



**CURRICULUM COMMITTEE MEETING**

*Friday, October 25, 2013 - 2:00 p.m.*

*Student Life Center, Bayou St. John – (Building 23, Second Floor)*

**MINUTES**

**I. Call to Order**

The meeting was called to order at 2:05 p.m. by Lester Adelsberg, Assistant Chair.

**II. Roll Call**

Present Were:

Lester Adelsberg	Alaina Hebert
Sal Anselmo	Joan Hodge
John Arbour	Larisa Jones
Abdelrahim Ayyad	Linda Kieffer
Jennifer Bennett	Anne LaVance
Douglas Brewster	Warren Punecky
Vernell Briscoe	Kenneth Ripberger
Ashley Chitwood	Vance Roux
Maria Cisneros	David Sanders
Janet Colletti	Dolores Smith
Lesha Coulon	Tim Stamm
Sara DeLozier	Kristine Strickland
Lilian Gamble	Tedd Walley
Danielle Gandolfo	Kiedra Williams

Attending to  
Other Business:

Malane Arnaud-Davis	Larissa Littleton-Steib
Arnel Cosey	Mark McLean
Linda Donahue	Rhett McNorton
Raymond Duplessis	Claudia Martinez
Meredith Feike	Patrice Moore
Harold Gaspard	Cheryl Myers
Thomas Gruber	Deborah Skevington
Melissa LaCour	Darlene Williams
	Theophilus Worrell

Guests:

Bruce Lemieux	Ed VanAvery
Susan Santolucito	William H. Wilson

**III. Minutes of meeting of September 13, 2013**

The Minutes of the Meeting of September 13, 2013, were reviewed and accepted as written.

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

## V. Articulation Initiatives – Tim Stamm

- a) Articulation and Transfer Report (ACT 623)
- b) 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.”*

## 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) **Business & Technology/CULA**  
**Concept Proposal of a New Instructional Program:** Technical Competency Area (T.C.A.) in Culinary Arts: Basic Cook. The purpose of this T.C.A. program is to provide students with an opportunity for career exploration in the Culinary field. The proposed T.C.A. will be comprised of existing courses and will total eleven (11) credit hours. Completers will be eligible to sit for Industry Based Certification, as issued by the National Restaurant Association. Motion to accept proposal [**Motion: Ashley Chitwood; Second: Anne LaVance; Carried, Unanimously**].

b) **Business & Technology/CULA**

**Program Revision:** Certificate of Technical Studies in Culinary Arts: Line Cook. Revise the C.T.S. in Culinary Arts: Line Cook: Delete: CULA-108: A La Carte Preparations, CULA-110: Food and Beverage Operations, CULA-112: Food and Beverage Service, CULA-113: Culinary Calculations, CULA-114: Basic Food Preparation, CULA-200: International Foods, CULA-204: Baking I, CULA-222: Pantry Preparations, and CULA-223: Volume Food Production from Required Courses in Major; Add: CULA-102: Basic Culinary Skills, CULA-105: Theory of Meat, Poultry, and Seafood, CULA-107: Foodservice Purchasing, CULA-121: American Regional Cuisine, CULA-207: Fundamentals of Baking, CULA-208: Soups, Stocks, and Sauces, CULA-213: Nutrition for the Culinary Professional, CULA-214: Restaurant and Hospitality Supervision, and CULA-281: Supervised Work Experience to Courses Required in Major. Total credit hours reduce *from 33 to 28*. Motion to accept proposal [**Motion: Lillian Gamble; Second: Ashley Chitwood; Carried, Unanimously**].

c) **Business & Technology/CULA**

**Program Revision:** Certificate of Technical Studies in Culinary Management. Revise the C.T.S. in Culinary Management: Add: CULA-101: Introduction to Culinary Arts, PAST-101: Introduction to Baking and Pastry, HOST-101: Introduction to the Hospitality Industry as “OR” choices to Required Courses in Major. Total credit hours increase *from 21 to 24*. Motion to accept proposal [**Motion: Ashley Chitwood; Second: Anne LaVance; Carried, Unanimously**].

d) **Business & Technology/CULA**

**Change of Course Laboratory-Credit and/Contact Hours:** PAST-103: Baking and Pastry Skills Lab II. Change lecture-laboratory-credit and contact hours *from 1-5-3/90 to 1-3-2/60*. The change more accurately reflects instructional content/learning activities in the course, and is sufficient to meet defined student learning outcomes. Motion to accept proposal [**Motion: Kristine Strickland; Second: Tedd Walley; Carried, Unanimously**].

e) **Business & Technology/CULA**

**Program Revision:** Associate of Applied Science in Culinary Arts. Associate of Applied Science in Culinary Arts. Revise the A.A.S. in Culinary Arts: Delete: CULA-210: Introduction to Garde Manger from Required Courses in Major, core courses in major reduce from 32 to 30 credit hours; Add: CULA-210: Introduction to Garde Manger to Required Courses in the Chef Apprenticeship Concentration, total Concentration hours increase *from 24 to 26*; Delete: CULA-211: Bakeshop Fundamentals from Required Courses in the Pastry Concentration; total concentration hours reduce from 22 to 21 (see agenda item VIII.e.). Program Area of Concentration totals change *from 22-24 to 21-26*, and Total Program Hours change *from 69-71 to 66-71*. Program remains in compliance with

definition of Concentration (accounts for at least 30% of Major requirements, but less than 50% of Major requirements). Motion to accept proposal [**Motion: Larissa Littleton-Steib; Second: Janet Colletti; Carried, Unanimously**].

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

**Technical Division/WLDG**

**Course Revision:** WLDG-101: Introduction to Welding Fundamentals. Revise the Master Course Syllabus for WLDG-101: Introduction to Welding Fundamentals to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information.

**Technical Division/WLDG**

**Course Revision:** WLDG-110: Basic Shielded Metal Arc Welding (SMAW). Revise the Master Course Syllabus for WLDG-110: Basic Shielded Metal Arc Welding (SMAW) to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information.

**Technical Division/WLDG**

**Course Revision:** WLDG-115: SMAW Groove Welds. Revise the Master Course Syllabus for WLDG-115: SMAW Groove Welds to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information.

**Technical Division/WLDG**

**Course Revision:** WLDG-150: SMAW Pipe 2G. Revise the Master Course Syllabus for WLDG-150: SMAW Pipe 2G to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information.

**Technical Division/WLDG**

**Course Revision:** WLDG-151: SMAW Pipe 5G. Revise the Master Course Syllabus for WLDG-151: SMAW Pipe 5G to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information.

**Technical Division/WLDG**

**Course Revision:** WLDG-152: SMAW Pipe 6G. Revise the Master Course Syllabus for WLDG-152: SMAW Pipe 6G to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information.

**Technical Division/WLDG**

**Course Revision:** WLDG-201: Basic FCAW and GMAW. Revise the Master Course Syllabus for WLDG-201: Basic FCAW and GMAW to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information.

**Technical Division/WLDG**

**Course Revision:** WLDG-202: FCAW and GMAW Groove Welds. Revise the Master Course Syllabus for WLDG-202: FCAW and GMAW

Groove Welds to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information.

**Technical Division/WLDG**

**Course Revision:** WLDG-217: FCAW-GMAW Pipe 2G. Revise the Master Course Syllabus for WLDG-217: FCAW-GMAW Pipe 2G to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information.

**Technical Division/WLDG**

**Course Revision:** WLDG-218: FCAW-GMAW Pipe 5G. Revise the Master Course Syllabus for WLDG-218: FCAW-GMAW Pipe 5G to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information.

**Technical Division/WLDG**

**Course Revision:** WLDG-226: FCAW-GMAW Pipe 6G. Revise the Master Course Syllabus for WLDG-226: FCAW-GMAW Pipe 6G to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information. *[number changed from 219 re: Inventory Reconciliation]*

**Technical Division/WLDG**

**Course Revision:** WLDG-220: GTAW Basic Multi-Joint. Revise the Master Course Syllabus for WLDG-220: GTAW Basic Multi-Joint to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information.

**Technical Division/WLDG**

**Course Revision:** WLDG-219: GTAW Groove Welds. Revise the Master Course Syllabus for WLDG-219: GTAW Groove Welds to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information. *[number changed from 221 re: Inventory Reconciliation]*

**Technical Division/WLDG**

**Course Revision:** WLDG-223: GTAW Pipe 2G. Revise the Master Course Syllabus for WLDG-223: GTAW Pipe 2G to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information. *[number changed from 222 re: Inventory Reconciliation]*

**Technical Division/WLDG**

**Course Revision:** WLDG-222: GTAW Pipe 5G. Revise the Master Course Syllabus for WLDG-222: GTAW Pipe 5G to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information. *[number changed from 223 re: Inventory Reconciliation]*

**Technical Division/WLDG**

**Course Revision:** WLDG-224: GTAW Pipe 6G. Revise the Master Course Syllabus for WLDG-224: GTAW Pipe 6G to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information.

**Technical Division/WLDG**

**Course Revision:** WLDG-225: GTAW Aluminum Basic Multi-Joint. Revise the Master Course Syllabus for WLDG-225: GTAW Aluminum Basic Multi-Joint to include updated student learning outcomes, cross-walk to NCCER Modules, assessment, and format of information. Motion to accept proposals [**Motion: Lilian Gamble; Second: Janet Colletti; Carried, Unanimously**].

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

**Technical Division/WLDG**

**Change of Program Name:** Certificate of Technical Studies in Welding: Arc Welder-GTAW. Change the name of the Certificate of Technical Studies in Welding: Arc Welder-GTAW *from* Certificate of Technical Studies in Welding: Arc Welder-GTAW *to* Welding: Gas Tungsten Arc Welding (GTAW). The revised title more accurately reflects the content and student learning outcomes of the Certificate program.

**Technical Division/WLDG**

**Program Revision:** Certificate of Technical Studies in Welding: Gas Tungsten Arc Welding (GTAW). Revise the C.T.S. in Welding: Gas Tungsten Arc Welding (GTAW): Add: WLDG-101: Introduction to Welding Fundamentals, WLDG-220: GTAW Groove Welds, WLDG-219: GTAW Basic Multi-Joint, WLDG-223: GTAW Pipe 2G, WLDG-222: GTAW Pipe 5G., and WLDG-224: GTAW Pipe 6G to Required Course in Major; Add: TECH-101: NCCER Technical Core, CCSS-108: Career Success Skills, and ADOT-105: Survey of Computer Applications to Required Related Courses. Total Program Hours: 27. Motion to accept proposals [**Motion: Warren Puneky; Second: Tedd Walley; Carried, Unanimously**].

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

**Technical Division/WLDG**

**Change of Program Name:** Certificate of Technical Studies in Welding: Arc Welder-FCAW. Change the name of the Certificate of Technical Studies in Welding: Arc Welder-FCAW *from* Certificate of Technical Studies in Welding: Arc Welder-FCAW *to* Certificate of Technical Studies in Welding: Flux Cored Arc Welding and Gas Metal Arc Welding.

**Technical Division/WLDG**

**Program Revision:** Certificate of Technical Studies in Welding: Flux Cored Arc Welding and Gas Metal Arc Welding. Revise the C.T.S. Welding: Flux Cored Arc Welding and Gas Metal Arc Welding: Add: WLDG-101: Introduction to Welding Fundamentals, WLDG-201: Basic FCAW and GMAW, WLDG-202: FCAW and GMAW Groove Welds, WLDG-217: FCAW and GMAW Pipe 2G, WLDG-218: FCAW and GMAW Pipe 5G, and WLDG-226: FCAW and GMAW Pipe 6G to Required Courses in Major; Add: TECH-101: NCCER Technical Core, CCSS-108: Career

Success Skills, and ADOT-105: Survey of Computer Applications to Required Related Courses. Total Program Hours: 27. Motion to accept proposals [**Motion: Warren Punecky; Second: Alaina Hebert; Carried, Unanimously**].

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

**Technical Division/WLDG**

**Change of Program Name:** Certificate of Technical Studies in Welding: Arc Welder-SMAW. Change the name of the Certificate of Technical Studies in Welding: Arc Welder-SMAW *from* Certificate of Technical Studies in Welding: Arc Welder-SMAW *to* Certificate of Technical Studies in Welding: Shielded Metal Arc Welding.

- j) **Technical Division/WLDG**

**Program Revision:** Certificate of Technical Studies in Welding: Shielded Metal Arc Welding. Revise the C.T.S. in Welding: Shielded Metal Arc Welding: Add: WLDG-101: Introduction to Welding Fundamentals, WLDG-110: Basic Shielded Metal Arc Welding, WLDG-115: SMAW Groove Welds, WLDG-150: SMAW Pipe 2G, WLDG-151: SMAW Pipe 5G, WLDG-152: SMAW Pipe 6G to Required Courses in Major; Add: TECH-101: NCCER Technical Core, CCSS-108: Career Success Skills, and ADOT-105: Survey of Computer Applications to Required Related Courses. Total Program Hours: 27. Motion to accept proposals [**Motion: Ashley Chitwood; Second: Kenneth Ripberger; Carried, Unanimously**].

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

**Technical Division/WLDG**

**Program Termination:** Certificate of Technical Studies in Welding: ARC Welder-GMAW. Terminate the Certificate of Technical Studies in Welding: ARC Welder-GMAW. The related C.T.S. programs in Welding remain active, and are adequate to meet student interest and local workforce employment need.

**Technical Division/WLDG**

**Program Termination:** Certificate of Technical Studies in Welding: Production Line Welder II. Terminate the Certificate of Technical Studies in Welding Production Line Welder II. The related C.T.S. programs in Welding remain active, and are adequate to meet student interest and local workforce employment need.

**Technical Division/WLDG**

**Program Termination:** Certificate of Technical Studies in Welding: Production Line Welder Ship Builder. Terminate the Certificate of Technical Studies in Welding Production Line Welder Ship Builder. The related C.T.S. programs in Welding remain active, and are adequate to meet student interest and local workforce employment need. Motion to accept proposals [**Motion: Leshia Coulon; Second: Ashley Chitwood; Carried, Unanimously**].

- l) The agenda was reordered and items were combined for discussion.  
Original Placement Items VIII. ff to VIII. mm.  
**Technical Division/MTTC**  
**Course Revision:** MTTC-212: Introduction to Precision Machining. Revise the Master Course Syllabus for MTTC-212: Introduction to Precision Machining to include updated student learning outcomes, assessment, and format of information.  
**Technical Division/MTTC**  
**Course Revision:** MTTC-222: Forming and Shaping. Revise the Master Course Syllabus for MTTC-222: Forming and Shaping to include updated student learning outcomes, assessment, and format of information.  
**Technical Division/MTTC**  
**Course Revision:** MTTC-271: Computerized Numerical Control. Revise the Master Course Syllabus for MTTC-271: Computerized Numerical Control to include updated student learning outcomes, assessment, and format of information.  
**Technical Division/MTTC**  
**Course Revision:** MTTC-231: Basic Lathe. Revise the Master Course Syllabus for MTTC-231: Basic Lathe to include updated student learning outcomes, assessment, and format of information.  
**Technical Division/MTTC**  
**Course Revision:** MTTC-241: Basic Mill. Revise the Master Course Syllabus for MTTC-241: Basic Mill to include updated student learning outcomes, assessment, and format of information. . *[number changed from 233 re: Inventory Reconciliation]*  
**Technical Division/MTTC**  
**Course Revision:** MTTC-233: Advanced Lathe. Revise the Master Course Syllabus for MTTC-233: Advanced Lathe to include updated student learning outcomes, assessment, and format of information. . *[number changed from 241 re: Inventory Reconciliation]*  
**Technical Division/MTTC**  
**Course Revision:** MTTC-243: Advanced Mill. Revise the Master Course Syllabus for MTTC-243: Advanced Mill to include updated student learning outcomes, assessment, and format of information.  
**Technical Division/MTTC**  
**Course Revision:** MTTC-280: Practicum: Precision Machining. Revise the Master Course Syllabus for MTTC-280: Practicum: Precision Machining to include updated student learning outcomes, assessment, and format of information. Motion to accept proposals [**Motion: Ashley Chitwood; Second: Anne LaVance; Carried, Unanimously**].
- m) The agenda was reordered and items were combined for discussion.  
Original Placement Items VIII. nn. To VIII. oo.  
**Technical Division/MTTC**  
**Change of Program Name:** Certificate of Technical Studies in MTT: Lathe Operator. Change the name of the Certificate of Technical Studies

in MTT: Lathe Operator *from* Certificate of Technical Studies in MTT: Lathe Operator *to* Certificate of Technical Studies in Precision Machining.  
**Technical Division/MTTC**

**Program Revision:** Certificate of Technical Studies in Precision Machining. Revise the C.T.S. in Precision Machining: Add: MTTC-212: Introduction to Precision Machining, MTTC-222: Forming and Shaping, MTTC-231: Basic Lathe, MTTC-233: Advanced Lathe, MTTC-241: Basic Mill, MTTC-243: Advanced Mill, and MTTC-271: Computerized Numerical Control (CNC) to Required Courses in Major; Add: CCSS-108: Career Success Skills and ADOT-105: Survey of Computer Applications to Required Related Courses; Total Program Hours: 30. Motion to accept proposals [**Motion: Ashley Chitwood; Second: Lesha Coulon; Carried, Unanimously**].

- n) *The agenda was reordered and items were combined for discussion. Original Placement Items VIII. pp. to VIII. qq.*

**Technical Division/MTTC**

**Program Termination:** Certificate of Technical Studies in MTT: Mill Operator. Terminate the Certificate of Technical Studies in MTT: Mill Operator. The related C.T.S. program in Precision Machining remains active, and is adequate to meet student interest and local workforce employment need.

**Technical Division/MTTC**

**Program Termination:** Certificate of Technical Studies in MTT: CNC Operator. Terminate the Certificate of Technical Studies in MTT: CNC Operator. The related C.T.S. program in Precision Machining remains active, and is adequate to meet student interest and local workforce employment need. Motion to accept proposals [**Motion: Ashley Chitwood; Second: Larissa Littleton-Steib; Carried, Unanimously**].

- o) *The agenda was reordered and items combined for discussion. Original Placement Items VIII. rr. to VIII. ss.*

**Arts and Humanities/VISC**

**Change of Course Title:** VISC-204: Computer Graphics I. Change the title of VISC-204: Computer Graphics I *from* VISC-204: Computer Graphics I *to* VISC-204: Introduction to Pixel Based Software.

**Arts and Humanities/VISC**

**Change of Course Description:** VISC-204: Introduction to Pixel Based Software. Description: "Techniques for using a graphics computer and the introduction to the use of industry standard, raster-based, digital image-editing software. Students will use the software and computers to create or manipulate digital images, and learn the principles of graphic design as these apply to course projects." Current description: "Techniques for using graphics computer: designing projects, storing information, recalling information, and creating print information as hard copy. Introduction to the use of raster-based, digital image-editing

software.” Motion to accept proposals [**Motion: Lillian Gamble; Second: Keidra Williams ; Carried, Unanimously**].

- p) *The agenda was reordered and items were combined for discussion. Original Placement Items VIII. tt. to VIII. uu.*  
**Arts and Humanities/VISC**  
**Change of Course Title:** VISC-214: Computer Graphics II. Change the title of VISC-214: Computer Graphics II *from* VISC-214: Computer Graphics II *to* VISC-214: Using Vector Based Software.  
**Arts and Humanities/VISC**  
**Change of Course Description:** VISC-214: Using Vector Based Software. Course description: “Techniques for using a graphics computer and the introduction to the use of industry standard, vector-based, graphic illustration software. Students will use the software can computers to create or manipulate digital images, and learn the principles of graphic design as these apply to course projects.” Current description: “Continuation of VISC 204. Drawing and design projects using a computer; use of scanner and color separations.” Motion to accept proposals [**Motion: Ashley Chitwood; Second: Lesha Coulon; Carried, Unanimously**].
- q) *The agenda was reordered and items were combined for discussion. Original Placement Items VIII. vv. to VIII. ww.*  
**Arts and Humanities/VISC**  
**Change of Course Title:** VISC-224: Computer Graphics III. Change the title of VISC-224: Computer Graphics III *from* VISC-224: Computer Graphics II *to* VISC-224: Using Page Publishing Software.  
**Arts and Humanities/VISC**  
**Change of Course Description:** VISC-224: Using Page Publishing Software. Course description: “Techniques for using a graphics compute and the introduction to the use of industry standard, page-publishing software. Students will use the software and computers to create or manipulate computer layouts, and learn the principles of graphic design as these apply to course projects.” Current description: “Basic elements of typesetting on computer.” Motion to accept proposals [**Motion: Kristine Strickland; Second: Keidra Williams; Carried, Unanimously**].
- r) *Agenda was reordered and items were combined for discussion. Original Placement Items VIII. xx. to VIII. yy.*  
**Arts and Humanities/VISC**  
**Change of Course Title:** VISC-225: Digital Imaging. Change the title of VISC-225: Digital Imaging *from* VISC-225: Digital Imaging *to* VISC-225: Advanced Pixel Based Software Use.  
**Arts and Humanities/VISC**  
**Change of Course Description:** VISC-225: Advanced Pixel Based Software Use. Course description: “Continuation of VISC-204. Exploration of the capabilities of industry standard, raster-based, digital

image-editing software.” Current description: “Continuation of VISC 204. Electronic manipulation of scanned photographs, slides, and original artwork. Further exploration of raster-based, digital imaging software.” Motion to accept proposals [**Motion: Douglas Brewster; Second: Sara DeLozier; Carried, Unanimously**].

- s) Agenda was reordered and items were combined for discussion. Original Placement Items VIII. zz. to VIII. aaa.

**Arts and Humanities/VISC**

**Change of Course Title:** VISC-234: Computer Graphics IV. Change the title of VISC-234: Computer Graphics IV *from* VISC-234: Computer Graphics IV *to* VISC-234: Digital Pre-Press and Printing.

**Arts and Humanities/VISC**

**Change of Course Description:** VISC-234: Digital Pre-Press and Printing. Course description: “Capstone course that covers design, specifically with its intent to print. Focuses on different printing methods, terminology, technology, and theories used in printing.” Current description: “Desktop publishing for the graphic artist, including publication design and production through use of generic computers and current operative software.” Motion to accept proposals [**Motion: Lillian Gamble; Second: Alaina Hebert; Carried, Unanimously**].

- t) The agenda was reordered and items were combined for discussion. Original Placement Items VIII. bbb. to VIII. ccc.

**Arts and Humanities/VISC**

**Change of Course Prerequisite Requirements:** VISC-234: Digital Pre-Press and Printing. Addition of VISC-204: Introduction to Pixel Based Software to VISC-234. Note: Original Prerequisites of VISC-214 and VISC-224 remain with addition of VISC-204.

**Arts and Humanities/VISC**

**Change of Course Prerequisite Requirements:** VISC-256: Advertising Design. Change prerequisite requirement to state: “Advanced standing and permission of instructor (VISC-102, VISC-142, VISC-154, VISC-204, VISC-214, VISC-224).” Current prerequisite requirement: “VISC-102, VISC-107, VISC-131, VISC-204.” Motion to accept proposals [**Motion: Douglas Brewster; Second: Lillian Gamble; Carried, Unanimously**].

- u) The agenda was reordered. Original Placement Item VIII. ddd.

**Arts and Humanities/VISC**

**Concept Proposal of a New Instructional Program:** Certificate of Technical Studies in Digital Photography. The curriculum for the proposed C.T.S. is embedded within the existing Associate of Applied Science degree program in Visual Communication-Graphic Design, and is designed to provide students with a recognized set of skills for entry into the digital photography/digital media workforce as a terminal goal, or to continue toward attainment of the Associate degree for advancement/

specialization in their chosen field. The proposed C.T.S. can be offered at no additional cost to the College, and is comprised of eighteen (18) credit hours. Motion to accept proposal [**Motion: Lillian Gamble; Second: Sal Anselmo; Carried, Unanimously**].

- v) The agenda was reordered. Original Placement Item VIII. eee.  
**Allied Health/HESC/PHAR**  
**New Course:** HESC-114: Introduction to Pharmacology (3-0-3 / 45). Creation of a new course, HESC-114: Introduction to Pharmacology, a basic introductory course in pharmacology that addresses basic concepts and drug identification that can be used as a foundation for any health related field. Course description: “Drug classifications overview. This course will introduce the student to pharmacology and drug classifications grouped by body systems and/or conditions with focus on prototype drugs and drug stems.” Motion to accept proposal [**Motion: Sara DeLozier; Second: Warren Punecky; Carried, Unanimously**].
- w) The agenda was reordered. Original Placement Item VIII. fff.  
**Business and Technology/BUSL**  
**New Course:** BUSL-235: Employment Law (3-0-3 / 45). Creation of a new course, BUSL-235: Employment Law, designed to provide business majors, particularly those interested in pursuing a career in Human Resources, the basics of the legal issues involved with employment/labor law. Course description: “Overview of the most important employment-related laws. Topics include: sources and development of employment law; employee hiring and management; fair employment practices; wage and hour laws; occupational safety and health laws; employee benefits laws; collective bargaining laws; and employment termination.” Motion to accept proposal [**Motion: Tedd Walley; Second: Janet Colletti; Carried, Unanimously**].
- x) The agenda was reordered. Original Placement Item VIII. ggg.  
**Business and Technology/BUMG**  
**Program Revision:** Associate of Applied Science in Business and Management. Revise the A.A.S. in Business and Management: Concentration in Human Resources Management/Leadership: Add: BUSL-235: Employment Law to Courses Required in Concentration; Modify: Choose 4 courses to Choose 3 Courses from Concentration Requirements. Total Concentration Hours Remain the Same; Concentration in Marketing: Add: BUSG-102: Customer Service to list of Approved Elective Options. Total Concentration Hours Remain the same; Total Program Hours Remain the same. Motion to accept proposal [**Motion: Kristine Strickland; Second: Douglas Brewster; Carried, Unanimously**].

- y) *The agenda was reordered. Original Placement Item VIII. hhh.*  
**Business and Technology/BUMG**  
**Concept Proposal of a New Instructional Program:** Certificate of Technical Studies in Real Estate Professional. The curriculum for the proposed C.T.S. program is embedded within an existing Technical Competency Area (T.C.A.) and is also contained within the Associate of Applied Science (A.A.S.) in Business and Management with concentration in Real Estate. The goal of the program is to provide learners with the skills needed for an entry-level position in real estate sales. Courses comprising the proposed C.T.S. are currently offered at the College, and the proposed program can be offered at no additional cost to the College. Motion to accept proposal [**Motion: Tedd Walley; Second: Warren Puneky; Carried, Unanimously**].
- z) *The agenda was reordered. Original Placement Item VIII. iii.*  
**Business and Technology/BUMG**  
**Concept Proposal of a New Instructional Program:** Certificate of Technical Studies in Human Resources Assistant. The proposed Certificate of Technical Studies (C.T.S.) program in Human Resources Assistant will introduce students to current innovations in the field of human resources and enlighten their aspects of the configuration of labor laws and procedures. Students in the proposed program will learn the basics of what a Human Resource Office does, legal issues related to labor law, interviewing techniques, team building and supervision. All of the courses comprising the Human Resource Assistant Certificate of Technical Studies can be applied towards an Associate of Applied Science degree in Business and Management with a Concentration in Human Resource Management/Leadership. Motion to accept proposal [**Motion: Tedd Walley; Second: Sara DeLozier; Carried, Unanimously**].
- aa) *The agenda was reordered. Original Placement Item VIII. jji.*  
**Technical Division/Advanced Manufacturing**  
**Concept Proposal of a New Instructional Program:** Certificate of Technical Studies in Industrial Maintenance Technology. The proposed C.T.S. program in Industrial Maintenance Technology will prepare students to install, adjust, troubleshoot, and repair a variety of industrial machinery used in manufacturing settings. Technicians may work in factories that manufacture, finish, or assemble many different types of products. This program has been designed to meet the immediate need to supply our workforce with quality trained industrial maintenance mechanics. While the majority of courses comprising the proposed program are new, a funding source has been identified to implement and incubate the program. Motion to accept proposal [**Motion: Tedd Walley; Second: Kenneth Ripberger; Carried, Unanimously**].

- bb) The agenda was reordered and items were combined for discussion. Original Placement Items VIII. kkk. to VIII. ooo. Removed from agenda by Executive Director of Curriculum re: No Divisional Representation at Meeting  
**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.*  
**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.”  
**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 Title:** 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.”
- cc) The agenda was reordered. Original Placement Item VIII. ppp  
**Science and Mathematics/MATH**  
**Course Termination:** MATH-090: Basic Mathematics. Terminate the course, MATH-090: Basic Mathematics. While the retention rates of MATH-090 were equal to those in MATH-091, the success rate in the subsequent course, MATH-095, were higher for students who took MATH-091, as opposed to those who took MATH-090. Results and decision to terminate the course were the result of a Focus Group study. Motion to accept proposal [**Motion: Tedd Walley; Second: Jennifer**

**Bennett; Carried, by majority vote, with one (1) opposing vote and one (1) abstention].**

- dd) *An item was added to the agenda by Unanimous Consent:*  
**Science and Mathematics/Curriculum and Program Development/Vice Chancellor for Academic Affairs**  
**Report of Task Force:** Transferrable Mathematics Courses in degree (and certificate) programs. The Curriculum Committee requests a formal report from the Mathematics Taskforce regarding the progress and timeline for replacing MATH-118: Algebra for College Students, a course not listed on the Board of Regents' Master Course Articulation Matrix or included in the Louisiana Common Course Catalog, with transferrable courses included on the Board of Regents' Master Course Articulation Matrix and included in the Louisiana Common Course Catalog. Motion to accept proposal [**Motion: Kristine Strickland; Second: Alaina Hebert; Carried, Unanimously**].

## **IX. Consent Agenda**

- a) *The consent agenda was reordered and items were combined for discussion. Original Placement Items IX. a. to IX. s.*  
**Business & Technology/CULA**  
**Change of Course Prerequisite Requirements:** CULA-213: Nutrition for the Culinary Professional. Add HOST-101: Introduction to the Hospitality Industry and PAST-101: Introduction to Baking and Pastry as OR choices with existing prerequisite, CULA-101: Introduction to Culinary Arts.  
**Business & Technology/FPTC**  
**Change of Course Description:** FPTC-101: Organization for Fire Protection. Change the course description of FPTC-101: Organization for Fire Protection to delete the following reference: "Credit exam or certification by Louisiana as Fire Fighter II may be substituted for this class."  
**Business & Technology/CULA**  
**Change of Course Prerequisite Requirements:** HOST-221: Hospitality Marketing. Remove MARK-201: Introduction to Marketing as an "OR" choice in prerequisite requirements. CULA-101: Introduction to Culinary Arts and HOST-101: Introduction to the Hospitality Industry remain as prerequisite choices and better reflect introductory outcomes form the course.  
*MSTH items Removed from consent agenda prior to discussion by Executive Director of Curriculum re: No Divisional Representation at Meeting*  
**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.**

**Science and Mathematics/MATH**

**Course Master Syllabus Revision:** MATH-091: Basic Mathematics Review. Add: "Students must have a 70% or higher average in the class to be eligible to take the final exam."

**Science and Mathematics/MATH**

**Course Master Syllabus Revision:** MATH-113: Algebra for Technology. Added content, so course may serve as prerequisite to MATH-114 and MATH-096.

**Science and Mathematics/MATH**

**Course Master Syllabus Revision:** MATH-114: Geometry and Trigonometry for Technology. Added content, so course may serve as a prerequisite to MATH-118: Algebra for College Students.

**Science and Mathematics/MATH**

**Course Master Syllabus Revision:** MATH-203: Statistics. Course may now use MATH-120: Contemporary Mathematics, MATH-128: Applied Algebra, or MATH-130: College Algebra to fulfill prerequisite requirement.

**Science and Mathematics/MATH**

**Course Master Syllabus Revision:** MATH-221: Calculus I.

**Science and Mathematics/MATH**

**Course Master Syllabus Revision:** MATH-222: Calculus II

**Science and Mathematics/MATH**

**Course Master Syllabus Revision:** MATH-223: Calculus III.

**Science and Mathematics/MATH**

**Course Master Syllabus Revision:** MATH-118: Algebra for College Students. Course may now use MATH-096: Introductory Algebra II or MATH-114: Geometry and Trigonometry for Technology to fulfill prerequisite requirements.

Motion to accept Consent Agenda [**Motion: Warren Punecky; Second: Keidra Williams; Carried, Unanimously**].

**X. Old Business**

**XI. Next Meeting**      November 15, 2013 (Scheduled Meeting)

**XII. Adjournment**      The meeting was adjourned at 3:45 p.m.