: “Survey of American business institutions, practices, and principles.” Motion to accept proposal [Motion: Mary Bartholomew; Second: Sheila Hickman; Carried, Unanimously].
- p) **Note:** *The Agenda was reordered. Original Placement Item V. u.*
Business & Technology/BUSG
Change of Course Description: BUSG-131: Internship. Change the description of BUSG-131 to state: “Application of skills and knowledge learned in the classroom. Students gain real world experience by working in their chosen field of study.” Current description: “Career-oriented course emphasizing practical aspects of the business world by providing closer liaison and cooperation between the school, the student, and the world of work. Designed to develop fundamental skills, knowledge, and job experience to help men and women function in decision-making positions by giving them the opportunity to get supervised work experience in their academic major.” Motion to accept proposal [Motion: Mary Bartholomew; Second: Sallye Raymond; Carried, Unanimously].
- q) **Note:** *The Agenda was reordered. Original Placement Item V. v.*
Business & Technology/MANG
Change of Course Description: MANG-131: Human Resource Management. Change the description of MANG-131: Human Resource Management to state “Study of the issues, trends, and problems involved in human resources management. Topics such as recruiting, motivation, communication, leadership, and human resources development will be emphasized.” Description currently states: “Concepts of personnel management as related to the four major personnel areas. Demonstrates how these concepts can be applied to actual personnel situations and problems.” Motion to accept proposal [Motion: Mary Bartholomew; Second: Sheila Hickman; Carried, Unanimously].

- r) Note: The Agenda was reordered. Original Placement Item V.w.
Business & Technology/MANG
Change of Course Description: MANG-224: Supervision. Change the description of MANG-224: Supervision to state “Analyzes the processes and structures to prepare students to become supervisors in modern organizations. Topics of study include modern supervision challenges, functions of the supervisor, and skills of the supervisor. Additional emphasis is placed on the acquisition and development of supervisory skills in the workplace to include such skills as ethics, teamwork, diversity, goals, change, conflict, communication, motivation, leadership, and decision-making.” Description currently states: “Concepts, skills and assessment techniques for present and prospective supervisors. An overview of the changing role of supervisors in selecting, training, organizing, motivating and evaluating staff.” Motion to accept proposal [**Motion: Mary Bartholomew; Second: Sallye Raymond; Carried, Unanimously**].
- s) Note: The Agenda was reordered. Original Placement Item V.x.
Business & Technology/MARK
Change of Course Description: MARK-201: Principles of Marketing. Change the description of MARK-201: Principles of Marketing to state “Covers the basic theories that guide marketing practices, and acquaints students with the fundamental concepts of marketing. The course focuses on developing effective marketing strategies and the marketers’ use of price, product, promotion, and distribution strategies.” Description currently states: “Flow of goods and services from planning through production to consumption.” Motion to accept proposal [**Motion: Mary Bartholomew; Second: Sallye Raymond; Carried, Unanimously**].
- t) Note: The Agenda was reordered. Original Placement Item V.y.
Business & Technology/MARK
Change of Course Description: MARK-211: Personal Selling. Change the description of MARK-211: Personal Selling to state “Personal Selling is a vital aspect of developing an ongoing relationship with potential customers where the seller understands the individual needs, nature, and behavior of the prospective customers.” Description currently states: “Theory and practice of customer-centered selling.” Motion to accept proposal [**Motion: Mary Bartholomew; Second: Sheila Hickman; Carried, Unanimously**].

- u) Note: The Agenda was reordered. Original Placement Item V.z.
Nursing
New Course: NURS-110: Introduction to Pharmacology and Drug Dosage Calculations (1-0-1/15). Creation of a new course, NURS-110: Introduction to Pharmacology and Drug Dosage Calculations. An introduction to the fundamentals of pharmacology and the principles of drug administration. Basic dosage calculations of medications will include systems of measurement and methods of calculations. Safety precautions, guidelines, and documentation are highlighted. Co-requisites: PRNU-101: Introduction to Practical Nursing AND PRNU-103: Essential Nursing Skills. Motion to accept proposal [**Motion: Lester Adelsberg; Second: Mary Bartholomew; Carried, Unanimously**].
- v) Note: The Agenda was reordered. Original Placement Item V.aa.
Nursing
New Course: NURS-111: Pharmacotherapy and Nursing (2-0-2/30). Creation of a new course, NURS-111: Pharmacotherapy and Nursing. This course is a discussion of drug classifications and their effects on various body structures. Therapeutic effects, side effects, adverse reactions, drug interactions, nursing implications, and safety precautions and guidelines are emphasized in each classification. The nursing process is integrated into this course to assess the client's learning needs and effects of pharmacological interventions. Prerequisites: PRNU-101: Introduction to Practical Nursing AND PRNU-103: Essential Nursing Skills AND NURS-110: Introduction to Pharmacology and Drug Dosage Calculations. Co-requisite: PRNU-106: Medical Surgical Nursing I. Motion to accept proposal [**Motion: Leroy Kendrick; Second: Sheila Hickman; Carried, Unanimously**].
- w) Note: The Agenda was reordered. Original Placement Item V.bb.
Nursing/PRNU
New Course: PRNU-103: Essential Nursing Skills (2-4-3/90). Creation of a new course, PRNU-103: Essential Nursing Skills. Concurrent theory, skills lab, and clinical experience that focuses on basic nursing skills to meet the psychological, cultural, and spiritual needs of the client in nursing homes/long-term care facilities and home care. This course introduces the normal aging process, including biological changes and health maintenance throughout the life cycle. Universal precautions and basic infection control will be introduced. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented. Prerequisites: PRNU-101: Introduction to Practical Nursing AND

Permission of the Instructor. Co-requisites: DMPT-101: Medical Nutrition Therapy AND NURS-110: Introduction to Pharmacology and Drug Dosage Calculations AND BIOL-161: Introduction to Anatomy and Physiology AND BIOL-163: Introduction to Anatomy and Physiology Laboratory OR BIOL-251: Human Anatomy and Physiology I AND BIOL-253: Human Anatomy and Physiology I Laboratory AND BIOL-252: Human Anatomy and Physiology II AND BIOL-254: Human Anatomy and Physiology II Laboratory. Motion to accept proposal. **[Motion: Mary Bartholomew; Second: Lester Adelsberg; Carried, Unanimously].**

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

Nursing/PRNU

New Course: PRNU-106: Medical Surgical Nursing I (5-12-8/255). Creation of a new course, PRNU-106: Medical Surgical Nursing I. Concurrent theory and clinical/lab experience applying the nursing process to meet basic physical and psychosocial needs of patients in a variety of health care setting with emphasis on the geriatric adult. Medical terminology, physical assessment skills, nursing care formulation, documentation, and computer skills are taught in this course. Biopsychosocial changes associated with aging along with legal/ethical aspects related to aging are discussed. The student will be introduced to IV therapy, infection control, pre-op and post-op care, the assessment of the genitourinary system in regards to elimination, and essential concepts related to decubitus and wound care, dietary requirements, and medication administration. Prerequisites: PRNU-103: Essential Nursing Skills AND NURS-110: Introduction to Pharmacology and Drug Dosage Calculations. Co-requisites: NURS-111: Pharmacotherapy and Nursing.

Nursing/PRNU

New Course: PRNU-108: Medical Surgical Nursing II (6-8-8/210). Creation of a new course, PRNU-108: Medical Surgical Nursing II. Concurrent theory and clinical/lab experience applying the nursing process with special emphasis on essential concepts related to body fluid/water, electrolytes, and acid-base balance. Alterations in the cardiovascular, respiratory, endocrine, integumentary, immune, and reproductive systems, and therapeutic/modified diets for each body system are addressed. Prerequisite: PRNU-106: Medical Surgical Nursing I.

Nursing/PRNU

New Course: PRNU-124: Medical Surgical Nursing III (8-24-14/480). Creation of a new course, PRNU-124: Medical Surgical Nursing III. Concurrent theory and clinical experience applying the nursing process

in the care of patients with alterations in musculoskeletal, genitourinary, and neurological systems. Concepts of oncological nursing and intravenous therapy are included. Using the nursing process, basic and advanced nursing skills are performed in meeting the needs of the medical-surgical patient in the clinical setting. Principles of leadership, delegation, and management in the adult and geriatric setting will also be taught. Prerequisite: PRNU-116: Pediatric, Obstetrical, and Mental Health Nursing for Practical Nursing. Co-requisite: PRNU-128: Career Preparation for the Practical Nursing Student. Motion to accept proposals **[Motion: Mary Bartholomew; Second: Sheila Hickman; Carried, Unanimously]**.

y) **Note: The Agenda was reordered. Original Placement Item V. ff. Nursing/PRNU**

New Course: PRNU-116: Pediatric, Obstetrical, and Mental Health Nursing for Practical Nursing (8-8-10/240). Creation of a new course, PRNU-116: Pediatric, Obstetrical, and Mental Health Nursing for Practical Nursing. Includes concurrent theory and clinical experiences designed to introduce the practical nursing student to the care of: the childbearing family, the neonate and the child, and clients experiencing psychological or behavioral alterations. Actual and potential health issues which affect these groups are presented in theory. Pharmacological concepts for the pediatric, maternal-child, and mental health patient will be presented. Strategies which promote health-seeking behaviors are discussed. Prerequisites: PRNU-106: Medical Surgical Nursing I AND NURS-111: Pharmacotherapy and Nursing. Motion to accept proposal **[Motion: Mary Bartholomew; Second: Leroy Kendrick; Carried Unanimously]**.

z) **Note: The Agenda was reordered. Original Placement Item V.gg Nursing/PRNU**

New Course: PRNU-128: Career Preparations for the Practical Nursing Student (3-0-3/45). Creation of a new course, PRNU-128: Career Preparations for the Practical Nursing Student. Preparation for employment is introduced by evaluating job opportunities, compiling a resume, and outlining information essential to finding, applying for, and terminating employment in the healthcare industry. The student will be introduced to leadership/management of the practical nurse in nursing homes and long-term care facilities. The Louisiana law and rules, the nurse practice act, and the administrative code which governs the practice of practical nursing are emphasized to facilitate the student's understanding of the operation of the Louisiana Board of Practical Nurse Examiners, and to outline the obligations

which accompany licensure of the practical nurse. Students are prepared for NCLEX-PN licensure examination. Post graduate continuing education, practice issues, professional organizations, and networking are discussed. Prerequisites: PRNU-116: Pediatric, Obstetrical, and Mental Health Nursing for Practical Nursing. Co-requisite: PRNU-124: Medical Surgical Nursing III. Motion to accept proposal [**Motion: Sallye Raymond; Second: Sheila Hickman; Carried, Unanimously**].

- aa) **Note:** *The Agenda was reordered. Original Placement Item V.hh. Nursing/PRNU*

Program Revision: Technical Diploma in Practical Nursing. Revise the Technical Diploma in Practical Nursing as follows: Delete: PRNU-105: Fundamentals of Practical Nursing; PRNU-109: Med-Surg. Nursing I; NURS-115: Pharmacology in Nursing; PRNU-120: Med-Surg. Nursing II; PRNU-126: Special Needs: Obstetrics, Pediatrics, and Mental Health Nursing; and PRNU-127: Career Readiness from Courses Required in Major. Delete: BIOL-114: Nutrition from Required Related Courses. Add: PRNU-103: Essential Nursing Skills; PRNU-106: Medical Surgical Nursing I; PRNU-108: Medical Surgical Nursing II; PRNU-116: Pediatric, Obstetrical, and Mental Health Nursing for Practical Nursing; PRNU-124: Medical Surgical Nursing III; PRNU-128: Career Preparation for the Practical Nursing Student; NURS-110: Introduction to Pharmacology and Drug Dose Calculation; and NURS-111: Pharmacology and Nursing to Courses Required in Major. Delete: BIOL-114: Nutrition from Required Related Courses in Major. Add: DMPT-101: Medical Nutrition Therapy to Required Related Courses. Total credit hours increase from **57** to **59**. Motion tabled pending additional review and discussion of BIOL-114: Nutrition versus DMPT-101: Medical Nutrition Therapy.

- bb) **Note:** *The Agenda was reordered and items combined for discussion. Original Placement Items V.ii. to V.xx.*

Allied Health/PTAP

Change of Course Description: PTAP-201: Introduction to Physical Therapy. Modify the course description of PTAP-201: Introduction to Physical Therapy to state: "Introduction to the history of physical therapy; present standards of practice; present and future trends of the profession; roles and responsibilities of physical therapy practitioners; utilization of Physical Therapist Assistants; structure, function and services of the APTA; ethical and professional guidelines for the PT and PTA; core values of Professionalism; regulation of PT practice; and current issues facing the practice of physical therapy; orientation to professional literature." Current description: "History of physical

therapy; present standards of practice; trends of the profession; structure, function and services of the PTA; regulation of PT practice; roles of PT practitioners; ethical and legal issues in health care; the team concept; orientation to professional literature.”

Allied Health/PTAP

Change of Course Description: PTAP-202: Health Care Communications. Modify the course description of PTAP-202: Health Care Communications to state: “Principles and techniques used in interpersonal relations and the helping process. Students explore and develop values, attitudes, and skills necessary to become effective members of the health care team.” Current Description: “Principles and techniques used in interpersonal relations and the helping process. Students explore and develop values, attitudes, and skills necessary to become effective members of the health care team.”

Allied Health/PTAP

Change of Course Description: PTAP-203: Functional Anatomy and Kinesiology. Modify the course description of PTAP-203: Functional Anatomy and Kinesiology to state: “Structure and function of the neuromuscular- skeletal system with emphasis on functional aspects of human motion and application to therapeutic exercise and gait training.” Current description: “Structure and function of the neuromusculoskeletal system with emphasis on functional aspects of human motion and application to therapeutic exercise and gait training.”

Allied Health/PTAP

Change of Course Description: PTAP-204: Pathophysiological Conditions I. Modify the course description of PTAT-204: Pathophysiological Conditions I to state: “Pathophysiology, etiology, clinical signs and management of the various orthopedic, pathological and injury-related problems treated in physical therapy. Emphasis is placed on the effect of the various conditions on the patient’s strength, range of motion, stability, pain and ability to functionally move. Introduction to physical therapy interventions will be presented as well as medical, surgical and other treatments.” Current description: “Pathophysiology, etiology, clinical signs, and management of various pathological and injury-related problems treated in physical therapy. Emphasizes effects of various conditions on movement and gait, as well as physical therapy interventions.”

Allied Health/PTAP

Change of Course Description: PTAP-205: Clinical Science I. Modify the course description of PTAP-205: Clinical Science I to state: “Clinical Science I is the first of four courses (PTAP 205, PTAP 206, PTAP 215, PTAP 216) taught over 2 academic semesters. Content and skills mastered in each of the four courses are applied in each of the

subsequent courses in the Clinical Science series of classes. Clinical Science I presents introduction to basic patient care skills including monitoring vital signs, preparation for treatment, patient positioning, guarding and transfers, emergency first-aid, standard precautions and infection control; wheelchair mechanics, body mechanics, ambulation with assistive devices, goniometry; the components of the medical record and progress notes; basic principles of physics as applied in physical therapy; theory, indications, contraindications and application of cryotherapy and superficial thermal agents.” Current description: “Basic patient care skills: Preparation for treatment, positioning, transfers, ambulation with assistive devices, asepsis, monitoring vital signs, bandaging, wheelchair mechanics, recognition of architectural barriers, CPR, basic hydrotherapy skills, and elementary wound management. Basic principles of physics applied in physical therapy. Theory, indications, contraindications and application of superficial thermal agents.”

Allied Health/PTAP

Change of Course Description: PTAP-206: Clinical Science II. Modify the course description of PTAP-206: Clinical Science II to state: “Clinical Science II is the second of four Clinical Science taught over 2 academic semesters. Clinical Science II continues the basic principles of physics as applied in physical therapy; presents the theory, indications, contraindications and application of ultrasound, intermittent venous compression, and massage; theory, indications and contraindications of diathermy and ultraviolet; the principles and application of therapeutic electrical current; wound management including sterile technique, dressing change and the use of topical and physical agents; and continues the concepts introduced in Clinical Science I. Clinical Science II also includes muscle length testing and introduces the theory and application of basic therapeutic exercise procedures including passive, active and stretching exercises.” Current description: “Theory, indications, contraindications and application of ultrasound, diathermy, ultraviolet, laser, traction, intermittent venous compression, and massage. Theory and application of basic therapeutic exercise procedures for orthopedic, cardiopulmonary, and vascular disorders. Training in goniometric measurement and gross muscle testing.”

Allied Health/PTAP

Change of Course Description: PTAP-207: Clinical Practice I. Modify the course description of PTAP-207: Clinical Practice I to state: “Clinical practice course designed to reinforce and relate lecture/lab experience to PT clinical environments. Students will practice clinical skills learned in Clinical Science I and II (PTAP205 and 206) and will consist of two clinical blocks of one week each duration.” Current

description: “Clinical skills, practice, development of PTA competence as a medical team member. Students are assigned to in-town PT practices for one day a week and practice skills learned during the concurrent semester.”

Allied Health/PTAP

Change of Course Description: PTAP-211: The Health Care System. Modify the course description of PTAP-211: The Health Care System to state: “Exploration of the health care system and the delivery of PT services. Topics include: reimbursement and health care issues (provider and consumer); the team concept of health care; PT practice settings; quality care; ethical and medical-legal issues in health care; the role of the PTA within the PT department and the health care environment; levels of authority and responsibility; writing a resume and interviewing skills.” Current description: “Explores health care system and delivery of PT services. Topics include the team concept of health care, quality care, health care providers, management theories, environment, levels of authority and responsible time management, performance evaluations, policies and procedures, fiscal considerations (provider and consumer).”

Allied Health/PTAP

Change of Course Description: PTAP-212: Developmental Considerations. Modify the course description of PTAP-212: Developmental Considerations to state: “Exploration of human growth and development beginning in the pre-natal period and continuing through the life span. Physiological, cognitive, emotional, and behavioral changes, normal and abnormal sensorimotor development are presented and correlated with appropriate PT interventions.” Current description: “Explores human growth and development prenatally and throughout the life cycle including physiological, cognitive, emotional, and behavioral changes, normal and abnormal sensorimotor development, and appropriate PT intervention at different stages.”

Allied Health/PTAP

Change of Course Description: PTAP-213: Functional Anatomy and Kinesiology. Modify the course description of PTAP-213: Functional Anatomy and Kinesiology to state: “Continuation of PTAP 203. Study of the principles and practices of manual muscle testing. Also includes study of the structure and function of the nervous system with emphasis on the functional aspects of human motion and application to therapeutic exercise and gait training.” Current description: “Continuation of PTAP-203.”

Allied Health/PTAP

Change of Course Description: PTAP-214: Pathophysiological Conditions III. Modify the course description of PTAP-214:

Pathophysiological Conditions III to state: “Pathophysiology, etiology, clinical signs and management of the neurological, geriatric, pediatric, pulmonary and cardiac pathological and injury related conditions treated in physical therapy. Emphasis will be placed on the effect of the various conditions on movement and gait and the medical, surgical and physical therapy interventions.” Current description: “Continuation of PTAP-204.”

Allied Health/PTAP

Change of Course Description: PTAP-215: Clinical Science III. Modify the course description of PTAP-215: Clinical Science III to state: “Clinical Science III is the third of four courses (PTAP 205, PTAP 206, PTAP 215, PTAP 216) taught over 2 academic semesters. Clinical Science III presents training in therapeutic resistive exercises and aerobic exercises; the use of equipment and physical agents to address exercise goals; therapeutic exercises for specific patient conditions; gross manual muscle testing; assessment of normal and abnormal gait patterns; assessment of normal and abnormal posture; and the theory, indications, contraindication and application of spinal mechanical traction and spinal exercises.” Current description: “Therapeutic electric current, wound care, pulmonary therapy techniques, and therapeutic exercise programs for specific orthopedic conditions. Reviews neurological anatomy and physiology; introduces neurophysiological approaches and basic concepts in rehabilitation.”

Allied Health/PTAP

Change of Course Description: PTAP-216: Clinical Science IV. Modify the course description of PTAP-216: Clinical Science IV to state: “Clinical Science IV is the fourth of four courses (PTAP 205, PTAP 206, PTAP 215, PTAP 216) taught over 2 academic semesters. Clinical Science IV presents an overview of neurophysiological approaches used in physical therapy; the basic concepts of rehabilitation; the development of treatment skills for complex neurological conditions; prosthetics; orthotics; pulmonary and cardiac rehabilitation; identification/modification of architectural barriers; and special topics including pediatrics, cancer and women’s health.” Current description: “PTA treatment skills for complex neurological conditions; prosthetics; orthotics; and special topics including pediatrics, geriatrics, OB/GYN, aquatic therapy, school PT, home health, sports, and work-hardening.”

Allied Health/PTAP

Change of Course Description: PTAP-217: Clinical Practice II. Modify the course description of PTAP-217: Clinical Practice II to state: “Clinical practice course designed to reinforce and relate lecture and lab experience to PT clinical environments. In this course, students will practice clinical skills and develop competence as medical

team members. Students are assigned to one clinical setting for three (3) full weeks. The student should exhibit competence in implementation of components for treatment programs as described in Clinical Science I and II (fall semester) and Clinical Science III and IV (spring semester).” Current description: “Assignments to two different clinics and practice skills learned during the concurrent semester.”

Allied Health/PTAP

Change of Course Description: PTAP-221: Physical Therapy Seminar. Modify the course description of PTAP-221: Physical Therapy Seminar to state: “Designed to broaden understanding of professionalism and the PTA’s role in the health care system, provide a mechanism for sharing clinical experiences, provide additional guidance in job procurement and maintenance, and establish strategies for successful completion of the state licensure examination. Although the bulk of this course occurs after the student completes the final clinical practice course (PTAP227), parts of it take place at the conclusion of the Spring semester before the students leave for long-term clinical experiences.” Current description: “Broadens understanding of PTA’s role in health care system. Sharing clinical experiences to develop employment skills including the writing of a résumé, and strategies for successful completion of state licensure examination.”

Allied Health/PTAP

Change of Course Description: PTAP-227: Clinical Practice III. Modify the course description of PTAP-227: Clinical Practice III to state: “Third of three clinical practice courses designed to reinforce and relate lecture/lab experience to PT clinical environments. Students will practice clinical skills and develop competence as a medical team member. Students are assigned to two different clinics for 5 week and 6 week rotations and will practice skills learned during the course of the PTA Program.” Current description: “Clinical skills practice in PT clinical environment. Students assigned to two clinics and practice skills learned during the course of PTA program.” Motion to accept proposals [Motion: Mary Bartholomew; Second: Lester Adelsberg; Carried, Unanimously].

- cc) **Note:** The Agenda was reordered. Original Placement Items V.yy. to V.zz.

Business & Technology/CULA

Course Revision: CULA-106: International Cuisine. Designate the course, International Cuisine, as a 2XX-level course to more accurately reflect content and placement in program rotation. CULA-226: International Cuisine.

Business & Technology/CULA

Course Revision: CULA-221: American Regional Cuisine. Designate the course, American Regional Cuisine, as a 1XX-level course to more accurately reflect content and placement in program rotation. CULA-121: American Regional Cuisine. Motion to accept proposals [**Motion: Leroy Kendrick; Second: Ray Gisclair; Carried, Unanimously**].

dd) **Note:** *The Agenda was reordered. Original Placement Item V.aaa.*

Business & Technology/CMIN

Program Revision: Associate of Applied Science in Computer Information Technology. Revise the Associate of Applied Science in Computer Information Technology to allow the following course rubrics (prefixes) as Approved Electives: ENGL and HIST. Motion to accept proposal [**Motion: Lester Adelsberg; Second: Ray Gisclair; Carried, Unanimously**].

ee) **Note:** *The Agenda was reordered. Original Placement Item V.bbb.*

Business & Technology/ELCT

Program Cancellation: Certificate of Technical Studies in Electrical Construction Technology. Cancellation of the CTS in Electrical Construction Technology as the program is duplicative of a similar program offered at LTC Region I. Motion to accept proposal [**Motion: Lester Adelsberg; Second: Ray Gisclair; Carried, Unanimously**].

VI. Consent Agenda

a) **Arts & Humanities/VISC**

Change of Course Prerequisite Requirements: VISC-192: Advanced Darkroom Techniques. Modify the prerequisites of VISC-192: Advanced Darkroom Techniques to state “VISC-185: Introductory Photography OR Permission of Instructor.” Current prerequisite is VISC-185: Introductory Photography.”

b) **Arts & Humanities/VISC**

Change of Course Prerequisite Requirements: VISC-214: Computer Graphics II. Modify the prerequisites of VISC-214: Computer Graphics II to state “VISC-102: Introduction to Graphic Design AND VISC-204: Computer Graphics I.” Current prerequisite is VISC-204 Computer Graphics I; Pre OR Co-requisite VISC-102: Introduction to Graphic Design.”

c) **Arts & Humanities/VISC**

Change of Course Prerequisite Requirements: VISC-224: Computer Graphics III. Modify the prerequisite requirement of VISC-224: Computer Graphics III to state “VISC-102: Introduction to

- Graphic Design AND VISC-204: Computer Graphics I.” Current prerequisite is VISC-204 Computer Graphics I.
- d) **Arts & Humanities/VISC**
Change of Course Prerequisite Requirements: VISC-226: Web Design on the Mac. Modify the prerequisite requirement of VISC-226: Web Design on the Mac to state “VISC-204: Computer Graphics I AND VISC-214: Computer Graphics II AND VISC-224: Computer Graphics III.” Current prerequisite is VISC is VISC-225: Digital Imaging.
- e) **Arts & Humanities/VISC**
Change of Course Prerequisite Requirements: VISC-234: Computer Graphics IV. Modify the prerequisite requirements of VISC-234: Computer Graphics IV to state “VISC-214: Computer Graphics II AND VISC-224: Computer Graphics III.” Current prerequisite is VISC-224: Computer Graphics III.
- f) **Business & Technology/BUSL**
Change of Course Prerequisite Requirements: BUSL-244: Introduction to International Business Law. Modify the prerequisite requirements of BUSL-244: Introduction to International Business Law to state “BUSG-200: International Business.” Current prerequisites are BUSL-241 OR BUSL-242 OR Permission of Instructor.
- g) **Allied Health/VETT**
Change of Course Co-requisite Requirement: VETT-105: Animal Anatomy and Physiology. Delete the co-requisite requirement of VETT-106: Animal Anatomy and Physiology Laboratory from VETT-105: Animal Anatomy and Physiology.
- h) **Allied Health/VETT**
Change of Course Co-requisite Requirement: VETT-106: Animal Anatomy and Physiology Laboratory. Delete the co-requisite requirement of VETT-105: Animal Anatomy and Physiology from VETT-106: Animal Anatomy and Physiology Laboratory.
- i) **Allied Health/VETT**
Change of Course Co-requisite Requirement: VETT-121: Animal Nursing Skills I. Delete the co-requisite requirement of VETT-131: Surgical Nursing for Veterinary Technicians from VETT-121: Animal Nursing Skills I.
- j) **Allied Health/VETT**
Change of Course Co-requisite Requirement: VETT-131: Surgical Nursing for Veterinary Technicians. Delete the co-requisite requirement of VETT-121: Animal Nursing Skills I from VETT-131: Surgical Nursing for Veterinary Technicians.
- k) **Allied Health/VETT**
Change of Course Co-requisite Requirement: VETT-135: Clinical

Pathology I. Delete the co-requisite requirement of VETT-136: Clinical Pathology I Laboratory from VETT-135: Clinical Pathology.

l) **Allied Health/VETT**

Change of Course Co-requisite Requirement: VETT-136: Clinical Pathology I Laboratory. Delete the co-requisite requirement of VETT-135: Clinical Pathology I from VETT-136: Clinical Pathology I Laboratory.

m) **Allied Health/VETT**

Change of Course Prerequisite and Co-requisite Requirements: VETT-141: Anesthesia for Veterinary Technicians. Modify the prerequisite requirements of VETT-141: Anesthesia for Veterinary Technicians to state “Acceptance into Veterinary Technology Program.” Prerequisite currently states “VETT-125: Pharmacology for Veterinary Technicians.” Delete the co-requisite of VETT-157: Clinical Externship I from VETT-141: Anesthesia for Veterinary Technicians.

n) **Allied Health/VETT**

Change of Course Prerequisite and Co-requisite Requirements: VETT-157: Clinical Externship I. Modify the prerequisite requirements of VET-157: Clinical Externship I to state “Acceptance into Veterinary Technology Program.” Prerequisite currently states “VETT-121: Animal Nursing Skills I AND VETT-131: Surgical Nursing Skills for Veterinary Technicians AND VETT-136: Clinical Pathology I Laboratory.” Delete the co-requisites of VETT-141: Anesthesia for Veterinary Technicians and VETT-145: Radiology for Veterinary Technicians from VETT-157: Clinical Externship I.

o) **Allied Health/VETT**

Change of Course Prerequisite and Co-requisite Requirements: VETT-205: Small Animal Medicine. Modify the prerequisite requirement of VETT-205: Small Animal Medicine to state “Acceptance into the Veterinary Technology program.” Prerequisite currently states “VETT-157: Clinical Externship I.” Delete the co-requisite of VETT-227: Clinical Externship II from VETT-205: Small Animal Medicine.

p) **Allied Health/VETT**

Change of Course Prerequisite and Co-requisite Requirements: VETT-221: Animal Nursing Skills II. Modify the prerequisite requirement of VETT-221: Animal Nursing Skills II to state “Acceptance into the Veterinary Technology program.” Prerequisite currently states “VETT-121: Animal Nursing Skills I.” Delete the co-requisite of VETT-227: Clinical Externship II from VETT-221: Animal Nursing Skills II.

q) **Allied Health/VETT**

Change of Course Prerequisite and Co-requisite Requirements: VETT-227: Clinical Externship II. Modify the prerequisite

requirement of VETT-227: Clinical Externship II to state “Acceptance into the Veterinary Technology program.” Prerequisite currently states “VETT-157: Clinical Externship I.” Delete the co-requisite of VETT-221: Laboratory Animal Medicine and Nursing from VETT-227: Clinical Externship II.

r) **Allied Health/VETT**

Change of Course Prerequisite and Co-requisite Requirements:

VETT-235: Clinical Pathology II. Modify the prerequisite requirement of VETT-235: Clinical Pathology II to state “Acceptance into the Veterinary Technology program.” Prerequisite currently states “VETT-135: Clinical Pathology I AND VETT-136: Clinical Pathology I Laboratory.” Delete the co-requisite of VETT-227: Clinical Externship II from VETT-235: Clinical Pathology II.

s) **Allied Health/VETT**

Change of Course Prerequisite and Co-requisite Requirements:

VETT-257: Clinical Externship III. Modify the prerequisite requirement of VETT-257: Clinical Externship III to state “Acceptance into the Veterinary Technology program.” Prerequisite currently states “VETT-227: Clinical Externship II.” Delete the co-requisite of VETT-235: Clinical Pathology II from VETT-257: Clinical Externship III.

t) **Business & Technology/ACCT**

Revision of Master Syllabus: Revise the Master Syllabi for ACCT-111: Fundamentals of Accounting; ACCT-205: Principles of Financial Accounting; ACCT-211: Managerial Accounting; ACCT-214: Tax Accounting – Individuals; ACCT-215: Tax Accounting – Corporations; ACCT-218: Payroll Accounting; ACCT-221: Computerized Accounting Using Peachtree; ACCT-222: Computerized Accounting Using Quickbooks; ACCT-230: Governmental Accounting.

u) **Business & Technology/BUSG**

Revision of Master Syllabus: Revise the Master Syllabi for BUSG-115: Starting A New Business; BUSG-125: Personal Finance; BUSG-178: Business Communication; BUSG-200: International Business; BUSG-224: Business Computer Applications.

v) **Business & Technology/ECON**

Revision of Master Syllabus: Revise the Master Syllabi for ECON-201: Macroeconomics and ECON-202: Microeconomics.

w) **Business & Technology/MANG**

Revision of Master Syllabus: Revise the Master Syllabi for MANG-101: Human Relations in Business, MANG-201: Principles of Management, and MANG-228: International Management.

x) **Business & Technology/MARK**

Revision of Master Syllabus: Revise the Master Syllabi for MARK-

212: Advertising; MARK-213: Retailing; and MARK-220: International Marketing.

y) **Business & Technology/CIVT**

Change of Course Prerequisite Requirements: CIVT-100: Elementary Surveying. Delete the prerequisite requirement of Algebra and Trigonometry from CIVT-100: Elementary Surveying.

z) **Business & Technology/CIVT**

Change of Course Prerequisite Requirements: CIVT-105: Advanced Surveying. Modify the prerequisite requirement of CIVT-105: Advanced Surveying to state “CIVT-100: Elementary Surveying.” Prerequisite currently states “CIVT-101” and this course is no longer offered.

aa) **Business & Technology/CIVT**

Change of Course Prerequisite Requirements: CIVT-115: Civil Drafting. Modify the prerequisite requirement of CIVT-115: Civil Drafting to state “CADD-125: Drafting I.” Prerequisite currently states “CADD-125: Drafting I AND CIVT-110: Construction Graphics and Blueprint Reading; AND MATH-129: Trigonometry.”

bb) **Business & Technology/CIVT**

Change of Course Prerequisite Requirements: CIVT-150: Materials of Construction. Delete the prerequisite requirement of CIVT-110: Construction Graphics and Blueprint Reading from CIVT-150: Materials of Construction.

cc) **Business & Technology/CIVT**

Change of Course Prerequisite Requirements: CIVT-201: Structural Statistics. Modify the prerequisite requirement of CIVT-201: Structural Statistics to state “MATH-118: Algebra for College Students.” Prerequisite currently states “Trigonometry.”

dd) **Business & Technology/CIVT**

Change of Course Prerequisite Requirements: CIVT-232: Project Supervision. Delete the prerequisite requirement of CIVT-150: Materials of Construction from CIVT-232: Project Management.

ee) **Business & Technology/CIVT**

Change of Course Prerequisite Requirements: CIVT-240: Construction Management. Delete the prerequisite requirements of CIVT-110: Construction Graphics and Blueprint Reading AND CIVT-150: Materials of Construction from CIVT-240: Construction Management.

ff) **Business & Technology/CIVT**

Change of Course Prerequisite Requirements: CIVT-251: Soil Mechanics and Foundation. Modify the prerequisite requirement of CIVT-251: Soil Mechanics and Foundation to state “MATH-118: Algebra for College Students.” Prerequisite currently states “CIVT-202: Structural Strengths of Materials.”

gg) **Business & Technology/CIVT**

Change of Course Prerequisite Requirements: CIVT-256: Design Applications. Delete the prerequisite of CIVT-202: Structural Strengths of Materials from CIVT-256: Design Applications.

hh) **Business & Technology/CIVT**

Change of Course Prerequisite Requirements: CIVT-288: Construction Contracting and Laws. Delete the prerequisite requirements of CIVT-100: Elementary Surveying AND CIVT-102: Elementary Surveying Lab AND CIVT-110: Construction Graphics and Blueprint Reading from CIVT-288: Construction Contracting and Laws.

Motion to accept Consent Agenda **[Motion: Mary Bartholomew; Second: Leroy Kendrick; Carried, Unanimously].**

VII. Old Business

a) **Communication/READ**

Revision of Grading Policies: Reading courses will use the following grading system: “D” or “F” – Repeat the same course; “A,” “B,” or “C” – Developmental Reading requirement met by coursework and Exit examination: no additional coursework in READ is required. “YA,” “YB,” or “YC” – students must continue another semester in READ courses as skills as demonstrated by Exit examination do not equate to reading proficiency at the college level. Motion to accept proposal **[Motion: Ray Gisclair; Second: Mary Bartholomew; Carried, Unanimously].**

VIII. Adjournment 4:05pm

IX. Next Meeting: January 30, 2009 (Scheduled Meeting).