



**CURRICULUM COMMITTEE MEETING**

*Friday, March 18, 2011 - 2:00 p.m.*

*City Park Campus – Student Life Center (Building 23), Bayou St. John*

**MINUTES**

**I. Call to Order**

The Meeting of the Curriculum Committee was called to order at 2:06 p.m. by Lester Adelsberg, Assistant Chair

**II. Roll Call**

Present Were:

Lester Adelsberg  
Mary Bartholomew  
Jennifer Bennett  
Ashley Chitwood  
Janet Colletti  
Leshia Coulon  
Lilian Gamble  
Joan Hodge  
Leroy Kendrick  
Anne LaVance

Claudia Martinez  
Patrice Moore  
Cheryl Myers  
Jerrie Protti  
Warren Punekey  
Sallye Raymond  
Kenneth Ripberger  
Kim Rugon  
Dolores Smith  
Tim Stamm  
Dianne Thames

Attending to  
Other Business:

Sal Anselmo  
Malene Arnaud-Davis  
Rene Cintron  
Maria Cisneros  
Arnel Cosey  
Sara DeLozier  
Linda Donahue

Harold Gaspard  
Ray Gisclair  
Tom Gruber  
Melissa LaCour  
Larissa Littleton-Steib  
Vance Roux  
Deborah Skevington  
Antonette Tardo

Guests:

Patrick Conroy  
Luther Davis  
Warren Duclos  
Lance Nicoll

Erin Sanders  
Fred Tuhro  
Matthew Zimmerman

**III. Minutes of meeting of January 28, 2011**

The minutes of the meeting on January 28, 2011 were reviewed and accepted as written.

**IV. Curriculum Operations Report – Tim Stamm**

## V. New Business

- a) The agenda was reordered and items were combined for discussion.  
Original Placement Items V.a to V. c.  
**Business & Technology/ADOT**  
**Change of Course Description:** ADOT-178: General Office Procedures. Change the course description of ADOT-178: General Office Procedures to state: “Organizational strategies, communications techniques, and technological innovations, typically used in a business office setting. The student will learn and demonstrate general and specific duties of an office professional” to better reflect the content and goal of the course. Current description: “Communications, record keeping, technology, and general responsibilities of clerical position.”  
**Business & Technology/ADOT**  
**Change of Course Prerequisite Requirements:** ADOT-178: General Office Procedures. Change the prerequisites of ADOT-178: General Office Procedures to: “ADOT 101: Keyboarding and ADOT 105: Survey of Computer Applications, and a final grade of “C” or better in ENGL 101: English Composition I.” Knowledge gained in prerequisite courses is necessary for success in ADOT-178. Currently, the course has no prerequisite requirements.  
**Business & Technology/ADOT**  
**Master Syllabus Revision:** ADOT-178: General Office Procedures. Approval of revised Master Syllabus for ADOT-178: General Office Procedures to include updated goal, description, and student learning outcomes. Revision of the Master Syllabus complies with PPM: AA-1503.1A, and is based on recommendations from the Title III Learning Outcomes review process. Motion to accept proposals [**Motion: Mary Bartholomew; Second: Leroy Kendrick; Carried, Unanimously.**]
- b) The agenda was reordered. Original Placement item V. b.  
**Business & Technology/CMIN**  
**Change of Course Prerequisite Requirements:** CMIN-203: Logic and Design I. Change the prerequisite requirements of CMIN-203: Logic and Design I to state: “Eligibility for ENGL-101: English Composition I.” Currently, the prerequisite requirements are: “CMIN-201: Computer and Information Literacy OR CMIN-204: Fundamentals of Information Technology and Systems OR ADOT-105: Survey of Computer Applications.” Prerequisite knowledge of computer applications and/or computer programming is not necessary for success in this course. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Sallye Raymond; Carried, Unanimously.**]
- c) The agenda was reordered and items were combined for discussion  
.Original Placement item V. e. to V. g  
**Business & Technology/CMIN**

**Change of Course Description:** CMIN-244: Introduction to Information Security. Change the course description of CMIN-244: Introduction to Information Security to state: “An introduction to the field of Information Security by virtue of System Security; various threats to an information system, and the security techniques used to fight them are covered. Hacker methods, viruses, worms, bombs, and system vulnerabilities are described with actions that must be taken to thwart them. Existing and planned protection methods and defenses are mapped to the information system threats and attacks” to better reflect the content and goal of the course. Current description: “Selected models for IS/IT security strategies and management. Knowledge of collaborating information security from inside and outside organization prospective. Models, methods, and standards for information security, risk management, and approaches to different roles and trusts in IT systems are also presented.”

d) **Business & Technology/CMIN**

**Change of Course Prerequisite Requirements:** CMIN-244: Introduction to Information Security. Change the prerequisites of CMIN-244: Introduction to Information Security to “CNET-157: Network Systems Basics OR CMIN-204: Fundamentals of Information Technologies and Systems.” Current prerequisite requirements: CMIN-203: Logic and Design I AND CMIN-204: Fundamentals of Information Technologies and Systems.”

**Business & Technology/CMIN**

**Master Syllabus Revision:** CMIN-244: Introduction to Information Security. Approval of revised Master Syllabus for CMIN-244: Introduction to Information Security to include updated goal, description, and student learning outcomes. Revision of the Master Syllabus complies with PPM: AA-1503.1A, and is based on assessment, research, and review. Motion to accept proposals [**Motion: Mary Bartholomew; Second: Patrice Moore; Carried, Unanimously.**]

e) *The agenda was reordered. Original Placement Item V. h.*

**Business & Technology/ADOT**

**New Course:** ADOT-231: Customer Service Help Desk. Creation of a new course, ADOT-231: Customer Service Help Desk, designed to prepare students for success in the career field of information technology support. Course description: “Information technology support techniques and tools. Students learn to respond to problems that arise in the use of computers in the workplace. Students will use and assess technologies that support help desk tasks; and they will address technical support issues in solving problems of computer users as customers. Training and documentation are also covered. Prerequisite: Eligibility for ENGL-101: English Composition I.” Motion to accept proposal [**Motion: Mary Bartholomew; Second: Anne LaVance; Carried, Unanimously.**]

- f) The agenda was reordered. Original Placement Item V. i.  
**Business & Technology/ADOT**  
**New Course:** ADOT-232: Application Software Support. Creation of a new course, ADOT-232: Application Software Support, designed to prepare students for success in the career field of information technology support. Course description: “Support and troubleshooting of the most recent version of popular software packages used in desktop computing. The roles and responsibilities of application software support are taught, with a special emphasis in knowledge and skills needed to support users of desktop computers in business, industry, and the non-profit sector. Installation and configuration are included, with some implications for training and documentation. Prerequisite: “CNET-157: Network Systems Basics OR CMIN-204: Fundamentals of Information Technologies and Systems.” Motion to accept proposals [**Motion: Mary Bartholomew; Second: Leshia Coulon; Carried, Unanimously.**]
- g) The agenda was reordered and items were combined for discussion. Original Placement Items V. j. to V. k.  
**Business & Technology/ADOT**  
**Course Deletion:** ADOT-103: Introduction to Customer Service. Delete the course, ADOT-103: Introduction to Customer Service, from the catalog of course offerings. The course was originally designed as part of a Customer Service/Call Center training program, and has not been offered since 2005.  
**Business & Technology/ADOT**  
**Course Deletion:** ADOT-104: Customer Service Skills. Delete the course, ADOT-104: Customer Service Skills, from the catalog of course offerings. The course was originally designed as part of a Customer Service/Call Center training program, and has not been offered since 2005. Motion to accept proposals [**Motion: Mary Bartholomew; Second: Kim Rugon; Carried, Unanimously.**]
- h) The agenda was reordered and items were combined for discussion. Original Placement Items V.a. to V. c  
**Business & Technology/CMIN**  
**New Course:** CMIN-218: Game Structure and Character Development. Creation of a new course, CMIN-218: Game Structure and Character Development, designed to expose students to the field of Digital Media. Course description: “Foundations of storyboarding, storytelling, traditional and game-specific story structure; aspects of character development, including physical, psychological, sociological, and verbal. Participants develop game storyboards, levels, characters, and concepts, and then will integrate their ideas into a game structure. Prerequisite: Eligibility for ENGL-101: English Composition I.” Motion to accept proposal [**Motion: Mary Bartholomew; Second: Patrice Moore; Carried, Unanimously.**]

- i) *The agenda was reordered. Original Placement Item V. m.*  
**Business & Technology/CMIN**  
**New Course:** CMIN-246: Introduction to Information Assurance. Creation of a new course, CMIN-246: Introduction to Information Assurance, designed to prepare students for success in the career field of information security. Course description: “Information assurance topics and techniques; the value of securing data both for employees and for an organization. Local, state, and federal privacy management, security policies, and common threats and countermeasures, as well as best practices for information assurance in industry. Prerequisite: “CNET-157: Network Systems Basics OR CMIN-204: Fundamentals of Information Technologies and Systems.” Motion to accept proposal [**Motion: Mary Bartholomew; Second: Leroy Kendrick ; Carried, Unanimously.**]
- j) *The agenda was reordered. Original Placement Item V. n.*  
**Business & Technology/CMIN**  
**Concept Proposal of a New Program:** Technical Competency Area in Information Security/Assurance. Creation of a new Technical Competency Area (TCA) in Information Security/Assurance consisting of twelve (12) credit hours, and designed to prepare students for entry-level employment as Systems Security Practitioners (SSCP). The proposed TCA may be categorized by Occupational Network Code 15-1071.01: Computer Security Specialists. Individuals working in this field typically plan, coordinate, and implement security measures for information systems to regulate access to computer data files and prevent unauthorized modification, destruction, or disclosure of information. The proposed TCA would use existing courses, including: CMIN-204: Fundamentals of Information Technologies and Systems; CNET-157: Network Systems Basics; CMIN-244: Introduction to Information Security; and CMIN-246: Introduction to Information Assurance. Motion to accept proposals [**Motion: Mary Bartholomew; Second: Kim Rugon Carried, Unanimously.**]
- k) *The Agenda was reordered. Original Placement Item V. o.*  
**Allied Health/PCT**  
**Program Termination:** Certificate of Technical Studies in Patient Care Technology. Terminate the Certificate of Technical Studies program in Patient Care Technology. Related Technical Competency Areas (TCAs) and course offerings in Certified Nursing Assisting (CNA), Phlebotomy, and Electrocardiography (EKG) remain active, and are adequate to meet student interest and local workforce employment need. Motion to accept proposals [**Motion: Mary Bartholomew; Second: Leroy Kendrick; Carried, Unanimously.**]

- l) The agenda was reordered and items were combined for discussion. V.s. to V. t.  
**Arts & Humanities/VISC**  
**Change of Course Title:** VISC-185: Introduction to Photography. Change the title of VISC-185: Introduction to Photography *from* VISC-185: Introduction to Photography *to* VISC-185: Introduction to Film Photography.
- Arts & Humanities/VISC**  
**Change of Course Description:** VISC-185: Introduction to Film Photography. Change the description of VISC-185: Introduction to Film Photography to: “Basic analog photography and use of film camera. Covers films, developing, and printmaking.” Current description: “Basic photography and use of camera. Covers films, developing, and printmaking.” The change in title and course description more accurately describes the purpose and content of the course in relation to contemporary photographic media. Motion to accept proposals [**Motion: Mary Bartholomew; Second: Ashley Chitwood; Carried, Unanimously.**]
- m) The agenda was reordered. Original Placement item V. r.  
**Arts & Humanities/VISC**  
**New Course:** VISC-142: Introduction to Digital Photography (3-3-3/90). Creation of a new course, VISC-142: Introduction to Digital Photography, designed to provide an overview of the use and operation of professional digital camera and image editing software programs. Course description: “Introductory digital photography and use of digital camera. Will cover camera functions and usage of software in order to produce and manipulate digital photographs.” Motion to accept proposals [**Motion: Mary Bartholomew; Second: Ashley Chitwood; Carried, Unanimously.**]
- n) The agenda was reordered and items were combined for discussion. Original Placement items V. s. to V. t.  
**Arts & Humanities/VISC**  
**Change of Course Title:** VISC-242: Digital Photography. Change the title of VISC-242: Digital Photography *from* VISC-242: Digital Photography *to* VISC-242: Advanced Digital Photography.
- Arts & Humanities/VISC**  
**Change of Course Description:** VISC-242: Advanced Digital Photography. Change the course description of VISC-242: Advanced Digital Photography to: “Covers upper level digital darkroom techniques and photo manipulation as related to contemporary industry standards and practices.” Current description: “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.” Motion to accept proposals [**Motion: Mary Bartholomew; Second: Patrice Moore; Carried, Unanimously.**]

- o) The agenda was reordered. Original Placement item V. u.  
**Arts & Humanities/VISC**  
**Program Revision:** Associate of Applied Science in Visual Communication – Graphic Design. Revise the Associate of Applied Science in Visual Communication – Graphic Design; Delete: VISC-185: Introduction to Film Photography from Required Courses in Major; Add: VISC-185: Introduction to Film Photography to VISC Electives; Add: VISC-142: Introduction to Digital Photography to Required Courses in Major; total program hours remain the same. Motion to accept proposals **[Motion: Mary Bartholomew; Second: Patrice Moore; Carried, Unanimously.]**
- p) The agenda was reordered. Original Placement item V.v.  
**Business & Technology/BUMG**  
**Program Revision:** Associate of Applied Science in Business and Management. Revise the Associate of Applied Science in Business and Management: Delete: MATH-120: Mathematics Survey with Applications from General Education Requirements; Delete: ECON-201: Macroeconomics from Required Related Courses; Concentration in General Business: Add: ECON-201: Macroeconomics to Required Courses in Concentration; Delete: three (3) hours from the list of courses for selection by rubric, selection decreases *from* twelve (12) *to* nine (9), concentration hours remain the same; Concentration in Entrepreneurship/Small Business Management: Add: ACCT-222: Computerized Accounting Using Quickbooks to Required Courses in Concentration; Add: BUSG-115: Starting a New Business to Required Courses in Concentration; Delete: BUSG-121: Business Mathematics from Required Courses in Concentration; Delete: BUSG-115: Starting a New Business from the list of courses for selection in Concentration; Delete: Any Course with the ACCT prefix from the list of courses for selection in Concentration; Add: BUSG-121: Business Mathematics to the list of courses for selection in Concentration; Delete: one (1) course selection from the list of courses for selection in Concentration, selection decreases *from* three (3) courses *to* two (2) courses; Required Courses in Concentration increase *from* three (3) courses *to* four (4) courses, concentration hours remain the same; Concentration in International Business: Add: ECON-201: Macroeconomics to Required Courses in Concentration; Delete: one (1) course selection from the list of courses for selection in Concentration, selection decreases *from* three (3) courses *to* two (2) courses; Required Courses in Concentration increase *from* three (3) courses *to* four (4) courses, concentration hours remain the same; Total program hours decrease *from* **66** *to* **60**. Motion to accept proposal **[Motion: Mary Bartholomew; Second: Kim Rugon; Carried, Unanimously.]**

- q) *The agenda was reordered. Original Placement Item V. w.*  
**Communication/ENRE**  
**New Course:** ENRE-110: English Composition I for Non-Native Speakers (6-0-6/90). Creation of a new course, ENRE-110: English Composition I for Non-Native Speakers, designed to assist non-native speakers of English develop strategies for successful writing, including evaluation of audience and purpose, gathering of ideas, organization, drafting, revising, editing, and proofreading. Students will also develop skills in critical reading, critical thinking, and problem solving to improve fluency in written English. Course description: "A college-level writing and reading course for non-native speakers. Advanced ESL grammar, vocabulary, and comprehension skills improve fluency in written English. Emphasizes academic and real-world writing." Motion to accept proposal [**Motion: Patrice Moore; Second: Patrice Moore; Carried, Unanimously.**]
- r) *The agenda was reordered. Original Placement Item V. x.*  
**Technical Division/TECH**  
**New Course:** TECH-101: NCCER Technical Core Studies (3-1-3/60). Creation of a new course, , designed to prepare students for success in various Technical Division programs, and to earn Core Certification as issued by the National Center for Construction Education and Research (NCCER). Course description: "A general introduction to skills common to all Technical Division programs. Provides the information needed to prepare individuals to enter and safely work in technical trades. Includes overview of licensure, safety, customer and employer relations, and universally used tools, as well as the foundation skills needed to become successful in industry. The course contains lectures, group discussion and assignments." Motion to accept proposal [**Motion: Mary Bartholomew; Second: Ashley Chitwood; Carried, Unanimously.**]
- s) *The agenda was reordered. Original Placement item V. y.*  
**Technical Division/TECH**  
**Concept Proposal of a New Program:** Technical Competency Area NCCER Technical Core. Creation of a new Technical Competency Area (TCA) for NCCER Core. Upon completion of the course, TECH-101: NCCER Technical Core Studies, students are student will earn a nationally recognized industry based certification (NCCER CORE) as issued by the National Center for Construction Education and Research. Motion to accept proposal [**Motion: Ashley Chitwood; Second: Anne LaVance; Carried, Unanimously.**]

- t) The agenda was reordered. Original Placement item V. z.  
**Arts & Humanities/TEAC**  
**Program Revision:** Associate of Science in Teaching, Grades 1 – 5.  
Revise the Associate of Science in Teaching, Grades 1 – 5: Limit Fine Arts requirement three (3) hours to the following options: FNAR-120: Art Appreciation; MUSC-105: Music Appreciation; THEA-101: Introduction to Theatre; FNAR-125: Art History Survey I / FNAR-126: Art History Survey II. Course selection aligns with Louisiana Grade Level Expectations for Grades 1 – 5, and with Louisiana Components of Effective Teaching.  
Motion to accept proposal [**Motion: Mary Bartholomew; Second: Anne LaVance; Carried, Unanimously.**]

## VI. Consent Agenda

- a) **Arts & Humanities/THEA**  
**Deletion of Pre/Co-requisite Requirements:** THEA-102: Modern Theatre: Deletion of Co-requisite of ENGL-101: English Composition I from THEA-102: Modern Theatre.
- b) **Arts & Humanities/THEA**  
**Deletion of Pre/Co-requisite Requirements:** THEA-103: Stagecraft. Deletion of Co-requisite requirement of THEA 121 or 122, or 221, or 222: Play Production I-IV from THEA-103: Stagecraft.
- c) **Arts & Humanities/THEA**  
**Deletion of Pre/Co-requisite Requirements:** THEA-213: Musical Theatre: Deletion of Co-requisite requirement of Private Voice Lesson from THEA-213: Musical Theatre. Motion to accept Consent Agenda [**Motion: Mary Bartholomew; Second: Ashley Chitwood; Carried, Unanimously**]

## VII. Old Business

VIII. Next Meeting      April 8, 2011 (Scheduled Meeting)

IX. Adjournment      3:25 p.m.