Delgado
COMMUNITY COLLEGE

CURRICULUM COMMITTEE MEETING
Friday, September 29, 2017, 2:00 p.m.
City Park Campus, Student Life Center, Bayou LaFourche (Building 23, Second Floor)

AGENDA

I. **Call to Order**

II. **Roll Call**

III. **Call for Public Comments**

IV. **Minutes of meeting of May 12, 2017**

V. **Vice Chancellor's Charge for the Committee**

VI. **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

  i. Note: New credential designation: Career and Technical Certificate
  ii. Note: Deletion of credential designation: Technical Competency Area

   h) Board of Regents Statewide General Education Requirements – Policy No. 2.16

VII. General Education / Articulation Initiatives – Tim Stamm

    a) Northshore Technical Community College Transferrable General Education courses.

    b) Central Louisiana Technical Community College Transferrable General Education courses.

    c) Board of Regents for Louisiana Higher Education: Transfer/Articulation Matrix and Common Course Catalog for AY: 2017-2018

VIII. Curriculum Operations Report – Tim Stamm

IX. New Business

    a) **Curriculum & Program Development/Credential Designation**
    New Credential Designation and Termination of Existing Credential Designation. Termination of the Technical Competency Area (T.C.A.) and creation of the Career and Technical Certificate (C.T.C.). The Technical Competency Area ranged in credit hours from one (1) to twelve (12), aligned to business and industry needs, and completers were not reported to or tracked by the Board of Regents, nor were the instructional areas maintained in the Master Course Inventory. The Career and Technical Competency ranges in credit hours from six (6) to eighteen (18), demonstrates an alignment with, and a process whereby a student's competencies are verified against, a set of pre-determined standards which lead to and/or prepare an individual to test for an industry-based certification (IBC), state licensure, or state-recognized certification awarded by an independent, third party that is recognized by business and industry and/or the State of Louisiana. Completers/Graduates *will* be reported and tracked by the Board of Regents, and the instructional areas *will* be maintained in the Master Course Inventory. Expectation that all T.C.A.s will be terminated by conclusion of the 2018-2019 Academic Year; LCTCS expectation that this will be completed by the conclusion of the 2017-2018 (current) Academic Year **[Informational Only: No Action Required]**.

        i. **Impact Statement:** Current T.C.A. to C.T.C.
        ii. **Impact Statement:** Addendum

    b) **Business & Technology/INCO**
    New Course: INCO-101: Electrical and Process Control Principles (4-6-6 / 150). Creation of a new course, INCO-101: Electrical and Process Control Principles. Course description: "Direct and alternating current fundamentals involving series, parallel, and combination circuits, as well as concepts of resistance, capacitance, and inductance especially how they relate to instrumentation in the context of an overview of process technologies."

c) **Business & Technology/INCO**
   New Course: INCO-105: Safety and Environmental Principles (3-0-3 / 45). Creation of a new course, INCO-105: Safety and Environmental Principles. Course description: "Various safety, health, and environmental issues associated with the process instrumentation industries. Topics include: hazard recognition, types of hazards, cyber security, engineering controls, administrative controls, personal protective equipment, safety-related equipment, first aid, and governmental regulations."

d) **Business & Technology/INCO**
   New Course: INCO-152: Electronics and Process Instrumentation (4-6-6 / 150). Creation of a new course, INCO-152: Electronics and Process Instrumentation. Course description: "Fundamentals of electronic devices, circuit analysis of power supplies, amplifiers, and other basic instrumentation circuits. Overview of the various instrumentations used in the process industries. Topics include: instrumentation symbology, safety systems, common terminologies, basic principles of measurement and instrumentation, specific hardware, performance characteristics, control loops, typical applications and operating limits."

e) **Business & Technology/INCO**
   New Course: INCO-161: Process Equipment and Instrumentation (4-6-6 / 150). Creation of a new course, INCO-161: Process Equipment and Instrumentation. Course description: "Overview of equipment operations common to the process industries. Introduction to Equipment and Tools, Process Drawings and Equipment Standards, Piping, Tubes, Hoses, and Fittings, Electrical Distribution and Motors, Heat Exchangers, Boilers, Cooling Towers, Pumps, and Valves. Continuation of process instrumentation including introduction to P&IDs, control loops, computerization of process control and troubleshooting."

f) **Business & Technology/INCO**
   New Course: INCO-201: Instrumentation and Process Quality (3-0-3 / 45). Creation of a new course, INCO-201: Instrumentation and Process Quality. Course description: "Quality as it relates to instrumentation, health, safety, environment, and costs. Topics include: the history of quality, the use of statistics, possible improvement strategies, and root cause analysis, as well as dealing with customers, management systems, and costs."

g) **Business & Technology/INCO**
   New Course: INCO-242: Systems (3-0-3 / 45). Creation of a new course, INCO-242: Systems. Course description: "Interrelation of process equipment and process systems. Arranging process equipment into basic systems, describing the purpose and function of specific process systems, explaining how factors affecting process systems are controlled under normal conditions, and

recognizing abnormal process conditions. Introduces the concept of system and plant economics."

h) **Business & Technology/INCO**
New Course: INCO-243: Operations (3-0-3 / 45). Creation of a new course, INCO-243: Operations. Course description: "Operation of an entire unit within the process industry using the students' existing knowledge of equipment, systems, and instrumentation. Examines concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit."

i) **Business & Technology/INCO**
New Course: INCO-244: Process Troubleshooting (3-0-3). Creation of a new course, INCO-244: Process Troubleshooting. Course description: "Six step troubleshooting method for solving and correcting operating problems. The focus is on malfunctions as opposed to process design or configuration improvements. Data from the instrumentation is used to determine the cause for the abnormal conditions in an organized and regimented way."

j) **Business & Technology/INCO**
New Course: INCO-263: Fluid Mechanics (3-0-3). Creation of a new course, INCO-263: Fluid Mechanics. Course description: "Fluids, fluid types, and the chemical and physical natures and factors affecting fluids while in motion. Basic calculations relative to flow and volume; laminar/turbulent flow, viscosity, and Reynolds Number are also covered."

k) **Business & Technology/INCO**
New Course: INCO-297: Process Instrumentation Capstone 0-5-1 / 225). Creation of a new course, INCO-297: Process Instrumentation Capstone. Course description: "Supervised study in an approved Process Control and Instrumentation area. May include work experience in the field as an intern or intensive research, seminars, and reports in a specific area of study."

l) **Business & Technology/INCO**
Final Approval of Curriculum: Associate of Applied Science in Instrumentation and Control. Program description: "Instrumentation and Control is a rigorous study of the common operating processes found in industrial plants and the program prepares students for high skill, high wage jobs needed in the manufacturing industry. Upon graduation from the program, students are prepared to enter the employment market as entry-level process control and instrumentation operators for a specialty career in a strong job market. The program prepares graduates to apply basic engineering principles and technical skills in support of engineers engaged in developing control and measurement

systems and procedures. The program includes instruction in instrumentation design and maintenance, calibration, design and production testing and scheduling, automated equipment functions, applications to specific industrial tasks, and report preparation." Note: this is a limited admission program, and totals 67 credit hours.

m) **Business & Technology/BUMG/HR**
   Final Approval of Curriculum: Certificate of Technical Studies in Human Resources Assistant. Program description: "Human resources specialists recruit, screen, interview, and place workers. They also may handle human resources work in a variety of other areas, such as employee relations, payroll and benefits, and training. The Certificate of Technical Studies (C.T.S.) program in Human Resources Assistant introduces students to current innovations in the field of human resources and enlightens their aspects of the configuration of labor laws and procedures. Students learn the basics of what a Human Resource Office does, legal issues related to labor law, interviewing techniques, team building and supervision. The purpose of this certificate program is to provide students with the skills they need for an entry-level position in H.R. such as HR Clerk, H.R. Assistant I and/or HR Coordinator.

n) **Business & Technology/BUMG/RLST**
   Final Approval of Curriculum: Certificate of Technical Studies in Real Estate Professional. Program description: "The Certificate program provides a fundamental overview of the real estate industry and the skills required to be successful in the profession. The program is ideal for individuals seeking to expand their competencies related to careers as real estate agents, brokers, property managers, and other specialties. Real estate brokers and sales agents help clients buy, sell, and rent properties. Brokers and agents do the same type of work, but brokers are licensed to manage their own real estate businesses. Sales agents must work with a broker. Although they often work long and irregular hours, many real estate brokers are able to set their own schedules. The goal of the program is to provide learners with the skills needed for an entry-level position in real estate sales. Certificate holders may improve their opportunities in this or a related employment area. Additional education enhances an individual's employment opportunities."

o) **Business & Technology/HOST**
   Final Approval of Curriculum: Program Revision: Associate of Applied Science in Hospitality Management to include: creation of three (3) new concentrations; re-naming one (1) existing concentration; revision of program description and related Suggested Sequences to reflect changes.

   i. **Business & Technology/HOST**
      Final Approval of Curriculum: Program Revision: Associate of Applied

Science in Hospitality Management. Creation of a new concentration in the A.A.S. in Hospitality Management: Beverage Management.

ii. **Business & Technology/HOST**
Final Approval of Curriculum: Program Revision: Associate of Applied Science in Hospitality Management. Creation of a new concentration in the A.A.S. in Hospitality Management: Meeting and Event Management.

iii. **Business & Technology/HOST**
Final Approval of Curriculum: Program Revision: Associate of Applied Science in Hospitality Management. Creation of a new concentration in the A.A.S. in Hospitality Management: Catering Management.

iv. **Business & Technology/HOST**
Final Approval of Curriculum: Program Revision: Associate of Applied Science in Hospitality Management. Change of Concentration Title: Food and Beverage Management. Change the Concentration Title of Food and Beverage Management *from* Food and Beverage Management *to* Restaurant Management.

p) **Arts & Humanities/VISC**
Change of Course Title: VISC-142: Introduction to Digital Photography (3-3-3 / 90). Change the title of VISC-142: Introduction to Digital Photography *from* VISC-142: Introduction to Digital Photography *to* VISC-142 Digital Photography I. Revised title better reflects course learning outcomes and sequencing.

q) **Arts & Humanities/VISC**
Change of Course Title: VISC-204: Introduction to Pixel Based Software (3-3-3 / 90). Change the title of VISC-204: Introduction to Pixel Based Software *from* VISC-204: Introduction to Pixel Based Software *to* VISC-204: Pixel Design Software I. Revised title better reflects current industry practices and course learning outcomes.

r) **Arts & Humanities/VISC**
Change of Course Title: VISC-214: Using Vector Based Software (2-4-3 / 90). Change the title of VISC-214: Using Vector Based Software *from* VISC-214: Using Vector Based Software *to* VISC-214 Vector Design Software. Revised title better reflects current industry practices and course learning outcomes.

s) **Arts & Humanities/VISC**
Change of Course Title: VISC-224: Using Page Publishing Software (2-4-3 / 60). Change the title of VISC-224: Using Page Publishing Software *from* VISC-224: Using Page Publishing Software *to* VISC-224: Page Publishing Design. Revised title better reflects course learning outcomes.

t) **Arts & Humanities/VISC**
   Change of Course Title: VISC-226: Web Design on the Mac (2-4-3 / 90). Change the title of VISC-226: Web Design on the Mac *from* VISC-226: Web Design on the Mac *to* VISC-226: Web Design.

u) **Arts & Humanities/VISC**
   Change of Course Prerequisite Requirements: VISC-226: Web Design. Change the prerequisites of VISC-226: Web Design to state: "VISC-204 and VISC-224." Current prerequisites: "VISC-225."

v) **Arts & Humanities/VISC**
   Change of Course Title: VISC-234: Digital Pre-Press and Printing (3-3-3 / 90). Change the title of VISC-234: Digital Pre-Press and Printing *from* VISC-234: Digital Pre-Press and Printing *to* VISC-234: Digital Pre-Press and Packaging. Revised title better reflects current industry practices and course learning outcomes.

w) **Arts & Humanities/VISC**
   Change of Course Prerequisite Requirements: VISC-234: Digital Pre-Press and Packaging. Change the course prerequisites of VISC-234: Digital Pre-Press and Packaging to state: "VISC-131, VISC 204, VISC-214, and VISC-224." Current Prerequisites: "VISC-131, 214, 224, and VISC-225."

x) **Arts & Humanities/VISC**
   Change of Course Prerequisite Requirements: VISC-256: Advertising Design (2-4-3 / 90). Change the prerequisites of VISC-256: Advertising Design to state: "VISC-131, VISC-204, VISC-214, and VISC-224." Current prerequisites: "VISC-131, VISC-214, VISC-224, and VISC-225."

y) **Arts & Humanities/VISC**
   Change of Course Title: VISC-225: Advanced Pixel Based Software Use 2-4-3 / 90). Change the title of VISC-225: Advanced Pixel Based Software *from* VISC-225: Advanced Pixel Based Software *to* VISC-225: Pixel Design Software II. Revised title better reflects current industry practices and course learning outcomes.

z) **Arts & Humanities/VISC**
   Change of Course Title: VISC-244: Computer Animation (2-4-3 / 90). Change the title of VISC-244: Computer Animation *from* VISC-244: Computer Animation *to* VISC-244: Motion Graphics. Revised title better reflects current industry practices and course learning outcomes.

aa) **Arts & Humanities/VISC**
Change of Course Title: VISC-242: Advanced Digital Photography (3-3-3 / 90). Change the title of VISC-242: Advanced Digital Photography *from* VISC-242: Advanced Digital Photography *to* VISC-242 Digital Photography II. Revised title better reflects course learning outcomes and sequencing.

bb) **Arts & Humanities/VISC**
Program Revision: Associate of Applied Science in Visual Communication-Graphic Design. Required Courses in Major: Delete: VISC-107; Add: VISC-225. VISC Electives: Delete: VISC-143, VISC-185, VISC-189, VISC-192, VISC-223, VISC-246, and VISC-247; Add: VISC-107 and VISC-262; General Education: Delete: Humanities Requirement as general choice; ADD: CMST-130 as specified Humanities course; Delete: Free Elective Category. Total program hours *reduce* from **66** to **60**. Adjust suggested sequences to reflect changes.

cc) **Arts & Humanities/VISC**
Final Approval of Curriculum: Certificate of Technical Studies in Digital Photography. Program description: "Digital Photographers use their technical expertise, creativity, and composition skills to produce and preserve images that visually tell a story or record an event. The goal of the program is to provide students with an educational experience that will prepare them for a career or career specialization in digital photography, to include digital image capture, editing, and publishing. Additionally, students completing the Certificate program will have mastered the knowledge required to take certification examination as administered by Adobe Photoshop. The program will allow students to explore options in digital imaging technologies, of which digital photography is a sub-set. Digital photography uses photosensitive charge coupled devices (CCDs) to capture the image focused by the lens, as opposed to an exposure on photographic film. The captured image is then digitized and stored as a computer file ready for digital processing, viewing, digital publishing or printing."

dd) **Arts & Humanities/TEAC**
Program Revision: Associate of Science in Teaching, Grades 1-5. Revise the A.S.T. in Teaching, Grades 1-5: Graduation Requirements: For successful completion of the program, students must achieve the following: Delete: 2. Pass PRAXIS (PPST Pre-Professional Skills Test) or possess an ACT composite score of 22 or an SAT combined Verbal and Math score of 1030; 4. Pass PRAXIS II Section 0014 (Elementary Education Content Knowledge. PRAXIS I and PRAXIS II are not required for transfer to senior colleges; graduates of two-year Associate degree programs may be admitted to senior college Teacher Preparation programs without having passed PRAXIS I and II.

ee) **Academic Affairs/Executive Affairs/Master Syllabi**
Disability Statement Revision: Revise the Disability Statement as follows: "It is the general policy of Delgado Community College to provide an equal opportunity for academic success to all students. Reasonable accommodations for a student with a disability will be made provided the student has self-identified with the Office of Disability Services and has provided the required documentation. Instructors will appropriately modify their methods of instruction, course and examination requirements, and general procedures to accommodate the special needs of the student provided the academic integrity of the course or examination is not violated and the accommodation does not jeopardize the health and welfare of all students. Accommodations will not be made without the letter of accommodation from the Office of Disability Services. {Contact Information added to Course Syllabi}." Current statement: "It is the general policy of Delgado Community College to assure equal opportunity for all qualified persons. Reasonable accommodation for qualified persons with disabilities will be made provided the students have self-identified with the Office of Disability Services and have provided required documentation. Individual instructors will modify the methods, requirements, and procedures of courses and examinations appropriately to accommodate the special needs of students with disabilities, provided the academic integrity of the course or examination is not violated, and the health and welfare of all students are safeguarded. No accommodations will be made without "letters of accommodations" from the Office of Disability Services. {Contact Information added to Course Syllabi}"

ff) **Academic Affairs/Executive Affairs/Master Syllabi**
Title IX Statement: Addition of a Statement Addressing Title IX legislation to the Master Syllabus: "Delgado Community College is committed to creating and maintaining an environments in which sexual violence against men and women is not tolerated. Intervening in such instances helps to foster a safe environment for all, while sending a message that his kind of behavior will not be tolerated and is unacceptable in our community. As part of its commitment to providing an educational environment free from discrimination, Delgado Community College complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at Delgado Community College sponsored activities and programs whether occurring on-campus or off-campus. {Contact Information included on Course Syllabus}"

X. Consent Agenda

    a) **Allied Health/RSPT**
Change of Program Description: Change the program description, fourth paragraph, second sentence to state: "The Associate Degree program satisfies educational requirements needed to take the National Board for Respiratory Care (NBRC) Registered Respiratory Therapist (RRT) Examination." Change the last paragraph to state: "The Respiratory Care Technology Associate of Applied Science degree program is accredited by the CoARC, Commission on Accreditation for Respiratory Care, 1248 Harwood Rd., Bedford, TX 76021, phone: 817-283-2835, fax: 817-354-8591, web: www.coarc.com

    b) **Allied Health/MLTS**
Change of Program Description: Change the program description of the A.A.S. in Medical Laboratory Technician: Delete: application deadline of October 15, and Add: application deadline of October 1.

XI. Old Business

XII. Next Meeting October 20, 2017

XIII. Adjournment