



**CURRICULUM COMMITTEE MEETING**

*Friday, November 15, 2013 - 2:00 p.m.*

*Student Life Center, Dolphin Den – (Building 23, First Floor)*

**MINUTES**

**I. Call to Order**

The meeting was called to order at 2:05 p.m. by Harold Gaspard, Chair.

**II. Roll Call**

Present were:	Lester Adelsberg	Danielle Gandolfo
	John Arbour	Harold Gaspard
	Abdelrahim Ayyad	Alaina Hebert
	Malene Arnaud-Davis	Joan Hodge
	Jennifer Bennett	Larisia Jones
	Douglas Brewster	Anne LaVance
	Maria Cisneros	David Sanders
	Janet Colletti	Tim Stamm
	Lilian Gamble	Darlene Williams
		Kiedra M. Williams
Attending to Other Business:	Sal Anselmo	Mark McLean
	Vernell Briscoe	Rhett McNorton
	Ashley Chitwood	Claudia Martinez
	Arnel Cosey	Patrice Moore
	Lesha Coulon	Cheryl Myers
	Sara DeLozier	Warren Punekey
	Linda Donahue	Rhonda King
	Raymond Duplessis	Kenneth Ripberger
	Meredith Feike	Vance Roux
	Thomas Gruber	Deborah Skevington
	Linda Kieffer	Kristine Strickland
	Melissa LaCour	Tedd Walley
	Larissa Littleton-Steib	Theophilieus Worrell
Guest:	Helen Cassidy	

**III. Minutes of meeting of October 25, 2013**

The Minutes of the Meeting of October 25, 2013, were deferred until a later date.

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

## **V. Articulation/Transfer Initiatives – Tim Stamm**

- a) Delgado Community College and Northwestern State University, Bachelor of Applied Science in Allied Health:
  - i. Diagnostic Medical Sonography, P.A.C.
  - ii. Health Information Technology, A.A.S.
  - iii. Medical Laboratory Technology, A.A.S.
  - iv. Nuclear Medicine Technology, P.A.C
  - v. Occupational Therapy Assistant, A.A.S.
  - vi. Physical Therapist Assistant, A.A.S.
  - vii. Radiation Therapy Technology, P.A.C.
  - viii. Respiratory Care Technology, A.A.S.
  - ix. Veterinary Technology, A.A.S.
  
- b) Delgado Community College and Loyola University:
  - i. Updated General Course Transfer Guide
  - ii. Updated Undergraduate Majors in: Criminal Justice, Humanities, Nursing, Social Science
  
- c) Delgado Community College Associate of Science in Business Administration to Waldorf College's on-line Baccalaureate degree program in Business Administration
  
- d) Delgado Community College Associate of Science in Business Administration to Xavier University Bachelor of Science in Business Administration.
  
- e) 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/Review – October 9, 2013
- c) English – Core Competencies/Descriptions/Review – November 5, 2013

## VII. Developmental Education:

- a) Louisiana Act 187 (2011):  
Established a Remedial Education Commission

*“The need for clear entrance and exit standards for all remedial courses and the transferability of credit for such courses to all public postsecondary education institutions in the state.”*

## VIII. New Business

- a) **Allied Health/MSTH**  
**Program Revision:** Certificate of Technical Studies in Massage Therapy. Revise the C.T.S. in Massage Therapy: Delete: MSTH-153: Massage Therapy Clinical III from Required Courses in Major; Delete: BIOL-251: Human Anatomy and Physiology I, BIOL-252: Human Anatomy and Physiology II, BIOL-253: Human Anatomy and Physiology I Laboratory, BIOL-254: Human Anatomy and Physiology II from Required Related Courses; Add: BIOL-161: Introductory Human Anatomy and Physiology and BIOL-163: Introductory Human Anatomy and Physiology Lab to Required Related Courses. Total program hours decrease *from 33 to 28*. Motion to accept proposal [**Motion: Lillian Gamble; Second: Keidra Williams; Carried, Unanimously**].
- b) **Allied Health/MSTH**  
**Change of Program Description:** Certificate of Technical Studies in Massage Therapy. Delete: “and the State of Louisiana Licensure Examination,” from the second paragraph; Delete references to BIOL-251, 252, 253, 254, 141, and 143 from Eligibility Requirement 3; replace with: “Must hold valid CPR certification.” Motion to accept proposal [**Motion: Lester Adelsberg; Second: Janet Colletti; Carried, Unanimously**].
- c) *The agenda was reordered and items were combined for discussion.*  
**Original Placement Items VIII. c. to VIII. e**  
**Allied Health/MSTH**  
**Change of Course Title:** MSTH-101: Introduction to Therapeutic Massage. Change the title of MSTH-101: Introduction to Therapeutic Massage *from* MSTH-101: Introduction to Therapeutic Massage *to* MSTH-101: Fundamentals in Massage Therapy.

**Allied Health/MSTH**

**Change of Course Title:** MSTH-112: Neuromuscular/Deep Tissue Massage. Change the title of MSTH-112: Neuromuscular/Deep Tissue Massage *from* MSTH-112: Neuromuscular/Deep Tissue Massage *to* MSTH-112: Deep Tissue Therapy.

**Allied Health/MSTH**

**Change of Course Description:** MSTH-101: Fundamentals in Massage Therapy. Course Description: "History and development of therapeutic massage. Includes medical terminology, ethics, hygiene, safety, and SOAP notes." Current Description: "History and development of therapeutic massage. Includes medical terminology, ethics, hygiene, safety, body mechanics, SOAP notes, and Heart Saver CPR Certification." Motion to accept proposals [**Motion: Lester Adelsberg; Second: John Arbour; Carried, Unanimously**].

- d) *The agenda was reordered and items were combined for discussion. Original Placement Items VIII. f. to VIII. m.*

**Allied Health/MSTH**

**Change of Course Prerequisite Requirements:** MSTH-102: Foundation for Swedish Techniques. Delete: BIOL-251 and BIOL-253 as prerequisite requirements.

**Allied Health/MSTH**

**Change of Course Prerequisite Requirements:** MSTH-103: Muscle/Skeletal Anatomy and Palpation Skills. Delete: BIOL-251 and BIOL-253 as prerequisite requirements.

**Allied Health/MSTH**

**Change of Course Prerequisite Requirements:** MSTH-111: Sports Massage. Delete MSTH-103, BIOL-251, and BIOL-253 as prerequisite requirements.

**Allied Health/MSTH**

**Change of Course Prerequisite Requirements:** MSTH-112: Neuromuscular/Deep Tissue Therapy. Delete: BIOL-252 and BIOL-254 as prerequisite requirements.

**Allied Health/MSTH**

**Change of Course Prerequisite Requirements:** MSTH-113: Foundations of Traditional Chinese Medicine. Delete: MSTH-103 as prerequisite requirement.

**Allied Health/MSTH**

**Change of Prerequisite Requirements:** MSTH-114: Pathology for Massage Therapy. Delete: BIOL-252 and BIOL-254 as prerequisite requirements.

**Allied Health/MSTH**

**Change of Prerequisite Requirements:** MSTH-115: Business/Ethics/Law in Massage Therapy Practice. Delete: MSTH-101 as a prerequisite requirement.

**Allied Health/MSTH**

**Change of Prerequisite Requirements:** MSTH-120: Topics for

Special Populations. Delete: MSTH-101 as a prerequisite requirement.  
Motion to accept proposals [**Motion: Ashley Chitwood; Second: Anne LaVance; Carried, Unanimously**].

- e) The agenda was reordered. Original Placement Item VIII. n.

**Technical Division/BARB**

**Change of Course Lecture-Lab-Credit and/Contact Hours:** BARB-111: History of Barbering/Professional Image. Change the lecture-credit and/contact hours of BARB-111: History of Barbering/Professional Image from 2-0-2/30 to 3-0-3/45. Additional instruction time is required to address expected student learning outcomes for licensure and program preparation. Motion to accept proposal [**Motion: Janet Colletti; Second: Maria Cisneros; Carried, Unanimously**].

- f) The agenda was reordered and items combined for discussion. Original Placement Items VIII. o. to VIII. q.

**Technical Division/BARB**

**Course Deletion:** BARB-112: Sanitation/Safety, Tools and Equipment. Delete the course, BARB-112: Sanitation/Safety, Tools and Equipment from the Catalog of course offerings. The corresponding laboratory class is also being deleted, and will be replaced with a combined lecture/lab course to better integrate theory and practical learning outcomes.

**Technical Division/BARB**

**Course Deletion:** BARB-113: Sanitation/Safety Laboratory. Delete the course, BARB-113: Sanitation/Safety Laboratory from the Catalog of course offerings. The corresponding lecture class is also being deleted, and will be replaced with a combined lecture/lab course to better integrate theory and practical learning outcomes.

**Technical Division/BARB**

**New Course:** BARB-110: Sanitation and Safety for Barbers (2-4-3 / 90). Course description: "The transmission of infectious materials, federal and state agencies associated with infection control and safe work practices, chemical decontamination agents, demonstrating proper decontamination procedures for tools, equipment, and surfaces, and safety hazards in the barbershop. Explores methods of cleaning and sanitizing as well as identification, handling and care of barbering tools, implements, and equipment. Student demonstration is the emphasis of this course."

Motion to accept proposals [**Motion: Janet Colletti; Second: David Sanders; Carried, Unanimously**].

- g) The agenda was reordered and items were combined for discussion. Original Placement Items VIII. r. to VIII. u.

**Technical Division/BARB**

**Change of Course Lecture-Lab-Credit and/Contact Hours:** BARB-114: Barbering Anatomy and Physiology. Change the lecture-lab-credit and/contact hours of BARB-114: Barbering Anatomy and Physiology from 1-2-2 / 45 to 4-0-4 / 60. Additional instructional time to address

expected student learning outcomes is required, and a separate laboratory component of the course is not.

**Technical Division/BARB**

**Change of Course Lecture-Lab-Credit and/Contact Hours:**

BARB-115: Properties: Skin, Scalp, and Hair. Change the lecture-lab-credit and/contact hours of BARB-115: Properties: Skin, Scalp, and Hair *from 1-3-2 / 60 to 3-2-3 / 75* to accommodate additional lecture contact hours of the course to better address course concepts/learning topics.

**Technical Division/BARB**

**Change of Course Lecture-Lab-Credit and/Contact Hours:**

BARB-120: Shaving, Mustaches, and Beards. Change the lecture-lab-credit and/contact hours of BARB-120: Shaving, Mustaches, and Beards *from 2-6-4 / 120 to 2-5-3 / 105*.

**Technical Division/BARB**

**Change of Course Lecture-Lab-Credit and/Contact Hours:**

BARB-130: Chemistry for Barbers. Change the lecture-lab-credit and/contact hours of BARB-130: Chemistry for Barbers *from 2-0-2 / 30 to 1-2-2 / 45* to incorporate a practical component to the theories introduced in this course. Motion to accept proposals [**Motion: Lester Adelsberg; Second: Maria Cisneros; Carried, Unanimously**].

- h) *The agenda was reordered and items were combined for discussion. Original Placement Items VIII.v. to VIII. x.*

**Technical Division/BARB**

**Course Deletion:** BARB-140: Facial Massage and Treatments. Delete the course, BARB-140: Facial Massage and Treatments from the Catalog of course offerings. The corresponding laboratory class is also being deleted, and will be replaced with a combined lecture/lab course to better integrate theory and practical learning outcomes.

**Technical Division/BARB**

**Course Deletion:** BARB-141: Facial Massage and Treatments Laboratory. Delete the course, BARB-141: Facial Massage and Treatments Laboratory from the Catalog of course offerings. The corresponding lecture class is also being deleted, and will be replaced with a combined lecture/lab course to better integrate theory and practical learning outcomes.

**Technical Division/BARB**

**New Course:** BARB-142: Facial Massage and Treatments (2-8-4 / 150). Course description: "Study of the bones, nerves, muscles and motor points of the head, face, and neck related to facial massage, manipulations and procedures. The types, uses, and safety precautions of light therapy are also discussed. Students perform facial massage, manipulations and procedures." Motion to accept proposals [**Motion: Lester Adelsberg; Second: Joan Hodge; Carried, Unanimously**].

- i) *The agenda was reordered and items were combined for discussion.*  
*Original Placement Items VIII. y. to VII. aa.*

**Technical Division/BARB**

**Course Deletion:** BARB-210: Men's and Women's Haircutting and Styling. Delete the course, BARB-210: Men's and Women's Haircutting and Styling from the Catalog of course offerings. The corresponding laboratory class is also being deleted, and will be replaced with a combined lecture/lab course to better integrate theory and practical learning outcomes.

**Technical Division/BARB**

**Course Deletion:** BARB-211: Men's and Women's Haircutting and Styling Laboratory I. Delete the course, BARB-211: Men's and Women's Haircutting and Styling Laboratory I from the Catalog of course offerings. The corresponding lecture class is also being deleted, and will be replaced with a combined lecture/lab course to better integrate theory and practical learning outcomes.

**Technical Division/BARB**

**New Course:** BARB-212: Men's and Women's Haircutting and Styling I (2-10-6 / 180). Course description: "Theory and practical application of the art of cutting and styling men's and women's hair and the care and fitting of men's hairpieces." Motion to accept proposals [**Motion: Maria Cisneros; Second: Jennifer Bennett; Carried, Unanimously**].

- j) *The agenda was reordered and items were combined for discussion.*  
*Original Placement Items VIII. bb. To VIII. dd.*

**Technical Division/BARB**

**Course Deletion:** BARB-215: Chemical Services in Barbering. Delete the course, BARB-215: Chemical Services in Barbering from the Catalog of course offerings. The corresponding laboratory class is also being deleted, and will be replaced with a combined lecture/lab course to better integrate theory and practical learning outcomes.

**Technical Division/BARB**

**Course Deletion:** BARB-216: Chemical Services in Barbering Laboratory. Delete the course, BARB-216: Chemical Services in Barbering Laboratory from the Catalog of course offerings. The corresponding lecture class is also being deleted, and will be replaced with a combined lecture/lab course to better integrate theory and practical learning outcomes.

**Technical Division/BARB**

**New Course:** BARB-214: Chemical Services for Barbers (3-8-4 / 165). Course description: "Theory and student performance of permanent waving and chemical hair relaxing." Motion to accept proposals [**Motion: David Sanders; Second: Anne LaVance; Carried, Unanimously**].

- k) *The agenda was reordered and items were combined for discussion. Original Placement Items VIII. ee. to VIII. gg.*

**Technical Division/BARB**

**Course Deletion:** BARB-220: Hair Coloring for Barbers. Delete the course, BARB-220: Hair Coloring for Barbers from the Catalog of course offerings. The corresponding laboratory class is also being deleted, and will be replaced with a combined lecture/lab course to better integrate theory and practical learning outcomes.

**Technical Division/BARB**

**Course Deletion:** BARB-221: Hair Coloring for Barbers Laboratory. Delete the course, BARB-221: Hair Coloring for Barbers Laboratory from the Catalog of course offerings. The corresponding lecture class is also being deleted, and will be replaced with a combined lecture/lab course to better integrate theory and practical learning outcomes.

**Technical Division/BARB**

**New Course:** BARB-217: Hair Coloring for Barbers (4-8-4 / 180). Course description: "The laws of color and principles of hair coloring, tints, and lightening are explored and performed." Motion to accept proposals [**Motion: David Sanders; Second: Lillian Gamble; Carried, Unanimously**].

- l) *The agenda was reordered. Original Placement Item VIII. ii.*

**Technical Division/BARB**

**Change of Course Name:** BARB-225: Men's and Women's Haircutting and Styling Laboratory II. Change the name of BARB-225: Men's and Women's Haircutting and Styling Laboratory II *from* BARB-225: Men's and Women's Haircutting and Styling Laboratory II *to* BARB-225: Men's and Women's Haircutting and Styling II. Motion to accept proposal [**Motion: David Sanders; Second: Keidra Williams ; Carried, Unanimously**].

- m) *The agenda was reordered. Original Placement Item VIII. jj.*

**Technical Division/BARB**

**Program Revision:** Technical Diploma in Barber-Styling. Revise the T.D. in Barber-Styling: Delete: BARB-112: Sanitation/Safety, Tools and Equipment, BARB-113: Sanitation/Safety Laboratory, BARB-140: Facial Massage and Treatments, BARB-141: Facial Massage and Treatments Laboratory, BARB-210: Men's and Women's Haircutting and Styling I, BARB-211: Men's and Women's Haircutting and Styling I Laboratory, BARB-215: Chemical Services in Barbering, BARB-216: Chemical Services in Barging Laboratory, BARB-220: Hair Coloring for Barbers, and BARB-221: Hair Coloring for Barbers Laboratory; Add: BARB-110: Sanitation and Safety for Barbers, BARB-212: Men's and Women's Haircutting and Styling I, BARB-142: Facial Massage and Treatments, BARB-214: Chemical Services for Barbers, BARB-217: Hair Coloring for Barbers. Total program hours decrease *from 56 to 51*. Motion to accept proposal



**[Motion: Lester Adelsberg; Second: Maria Cisneros; Carried, Unanimously].**

**IX. Consent Agenda**

a) The agenda was combined and items were combined for discussion.

**Technical Division/COSM**

**Changes to lecture-lab-credit and/contact hours for various Cosmetology courses:**

- i. COSM-111: Introduction to Cosmetology change *from 3-4-4 / 105 to 2-4-3 / 90*
- ii. COSM-113: Shampooing, Rinsing, and Conditioning change *from 2-5-3 / 105 to 2-6-4 / 120*
- iii. COSM-124: Hairstyling change *from 3-10-4 / 195 to 3-9-4 / 180*
- iv. COSM-131: Hair Cutting change *from 2-7-4 / 135 to 2-8-4 / 150*
- v. COSM-125: Chemical Services change *from 3-11-4 / 210 to 3-9-4 / 180*
- vi. COSM-143: Hair Coloring change *from 2-12-5 / 210 to 3-9-4 / 180*
- vii. COSM-252: Artistry of Artificial Hair change *from 1-2-2 / 45 to 2-5-3 / 105*

Total program hours remain the same.

b) **Allied Health/Science & Mathematics/PHYE**

Transfer PHYE courses from Division of Science and Mathematics to the Division of Allied Health.

Motion to accept Consent Agenda **[Motion: Larissa Littleton-Steib; Second: Lester Adelsberg; Carried, Unanimously].**

**X. Old Business**

**XI. Next Meeting**      January 31, 2014 (Scheduled Meeting)

**XII. Adjournment**