



CURRICULUM COMMITTEE MEETING

Friday, November 17, 2017, 2:00 p.m.

City Park Campus, Student Life Center, Lac Maurepas(Building 23, Second Floor)

MINUTES

I. Call to Order

The meeting was called to order at 2:06 p.m. by Harold Gaspard, Chair

II. Roll Call

Present Were:	John Arbour	Lilian Gamble
	Jennifer Bennett	Harold Gaspard
	Peter Cho	Linda Kieffer
	Maria Cisneros	Cheryl Myers
	Caitlin Cooper	Jim Newchurch
	Lesha Coulon	Jay Randolph
	Emmett Davis	Patricia Ross
	Malene Arnaud Davis	David Sanders
	Phil Denette	Dolores Smith
	Tamika Duplessis	Tim Stamm
	Marcus Etienne	

Attending to	Revaz Akirtava	Patrice Moore
Other Business:	Clint Coleman	Warren Punecky
	Janet Colletti	Kenneth Ripberger
	Arnel Cosey	Vance Roux
	Emily Cospers	Jeanne Samuel
	Linda Donahue	Deborah Skevington
	Raymond Duplessis	Janet Gauthier Stephens
	Dorothy Smith Elder	Sara Strickland
	Sarah Inman	Erin Vonseuben
	Larisa Jones	Tedd Walley
	Rhonda King	Darlene Williams
	Cherie Kay LaRocca	Kiedra Williams
	Anne LaVance	Theo Worrell
	Claudia Martinez	

Guests:	Marilyn Ciolino	Leslie Falkins
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III. Call for Public Comments

No requests for public comments were received.

IV. Minutes of meeting of October 20, 2017

The Minutes of the Meeting of October 20, 2017, were reviewed and approved as presented.

V. Curriculum Operations Report – Tim Stamm

VI. New Business

a) **Science & Mathematics/SLTC**

Publication of Suggested Program Sequence: Associate of Applied Science in Science Laboratory Technology. Publication of Suggested Program Sequence in College Catalog. Motion to accept proposals. **[Motion: Maria Cisneros; Second: Jay Randolph; Carried, Unanimously].**

b) **Academic Affairs/Curriculum & Program Development**

Program Sequences: Progress report on the publication of Course Sequencing in the College Catalog **[Report Only: No action required].**

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

Allied Health/EMTE

Instructional Area Termination: Technical Competency Area in Emergency Medical Responder. Terminate the T.C.A. in Emergency Medical Responder; while successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure/registry, the total credit hours do not meet thresholds as defined for approved credentials. Note: the course will continue to be offered, and the attainment of the Industry Based Certification (I.B.C.) will continue to be tracked. Motion to accept proposals. **[Motion: Jay Randolph; Second: Lillian Gamble; Carried, Unanimously].**

Allied Health/DSPE

Instructional Area Termination: Technical Competency Area in Direct Support Professional. Terminate the T.C.A. in Direct Support Professional; while the total credit hours meet thresholds for the newly approved credential, the Career and Technical Certificate, (C.T.C.), successful completion of these courses does not, at this time, culminate in the awarding of a local, state, or national licensure/certification.

Allied Health/DSPE

Course Termination: DSPE-101: Introduction to Direct Support Professional (3-0-3). Termination of the course, DSPE-101: Introduction to Direct Support Professional. The course has not been offered since 2010, and is not part of an active instructional program at the College.

Allied Health/DSPE

Course Termination: DSPE-102: Fundamentals of Communication and Advocacy (3-0-3). Termination of the course, DSPE-102: Fundamentals of Communication

and Advocacy. The course has not been offered since 2010, and is not part of an active instructional program at the College.

Allied Health/DSPE

Course Termination: DSPE-103: Teaching People with Disabilities (3-0-3). Termination of the course, DSPE-103: Teaching People with Disabilities. The course has not been offered since 2010, and is not part of an active instructional program at the College.

Allied Health/DSPE

Course Termination: DSPE-104: Developing, Implementing, and Evaluating Individualized Support (3-0-3). Termination of the course, DSPE-104: Developing, Implementing, and Evaluating Individualized Support. The course has not been offered since 2010, and is not part of an active instructional program at the College. Motion to accept proposals. **[Motion: Cheryl Myers; Second: Maria Cisneros; Carried, Unanimously].**

- d) *The agenda was reordered. Original Placement Item VI.i.*

Allied Health/EMTE

Instructional Area Termination: Technical Competency Area in Emergency Telecommunicator. Terminate the T.C.A. in Emergency Telecommunicator; while successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure/registry, the total credit hours do not meet thresholds as defined for approved credentials. Note: the course will continue to be offered, and the attainment of the Industry Based Certification (I.B.C.) will continue to be tracked. Motion to accept proposal. **[Motion: Cheryl Myers; Second: Jay Randolph; Carried, Unanimously].**

- e) *The agenda was reordered. Original Placement Item VI.i.*

Allied Health/HESC/First Aid

Instructional Area Termination: Technical Competency Area in First Aid. Terminate the T.C.A. in First Aid; while successful completion of the course comprising the T.C.A. results in state, local, and/or national certification/licensure, the total credit hours do not meet thresholds as defined for approved credentials. Note: the course will continue to be offered, and the attainment of the Industry Based Certification (I.B.C.) will continue to be tracked. Motion to accept proposal **[Motion: Jay Randolph; Second: Maria Cisneros; Carried, Unanimously].**

- f) The agenda was reordered. Original Placement Item VI. k

Allied Health/HESC/Dialysis

Change of Credential Designation: Technical Competency Area in Dialysis Technician. Change the credential designation of the T.C.A. in Dialysis Technician *from* T.C.A. in Dialysis Technician *to* Career and Technical Certificate (C.T.C.) in Dialysis Technician. Program Description: “Dialysis Technicians administer hemodialysis treatments to patients with renal failure under the supervision of a nurse or physician. The Dialysis Technician is involved in prescription interpretation, dialysis preparation, extracorporeal circuit and dialyzer set-up and maintenance, equipment monitoring, patient preparation, taking vital signs, documentation and communication, venipuncture and local anesthesia administration, emergency intervention, safety and sanitation, and professional standards and ethics. The goal of the program is to provide graduates with the skills necessary for entry into health services employment as Renal/Dialysis Technicians. Students who successfully complete the certificate program are eligible to take the hemodialysis exam for technicians given by the Board of Nephrology Examiners, Nursing, and Technology (BONENT).” Note publication of curriculum outline and suggested program sequence in the College Catalog. Motion to accept proposals. **[Motion: Lillian Gamble; Second: David Sanders; Carried, Unanimously].**

- g) The agenda was reordered. Original Placement Item VI. l.

Allied Health/EMTE

Change of Credential Designation: Technical Competency Area in Emergency Medical Technician-Basic. Change the credential designation of the T.C.A. in Emergency Medical Technician-Basic *from* T.C.A. in Emergency Medical Technician-Basic *to* Career and Technical Certificate (C.T.C.) in Emergency Medical Technician-Basic. Program Description: “The Certificate program in EMT-Basic introduces the student to basic life support treatments of the sick and injured in the pre-hospital setting. Skills include treatment of cardiopulmonary arrest; application of bandages, splinting devices, traction devices, spinal immobilization, and pneumatic anti-shock garments. Successful completion allows the graduate to become state and nationally certified as an Emergency Medical Technician-Basic. Certified EMT-Basics are eligible to apply for positions in the oil and gas industry, safety response teams, prehospital healthcare, fire departments, police departments, emergency rooms, and any are in which a tiered response team is currently in use.” Note publication of curriculum outline and suggested program sequence in the College Catalog. Motion to accept proposal. **[Motion: Patti Ross; Second: Maria Cisneros; Carried, Unanimously].**

h) The agenda was reordered. Original Placement Item VI. m.

Allied Health/EMTE

Instructional Area Termination: Technical Competency Area in Emergency Medical Technician-Intermediate. Terminate the T.C.A. in Emergency Medical Technician-Intermediate, as this level of Emergency Medical professional is no longer used. Motion to accept proposal. **[Motion: Jay Randolph; Second: Peter Cho; Carried, Unanimously].**

i) The agenda was reordered. Original Placement Item VI. n

Allied Health/DMTP.

Change of Credential Designation: Technical Competency Area in Dietary Manager. Change the credential designation of the T.C.A. in Dietary Manager *from* T.C.A. in Dietary Manager *to* Career and Technical Certificate (C.T.C.) in Dietary Manager. Program Description: “The Dietary Manager Certificate program provides graduates the knowledge and practical expertise regarding the study of food, nutrition, and dietary science. Graduates will be prepared to test for certification administered by the Association of Nutrition and Foodservice Professionals (ANFP) to be designated a Certified Dietary Manager (CDM).” Note publication of curriculum outline and suggested program sequence in the College Catalog. Motion to accept proposal. **[Motion: David Sanders; Second: Lilian Gamble; Carried, Unanimously].**

j) The agenda was reordered. Original Placement Item VI. o.

Allied Health/MLTS/Phlebotomy

Change of Credential Designation: Technical Competency Area in Phlebotomy Technician. Change the credential designation of the T.C.A. in Phlebotomy Technician *from* T.C.A. in Phlebotomy Technician *to* Career and Technical Certificate (C.T.C.) in Phlebotomy Technician. Program Description: “The goal of the Certificate program is to provide a quality education that produces successful phlebotomists for New Orleans and Louisiana. Career entry competencies expected of graduates include collecting, transporting, handling, and processing blood specimens for analysis in the clinical laboratory. As responsible members of the health care team, graduates must also demonstrate appropriate interpersonal skills. The courses in the program adhere to the Essentials and Guidelines of Education Programs for the Phlebotomy Technician as advised by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).” Note publication of curriculum outline and suggested program sequence in the College Catalog. Motion to accept proposal. **[Motion: Peter Cho; Second: David Sanders; Carried, Unanimously].**

- k) *The agenda was reordered. Original Placement Item VI. p.*

Allied Health/HESC/EKG

Change of Credential Designation: Technical Competency Area in Electrocardiograph (EKG) Technician. Change the credential designation of the T.C.A. in Electrocardiograph (EKG) Technician *from* T.C.A. in Electrocardiograph (EKG) Technician *to* Career and Technical Certificate (C.T.C.) in Electrocardiograph (EKG) Technician. Program Description: “Electrocardiograph Technicians (EKG Technicians) assist in helping physicians diagnose and treat patients various cardiovascular problems. The EKG Technician uses an electrocardiogram machine to monitor the heart’s activity. The EKG test records the reading of electrical impulses from the heart so the physician may accurately diagnosis the problem. EKG Technicians primarily work in hospitals, clinics, and/or physicians’ offices. EKG tests are typically performed as diagnostic tests, before or after surgical procedures, during physical examinations, in cases where a patient is experiencing chest pains, and when deemed necessary by a physician. The EKG Technician is responsible for performing diagnostic tests to access the heart rhythm and rate in patients. He or she may also clean equipment, maintain, and process data reports. Students who successfully complete the Certificate program are eligible to sit for a national certification exam to receive the credential: Nationally Registered Certified EKG Technician (NRCEKG). This licensure/certification examination is offered by the National Association for Health Professionals.” Note publication of curriculum outline and suggested program sequence in the College Catalog. Motion to accept proposal. **[Motion: Jay Randolph; Second: Maria Cisneros Carried, Unanimously].**

- l) *The agenda was reordered. Original Placement Item VI. q*

Nursing/C.N.A.

Change of Credential Designation: Technical Competency Area in Certified Nursing Assistant (C.N.A.). Change the credential designation of the T.C.A. in Certified Nursing Assistant *from* T.C.A. in Certified Nursing Assistant *to* Career and Technical Certificate (C.T.C.) in Certified Nursing Assistant. Program Description: “The Certified Nursing Assistant Certificate program trains students to meet the personal care needs of patients/residents in hospitals and long-term care facilities. Fundamental concepts taught include interpersonal communication, infection control, environmental and safety measures, emergency response, body mechanics, and basic mental health concepts. Demonstration of correct performance of basic nursing skills is required in laboratory and clinical settings. The program encompasses the content required by state and federal regulations, and is approved by the Louisiana Department of Health and Hospitals. Upon Successful completion of the program, graduates are eligible for certification as a nursing assistant in the state of Louisiana.” Note publication of curriculum outline and suggested program sequence in the

College Catalog. Motion to accept proposal. **[Motion: Lillian Gamble; Second: Jay Randolph; Carried, Unanimously].**

m) The agenda was reordered. Original Item VI. r.

Arts & Humanities/MUSC/Audio Engineering

Instructional Area Termination: Technical Competency Area in Audio Engineering. Terminate the T.C.A. in Audio Engineering; while the credit hours meet thresholds as defined for approved credentials, no local, state, or national Industry-based Certification is awarded upon successful completion of the coursework. Note: the courses will continue to be offered, and may be used as concentrations/required related coursework in the Associate of General Studies degree. Motion to accept proposal. **[Motion: Jennifer Bennett; Second: Maria Cisneros; Carried, Unanimously].**

n) The agenda was reordered. Original Placement Item VI.s

Arts & Humanities/MUSB

Instructional Area Termination: Technical Competency Area in Music Business. Terminate the T.C.A. in Music Business; while the credit hours meet thresholds as defined for approved credentials, no local, state, or national Industry-based Certification is awarded upon successful completion of the coursework. Note: the courses will continue to be offered, and continue to be used in the Associate of Applied Science in Business and Management, with a Concentration in Music Business. Motion to accept proposal. **[Motion: Peter Cho; Second: Jay Randolph; Carried, Unanimously].**

o) The agenda was reordered. Original Placement Item VI. t

Arts & Humanities/CDYC

Instructional Area Termination: Technical Competency Area in Child Development Associate-Renewal. Terminate the T.C.A. in Child Development Associate-Renewal. Successful completion of the T.C.A. in Child Development Associate-Renewal allows current Child Development Associate practitioners to maintain/renew their licensure/certification, credit hour requirements do not meet the threshold required for approved credentials. Note: the courses will continue to be offered, and completion/renewal of licensure will continue to be tracked. Motion to accept proposal. **[Motion: Linda Kieffer; Second: David Sanders; Carried, Unanimously].**

p) Items were reordered and combined for discussion. Original Placement Items VI.u. to VI. v

Arts & Humanities/CRJU/Homeland Security

Instructional Area Termination: Technical Competency Area in Homeland Security. Terminate the T.C.A. in Homeland Security. While credit hour requirements meet the threshold as defined for the C.T.C., no awarding of a local, state, national, or international certification/licensure is awarded upon

successful completion of the courses. Note: the courses will continue to be offered as part of the existing Associate of Arts degree in Criminal Justice.

Arts & Humanities/CRJU/Juvenile Justice

Instructional Area Termination: Technical Competency Area in Juvenile Justice. Terminate the T.C.A. in Juvenile Justice. While credit hour requirements meet the threshold as defined for the C.T.C., no awarding of a local, state, national, or international certification/licensure is awarded upon successful completion of the courses. Note: the courses will continue to be offered as part of the existing Associate of Arts degree in Criminal Justice. Motion to accept proposals.

[Motion: David Sanders; Second: Jay Randolph; Carried, Unanimously].

- q) *The agenda was reordered. Original Placement Item VI. w.*

Arts & Humanities/CDYC.

Change of Credential Designation: Technical Competency Area in Child Development Associate (CDA) Preparation. Change the credential designation of the T.C.A. in Child Development Associate (CDA) Preparation *from* T.C.A. in Child Development Associate (CDA) Preparation *to* Career and Technical Certificate (C.T.C.) in Child Development Associate (CDA) Preparation. Program Description: “The Certificate program in Child Development meets the training needs required for certification to work in child care centers. The standards for this training are nationally developed and recognized. The Child Development Associate (CDA) Credential is the most widely recognized credential in early childhood education, and is a key stepping stone on the path of career advancement in childcare. Successful completion of the program prepares students for the assessment exam required for the Child Development Associate (CDA) Credential. It also prepares students for employment in child care centers or in family home child care settings working with infants and toddlers, or preschoolers. Skills from the 13 functional areas required by the National Council for Early Childhood Professional Recognition are recognized.” Note publication of curriculum outline and suggested program sequence in the College Catalog. Motion to accept proposal. **[Motion: Cheryl Myers Second: Caitlin Cooper; Carried, Unanimously].**

- r) *The agenda was reordered. Original Placement Item VI. x*

Business & Technology/BUMG

Program Revision: Associate of Applied Science in Business and Management. Revise the A.A.S. in Business and Management: Required Courses in Major: ADD: MANG-276: Foundations of Strategic Management as an “OR” choice with BUSG-275: Internship. Total program hours remain the same. Adjust Suggested Sequences for the Concentrations in General Business, Human Resources/Leadership, Entrepreneurship/Small Business Management, Marketing, Music Business, Office Management, Real Estate, Retail Management, and Logistics Management, Fourth Semester to reflect referenced changes. Motion to accept proposal. **[Motion: David Sanders; Second: Maria Cisneros; Carried, Unanimously].**

- s) *The agenda was reordered. Original Placement Item VI. y.*

Technical Division/ELEC

New Course: ELEC-210: Journeyman Electrical Exam Preparation (3-0-3 / 45). Creation of a new course, ELEC-210: Journeyman Electrical Exam Preparation, designed to prepare students to sit for the Journeyman Electrical Exam. Course description: “Test-taking strategies for the Journeyman Electrician Exam, as well as a review of the National Electric Code (NEC), code calculations, branch circuits, conduit/box fill calculations, conductors, wiring methods, and other content to assist students in obtaining Journeyman status in the electrical industry.” Motion to accept proposal. **[Motion: Peter Cho; Second: Jay Randolph; Carried, Unanimously].**

- t) *The agenda was reordered and items were combined for discussion. Original Placement Items. VI. z to VI. bb*

Technical Division/ELEC

New Course: ELEC-180: Work Experience (0-5-2 / 75). Creation of a new course, ELEC-180: Work Experience, designed to provide students with opportunities to develop skills, abilities, and behaviors through hands-on learning and exposure to the professional work environment. Course description: “75 hours of supervised practical experience in electrical wiring at an off-campus worksite under the supervision of a clinical preceptor and Delgado faculty member.”

Technical Division/CRPT

New Course: CRPT-180: Work Experience (0-5-2 / 75). Creation of a new course, CRPT-180: Work Experience, designed to provide students with opportunities to develop skills, abilities, and behaviors through hands-on learning and exposure to the professional work environment. Course description: “75 hours of supervised practical experience in carpentry at an off-campus worksite under the supervision of a clinical preceptor and Delgado faculty member.”

Technical Division/HVAC

New Course: HACR-180: Work Experience (0-5-2 / 75). Creation of a new course, HACR-180: Work Experience, designed to provide students with opportunities to

develop skills, abilities, and behaviors through hands-on learning and exposure to the professional work environment. Course description: “75 hours of HVAC practical experience at an off-campus worksite under the supervision of a clinical preceptor and Delgado faculty member.” Motion to accept proposals. **[Motion: Peter Cho; Second: Linda Kieffer; Carried, Unanimously].**

u) *The agenda was reordered. Original Placement Items VI. cc*
Business & Technology/ACCT

New Course: ACCT-240: Excel for Accounting (3-0-3 / 45). Creation of a new course, ACCT-240: Excel for Accounting. The goal of the course is to enable students to have a better understanding and working knowledge of the application of Excel skills to accounting tasks. Course description: “Accounting principles coverage and detailed instructions for Microsoft Excel. Application of Excel skills when solving accounting problems. Topics include: recording journal entries, using cell references in formulas, applying data bars to worksheets, creating PivotTables, creating depreciation schedule, using the VLOOKUP and HLOOKUP functions, performing vertical and horizontal analyses, performing a cost-volume-profit (CVP) analysis, using Goal Seek. Motion to accept proposals. **[Motion: Lillian Gamble; Second: David Sanders; Carried, Unanimously].**

v) *The agenda was reordered. Original Placement Item V. dd*
Business & Technology/ACCT

Program Revision: Associate of Applied Science in Accounting. Revise the A.A.S. in Accounting: ADD: BUSG-129: Introduction to Business, BUSG-275: Internship OR ACCT-275: Advanced Accounting Projects, and MANG-201: Principles of Management; add ECON-201 as a choice to “choose three hours from ACCT courses 212 and above (other than those listed) to Required Courses in Major; Delete: BUSG-129: Introduction to Business, BUSG-275: Internship OR ACCT-275: Advanced Accounting Projects, and MANG-201: Principles of Management, and ECON-201: Macroeconomics from Required Related Courses. Total Program Hours remain the same. Adjust Suggested Sequences, specifically Third Semester and Fourth Semester to reflect referenced changes. Motion to accept proposals. **[Motion: Jay Randolph; Second: Maria Cisneros; Carried, Unanimously].**

VII. Consent Agenda

a) **Science & Mathematics/CHTC**

Change of Course Lecture-Lab and/Contact Hours: CHTC-261: Instrumental Analysis. Change the Lecture-Lab and/Contact Hours of CHTC-261: Instrumental Analysis *from* 0-9-3 / 135 *to* 1-6-3 / 105. Revised lecture and laboratory hours allow time for discussion of learning activities/outcomes and practical experience of referenced concepts.

- b) Item Removed from Consideration by Author/Creator and Division Dean
Science & Mathematics/PHYS
~~Revision/Update to Match LCCN descriptions/content: PHYS-222: Physics II (Calculus Based). Revision to match LCCN descriptions/content.~~
- e) Item Removed from Consideration by Author/Creator and Division Dean
Science & Mathematics/PHYS
~~Revision/Update to Match LCCN descriptions/content: PHYS-225: Physics III (Calculus Based). Revision to match LCCN descriptions/content.~~
- d) Nursing/PRNU
Change of Course Prerequisite Requirements: PRNU-110: Medical-Surgical Nursing I. Change the prerequisites of PRNU-110: Medical-Surgical Nursing I to state: “BIOL-161, BIOL-163, and HESC-109, with a grade of “B” or higher, and PRNU-101, PRNU-103, and NURS-110, with a grade of “C” or higher; OR BIOL-251, BIOL-253, BIOL-252, BIOL-254, and HESC-109, with a grade of “B” or higher, PRNU-101, PRNU-103, and NURS-110, with a grade of “C” or higher.
- e) Nursing/PRNU
Change of Course Prerequisite Requirements: PRNU-117: Pediatrics, Obstetrical, and Mental Health Nursing for Practical Nursing. Change the prerequisites of PRNU-117: Pediatrics, Obstetrical, and Mental Health Nursing for Practical Nursing to state: “BIOL-161, BIOL-163, and HESC-109, with a grade of “B” or higher, and PRNU-101, PRNU-103, and NURS-110, with a grade of “C” or higher; OR BIOL-251, BIOL-253, BIOL-252, BIOL-254, and HESC-109, with a grade of “B” or higher, PRNU-101, PRNU-103, and NURS-110, with a grade of “C” or higher. Motion to accept Consent Agenda. **[Motion: Jay Randolph; Second: Peter Cho; Carried, Unanimously].**

VIII. Old Business

- IX. **Next Meeting** February 2, 2018
- X. **Adjournment** The meeting was adjourned at 2:45 p.m.