



**CURRICULUM COMMITTEE MEETING**

*Friday, September 26, 2014 - 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 2:03 p.m., by Lester Adelsberg, Chair

**II. Roll Call**

Present Were:

Lester Adelsberg	Anne LaVance
Sal Anselmo	Mark McLean
John Arbour	Cheryl Myers
Abdelrahim Ayyad	Jim Newchurch
Jennifer Bennett	Warren Punekey
Michael Brezinsky	J. Michael Randolph
Vernell Briscoe	Vance Roux
Maria Cisneros	Emily Rush
Clint A. Coleman	David Sanders
Janet Colletti	Deborah Skevington
Caitlin Cooper	Dolores Smith
Lesha Coulon	Tim Stamm
Emmett Davis	Janet Gauthier Stephens
Linda Donahue	Kristine Strickland
Raymond Duplessis	Darlene Williams
Lilian Gamble	Kiedra M. Williams
Danielle Gandolfo	Leah Wooden
Linda Kieffer	

Attending to  
Other Business:

Malene Arnaud-Davis	Melissa LaCour
Douglass Brewster	Larissa Littleton-Steib
Ashley Chitwood	Claudia Martinez
Arnel Cosey	Rhett McNorton
Sara DeLozier	Patrice Moore
Meredith Feike	Kenneth Ripberger
Thomas Gruber	Thomas Lovince
Larisia Jones	Theodore Walley
Rhonda King	Theo Worrell

Guests:

Connie Green-Daugherty Uriia Hambrick

**III. Vice Chancellor's Charge for the Curriculum Committee**

#### **IV. Curriculum Committee Functions**

- a) Membership List
- b) Curriculum Development Calendar
- c) Charter: Committee on Curriculum PPM – Policy No. AA-1622.1D
- d) The College Curriculum PPM – Policy No. AA-1510.1A  
(Committee Operating Procedures – Pages 11-12 of PPM)
- e) Master Syllabus PPM – Policy No. AA-1503.1A
- f) Board of Regents Approved Academic Degree Terms and Designations –  
Policy No. 2.11
- g) Board of Regents Definitions of Undergraduate Certificates and Degrees –  
Policy No. 2.15
- h) Board of Regents Statewide General Education Requirements – Policy  
No. 2.16

#### **V. Minutes of meeting of July 29, 2014**

The minutes of the Meeting of July 29<sup>th</sup>, 2014 were reviewed and approved.  
Motion to accept [**Motion: Jennifer Bennett; Second: Raymond Duplessis; Carried, Unanimously**].

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

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

- a) Board of Regents for Louisiana Higher Education Master Course  
Articulation Matrix and Louisiana Statewide Common Course Catalog–  
AY: 2014-2015

#### **VIII. 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.”*

## IX. New Business

a) **Allied Health/FSED**

**Change of Course Lecture-Credit and/Contact Hours:** FSED-225: Funeral Services Chemistry. Revise the course, FSED225: Funeral Service Chemistry to 2-0-2 / 30, reducing from 3-0-3 / 45. Accrediting requirements and requirements for licensure have reduced chemistry application. Mastery of Funeral Service Chemistry knowledge can be accomplished with less contact hours. Motion to accept proposal **[Motion: Jennifer Bennett; Second: Michael Brezinsky; Carried, Unanimously]**.

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

**Allied Health/FSED**

**New Course:** FSED-139: Embalming Techniques I (2-0-2/30). Creation of a new course, FSED-139: Embalming Techniques I, designed provide an orientation to personal and environmental safety and an overview of embalming instruments and their uses. Course 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."

**Allied Health/FSED**

**New Course:** FSED-140: Embalming Techniques II (2-0-2/30). Creation of a new course, FSED-140: Embalming Techniques II, designed provide an orientation to personal and environmental safety and an overview of embalming instruments and their uses. Course description: "Selection and raising of vessels, discolorations, types of embalming chemicals, injection. Draining and dilution. Surveys chemistry, microbiology, and pathology, as applied to embalming." Motion to accept proposals **[Motion Keidra Williams: Second: Jay Randolph; Carried, Unanimously]**.

c) *The agenda was reordered and items were combined for discussion.*  
*Original Placement Items V. d. to V. e.*

**Allied Health/FSED**

**Course Deletion:** FSED-141: Embalming Techniques. Deletion of the course, FSED-141: Embalming Techniques. The course is being replaced by a two-semester sequence course to better meet the accrediting board outcomes for mastery of knowledge/skills in embalming.

**Allied Health/FSED**

**Program Revision:** Associate of Applied Science in Funeral Services Education. Revise the A.A.S. in Funeral Services Education: Delete: FSED-141: Embalming Techniques; Add: FSED-139: Embalming Techniques I and FSED-140: Embalming Techniques II; Total Credit Hours remain the same. Motion to accept proposals **[Motion: Lilian Gamble; Second: Jennifer Bennett; Carried, Unanimously]**.

- d) *The agenda was reordered. Original Placement Item V. f.*  
**Allied Health/HESC**  
**New Course:** HESC-119: Women's Health (3-0-3 / 45). Creation of a new course, HESC-119: Women's Health, designed to provide students with the knowledge to be advocates to improve women's health within their community. Course description: "Overview of women's health across the lifespan. Emphasizes health promotion, disease prevention, and overall wellness of women." Motion to accept proposal [**Motion: Raymond Duplessis; Second: Maria Cisneros; Carried, by majority vote with one (1) abstention**].
- e) *The agenda was reordered. Original Placement Item V. g.*  
**Business & Technology/LOGT/MANG**  
**Concept Proposal of a New Program:** Technical Competency Area (T.C.A.) in Logistics Technician Entry Level. Creation of a new three (3) credit hour Technical Competency Area (T.C.A.) in Logistics Technician Entry Level. The goal of this T.C.A. is to provide completers with the basic knowledge necessary for an entry level employment in manufacturing oriented companies in the New Orleans region logistics industry. Completion of the proposed T.C.A. will result in Industry Based Certification, as offered by the Manufacturing Skill Standards Council. The course comprising the proposed T.C.A. is existing at the College, and is used in an existing Certificate of Technical Studies (C.T.S.) program in Logistics Technology; and, the C.T.S. may be applied to the existing Associate of Applied Science in Business and Management, with a Concentration in Logistics Management. Packaging this course as a TCA will cause no additional expenditure of funds for the College. Motion to accept proposal [**Motion: Jennifer Bennett; Second: Lilian Gamble; Carried, Unanimously**].
- f) *The agenda was reordered. Original Placement V. h.*  
**Business & Technology/LOGT/MANG**  
**Concept Proposal of a New Program:** Technical Competency Area (T.C.A.) in Logistics Technician Front Line Supervisor. Creation of a new six (6) credit hour Technical Competency Area (T.C.A.) in Logistics Technician Front Line Supervisor. The goal of this T.C.A. is to provide completers with the basic knowledge necessary first line supervisor level employment in manufacturing oriented companies in the New Orleans region logistics industry. Completion of the proposed T.C.A. will result in Industry Based Certification, as offered by the Manufacturing Skill Standards Council. The courses comprising the proposed T.C.A. are existing at the College, and are used in an existing Certificate of Technical Studies (C.T.S.) program in Logistics Technology; and, the C.T.S. may be applied to the existing Associate of Applied Science in Business and Management, with a Concentration in Logistics Management. Packaging these courses as a TCA will cause no additional expenditure of funds for

the College. Motion to accept proposal. [**Motion: Keidra Williams; Second: Vernel Brisco; Carried, Unanimously**].

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

**Business & Technology/LOGT/MANG**

**Concept Proposal of a New Program:** Technical Competency Area (T.C.A.) in Global Logistics Associate. Creation of a new three (3) credit hour Technical Competency Area (T.C.A.) in Global Logistics Associate. The goal of this T.C.A. is to provide completers with the basic knowledge necessary for an entry level employment in manufacturing oriented companies in the New Orleans region logistics industry. Completion of the proposed T.C.A. will result in Industry Based Certification, as offered by the American Society of Transportation and Logistics. The course comprising the proposed T.C.A. is existing at the College, and is used in an existing Certificate of Technical Studies (C.T.S.) program in Logistics Technology; and, the C.T.S. may be applied to the existing Associate of Applied Science in Business and Management, with a Concentration in Logistics Management. Packaging this course as a TCA will cause no additional expenditure of funds for the College. Motion to accept proposal [**Motion: Anne LaVance; Second: Raymond Duplessis, Carried, Unanimously**].

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

**Business & Technology/ACCT**

**Program Revision:** Associate of Applied Science in Accounting. Revise the A.A.S. in Accounting: Delete: BUSG-240: Business Communication and BUSG-224: Business Computer Applications from Required Related Courses; Add: BUSG-240: Business Communication and BUSG-224: Business Computer Applications to Required Courses in Major. Total Program Hours Remain the Same. Motion to accept proposal [**Motion: Sal Anselmo; Second: Lesha Coulon; Carried, Unanimously**].

- i) *The agenda was reordered and items combined for discussion. Original Placement Items V. k. to V. l.*

**Science & Mathematics**

**Change of Course Prerequisite Requirements:** CHEM-101: Chemistry I (non-science majors). Change the prerequisite of CHEM-101: Chemistry I (non-science majors) to state: "MATH-093: Basic Algebra or higher; and eligibility for ENGL-101: English Composition I." Current Prerequisites: "MATH-096 or higher."

**Science & Mathematics**

**Change of Course Prerequisite Requirements:** CHEM-141: Chemistry I (Science Majors). Change the prerequisite of CHEM-141: Chemistry I (Science Majors) to state: "High School Chemistry or CHEM: 101: Chemistry (non-science majors); and MATH-094: Intermediate Algebra or higher; and eligibility for ENGL-101: English Composition I. Current prerequisite: "High School Chemistry or CHEM: 101: Chemistry

(non-science majors); and MATH-118 or higher.” Motion to accept proposals [**Motion: Anne LaVance; Second: Warren Punecky; Carried, Unanimously**].

- j) *The agenda was reordered and items combined for discussion. Original Placement Items V. m to V. p.*

**Science & Mathematics**

**Change of Course Prerequisite Requirements:** PHYS-101: Elementary Physics. Change the prerequisite of PHYS-101: Elementary Physics to state: “MATH-094: Intermediate Algebra or higher; and Eligibility for ENGL-101: English Composition I.” Current prerequisite: MATH-096 or higher.”

**Science & Mathematics**

**Change of Course Prerequisite Requirements:** PHYS-141: Physics I (Algebra/Trigonometry Based). Change the prerequisite of PHYS-141: Physics I (Algebra/Trigonometry Based) to state: “MATH-131: Trigonometry; and Eligibility for ENGL-101: English Composition I; completion of High School Physics or PHYS-101: Elementary Physics.” Current prerequisites: “MATH-130: College Algebra; High School Physics or PHYS-101: Elementary Physics.”

**Science & Mathematics**

**Change of Course Prerequisite Requirements:** PHYS-221: Physics I (Calculus Based). Change the prerequisite requirements of PHYS-221: Physics I (Calculus Based) to state: “MATH-221: Calculus I; and Eligibility for ENGL-101: English Composition I.” Current prerequisites: “MATH-221: Calculus I and one of the following: PHYS-201, PHYS, 101, or PHYS-141.”

**Science & Mathematics**

**Change of Course Prerequisite Requirements:** PHYS-225: Physics III (Calculus Based). Change the prerequisite requirements of PHYS-225: Physics III (Calculus Based) to state: “PHYS-221: Physics I: Calculus Based and PHYS-223: Physics I Lab (Calculus Based).” Current prerequisites: PHYS-222: Physics III (Calculus Based) and PHYS-224: Physics III Lab (Calculus Based). Motion to accept proposals [**Motion: Darlene Williams ; Second: Jim Newchurch; Carried, Unanimously**].

**X. Old Business**

**XI. Next Meeting**      October 24, 2014 (Scheduled Meeting)

**XII. Adjournment**      The meeting was adjourned at 2:55 p.m.