



**CURRICULUM COMMITTEE MEETING**

*Friday, August 26, 2016,- 2:00 p.m.*

*City Park Campus, Dolphin Den, Student Life Center (Building 23, First Floor)*

**MINUTES**

**I. Call to Order**

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

**II. Roll Call**

Present Were:

Lester Adelsberg  
Sal Anselmo  
Malene Arnaud-Davis  
Jennifer Bennett  
Peter Cho  
Maria Cisneros  
Clint Coleman  
Janet Colletti  
Caitlin Cooper  
Raymond Duplessis  
Marcus Etienne  
Lilian Gamble  
Harold Gaspard  
Thomas Gruber  
Larisa Jones

Cherie Larocca  
Cheryl Myers  
Jim Newchurch  
Warren Punecky  
Patricia Ross  
Vance Roux  
Emily Rush  
David Sanders  
Deborah Skevington  
Dolores Smith  
Tim Stamm  
Janet Gauthier Stephens  
Sara Strickland  
Darlene Williams  
Leah Wooden

Attending to  
Other Business:

Revaz Akirtava  
Michael Brezinsky  
Vernell Briscoe  
Arnel Cosey  
Leshia Coulon  
Emmett Davis  
Linda Donahue  
Tamika Duplessis  
Danielle Gandolfo  
Linda Kieffer  
Rhonda King

Anne LaVance  
Larissa Littleton-Steib  
Claudia Martinez  
Patrice Moore  
Jay Randolph  
Kenneth Ripberger  
Jeanne Samuel  
Dorothy Smith-Elder  
Tedd Walley  
Kiedra M. Williams

### III. Curriculum Committee Functions – Tim Stamm

- a) Membership List
- b) Curriculum Development Calendar
- c) Charter: Committee on Curriculum PPM – Policy No. AA-1622.D
- d) The College Curriculum PPM – Policy No. AA-1510.1A)
- 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

### IV. Minutes of meeting of April 29, 2016

The Minutes of the April 29, 2016 meeting were reviewed and approved as presented

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

- a) Northshore Technical Community College Transferrable General Education courses.
- b) Board of Regents for Louisiana Higher Education: Transfer/Articulation Matrix and Common Course Catalog for AY: 2016-2017

### VI. Curriculum Operations Report – Tim Stamm

### VII. New Business

- a) **Business & Technology/CULA**  
**Change of Program Description:** Associate of Applied Science in Culinary Arts. Revise the program description of the A.A.S. in Culinary Arts to reflect changes in concentration titles, current concentration, and revised student learning outcomes. Motion to accept item [**Motion: Lilian Gamble; Second: Ray Duplessis; Carried, Unanimously**].

- b) *The agenda was reordered and items were combined for discussion. Original Placement Item VII. b to VII. e*

**Business & Technology/CULA**

**New Course:** CULA-233: Culinary Internship (0-40-2 / 600). Creation of a new course, CULA-233: Culinary Internship. The goal of the course is to provide the student with a means to apply the skills previously learned in a typical foodservice work environment. Course description: "Supervised training in culinary arts through hands-on experience in an approved restaurant or related facility. Practical application of culinary skills as part of a multi-faceted learning environment where auditory, visual, and kinesthetic methods of learning are used by the student."

**Business & Technology/PAST**

**New Course:** PAST-199: Cake Baking, Design, and Decoration (1-4-2 / 75). Creation of a new course, PAST-199: Cake Baking, Design, and Decoration. The goal of the course is to provide the student with the knowledge to create wedding and celebration cakes from design of decoration to flavor and execution. Course description: "Principles of cake production. Topics include types of icings and decorating styles, classic American cake decoration, and design for weddings and birthday cakes. Techniques for stacking cakes, sculpting cakes, and use of airbrush techniques will be emphasized."

**Business & Technology/PAST**

**New Course:** PAST-233: Pastry Internship (0-40-2 / 600). Creation of a new course, PAST-233: Pastry Internship. The goal of this course is to provide the student with a means to apply the skills previously learned in a typical baking and pastry related foodservice work environment. Course description: "Supervised training in the baking and pastry arts in an approved restaurant, bakery, or related facility. Practical application of skills as part of a multi-faceted learning environment where auditory, visual, and kinesthetic methods of learning are used by the student."

**Business & Technology/CULA**

**New Course:** CULA-227: Menu Design and Management (3-0-3 / 45). The goal of the courses is to provide students with a working knowledge of menu development for a variety of foodservice operations. Course description: "Utilization of the menu as an effective management tool. Impact of the menu on all aspects of the operation, including planning the facility, purchasing the food items, promoting the items to customers, and providing excellent service. Students will plan and write a variety of menus." Motion to accept items

**[Motion to accept with Conditional Approval: Deborah Skevington; Second: Janet Colletti; Carried, Unanimously].**

- c) The agenda was reordered. Original Placement Item VII. f.

**Business & Technology/CNET**

**Final Approval of Curriculum:** Certificate of Technical Studies in Computer Network Technician. Final approval of the Certificate of Technical Studies in Computer Network Technician. Program Description: “The Certificate of Technical Studies program in Computer Network Technology focuses on the design, implementation, and management of linked systems of computers, peripherals, and associated software to maximize efficiency and productivity. The program includes instruction in operating systems and applications; systems design and analysis; networking theory and solutions; types of networks; network management and control; network flow and optimization; security; configuring; and troubleshooting. The goal of the Certificate of Technical Studies program is to provide students with competencies necessary to enter the workforce in entry-level positions in Computer Networking and to pursue nationally recognized certifications.” Motion to accept item **[Motion: Larissa Jones; Second: Tom Gruber; Carried, Unanimously]**.

- d) The agenda was reordered. Original Placement Item VII. g.

**Allied Health/FSED**

**Final Approval of Curriculum:** Certificate of Technical Studies in Funeral Services. Final Approval of the Certificate of Technical Studies in Funeral Service. Program Description: “The Certificate of Technical Studies program in Funeral Services is designed to provide a pathway for students who wish to enter the workforce as funeral directors or as members of the funeral management team. The program prepares students for professional licensure as funeral directors and as managers of funeral homes and cemeteries. Included is instruction in the sociology of death and dying, grief and grief counseling, history of funeral service, funeral direction, business law, funeral service law, funeral home management, funeral home business management, and funeral services marketing and merchandising. Students who complete the C.T.S. are eligible for licensure as funeral directors in the State of Louisiana, as outlined in Louisiana Revised Statute 37, subsection 842: Minimum qualifications for license. The successful completer who passes the state exam may serve as funeral director in the State of Louisiana. This is a limited admissions program; prospective students should contact the Division of Allied Health to initiate the application procedure.” Motion to accept item **[Motion: Ray Duplessis; Second: Emily Rush; Carried, Unanimously]**.

- e) The agenda was reordered and items were combined for discussion. Original Placement items VII. h to VII. j.

**Science & Mathematics/MATH**

**New Course:** MATH-140: Precalculus. Creation of a new course, MATH-140: Precalculus (5-0-5 / 75). The goal of the course is to provide students with the mathematical skills needed to model and solve real-world problems, while preparing them for success in calculus. Course description: "Replaces MATH-130: College Algebra and MATH-131: Trigonometry as preparation for calculus. Topics include: quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, theory of equations, trigonometric functions, graphs, solving triangles and equations, vectors, and polar coordinates. This course is intended for calculus bound students. Prerequisites: ACT score of 23 or higher; or permission of department head."

**Science & Mathematics/MATH**

**New Course:** MATH-285: Linear Algebra (3-0-3 / 45). Creation of a new course, MATH-285: Linear Algebra. The goal of the course is to provide students with the basic concepts, terminology, and techniques to solve linear algebra problems, including the related computational considerations. Course description: "Systems of linear equations, vector spaces, linear transformation, matrix algebra, with applications of linear algebra and computational considerations. Prerequisite: MATH-222: Calculus II, with a grade of 'C' or higher."

**Science & Mathematics/MATH**

**New Course:** MATH-265: Differential Equations (3-0-3 / 45). Creation of a new course, MATH-265: Differential Equations. The goal of the course is to provide students with the mathematical skills needs to solve differential equations of first and higher orders; constant coefficient equations with and without forcing terms and applications; series solutions; Laplace transforms and systems of differential equations. Course description: "Ordinary differential equations; emphasis on solving linear differential equations. Prerequisite: MATH-222: Calculus II, with a grade of "C" or higher." Motion to accept item [**Motion: Lilian Gamble; Second: Ray Duplessis; Carried, Unanimously**].

- f) **Articulation/Transfer/Placement Initiatives**

LCTCS ACCUPLACER Cut scores for placement into English, Mathematics, and Reading courses (topic addressed at Curriculum Committee: January 29, 2016; March 18, 2016):

- i. **Science & Mathematics/MATH**  
**Change of Course Prerequisite Requirements:** MATH-092: Basic Mathematics. Change the prerequisite of MATH-092: Basic Mathematics to state: "Score of 20-45 on Accuplacer Elementary Algebra placement exam." Current prerequisite: "Score of 0-43 on Compass Pre-Algebra placement exam."
  
- ii. **Science & Mathematics/MATH**  
**Change of Course Prerequisite Requirements:** MATH-098: Algebra Foundations I. Change the prerequisite of MATH-098: Algebra Foundations I to state: "MATH-092 OR MATH-113, with a grade of 'C' or higher, OR Score of 46-64 on Accuplacer Elementary Algebra placement exam." Current prerequisite: "MATH-092, with a grade of 'C' or higher, OR Score of 44-100 on the Compass Pre-Algebra placement exam, or Score of 0-39 on the Compass Algebra placement exam."
  
- iii. **Science & Mathematics/MATH**  
**Change of Course Prerequisite Requirements:** MATH-099: Algebra Foundations II. Change the prerequisite requirements of MATH-099: Algebra Foundations II to state: "ACT score of 17-18; OR MATH-098 OR MATH-114, with a grade of 'C' or higher; OR Score of 65-120 on the Accuplacer Elementary Algebra placement exam; OR score of 20-44 on the Accuplacer College-Level Math placement exam." Current prerequisite: "MATH-098 with a grade of 'C' or higher; OR ACT score of 18-20; OR Score of 40-99 on the Compass Algebra Placement Test."
  
- iv. **Science & Mathematics/MATH**  
**Change of Course Prerequisite Requirements:** MATH-113: Algebra for Technology. Change the prerequisite of MATH-113: Algebra for Technology to state: "Score of 20-45 on Accuplacer Elementary Algebra placement exam." Current prerequisite: "MATH-092: Basic Mathematics, with a grade of 'C' or higher; OR Score of 44-100 on the Compass Pre-Algebra exam; Or a score of 0-20 on Compass Algebra placement exam."
  
- v. **Science & Mathematics/MATH**  
**Change of Course Prerequisite Requirements:** MATH-114: Geometry and Trigonometry for Technology. Change the prerequisite of MATH-114: Geometry and Trigonometry for Technology to state: "MATH-092 OR MATH-113, with a grade of 'C' or higher, OR Score of 46-64 on Accuplacer Elementary Algebra placement exam." Current prerequisite: "MATH-092,

with a grade of 'C' or higher, OR Score of 21-39 on the Compass Algebra Placement exam."

vi. **Science & Mathematics/MATH**

**Change of Course Prerequisite Requirements:** MATH-120:

Contemporary Math. Change the prerequisite requirement of MATH-120 to state: "MATH-098 OR MATH-114, with a grade of 'C' or higher; OR Score of 65-120 on the Accuplacer Elementary Algebra placement exam; OR Score of 20-44 on the Accuplacer College Level Math placement exam; OR score of 19-21 on the ACT." Current prerequisite: "MATH-098, with a grade of 'C' or higher; OR score of 40-100 on the Compass Algebra placement exam; OR score of 0-45 on the Compass Algebra placement exam; OR score of 19 on the ACT."

vii. **Science & Mathematics/MATH**

**Change of Course Prerequisite Requirements:** MATH-123: Elementary Number Structure. Change the prerequisite requirements of MATH-123: Elementary Number Structure to state: "MATH-099, with a grade of 'C' or higher; OR Score of 45-98 on the Accuplacer College Level Math placement exam; OR Score of 22 or higher on the ACT." Current prerequisites: "MATH-094, with a grade of 'C' or higher; OR Score of 33-45 on the Delgado Math Placement Test; or ACT Score of 22 or higher."

viii. **Science & Mathematics/MATH**

**Change of Course Prerequisite Requirements:** MATH-124: Elementary Geometry. Change the prerequisite requirements of MATH-124: Elementary Geometry to state: "MATH-123, with a grade of 'C' or higher; OR Score of 45-98 on the Accuplacer College Level Math placement exam; Or ACT Score of 22 or higher. May enroll in MATH-123 and MATH-124 Concurrently." Current prerequisites: "MATH-123, with grade of 'C' or higher."

ix. **Science & Mathematics/MATH**

**Change of Course Prerequisite Requirements:** MATH-128: Applied Algebra. Change the prerequisites of MATH-128: Applied Algebra to state: "MATH-099, with grade of 'C' or higher; OR Score of 65-120 on the Accuplacer Elementary Algebra placement exam; OR Score of 45-98 on the Accuplacer College Level Math placement exam; OR ACT Score of 19 or higher. Note: MATH-128 may not be used as a prerequisite for MATH-131 or MATH-221." Current prerequisites: "MATH-094, with a grade of 'C' or higher; OR Score of 46-100 on the Compass College Algebra placement exam; OR Score of 0-45 on the Compass Trigonometry Placement exam; OR Score of 22 or higher on the ACT."

- x. **Science & Mathematics/MATH**  
**Change of Course Prerequisite Requirements:** MATH-130: College Algebra. Change the prerequisite requirements of MATH-130: College Algebra to state: "MATH-099 OR MATH-128, with a grade of 'C' or higher; OR Score of 45-98 on the Accuplacer College-level Math placement exam; OR Score of 22 or higher on the ACT." Current prerequisites: "MATH-094, with a grade of 'C' or higher; OR Score of 46-100 on the Compass College Algebra placement exam; OR Score of 0-45 on the Compass Trigonometry Placement Test; OR Score of 22 or higher on the ACT."
  
- xi. **Science & Mathematics/MATH**  
**Change of Course Prerequisite Requirements:** MATH-131: Trigonometry. Change the prerequisite requirements of MATH-131: Trigonometry to state: "MATH-130, with a grade of 'C' or higher; OR Score of 99-120 on the Accuplacer College Level Math placement exam; or Score of 27 or higher on the ACT." Current prerequisite: "MATH-130, with a grade of 'C' or higher; OR Score of 46-100 on the Compass Trigonometry placement exam; OR Score of 27 or higher on the ACT."
  
- xii. **Science & Mathematics/MATH**  
**Change of Course Prerequisite Requirements:** MATH-151: Finite Math. Change the prerequisite requirement of MATH-151: Finite Math to state: "MATH-120 OR MATH-128 OR MATH-130, with a grade of 'C' or higher; OR Score of 99-120 on the Accuplacer College Level Math placement exam; OR Score of 26 or higher on the ACT." Current prerequisites: "MATH-120 OR MATH-128 OR MATH-130, with a grade of 'C' or higher."
  
- xiii. **Science & Mathematics/MATH**  
**Change of Course Prerequisite Requirements:** MATH-220: Applied Calculus. Change the prerequisite requirement of MATH-220: Applied Calculus to state: "MATH-128, MATH-130, OR MATH-203, with a grade of 'C' or higher; OR Score of 99-120 on the Accuplacer College Level Math placement exam; or Score of 26 on the ACT." Current prerequisite: "MATH-131, with a grade of 'C' or higher. Note: This course may not be used as a prerequisite for MATH-222."
  
- xiv. **Science & Mathematics/MATH**  
**Change of Course Prerequisite Requirements:** MATH-221: Calculus I. Change the prerequisites of MATH-221: Calculus I to state: "MATH-131, with a grade of 'C' or higher; OR Score of 28 or higher on the ACT." Current prerequisites: "MATH-130 AND MATH-131."



- xv. **Communication/ENGL**  
**Change of Course Prerequisite Requirements:** ENGL-060: Basic Composition. Change the prerequisite requirements of ENGL-060: Basic Composition to state: "Score of 20-59 on the Accuplacer Sentence Skills placement exam." Current prerequisites: "Score of 1-10 on the Compass Placement exam."
- xvi. **Communication/ENGL**  
**Change of Course Prerequisite Requirements:** ENGL-061: Developmental Composition I. Change the prerequisite requirements of ENGL-061: Developmental Composition I to state: "Score of 20-59 on the Accuplacer Sentence Skills placement exam." Current prerequisites: "Score of 11-45 on the Compass placement exam."
- xvii. **Communication/ENGL**  
**Change of Course Prerequisite Requirements:** ENGL-062: Developmental Composition II to state: ENGL-060 OR ENGL-061, with a grade of 'C' or higher; OR Score of 60-85 on the Accuplacer Sentence Skills placement exam." Current prerequisites: "ENGL-060 OR ENGL-061, with a grade of 'C' or higher; OR Score of 46-70 on the Compass placement exam."
- xviii. **Communication/ENGL**  
**Change of Course Prerequisite Requirements:** ENGL-101: English Composition I. Change the prerequisite requirement of ENGL-101: English Composition I to state: "ENGL-062 OR ENGL-063, with a grade of 'C' or higher; OR Score of 86-117 on the Accuplacer Sentence Skills placement exam; OR Score of 18-24 on the ACT." Current prerequisites: "ENGL-062 OR ENGL-063, with a grade of 'C' or higher; OR Score of 71 or higher on the Compass placement exam; OR Score of 18-24 on the ACT."
- xix. **Communication/ENGL**  
**Change of Course Prerequisite Requirements:** ENGL-102: English Composition II. Change the prerequisite requirement of ENGL-102: English Composition II to state: "ENGL-101, with a grade of 'C' or higher; OR Score of 118-120 on the Accuplacer Sentence Skills placement exam; or Score of 25 or higher on the ACT."
- xx. **Communication/READ**  
**Change of Course Prerequisite Requirements:** READ-071: Developmental Reading I. Change the prerequisite scores of READ-071: Developmental Reading I to state: "Score of 20-52 on the Accuplacer Reading Comprehension placement exam."

xxi. **Communication/READ**

**Change of Course Prerequisite Requirements:** READ-072:

Developmental Reading II. Change the prerequisite requirements of READ-072: Developmental Reading II to state: "Score of 53 to 84 on the Accuplacer Reading Comprehension placement exam."

Motion to accept **agenda item VII.k, which includes items V.IIk.i through VII.K.xxi, with discussion for each individual sub-item, and add to action item: retain Compass Placement Scores in Banner Coding for at least one academic year [Motion: Warren Punecky; Second: Dolores Smith; Carried, Unanimously].**

**VIII. Consent Agenda**

a) **Science & Mathematics/MATH**

**Master Syllabus Revision:** Revision/Update of MATH Master Syllabi for the following courses: MATH-092: Basic Mathematics; MATH-098: Algebra Foundations I; MATH-099: Algebra Foundations II; MATH-113: Algebra for Technology; MATH-114: Geometry and Trigonometry for Technology; MATH-120: Contemporary Math; MATH-123: Elementary Number Structure; MATH-124: Elementary Geometry; MATH-128: Applied Algebra; MATH-130: College Algebra; MATH-131: Trigonometry; MATH-151: Finite Math; MATH-203: Statistics; MATH-220: Applied Calculus; MATH-221: Calculus I; MATH-222: Calculus II; MATH-223: Calculus III.

b) **Science & Mathematics/MATH**

**Course Termination:** MATH-093: Basic Algebra. Delete the course, MATH-093: Basic Algebra from the Catalog of course offerings. The course has been replaced with the LCTCS Common course, MATH-098: Algebra Foundations I. Note: usage in program admission and course prerequisites.

c) **Science & Mathematics/MATH**

**Course Termination:** MATH-094: Intermediate Algebra. Delete the course, MATH-094: Intermediate Algebra from the Catalog of course offerings. The course has been replaced with the LCTCS Common course, MATH-099: Algebra Foundations II. Note: usage in program admission and course prerequisites.

d) **Science & Mathematics/MATH**

**Course Termination:** MATH-129: Trigonometry. Delete the course, MATH-129: Trigonometry from the Catalog of course offerings. The course is no longer offered, and is redundant to MATH-131: Trigonometry {Louisiana Common Course: LCCN: CMAT 1223}. MATH-131 was formerly titled "Pre-Calculus Trigonometry," but, was renamed as part of the Louisiana Common Course project (Louisiana Act 356: 2009).

Motion to accept consent agenda **[Motion: Deborah Skevington; Second: Ray Duplessis; Carried, Unanimously].**

**IX. Old Business**

**X. Next Meeting**           September 23, 2016

**XI. Adjournment**         Meeting was adjourned at 3:00 p.m.