



CURRICULUM COMMITTEE MEETING

Friday, March 1, 2013 - 2:00 p.m.

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

MINUTES

I. Call to Order

The meeting was called to order at 2:10 pm, by Harold Gaspard, Chair.

II. Roll Call

Present	Lester Adelsberg	Ray Gisclair
Were:	Sal Anselmo	Alaina Hebert
	John Arbour	Joan Hodge
	Jennifer Bennett	Leroy Kendrick
	Douglas Brewster	Anne LaVance
	Vernell Briscoe	Mark McLean
	Ashley Chitwood	Claudia Martinez
	Maria Cisneros	Cheryl Myers
	Janet Colletti	Kenneth Ripberger
	Lesha Coulon	Vance Roux
	Sara DeLozier	Dolores Smith
	Linda Donahue	Kristine Strickland
	Lilian Gamble	Tim Stamm
	Danielle Gandolfo	Tedd Walley
	Harold Gaspard	Keidra Williams
Attending to	Malene Arnaud-Davis	Melissa LaCour
Other	Mary Bartholomew	Larissia Littleton-Steib
Business:	Arnel Cosey	Patrice Moore
	Raymond Duplessis	Warren Punecky
	Meredith Feike	David Sanders
	Thomas Gruber	Deborah Skevington
	Larisia Jones	Theopolieus Worrell
Guests:	David Coughran	Donna Pace
	Jacqueline Jones	Jeffrey Scanlan
	Lisa Melson	Kenneth Williams

III. Minutes of the meeting of February 1, 2013

The minutes of the meeting of February 1, 2013 were reviewed and accepted as written.

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.
- j) Accounting – Core Competencies/Descriptions -- February 26, 2013
- k) Finance/Economics/Management – Core Competencies/Descriptions – April 2, 2013

VII. New Business

- a) **Allied Health/FSED:**
Revision of Program Description: Revise the program description of the A.A.S. in Funeral Service Education to comply with American Board of Funeral Service Education (ABFSE) Accreditation requirements. Add: passage rate informational link, revised program aims, revised program objectives. Motion to accept proposal [**Motion: Tom Gruber; Second: Ashley Chitwood; Carried Unanimously.**]

- b) *The agenda was reordered and items were combined for discussion.*
Original Placement Items. V. b. to V. g.

Allied Health/FSED:

Change of Course Description: FSED-121: History and Sociology of Funeral Services. Change the description of FSED-121: History and Sociology of Funeral Services to state: "Surveys funeral and burial conditions associated with beliefs and practices in various cultures from early Egyptians to present day. Surveys general principles related to customs, religions, human relations, social behavior and their influence on funeral practices. Prerequisite: Acceptance into the Funeral Services Education Program." Current description: "A survey of funeral and burial beliefs and practices in western cultures from early Egyptians to present day."

Allied Health/FSED:

Change of Course Description: FSED-141: Embalming Techniques. Change the description of FSED-141: Embalming Techniques to state: "Theoretical aspects of embalming. Examines the purpose and need for embalming, types of death, signs of death, tests for death, postmortem changes, ethics of embalming, chemical and physical changes, selection and raising of vessels, discolorations, types of embalming chemicals, injection, drainage, and dilution. Surveys chemistry, microbiology, and pathology as applied to embalming. Prerequisites: BIOL-141, BIOL-143, FSED-152. Corequisite: FSED 145." Current description: "Theoretical aspects of embalming. Examines the purpose and need for embalming, types of death, signs of death, tests for death, postmortem changes, ethics of embalming, chemical and physical changes, and selection and raising of vessels. Prerequisites: FSED-152. Corequisite: FSED 145."

Allied Health/FSED:

Change of Course Description: FSED-152: Problems in Anatomy. Change the description of FSED-152: Problems in Anatomy to state: "Anatomy of the human body, study of the structure of cells, tissues, organs, and systems with emphasis on those subjects important to embalming. Prerequisites: BIOL-141, BIOL-143." Current description: "This course is designed to acquaint the Funeral Services student with the fundamentals of human anatomy as applicable to funeral services practices and procedures. Prerequisite(s): BIOL-141 and BIOL-143."

Allied Health/FSED:

Change of Course Description: FSED-228: Funeral Services Pathology. Change the description of FSED-228: Funeral Services Pathology to state: "Basic principles of pathology as applied to funeral service education, especially as they pertain to sanitation, disinfection, public health, and embalming practice. The development and use of personal, professional, and community hygiene and sanitation is discussed. Special emphasis is placed on tissue pathology and major causative agents of death. Prerequisites: BIOL-141, BIOL+143, BIOL-211, FSED-152." Current description: "This course is designed to cover the basic principles of pathology as applied to funeral service education."

Topics include sanitation, disinfection, public health, and embalming practice. The development and use of personal, professional, and community hygiene and sanitation are discussed. Special emphasis is placed on tissue pathology and major causative agents of death.
Prerequisite(s): Acceptance into the Funeral Service Education program.”

Allied Health/FSED:

Change of Course Prerequisite Requirement: FSED-243: Restorative Art. Change the prerequisite requirement of FSED-243: Restorative Art to state: “Permission of Program Director.” Current prerequisite: “FSED-145.”

Allied Health/FSED:

Change of Course Prerequisite Requirement: FSED-270: Funeral Services Seminar. Change the prerequisite requirement of FSED-270: Funeral Services Seminar to state: “Permission of Program Director.” Current description: “Eligibility for graduation.” Motion to accept proposals [**Motion: Tom Gruber; Second: Ashley Chitwood; Carried, Unanimously**].

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

Arts & Humanities/INTD:

New Course: INTD-298: Interior Design Practicum/Internship. Creation of a new course, INTD-298: Interior Design Practicum/Internship. Course description: “Supervised study in an approved area of the discipline. This may include practical work experience in the design field in the form of an Internship or intensive re- search, seminars, and reports in a specific area of study. The internship should be a last semester experience.” Motion to accept proposal [**Motion: Janet Colletti; Second: Douglas Brewster; Carried, Unanimously**].

- d) *The agenda was reordered. Original Placement Item V.i.*

Arts & Humanities/INTD:

Final Approval of Curriculum: Certificate of Technical Studies in Kitchen and Bath Design. Program Description: “The Certificate of Technical Studies in Kitchen & Bath Design (KBD) prepares individuals for entry level and advanced positions in the Kitchen & Bath Design Industry. The proposed program will provide students with the knowledge, skills, and attributes necessary for working in this specialized design area. Course content includes presentation standards (hand-drafting techniques), computer-aided drafting, construction and mechanical systems, basics of kitchen and bath design, materials of construction, lighting, and business practices for the kitchen and bathroom industry. The C.T.S. in Kitchen and Bath Design is a candidate for accredited status from the National Kitchen & Bath Association (NKBA). The goal of the program is to provide students with competencies necessary to enter the workforce in entry-level and advanced positions in Kitchen and Bath Design and to pursue National Kitchen and

Bath Design Certification.” Motion to accept proposal [**Motion: Tom Gruber; Second: Ray Gisclair; Carried, Unanimously**].

- e) *The agenda was reordered. Original Placement Item V. j*
Allied Health/HEIT:
Final Approval of Curriculum: Certificate of Applied Science in Medical Coding. Motion to accept proposal [**Motion: Tom Gruber; Second: Lilian Gamble; Carried, Unanimously**].
- f) *The agenda was reordered. Original Placement Item V. k.*
Allied Health/HEIT:
Final Approval of Curriculum: Certificate of Technical Studies in Medical Registration Specialist. Program Description: “The C.T.S. in Medical Registration Specialist will provide academic and clinical education in inpatient and outpatient registration. This program will prepare the student for a patient contact position providing customer service assistance as the patient prepares to receive health care services. The goal of the Certificate of Technical Studies program is to provide students with competencies necessary to enter the workforce in as vital members of the health care team.” Motion to accept proposal [**Motion: Tom Gruber; Second: Cheryl Myers; Carried, Unanimously**].
- g) *The agenda was reordered. Original Placement Item V. l.*
Allied Health/DIET:
Final Approval of Curriculum: Associate of Applied Science in Dietetics Technician. Motion to accept proposal [**Motion: Tom Gruber; Second: Linda Donahue; Carried, Unanimously**].
- h) *The agenda was reordered and items were combined for discussion. Original Placement Items V. m. to V.dd.*
Technical Division/CRPT:
Change of Program Name: Certificate of Technical Studies in Carpentry: Carpentry Tech II. Change the name of the Certificate of Technical Studies in Carpentry: Carpentry Tech II *from* Certificate of Technical Studies in Carpentry: Carpentry Tech II *to* Certificate of Technical Studies in Carpentry. The new title more accurately reflects the instructional content and intended outcome of the workforce program.
Technical Division/CRPT:
Program Termination: Technical Diploma in Carpentry. Terminate the Technical Diploma in Carpentry. The Technical Diploma program no longer meets contemporary workforce training needs.
Technical Division/CRPT:
Program Revision: Certificate of Technical Studies in Carpentry. Revise the Certificate of Technical Studies in Carpentry: Required Course in Major: CRPT-120: Building Materials and Estimating; CRPT-122: Carpentry Calculations; CRPT-124: Design, Blueprint Reading, and Codes;

CRPT-211: Site Layout; CRPT-212: Foundations and Floor Framing; CRPT-213: Wall and Ceiling Framing; CRPT-215: Roofing Construction; CRPT-223: Exterior Finishes; CRPT-213: Interior Finishes; CRPT-238: Project Management. Required Related Courses: CCSS-108: Career Success Skills; TECH-101: NCCER Technical Core; Total Credit Hours: 33.

Technical Division/CRPT:

Course Revision: CRPT-120: Building Materials and Estimating (2-3-3/75). Course Description: “Common wood and metal materials used in residential construction and an introduction to residential material estimating.”

Technical Division/CRPT:

Course Revision: CRPT-122: Carpentry Calculations (1-2-2/45). Course Description: “Introduction to basic calculation and interpretation, and applications to the carpentry field.”

Technical Division/CRPT:

Course Revision: CRPT-124: Design, Blueprint Reading, and Codes (2-3-3 / 75). Course Description: “Principles of design, symbols, specifications, measurements, and residential building codes.”

Technical Division/CRPT:

Course Revision: CRPT-211: Site Layout (1-4-2 / 75). Course Description: “Concepts and practices of basic site layout, footings, and foundation construction.”

Technical Division/CRPT:

Course Revision: CRPT-212: Foundations and Floor Framing (2-4-3 / 90). Course Description: “Materials and methods used to construct concrete forms and foundations including various reinforcement methods.”

Technical Division/CRPT:

Course Revision: CRPT-213: Wall and Ceiling Framing (2-6-3 / 120). Course Description: “Framing walls and ceilings according to federal, state, and local requirements.”

Technical Division/CRPT:

Course Revision: CRPT-215: Roofing Construction (2-6-3 / 120). Course Description: “Layout, framing and installation skills used in basic roof design and construction.

Technical Division/CRPT:

Change of Course Title: CRPT-223: Exterior Finish and Trim. Change the title of CRPT-223: Exterior Finish and Trim *from* CRPT-223: Exterior Finish and Trim *to* CRPT-223: Exterior Finishes, as the new title more accurately reflects the instructional content and purpose of the course.

Technical Division/CRPT:

Change of Course Laboratory and Contact Hours: CRPT-223: Exterior Finishes. Change the Laboratory and Contact hours of CRPT-223: Exterior Finishes *from* 2-5-3 / 105 *to* 2-3-3 / 75. Laboratory and Contact hour revision more accurately represent practical to didactic instructional ratio of the course.

Technical Division/CRPT:

Course Revision CRPT-223: Exterior Finishes (2-3-3 / 75). Course description: “Exterior finish and procedures to include window and door units.

Technical Division/CRPT:

Change of Course Title: CRPT-231: Interior Finish and Trim. Change the title of CRPT-231: Interior Finish and Trim *from* CRPT-231: Interior Finish and Trim *to* CRPT-231: Interior Finishes, as the new title more accurately reflects the instructional content and purpose of the course.

Technical Division/CRPT:

Change of Course Laboratory and Contact Hours: CRPT-231: Interior Finishes. Change the Laboratory and Contact hours of CRPT-231: Interior Finishes *from* 2-5-3 / 105 *to* 2-3-3 / 75. Laboratory and Contact hour revision more accurately represent practical to didactic instructional ratio of the course.

Technical Division/CRPT:

Course Revision CRPT-231: Interior Finishes (2-3-3 / 75). Course description: “Types of interior systems, materials and hardware commonly used in residential construction.”

Technical Division/CRPT:

Course Revision: CRPT-238: Project Management (1-2-2 / 45). Course Description: “Construction scheduling and residential material estimating. Motion to accept proposals [**Motion: Tom Gruber; Second: Ray Gisclair; Carried, Unanimously**].

i) **Arts & Humanities/TEAC**

Program Revision: Associate of Science in Teaching, Grades 1 – 5. Revise the Associate of Science in Teaching, Grades 1 – 5: Delete: MATH-128: Applied Algebra from Required Courses in Major; Add: MATH-130: College Algebra to Required Courses in Major. Add: HIST-105: World History II as an “OR” choice to HIST-102: American History II; Add: ENGL-231: World Literature I, ENGL-232: World Literature II, ENGL-221: British Literature I as “OR” choices to ENGL-222: British Literature II in Required Courses in Major. Motion to accept proposal [**Motion: Tom Gruber; Second: Lesha Coulon; Carried, Unanimously**].

j) *The agenda was reordered. Original Placement V.ee.*

Allied Health/POLY

Approval of Program Description: Associate of Applied Science in Polysomnographic Technology. Program Description: “Polysomnography is the physiological measurement of sleep for identification of sleep disorders performed by technologists trained in the neurophysiology of sleep and wakefulness, anatomy and physiology of the cardio-respiratory system, pathophysiology of sleep disorders and instrumentation, and methodologies employed in this measurement. Sleep medicine is a recognized sub-specialty and is comprised of diverse medical disciplines. Polysomnography is essential to the evaluation of sleep and involves the

collection and scoring of physiologic measurements and applications of therapeutic interventions. A Polysomnographic Technologist is trained on the use of information technology equipment and direct observation of clients in sleep laboratories to document diagnostic data for the purpose of treating sleep disorders. The goal of this program is to prepare graduates with the skills required to perform quality sleep studies and to work in comprehensive sleep centers located in hospitals and independent sleep centers. The Associate of Applied Science degree program will seek accreditation the Committee on Accreditation of Education for the Polysomnographic Technologists, a Committee on Accreditation of Allied Health Education Programs (CAAHEP) agency.” Motion to accept proposal [**Motion: Kenneth Ripberger; Second: Linda Donahue; Carried, Unanimously**].

VIII. Old Business

IX. Next Meeting April 12, 2013 (Scheduled Meeting)

X. Adjournment The meeting was adjourned at 3:05 p.m.