



CURRICULUM COMMITTEE MEETING

Friday, October 23, 2009 - 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 at 2:08pm by Harold Gaspard, Chair.

II. Roll Call

Present Were:

Lester Adelsberg
Malane Arnaud-Davis
Mary Bartholomew
Jennifer Bennett
Ashley Chitwood
Rene Cintron
Janet Colletti
Patricia Egers
Harold Gaspard
Sheila Hickman
Leroy Kendrick

Melissa LaCour
Anne LaVance
Claudia Martinez
Patrice Moore
Cheryl Myers
Warren Punecky
Sallye Raymond
Vance Roux
Dolores Smith
Tim Stamm

Absent/Attending
to other Business:

Donna Alley
Sal Anselmo
Wayne Chalona
Maria Cisneros
Arnel Cosey
Harolyn Cumlet
Linda Donahue

Ray Gisclair
Thomas Gruber
Sarah Inman
Kim Rugon
Deborah Skevington
Antonette Tardo
Dianne Thames

III. Minutes of meeting of September 18, 2009

The minutes of the meeting of September 18, 2009 were reviewed and accepted as written.

IV. Curriculum Operations Report – Tim Stamm

V. General Education / Articulation Initiatives – Tim Stamm

VI. New Business

a) **Business & Technology/BUSG**

Course Deletion: BUSG-132: Internship II. Delete the course, BUSG-132: Internship II, from the Catalog of Course Offerings. The course is not used in any degree or certificate program and has not been offered since the Fall semester, 1991. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Lester Adelsberg; Carried, Unanimously**].

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

Business & Technology/BUSG

Change of Course Title: BUSG-131: Internship I. Change the title of BUSG-131: Internship I from “Internship I” to “Internship.” BUSG-132: Internship II is no longer offered; therefore, the “I” designation is not necessary for BUSG-131.

Business & Technology/BUSG

Change of Course Prerequisite: BUSG-131: Internship. Add the following prerequisite to BUSG-131: Internship: “Completion of 30 of the required credit hours in program prior to enrolling in this course.” While the prerequisite cannot be coded in the SIS System, publication in the catalog and on the Master and Course Syllabi will limit enrollment to those students who have successfully completed a significant portion of programmatic requirements prior to engaging in on-the-job training. The prerequisite restriction is designed to maximize opportunities for student learning and success in the course. Motion to accept proposals [**Motion: Mary Bartholomew; Second: Anne LaVance; Carried Unanimously**].

c) **Note: The agenda was reordered Original Agenda Placement Item V.d.**

Business & Technology/COOP

New Course: COOP-270: Apprentice Practicum (1-6-3 / 105). Creation of a new course, COOP-270: Apprentice Practicum. This course will be used in a variety of apprentice-based instructional programs in the Division of Business & Technology. The course provides opportunities for supervised study in an approved apprentice area. May include capstone work experience in the area of study or work, research, seminar, and reporting in a specific related area of study. Career exploration, skill assessment, and individualized work plans are completed under the supervision of an advisor. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Lester Adelsberg; Carried Unanimously**].

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

Business & Technology/ELAP

Final Approval of Curriculum: Certificate of Technical Studies in Marine/Maintenance Electrical Apprentice. Final approval of the Curriculum Outline for the Certificate of Technical Studies program in Marine/Maintenance Electrician. The twenty-seven (27) credit hour Certificate of Technical Studies program was approved by the Louisiana Community & Technical College Board of Supervisors and the Board of Regents for Louisiana Higher Education.

Business & Technology/ELAP

Catalog Description: Certificate of Technical Studies in Marine/Maintenance Electrical Apprentice. Approval of the Catalog Description for the Certificate of Technical Studies program in Marine/Maintenance Electrical Apprentice: “The Certificate of Technical Studies program in Marine / Maintenance Electrical Apprentice is designed for workers in the shipbuilding industry to complete college-level training while gaining the skills required for employment and advancement within the industry. The goal of the program is to provide students with valuable apprentice training that will prepare them to master the competencies necessary for success in the shipbuilding industry; specifically, the Certificate of Technical Studies is designed to teach the skills and related studies required in the electrical craft leading to an Electrician Journeyman Classification. Students must hold apprentice status at an approved agency prior to enrolling in the Marine / Maintenance Electrical Apprentice Certificate of Technical Studies program.”

Business & Technology/MACH

Final Approval of Curriculum: Certificate of Technical Studies in Inside Machinist Apprentice. Final approval of the Curriculum Outline for the Certificate of Technical Studies program in Inside Machinist Apprentice. The twenty (20) credit hour Certificate of Technical Studies program was approved by the Louisiana Community & Technical College Board of Supervisors and the Board of Regents for Louisiana Higher Education.

Business & Technology/MACH

Catalog Description: Certificate of Technical Studies in Inside Machinist Apprenticeship. Approval of the Catalog Description for the Certificate of Technical Studies program in Inside Machinist Apprenticeship: “The Certificate of Technical Studies program in Inside Machinist Apprenticeship is designed for workers in the shipbuilding industry to complete college-level training while gaining the skills required for employment and advancement within the industry. The goal of the program is to provide students with valuable apprenticeship training that will prepare them to master the competencies necessary for success in the shipbuilding industry; specifically, the Certificate of Technical Studies is designed to teach the skills and related studies required in the machinist craft leading to a Machinist Journeyman Classification. Students must hold apprenticeship status at an approved agency prior to enrolling in the Inside Machinist Apprenticeship Certificate of Technical Studies program.”

Business & Technology/MACH

Final Approval of Curriculum: Certificate of Technical Studies in Outside Machinist Apprenticeship. Final approval of the Curriculum Outline for the Certificate of Technical Studies program in Inside Machinist Apprenticeship. The twenty (20) credit hour Certificate of Technical Studies program was approved by the Louisiana Community & Technical College Board of Supervisors and the Board of Regents for Louisiana Higher Education.

Business & Technology/MACH

Catalog Description: Certificate of Technical Studies in Outside Machinist Apprenticeship. Approval of the Catalog Description for the Certificate of Technical Studies program in Outside Machinist Apprenticeship: “The Certificate of Technical Studies program in Outside Machinist Apprenticeship is designed for workers in the shipbuilding industry to complete college-level training while gaining the skills required for employment and advancement within the industry. The goal of the program is to provide students with valuable apprenticeship training that will prepare them to master the competencies necessary for success in the shipbuilding industry; specifically, the Certificate of Technical Studies is designed to teach the skills and related studies required in the machinist craft leading to a Machinist Journeyman Classification. Students must hold apprenticeship status at an approved agency prior to enrolling in the Outside Machinist Apprenticeship Certificate of Technical Studies program.”

Business & Technology/PNTG

Final Approval of Curriculum: Certificate of Technical Studies in Painter Apprenticeship. Final approval of the Curriculum Outline for the Certificate of Technical Studies program in Painter Apprenticeship. The twenty (20) credit hour Certificate of Technical Studies program was approved by the Louisiana Community & Technical College Board of Supervisors and the Board of Regents for Louisiana Higher Education.

Business & Technology/PNTG

Catalog Description: Certificate of Technical Studies in Painter Apprentice. Approval of the Catalog Description for the Certificate of Technical Studies program in Painter Apprentice: “The Certificate of Technical Studies program in Painter Apprentice is designed for workers in the shipbuilding industry to complete college-level training while gaining the skills required for employment and advancement within the industry. The goal of the program is to provide students with valuable apprentice training that will prepare them to master the competencies necessary for success in the shipbuilding industry; specifically, the Certificate of Technical Studies is designed to teach the skills and related studies required to achieve classification as a Painter Journeyman. Students must hold apprentice status at an approved agency prior to enrolling in the Painter Apprentice Certificate of Technical Studies program.”

Business & Technology/PFAP

Final Approval of Curriculum: Certificate of Technical Studies in Pipefitter Apprentice. Final approval of the Curriculum Outline for the Certificate of Technical Studies program in Pipefitter Apprentice. The twenty (20) credit hour Certificate of Technical Studies program was approved by the Louisiana Community & Technical College Board of Supervisors and the Board of Regents for Louisiana Higher Education.

Business & Technology/PFAP

Catalog Description: Certificate of Technical Studies in Pipefitter Apprentice. Approval of the Catalog Description for the Certificate of Technical Studies program in Pipefitter Apprentice: “The Certificate of Technical Studies program in Pipefitter Apprentice is designed for workers in the shipbuilding industry to complete college-level training while gaining the skills required for employment and advancement within the industry. The goal of the program is to provide students with valuable apprentice training that will prepare them to master the competencies necessary for success in the shipbuilding industry; specifically, the Certificate of Technical Studies is designed to teach the skills and related studies skills required in the pipefitter craft leading to a Pipefitter Journeyman Classification. Students must hold apprentice status at an approved agency prior to enrolling in the Painter Apprentice Certificate of Technical Studies program.”

Business & Technology/PWAP

Final Approval of Curriculum: Certificate of Technical Studies in Pipewelder Apprentice. Final approval of the Curriculum Outline for the Certificate of Technical Studies program in Pipewelder Apprentice. The twenty (20) credit hour Certificate of Technical Studies program was approved by the Louisiana Community & Technical College Board of Supervisors and the Board of Regents for Louisiana Higher Education.

Business & Technology/PWAP

Catalog Description: Certificate of Technical Studies in Pipewelder Apprentice. Approval of the Catalog Description for the Certificate of Technical Studies program in Pipewelder Apprentice: “The Certificate of Technical Studies program in Pipewelder Apprentice is designed for workers in the shipbuilding industry to complete college-level training while gaining the skills required for employment and advancement within the industry. The goal of the program is to provide students with valuable apprentice training that will prepare them to master the competencies necessary for success in the shipbuilding industry; specifically, the Certificate of Technical Studies is designed to teach the skills and related studies skills required in the pipewelder craft leading to a Pipewelder Journeyman Classification. Students must hold apprentice status at an approved agency prior to enrolling in the Pipewelder Apprentice Certificate of Technical Studies program.”

Business & Technology/SHMT

Final Approval of Curriculum: Certificate of Technical Studies in Sheetmetal Apprentice. Final approval of the Curriculum Outline for the Certificate of Technical Studies program in Sheetmetal Apprentice. The twenty-one (21) credit hour Certificate of Technical Studies program was approved by the Louisiana Community & Technical College Board of Supervisors and the Board of Regents for Louisiana Higher Education.

Business & Technology/SHMT

Catalog Description: Certificate of Technical Studies in Sheetmetal Apprentice. Approval of the Catalog Description for the Certificate of Technical Studies program in Sheetmetal Apprentice: “The Certificate of Technical Studies program in Sheetmetal Apprentice is designed for workers in the shipbuilding industry to complete college-level training while gaining the skills required for employment and advancement within the industry. The goal of the program is to provide students with valuable apprentice training that will prepare them to master the competencies necessary for success in the shipbuilding industry; specifically, the Certificate of Technical Studies is designed to teach the skills and related studies skills required in the sheetmetal craft leading to a Sheetmetal Journeyman Classification. Students must hold apprentice status at an approved agency prior to enrolling in the Sheetmetal Apprentice Certificate of Technical Studies program.” Motion to accept proposals

[Motion: Mary Bartholomew; Second: Sheila Hickman; Carried, Unanimously].

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

Business & Technology/WELD

Final Review of Curriculum/Review of Catalog Listing: Technical Competency Area in Welder Apprentice. Final review of the Curriculum Outline/Catalog Listing for the Technical Competency Area in Welder Apprentice. The fourteen (14) credit hour Technical Competency Area was approved by the Louisiana Community & Technical College Board of Supervisors.

Business & Technology/SFAP

Final Review of Curriculum/Review of Catalog Listing: Technical Competency Area in Shipfitter Apprentice. Final review of the Curriculum Outline/Catalog Listing for the Technical Competency Area in Welder Apprentice. The fourteen (14) credit hour Technical Competency Area was approved by the Louisiana Community & Technical College Board of Supervisors. Motion to accept proposals [**Motion: Mary Bartholomew; Second: Lester Adlesberg; Carried Unanimously**].

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

Allied Health/RADT

Change of Program Description: Associate of Applied Science in Radiologic Technology. Revise the program description of the Associate of Applied Science in Radiologic Technology to state, in the second paragraph, "The Radiologic Technology program is a 24-month Associate of Applied Science degree program." Currently, the description reads "The Radiologic Technology program is a full-time, 24-month Associate of Applied Science degree program." The revision, though minor, more accurately reflects the instructional content of the degree program and time required for degree completion. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Anne LaVance; Carried Unanimously**].

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

Allied Health/RADT

Course Deletion: RADT-254: Advanced Radiographic Practicum IV. Delete the course, RADT-254: Advanced Radiographic Practicum IV from the catalog of course offerings. The course is no longer used in the Associate of Applied Science degree program in Radiologic Technology. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Janet Colletti; Carried Unanimously**].

- h) **Note:** *The agenda was reordered Original Agenda Placement Item V. w. Arts & Humanities/PSYC*
Master Syllabus Revision: PSYC-127: General Psychology. Revise the Master Syllabus for the course, PSYC-127: General Psychology, to include Student Learning Outcomes and to comply with American Psychological Association (APA) recommendations. Additionally, the revision complies with new formatting as outlined in PPM: AA.1503.1A: Master Syllabus. **[Motion: Mary Bartholomew; Second: Anne LaVance; Carried Unanimously].**
- i) *Item Removed from Agenda by Author/Creator*
Business & Technology/CULA/PAST
Course Revision: ~~PAST 150: Baking and Pastry Work Experience I. Revise the course lecture laboratory / and contact hours of PAST 150: Baking and Pastry Work Experience I as follows: 0-40-2 / 600 to maintain consistency with CULA Work Experience courses.~~
- j) *Item Removed from Agenda by Author/Creator*
Business & Technology/CULA/PAST
Course Revision: ~~PAST 151: Baking and Pastry Work Experience II. Revise the course lecture laboratory / and contact hours of PAST 151: Baking and Pastry Work Experience II as follows: 0-40-2 / 600 to maintain consistency with CULA Work Experience courses.~~
- k) *Item Removed from Agenda by Author/Creator*
Business & Technology/CULA/PAST
Course Revision: ~~PAST 251: Baking and Pastry Work Experience III. Revise the course lecture laboratory / and contact hours of PAST 251: Baking and Pastry Work Experience III as follows: 0-40-2 / 600 to maintain consistency with CULA Work Experience courses.~~
- l) **Note:** *Agenda was reordered Original Agenda Placement Item V. aa.*
Business & Technology/CULA/PAST
New Course: PAST-200: Contemporary Desserts (1-3-2 / 60). Creation of a new course, PAST-200: Contemporary Desserts. The course is an examination of individual desserts with a modern approach. Topics include: plate composition, portioning, flavor combination, textures, eye appeal, balance, color harmony, and plate decoration techniques. The course will be used in the Associate of Applied Science in Culinary Arts degree option in Pastry Arts. Motion to accept proposal **[Motion: Ashley Chitwood; Second: Anne LaVance; Carried Unanimously].**

m) Item Removed from Agenda Author/Creator

Business & Technology/CULA/PAST

~~Final Approval of Curriculum:~~ Pastry Arts Degree Option of the Associate of Applied Science degree program in Culinary Arts. ~~Final Approval of the Pastry Arts Degree Option in the Associate of Applied Science degree program in Culinary Arts. The Degree Option was approved by the Louisiana Community & Technical College System Board of Supervisors and by the Board of Regents for Louisiana Higher Education.~~

n) Item Removed from Agenda by Author/Creator

Business & Technology/CULA/PAST

~~Catalog Description:~~ Pastry Arts Degree Option of the Associate of Applied Science degree program in Culinary Arts. ~~Approval of the Catalog Description for the Pastry Arts Degree Option in the Associate of Applied Science degree program in Culinary Arts: “The Pastry Arts degree option serves students seeking occupations in hotels, restaurants, pastry shops, in-store, and individually owned bakeries. The program is designed to provide trained personnel for entry level positions in the baking/pastry industry.~~

VII. Old Business

VIII. Adjournment : 2:40 p.m.

IX. Next Meeting: November 6, 2009 (Scheduled Meeting).