



## **CURRICULUM COMMITTEE MEETING**

*Friday, November 16, 2012 - 2:00 p.m.*

*Bayou St. John, City Park Campus – (Building 23, Second Floor)*

### **AGENDA**

#### **I. Call to Order**

#### **II. Roll Call**

#### **III. Minutes of meeting of October 26, 2012**

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

#### **V. General Education / Articulation Initiatives – Tim Stamm**

- a) Board of Regents Academic Affairs Policy 2.15:

*“The standard number of credits required for the Associate Degree will be 60, though in some circumstances (e.g., accreditation requirements) they may range from 60-72 hours. Exceptions to the standard number of credits must be approved according to the respective System's policy. The Board of Regents will periodically review both the number of credit hours required and approved exceptions to the 60-hour standard.”*

#### **VI. Common Course Names/Numbers**

- a) Louisiana ACT 356 (2009); subsection 3164:

*“...the Board of Regents shall develop, coordinate, and maintain a statewide course numbering system for postsecondary .... Education in all public ... postsecondary institutions as a means to facilitate program planning and transfer of students and course credits between and among ... postsecondary educational institutions.”*

- b) Mathematics – Core Competencies/Descriptions – November 21, 2011
- c) English – Core Competencies/Descriptions – January 13, 2012
- d) Biological Sciences – Core Competencies/Descriptions – February 17, 2012
- e) Physical Sciences – Core Competencies/Descriptions – March 27, 2012
- f) Foreign Languages – Core Competencies/Descriptions – April 17, 2012
- g) Fine Arts – Core Competencies/Descriptions – September 11, 2012
- h) Humanities – Core Competencies/Descriptions – October 10, 2012
- i) Social and Behavioral Sciences – Core Competencies/Descriptions – November 27, 2012.

## VII. New Business

a) **Allied Health/VETT**

**New Course:** VETT-103: Veterinary Medical Terminology (3-0-3/45).  
Creation of a new course, VETT-103: Veterinary Medical Terminology, designed to teach the fundamentals of Veterinary Medical Terminology. Course description: "Terminology and vocabulary commonly used in the veterinary field. Origin of words with emphasis on suffixes, prefixes, roots, and abbreviations and terminology pertinent to animal body systems."

b) **Allied Health/VETT**

**Course Revision:** VETT-105: Animal Anatomy and Physiology. Reduce the lecture, credit, and contact hours of VETT-105: Animal Anatomy and Physiology *from 4-0-4/60 to 3-0-3/45*.

c) **Allied Health/VETT**

**Change of Course Description:** VETT-105: Animal Anatomy and Physiology. Change the description of VETT-105: Animal Anatomy and Physiology to state: "Basic fundamentals of anatomy & physiology of domestic animals are covered, with emphasis on dogs and cats. Focus is on anatomical structures of clinical importance to Veterinary Technicians. Prerequisite(s): Acceptance into Veterinary Technology Program."  
Current description: "Basic fundamentals of anatomy & physiology of domestic animals are covered, with emphasis on dogs and cats. Focus is on anatomical structures of clinical importance to Veterinary Technicians. Course includes veterinary medical terminology to assist the student in communicating with the professional staff at a veterinary facility. Prerequisite(s): Acceptance into Veterinary Technology Program."

d) **Allied Health/VETT**

**Course Revision:** VETT-241: Large Animal Medicine and Nursing. Reduce the credit hours of VETT-241: Large Animal Medicine and Nursing *from 3-3-4/90 to 3-3-3/90*.

e) **Allied Health/VETT**

**Program Revision:** Associate of Applied Science in Veterinary Technology. Revise the Associate of Applied Science in Veterinary Technology as follows: Delete: CMIN-201: Computer and Internet Literacy or ADOT-105: Survey of Computer Applications as Prerequisite requirements for entry into the A.A.S. program; Add: VETT-103: Veterinary Medical Terminology to Required Courses in Major; Total Program Hours *increase from 67 to 68*.

- f) **Science & Mathematics/Mathematics**  
**Revision of Placement Test Cut-Off Scores for Entry into Selected Mathematics Courses:** Modification of COMPASS scores for placement in selected Mathematics courses. Changes are a result of analysis of student success, mapped to initial score and placement into Mathematics courses, and in consultation with representatives from COMPASS.
- g) **Technical Division/COSM**  
**Program Revision:** Technical Diploma in Cosmetology. Revise the Technical Diploma in Cosmetology: Delete: CCSS-108: Career Success Skills from Required Related Courses. Content introduced in CCSS-108 is covered in COSM-254: Salon Management. Total program hours *decrease* from **46** to **43**.
- h) **Technical Division/COSM**  
**New Course:** COSM-260: Cosmetology Theory Review (3-0-3/45). Creation of a new course, COSM-260: Cosmetology Theory Review, designed to provide students with an overview/review of cosmetology theory. Course description: “Comprehensive review of theory in preparation for taking the state and national board exams for licensure.”
- i) **Technical Division/COSM**  
**New Course:** COSM-261: Cosmetology Practical Review Lab (0-12-4/180). Creation of a new course, COSM-261: Cosmetology Practical Review Lab, designed to provide students with a review of the practical cosmetology skills required to pass the state board exam. Course description: “Comprehensive review of the state practical board exam for licensure.”
- j) **Technical Division/COSM**  
**Course Revision:** CSTT-101: Characteristics of Teaching Cosmetology (2-4-5/90). Revise CSTT-101: Characteristics of Teaching Cosmetology. Course description: “The philosophy of teaching as a profession and the characteristics of cosmetology teachers and students.”
- k) **Technical Division/COSM**  
**Course Revision:** CSTT-102: Planning Effective Cosmetology Instruction (3-4-5/105). Revise CSTT-102: Planning Effective Cosmetology Instruction. Course description: “Role of curriculum and instructional methods in the teaching and learning process, as well as design and coordination of course content and format.”
- l) **Technical Division/COSM**  
**Course Revision:** CSTT-103: Interactive Lecturing (2-5-3/105). Revise CSTT-103: Interactive Lecturing. Course description: “Categories of instruction aids and their appropriate uses.”

- m) **Technical Division/COSM**  
**Course Revision:** CSTT-104: Performance and Evaluation (2-5-3/105).  
Revise CSTT-104: Performance and Evaluation. Course description:  
“Importance of performance tests in cosmetology education and the way to motivate students through evaluation.”
- n) **Technical Division/COSM**  
**Course Revision:** CSST-105: Classroom Environment (2-5-3/105).  
Revise CSST-105: Classroom Environment. Course description:  
“Maintenance of positive and effective classroom environment and the effect the teacher’s performance has on the classroom environment.”
- o) **Technical Division/COSM**  
**Course Revision:** CSTT-106: Reflection and Vision (2-4-5/90). Revise  
CSTT-106: Reflection and Vision. Course description: “Reflective teaching  
and the role of evaluation.”
- p) **Technical Division/COSM**  
**Program Revision:** Certificate of Technical Studies in Cosmetology  
Teacher Trainer. Revise the Certificate of Technical Studies in  
Cosmetology Teacher Trainer to include CSST-101, CSTT-102, CSTT-103,  
CSTT-104, CSTT-105, CSTT-106 as Required Courses in Major. Total  
program hours **24**.
- q) **Technical Division/ELEC**  
**Program Termination:** Certificate of Technical Studies in Electrical  
Technology. Delete the Certificate of Technical Studies program in  
Electrical Technology.
- r) **Technical Division/ELEC**  
**Program Revision:** Certificate of Technical Studies in Residential  
Electrician. Revise the Certificate of Technical Studies in Residential  
Electrician: Courses required in Major: ELEC-112: Basic Electricity; ELEC-  
102: Electrical Calculations; ELEC-123: National Electric Code I; ELEC-  
103: Electrical Blueprints; ELEC-104: Residential Wiring and Installation;  
Required Related Courses: CCSS-108: Career Success Skills; TECH-101:  
NCCER Technical Core. Total program hours: **24**.
- s) **Technical Division/ELEC**  
**Change of Credential Designation:** Technical Diploma in Commercial  
Wiring I. Change the designation of the Technical Diploma in Commercial  
Wiring I *from* Technical Diploma in Commercial Wiring I *to* Certificate of  
Technical Studies. The Certificate of Technical Studies credential more  
accurately reflects the instructional content and intended outcome of the  
workforce program.

- t) **Technical Division/ELEC**  
**Change of Program Name:** Commercial Wiring I. Change the name of the Certificate of Technical Studies in Commercial Wiring I *from* Commercial Wiring I *to* Certificate of Technical Studies in Commercial Electrician. The new title more accurately reflects the instructional content and intended outcome of the workforce program.
- u) **Technical Division/ELEC**  
**Program Termination:** Technical Diploma in Commercial Wiring II. Delete the Technical Diploma in Commercial Wiring II. The Technical Diploma program no longer meets contemporary workforce training needs.
- v) **Technical Division/ELEC**  
**Program Revision:** Certificate of Technical Studies in Commercial Electrician. Revise the Certificate of Technical Studies in Commercial Electrician: Required Course in Major: ELEC-112: Basic Electricity; ELEC-102: Electrical Calculations; ELEC-124: National Electric Code II; ELEC-103: Electrical Blueprints; ELEC-201: Commercial Wiring; ELEC-120: Electrical Raceways; ELEC-133: Motors, Transformers, Generators; Required Related Courses: CCSS-108: Career Success Skills; TECH-101: NCCER Technical Core. Total program hours: **30**.
- w) **Technical Division/ELEC**  
**Change of Credential Designation:** Technical Diploma in Electrician: Industrial. Change the designation of the Technical Diploma in Electrician: Industrial *from* Technical Diploma in Electrician: Industrial *to* Certificate of Technical Studies. The Certificate of Technical Studies credential more accurately reflects the instructional content and intended outcome of the workforce program.
- x) **Technical Division/ELEC**  
**Change of Program Name:** Electrician: Industrial. Change the name of the Certificate of Technical Studies in Electrician: Industrial *from* Certificate of Technical Studies in Electrician: Industrial *to* Certificate of Technical Studies in Small Industrial Electrician. The new title more accurately reflects the instructional content and intended outcome of the workforce program.
- y) **Technical Division/ELEC**  
**Program Revision:** Certificate of Technical Studies in Small Industrial Electrician. Revise the Certificate of Technical Studies in Small Industrial Electrician: Required Courses in Major: ELEC-112: Basic Electricity; ELEC-102: Electrical Calculations; ELEC-124: National Electric Code II; ELEC-103: Electrical Blueprints; ELEC-120: Electrical Raceways; ELEC-202: Industrial Wiring; ELEC-252: Solid State Theory; ELEC-208: Digital Logic Functions; ELEC-144: Motor Controls; Required Courses in Major:

CCSS-108: Career Success Skills; TECH-101: NCCER Technical Core.  
Total program hours: **33**.

- z) **Technical Division/ELEC**  
**Course Revision:** ELEC-112: Basic Electricity (2-8-4/150). Course description: "Fundamental concepts of electricity, electrical instruments, and electrical measurements." Course lecture-lab-credit and/contact hours change *from* 2-8-6/150.
  
- aa) **Technical Division/ELEC**  
**Course Revision:** ELEC-102: Electrical Calculations (3-0-3/45). Course description: "Basic concepts and fundamental applications of mathematics for electricians."
  
- bb) **Technical Division/ELEC**  
**Course Revision:** ELEC-123: National Electric Code I (4-0-4/60). Course description: "Introductory study of the structure and scope of the National Electric Code. Course lecture-lab-credit and/contact hours change *from* 21-5-2/60.
  
- cc) **Technical Division/ELEC**  
**Course Revision:** ELEC-103: Electrical Blueprints (3-0-3/45). Course description: "A study of blueprint reading. Includes specifications and trade-related elements."
  
- dd) **Technical Division/ELEC**  
**Course Revision:** ELEC-131: Residential Wiring and Insulation (2-8-4/150). Course description: "Care/Usage of tools and materials used in electrical installations, and the application of electrical tools, materials, and test equipment associated with electrical installations and residential wiring." Course lecture-lab-credit and/contact hours change *from* 3-7-6/150.
  
- ee) **Technical Division/ELEC**  
**Course Revision:** ELEC-124: National Electric Code II (4-0-4/60). Course description: "Study of the National Electric Code as related to Commercial Wiring."
  
- ff) **Technical Division/ELEC**  
**Course Revision:** ELEC-141: Commercial Wiring (2-8-4/150). Course description: "Advanced electrical skills course covering all aspects of commercial wiring and installation." Course lecture-lab-credit and/contact hours change *from* 3-7-6/150.
  
- gg) **Technical Division/ELEC**  
**Course Revision:** ELEC-120: Electrical Raceways (2-4-3/90). Course

description: “Electrical skills course covering raceways, fittings, pull boxes, junction boxes, explosion proof equipment, and cable trays.”

- hh) **Technical Division/ELEC**  
**Course Revision:** ELEC-133: Motors, Transformers, and Generators (2-4-3/90). Course description: “Fundamentals and principles of single and three phase motors and generators, as well as transformer theory, application, and installation.”
- ii) **Technical Division/ELEC**  
**Course Revision:** ELEC-202: Industrial Wiring (1-6-2/105). Course description: “Layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials.”
- jj) **Technical Division/ELEC**  
**Course Revision:** ELEC-252: Solid State Theory (1-3-2/60). Course description: “An introduction to solid state devices, diodes, transistors, rectifiers and filters.” Course lecture-lab-credit and/contact hours change *from 2-3-3/75*.
- kk) **Technical Division/ELEC**  
**Course Revision:** ELEC-208: Digital Logic Functions (2-6-4/120). Course description: “Introduces the programmable logic controller (PLC) and its associated applications.”
- ll) **Technical Division/ELEC**  
**Course Revision:** ELEC-144: Motor Controls (1-6-2/105). Course description: “Fundamental concepts of motors and motor controls.” Course lecture-lab-credit and/contact hours change *from 1-8-3/135*.

### VIII. Consent Agenda

- a) **Arts & Humanities/VISC**  
**Change of Course Prerequisite Requirements:** VISC-242: Advanced Digital Photography. Change the prerequisite requirements of VISC-242: Advanced Digital Photography to state “VISC-142: Introduction to Digital Photography.” Current prerequisites: VISC-204: Computer Graphics I and VISC-185: Introduction to Film Photography.”
- b) **Allied Health/PHAR**  
**Change of Course Prerequisite Requirements:** PHAR-109: Body Systems, Diseases, and Drugs. Add the prerequisite requirement of “Eligibility for MATH-118” as a prerequisite requirement to PHAR-109. This prerequisite requirement will be in addition to the current prerequisite requirement of “Eligibility for ENGL-101.”

- c) **Technical Division/HACR**  
**Change of Course Prerequisite/Co-Requirements:** HACR-117: Principles of Refrigeration. Delete HACR-116 as a Co-requisite course requirement; Add: HACR-116 as a prerequisite course that may be taken concurrently to HACR-117. Prerequisites: TECH-101 and HACR-116 (may be taken concurrently).
- d) **Technical Division/HACR**  
**Change of Course Prerequisite/Co-Requirements:** HACR-252: Residential AC: Theory and Practice. Delete HACR-251 as a Co-requisite course requirement; Add: HACR-251 as a prerequisite course that may be taken concurrently to HACR-251. Prerequisites: HACR-121, and HACR-116, and HACR-117, and HACR-222, and HACR-251 (may be taken concurrently).
- e) **Technical Division/COSM**  
**Change of Course Prerequisite Requirements:** COSM-124: Hairstyling. Add the following course prerequisites to COSM-124: Hairstyling: COSM-111: Introduction to Cosmetology; COSM-112: Properties of Skin, Scalp, and Hair; COSM-113: Shampooing, Rinsing, and Conditioning; COSM-121: Cosmetology Anatomy and Physiology.
- f) **Technical Division/COSM**  
**Change of Course Prerequisite Requirements:** COSM-131: Haircutting. Add the following course prerequisites to COSM-131: Haircutting: COSM-111: Introduction to Cosmetology; COSM-112: Properties of Skin, Scalp, and Hair; COSM-113: Shampooing, Rinsing, and Conditioning; COSM-121: Cosmetology Anatomy and Physiology.
- g) **Technical Division/COSM**  
**Change of Course Prerequisite Requirements:** COSM-125: Chemical Services. Add the following course prerequisites to COSM-125: Chemical Services: COSM-111: Introduction to Cosmetology; COSM-112: Properties of Skin, Scalp, and Hair; COSM-113: Shampooing, Rinsing, and Conditioning; COSM-121: Cosmetology Anatomy and Physiology.
- h) **Technical Division/COSM**  
**Change of Course Prerequisite Requirements:** COSM-143: Hair Coloring. Add the following course prerequisites to COSM-143: Hair Coloring: COSM-111: Introduction to Cosmetology; COSM-112: Properties of Skin, Scalp, and Hair; COSM-113: Shampooing, Rinsing, and Conditioning; COSM-121: Cosmetology Anatomy and Physiology.
- i) **Technical Division/COSM**  
**Change of Course Prerequisite Requirements:** COSM-251: Facial Services, Massage, and Make-up. Add the following course prerequisites to COSM-251: Facial Services, Massage, and Make-up: COSM-111:



Introduction to Cosmetology; COSM-112: Properties of Skin, Scalp, and Hair; COSM-113: Shampooing, Rinsing, and Conditioning; COSM-121: Cosmetology Anatomy and Physiology.

- j) **Technical Division/COSM**  
**Change of Course Prerequisite Requirements:** COSM-252: Artistry of Artificial Hair. Add the following course prerequisites to COSM-252: Artistry of Artificial Hair: COSM-111: Introduction to Cosmetology; COSM-112: Properties of Skin, Scalp, and Hair; COSM-113: Shampooing, Rinsing, and Conditioning; COSM-121: Cosmetology Anatomy and Physiology.
- k) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-102: Fundamentals of Safety
- l) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-122: Risk Management
- m) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-132: First Responder
- n) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-142: Solid and Hazardous Waste Management
- o) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-152: Industrial Hygiene I
- p) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-154: Industrial Hygiene II
- q) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-202: OSHA Codes and Standards
- r) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-220: Forensic Investigation
- s) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-222: Emergency Management Risk Assessment
- t) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-225: Transportation of Hazardous Materials
- u) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-232: Safety Program Management
- v) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-233: Safety Practicum

- w) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-235: Introduction to Biological, Chemical, and Radiological Terrorism
- x) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-240: Technology and Emergency Management
- y) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-245: Natural Disaster and Terrorist Incidents
- z) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-262: System Safety
- aa) **Business & Technology/SFTY**  
**Course Deletion:** SFTY-292: Professional Development Seminar
- bb) **Technical Division/ELCT**  
**Course Deletion:** ELCT-100: Fundamentals of Electricity
- cc) **Technical Division/ELCT**  
**Course Deletion:** ELCT-101: National Electric Code I
- dd) **Technical Division/ELCT**  
**Course Deletion:** ELCT-102: National Electric Code II
- ee) **Technical Division/ELCT**  
**Course Deletion:** ELCT-103: Tools, Material, and Elementary Circuits Lab
- ff) **Technical Division/ELCT**  
**Course Deletion:** ELCT-104: Circuits Laboratory
- gg) **Technical Division/ELCT**  
**Course Deletion:** ELCT-108: Basic Blueprint Reading and Design
- hh) **Technical Division/ELCT**  
**Course Deletion:** ELCT-109: Residential Electrical Blueprint and Design
- ii) **Technical Division/ELCT**  
**Course Deletion:** ELCT-111: Electrical Technology I
- jj) **Technical Division/ELCT**  
**Course Deletion:** ELCT-112: Electrical Technology II

- kk) **Technical Division/ELCT**  
**Course Deletion:** ELCT-201: National Electric Code III
- ll) **Technical Division/ELCT**  
**Course Deletion:** ELCT-204: Introduction to Communication Circuits
- mm) **Technical Division/ELCT**  
**Course Deletion:** ELCT-205: Material Take Off and Estimating
- nn) **Technical Division/ELCT**  
**Course Deletion:** ELCT-206: Electrical Instruments and Measurements
- oo) **Technical Division/ELCT**  
**Course Deletion:** ELCT-207: Conduit and Raceway Design
- pp) **Technical Division/ELCT**  
**Course Deletion:** ELCT-210: Commercial and Industrial Blueprint Reading.

**IX. Old Business**

**X. Next Meeting**      February 1, 2013 (Scheduled Meeting)

**XI. Adjournment**