



CURRICULUM COMMITTEE MEETING

Friday, October 26, 2018, 2:00 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Call for Public Comments
- IV. [Minutes of meeting of September 7, 2018](#)
- V. Curriculum Operations Report – Tim Stamm
- VI. New Business
 - a) [Allied Health/MSTH](#)
[Change of Course Laboratory and/Contact Hours: MSTH-112: Deep Tissue Therapy.](#) Change the laboratory and/contact hours MSTH-112: Deep Tissue Therapy *from* 1-2-2 / 45 *to* 1-3-2 / 60. Techniques demonstrated in the course require additional time to perform on clients and additional contact hours for laboratory/practical experience are necessary.
 - b) [Business & Technology/MARK](#)
[Change of Course Description: MARK-211: Personal Selling.](#) Change the description of MARK-211: Personal Selling to state: “Personal Selling is a vital aspect of developing a relationship with the potential customers and understanding how to manage and maintain a sales force. Focuses on how to understand and address consumers’ needs effectively.” Current description: “Personal Selling is a vital aspect of developing an ongoing relationship with potential customers where the seller understands the individual needs, nature, and behavior of the prospective customers.”
 - c) [Business & Technology/MARK](#)
[Change of Course Prerequisite Requirements: MARK-211: Personal Selling.](#) Remove MARK-201: Principles of Marketing as a prerequisite to MARK-211. Note, course will now have no prerequisite requirements.

d) **Technical Division/BARB**

Course Termination: BARB-111: History of Barbering/Professional Image (3-0-3 / 45). Terminate the course, BARB-111: History of Barbering/Professional Image, as it will no longer be used in the Barbering Technical Diploma. A new course will replace this course with an updated title and student learning outcomes.

e) **Technical Division/BARB**

New Course: BARB-101: Introduction to Barbering (4-0-4 / 60). Creation of a new course, BARB-101: Introduction to Barbering, with the goal to provide an overview the history of barbering, LA State Board of Barber Examiners rules and regulations, and the personal and professional qualities required to be a successful barber-stylist. Course description: "History of barbering, the function of the LA Board"

f) **Technical Division/BARB**

Change of Course Lecture and Lab Hours: BARB-110: Sanitation and Safety for Barbers. Change the Lecture and Lab hours of BARB-110: Sanitation and Safety for Barbers *from* 2-4-3 / 90 *to* 3-3-3 / 90.

g) **Technical Division/BARB**

New Course: BARB-116: Science of Barbering (3-5-3 / 120). Creation of a new course, BARB-116: Science of Barbering, with the goal of introducing students to the basic science of barber-styling. Course description: "Overview of anatomy, physiology and histology as it relates to the barbering profession. Basic chemistry, electricity, disorders, and treatments of the skin, scalp, and hair are also explored."

h) **Technical Division/BARB**

Course Termination: BARB-114: Barbering Anatomy and Physiology (4-0-4 / 60). Terminate the course, BARB-114: Barbering Anatomy and Physiology, as it will no longer be used in the Barbering Technical Diploma. The new course BARB-116 will incorporate course content and learning outcomes previously addressed in this course.

i) **Technical Division/BARB**

Course Termination: BARB-115: Properties: Skin, Scalp, and Hair (3-2-3 / 75). Terminate the course, BARB-115: Properties: Skin, Scalp, and Hair, as it will no longer be used in the Barbering Technical Diploma. The new course BARB-116 will incorporate course content and learning outcomes previously addressed in this course.

- j) **Technical Division/BARB**
Course Termination: BARB-130: Chemistry for Barbers (1-2-2 / 45). Terminate the course, BARB-130: Chemistry for Barbers, as it will no longer be used in the Barbering Technical Diploma. The new course BARB-116 will incorporate course content and learning outcomes previously addressed in this course.
- k) **Technical Division/BARB**
Change of Course Title: BARB-212: Men's and Women's Haircutting and Styling I. Change the title of BARB-212: Men's and Women's Haircutting and Styling I *from* BARB-212: Men's and Women's Haircutting and Styling I *to* BARB-212: Barber-Styling I. Revised title more accurately reflects the content of the course.
- l) **Technical Division/BARB**
Change of Course Lecture and Lab Hours: BARB-212: Barber-Styling I (2-10-6 / 180). Change the lecture and lab hours of BARB-212: Barber-Styling I *from* 2-10-6 / 180 *to* 3-9-6 / 180.
- m) **Technical Division/BARB**
Change of Course Description: BARB-212: Barber-Styling I. Change the description of BARB-212: Barber-Styling I to state: "Treatment of the hair and scalp, theory and practical application of the art of cutting and styling men's hair and the care and fitting of men's' hairpieces are covered in this course." Current Description: "Theory and practical application of the art of cutting and styling mens' and womens' hair and the care and fitting of mens' hairpieces."
- n) **Technical Division/BARB**
Change of Course Co-requisite Requirements: BARB-212: Barber-Styling I. Co-requisite: BARB-110: Safety and Sanitation for Barbers. Current Co-requisite: None.
- o) **Technical Division/BARB**
Change of Course Lecture-Lab-credit and/Contact Hours: BARB-230: Barbershop Management (1-3-2 / 60). Change the lecture-lab-credit and/contact hours of BARB-230: Barbershop Management *from* 1-3-2 / 60 *to* 2-4-3 / 90).
- p) **Technical Division/BARB**
Change of Course Lecture-Lab-credit and/Contact Hours: BARB-142: Facial Massage and Treatments (2-8-4 / 150). Change the lecture-lab-credit and/contact hours of BARB-142: Facial Massage and Treatments *from* 2-8-4 / 150 *to* 2-6-3 / 120.

- q) **Technical Division/BARB**
Change of Course Prerequisites: BARB-142: Facial Massage and Treatments.
Prerequisite: "BARB-101: Introduction to Barbering, BARB-110: Safety and Sanitation for Barbers, and BARB-116: Science of Barbering." Current prerequisite: None.
- r) **Technical Division/BARB**
Change of Course Lecture-Lab-credit and/Contact Hours: BARB-214: Chemical Services for Barbers (3-8-4 / 165). Change the lecture-lab-credit and/contact hours of BARB-214: Chemical Services for Barbers *from* 3-8-4 / 165 *to* 3-7-4 / 150.
- s) **Technical Division/BARB**
Change of Course Prerequisites: BARB-214: Chemical Services for Barbers.
Prerequisite: "BARB-101: Introduction to Barbering, BARB-110: Safety and Sanitation for Barbers, and BARB-116: Science of Barbering." Current prerequisite: BARB-130
- t) **Technical Division/BARB**
Change of Course Description: BARB-214: Chemical Services for Barbers. Change the description of BARB-214: Chemical Services for Barbers to state: "Theory and practical application of chemical hair texture services." Current Description: "Theory and student performance of permanent waving and chemical hair relaxing."
- u) **Technical Division/BARB**
Change of Course Title: BARB-225: Men's and Women's Haircutting and Styling II. Change the title of BARB-225: Men's and Women's Haircutting and Styling II *from* BARB-225: Men's and Women's Haircutting and Styling II *to* BARB-225: Barber-Styling II. Revised title more accurately reflects the content of the course.
- v) **Technical Division/BARB**
Change of Course Lecture-Lab-credit and/Contact Hours: BARB-225: Barber-Styling II. Change the lecture-lab-credit and/contact hours of BARB-225: Barber-Styling II *from* 0-7-2 / 105 *to* 3-9-6 / 180.
- w) **Technical Division/BARB**
Change of Course Description: BARB-225: Barber-Styling II. Change the description of Barber-Styling II to state: "Theory and practical application of women's basic haircuts and hairstyles." Current Description: "Advanced student performance of mens' and womens' basic haircutting and styling and the care and fitting of mens' hairpieces."

- x) **Technical Division/BARB**
Change of Course Prerequisite Requirements: BARB-225: Barber-Styling II.
Prerequisites: BARB-101: Introduction to Barbering, BARB-110: Safety and Sanitation for Barbers, BARB-116: Science of Barbering, and BARB-212: Barber-Styling I. Current prerequisite: BARB-212.
- y) **Technical Division/BARB**
Change of Course Prerequisites: BARB-217: Hair Coloring for Barbers.
Prerequisite: "BARB-116: Science of Barbering." Current prerequisite: BARB-130.
- z) **Technical Division/BARB**
Change of Course Lecture-Lab-credit and/Contact Hours: BARB-251: Louisiana State Barber Board Review Laboratory (0-12-4 180). Change the lecture-lab-credit and/contact hours of BARB-251: Louisiana State Barber Board Review Laboratory *from* 0-12-4 / 180 *to* 0-11-3 / 165.
- aa) **Technical Division/BARB**
Change of Course Prerequisite Requirement: BARB-251: Louisiana State Barber Board Review Laboratory. Prerequisites: BARB-101: Introduction to Barbering, BARB-110: Safety and Sanitation for Barbers, BARB-116: Science of Barbering, and BARB-225. Current prerequisite: None: Current Co-requisite: BARB-250.
- bb) **Technical Division/BARB**
Program Revision: Technical Diploma in Barber-Styling. Revise the T.D. in Barber-Styling: DELETE: BARB-114: Barbering Anatomy and Physiology, BARB-115: Properties: Skin, Scalp, and Hair, and BARB-130: Chemistry for Barbers from Required Courses in Major; ADD: BARB-116: Science to Required Courses in Major. Total program hours **reduce** *from* 51 *to* 49. Adjust Suggested Sequence to reflect changes; addition of separate sequences for Fall Admission and Spring Admission.
- cc) **Science & Mathematics/BIOL**
New Course: BIOL-235: Forensic Biology (3-0-3 / 45). Creation of a new course, BIOL-235: Forensic Biology. The goal of the course is to provide students with the analytical preparation relevant to seeking advanced training within the forensic sciences or entry level employment in law enforcement analysis and research. Course Description: "Introduction to the principles and applications of the analysis and implications of common biological evidence recovered in crime scenes. Covers different disciplines such as observation skills, trace evidence collection, hair, fiber, DNA, death, human decomposition, blood, and fingerprint analyses." ([Direct Link to Master Syllabus](#))

dd) [Science & Mathematics/BIOL](#)

[New Course: BIOL-236: Forensic Biology Laboratory \(0-1-1 / 45\)](#). Creation of a new course, BIOL-236: Forensic Biology Laboratory. Course Description: "Laboratory component to accompany BIOL 235: Forensic Biology. Principles and applications of the analysis and implications of common biological evidence recovered in crime scenes. Covers different disciplines such as observation skills, trace evidence collection, hair, fiber, DNA, death, human decomposition, blood, and fingerprint analyses." ([Direct Link to Master Syllabus](#))

ee) [Science & Mathematics/General Education/Natural Sciences/BIOL](#)

[Addition of a Course to fulfill General Education/Natural Science Requirements: BIOL-235: Forensic Biology.](#)

ff) [Science & Mathematics/General Education/Natural Sciences/BIOL](#)

[Addition of a Course to fulfill General Education/Natural Science Requirements: BIOL-236: Forensic Biology Laboratory.](#)

gg) [Arts & Humanities/FNAR](#)

[Course Termination: FNAR-120: Art Appreciation.](#) The course is being replaced with FNAR-121: Introduction to Visual Arts.

hh) [Arts & Humanities/CDYC](#)

[Course Termination: CDYC-106: Child Development Associate \(CDA\) Prep I.](#) The course will be replaced with newer course(s) designed to address revised State curriculum requirements for childcare providers.

ii) [Arts & Humanities/CDYC](#)

[Course Termination: CDYC-107: Child Development Associate \(CDA\) Prep II.](#) The course will be replaced with newer course(s) designed to address revised State curriculum requirements for childcare providers.

jj) [Arts & Humanities/CDYC](#)

[New Course: CDYC-109: Strengthening the Care and Development of Young Children Module I \(3-0-3 / 45\)](#). Creation of a new course, CDYC-109: Strengthening the Care and Development of Young Children Module I. The goal is to introduce students to the CDA Competency Standards, NAEYC standards, CLASS domains, TS GOLD, and Louisiana Birth to Five Early Learning and Development Standards. Course description: "First of three courses required to apply for the Child Development Associate (CDA) Credential, or to apply towards the Birth to Kindergarten Program and/or an Early Childhood Ancillary Certificate. Includes a variety of developmentally appropriate practices and materials, learning experiences, and teaching strategies that promote the cognitive and communication skills of young children. Candidates learn to

implement curriculum activities that promote STEAM (science, technology, engineering, art, and mathematics) concepts.”

- kk) [Arts & Humanities/CDYC](#)
[New Course: CDYC-110: Strengthening the Care and Development of Young Children Module II \(3-0-3 / 45\).](#) Creation of a new course, CDYC-110: Strengthening the Care and Development of Young Children Module II. The goal of the course is to introduce students to the following CDA Competency Standards, NAEYC standards, CLASS domains, TS GOLD and Louisiana Birth to Five Early Learning and Development Standards. Course description: “Second of three courses required to apply for the Child Development Associate (CDA) Credential, or to apply towards the Birth to Kindergarten Program and/or an Early Childhood Ancillary Certificate. Classroom organization in regard to function, developmental appropriateness, engagement, safety, and management are discussed. Candidates learn how routines and nutritious meals are used as learning opportunities and how teachers observe, document, and assess children during their play and learning experiences.”
- ll) [Arts & Humanities/CDYC](#)
[New Course: CDYC-113: Strengthening the Care and Development of Young Children Module III \(3-0-3 / 45\).](#) Creation of a new course, CDYC-113: Strengthening the Care and Development of Young Children Module III. The goal of the course is to introduce students to the following CDA Competency Standards, NAEYC standards, CLASS domains, TS GOLD and Louisiana Birth to Five Early Learning and Development Standards. Course description: “Third of three courses required to apply for the Child Development Associate (CDA) Credential, or to apply towards the Birth to Kindergarten Program and/or an Early Childhood Ancillary Certificate. A variety of developmentally appropriate practices and teaching strategies that promote emotional support, behavioral support, and responsive caregiving of young children are reviewed. Candidates learn the importance of relationship building as the foundation of all important interactions with children and families.”
- mm) [Arts & Humanities/CDYC](#)
[Program Revision: Associate of Applied Science in Care and Development of Young Children.](#) Revise the A.A.S. in Care and Development of Young Children: DELETE: CDYC-106: Child Development Associate (CDA) Prep I and CDYC-107: Child Development Associate (CDA) Prep II from “Approved Electives.” ADD: CDYC-109: Strengthening the Care and Development of Young Children Module I, CDYC-110: Strengthening the Care and Development of Young Children Module II, and CDYC-113: Strengthening the Care and Development of Young Children Module III to “Approved Electives.” Total Program Hours remain the same.

- nn) [Arts & Humanities/CDYC](#)
[Program Revision: Career and Technical Certificate in Child Development Associate \(C.D.A.\) Preparation.](#) Revise the C.T.S. in Child Development Associate (C.D.A.) Preparation: DELETE: CDYC-106: Child Development Associate (CDA) Prep I and CDYC-107: Child Development Associate (CDA) Prep II from “Courses Required in Major” ADD: CDYC-109: Strengthening the Care and Development of Young Children Module I, CDYC-110: Strengthening the Care and Development of Young Children Module II, and CDYC-113: Strengthening the Care and Development of Young Children Module III to “Courses Required in Major.” Total Program Hours **increase from 6 to 9**. Adjust Suggested Sequence to reflect changes, by adding and addition semester to the program.
- oo) [Communication/ASLS](#)
[Change of Program Description: Student Learning Outcomes: Associate of Arts in American Sign Language Interpreting.](#) Review and approval of publication for the Student Learning Outcomes for the A.A. in American Sign Language Interpreting. Student Learning Outcomes: Demonstrate competency in American Sign Language and written and spoken English discourse to create and evaluate translations across languages for dynamic experience; Demonstrate minimum entry-level competency in interpreting between ASL and English; Describe and discuss the principles of interpreting profession’s code and apply this knowledge in ethical decision-making scenarios; Demonstrate knowledge of Deaf Culture including the values and influence of diverse cultural, historical, and global perspectives of and in the Deaf community; Apply knowledge and skills to function as cross-cultural mediators in order to transmit and transfer culturally based linguistic and nonlinguistic information.
- pp) [Technical Division/HVAC](#)
[Change of Program Description: Student Learning Outcomes: Technical Diploma in Master Heating, Ventilation, and Air-Conditioning/Refrigeration Technician.](#) Review and approval of publication for the Student Learning Outcomes for the T.D. in Master HVAC/R Technician. Student Learning Outcomes: Identify various components of HVAC/R systems, comprehend their functions and apply safety procedures in hands-on analysis and usage of current industry tools; Demonstrate correct procedures for application design of HVAC/R systems and identify the correct application of jurisdictional codes involved in installations; Identify and perform diagnostic techniques of electrical/electronic components of HVAC/R control systems; Demonstrate how to troubleshoot, maintain, and repair HVAC/R systems in accordance with EPA and HVAC Excellence best practices; Operate, install, maintain, and repair residential, commercial, and light industrial HVAC/R systems; Perform basic business, employability, and customer service skills; Demonstrate competency on concepts and theory for EPA licensing.

- qq) **Technical Division/HVAC**
Change of Program Description: Student Learning Outcomes: Certificate of Technical Studies in Certified Heating, Ventilation, and Air-Conditioning Technician. Review and approval of publication for the Student Learning Outcomes for the C.T.S. in Certified HVAC Technician. Student Learning Outcomes: Identify various components of HVAC systems, comprehend their functions and apply safety procedures in hands-on analysis and usage of current industry tools; Perform procedures for application design of HVAC systems and identify the correct application of jurisdictional codes involved in installations; Identify and perform diagnostic techniques of electrical/electronic components of HVAC control systems; Demonstrate how to troubleshoot, maintain, and repair HVAC systems in accordance with EPA and HVAC Excellence best practices; Operate, install, maintain, and repair residential HVAC systems; Perform basic business, employability, and customer service skills; Demonstrate competency on concepts and theory for EPA licensing.
- rr) **Technical Division/WELD**
Change of Program Description: Student Learning Outcomes: Certificates of Technical Studies in Welding: FCAW & GMAW; Welding: GTAW; and Welding: SMAW. Review and approval of publication for the Student Learning Outcomes for the C.T.S. in Welding: FCAW & GMAW; Welding: GTAW; and Welding: SMAW. Student Learning Outcomes: Apply safe working practices as defined by OSHA in a welding environment; Interpret blueprints and weld parts to specification; Demonstrate the ability to select appropriate tools, welding supplies, and equipment; Complete welds and cuts using (SMAW) Shielded Metal Arc Welding, (GTAW) Gas Tungsten Arc Welding, (FCAW) Flux-cored Arc Welding, and/or GMAW (Gas Metal Arc Welding) techniques; Complete welds that meet industry and American Welding Society (AWS) standards.
- ss) **Technical Division/ELEC**
Change of Program Description: Student Learning Outcomes: Certificates of Technical Studies in Electrician: Commercial; Electrician: Residential; and Electrician: Small Industrial. Review and approval of publication for the Student Learning Outcomes for the C.T.S. in Electrician: Commercial; Electrician: Residential; and Electrician: Small Industrial. Student Learning Outcomes: Demonstrate a thorough knowledge and understanding of electrical theory and its application to lighting, power, and control equipment; Implement the instructions given in plans and specifications pertaining to electrical installations; Interpret and apply the National Electric Code (NEC) and safety standards; Demonstrate the ability to read, interpret, and estimate materials from, a blueprint; Apply electrical theory to troubleshoot, repair, and conduct routine maintenance of electrical systems and equipment; Apply electrical theory to wire residential, commercial, and/or industrial structures.

- tt) [Technical Division/CARP](#)
[Change of Program Description: Student Learning Outcomes: Certificate of Technical Studies in Carpentry.](#) Review and approval of publication for the Student Learning Outcomes for the C.T.S. in Carpentry. Student Learning Outcomes: Apply and observe the required safety standards in residential construction; Demonstrate the safe use of the appropriate tools, equipment, materials, and techniques as required to carry out work on a building project; Construct projects by interpreting blueprints, drawings, and specifications, applying building codes where applicable; Estimate materials and labor costs to complete a building project; Use math computations, formulas, and measurements required in the carpentry field; Perform general carpentry skills, apply codes, and safety standards; Identify, compute, and apply measurements in the planning and layout processes used in the construction industry; Demonstrate the ability to troubleshoot and repair problems related to carpentry operations; Combine theory, principles and procedures using critical thinking and the appropriate materials, tools/equipment to construct a residential dwelling.
- uu) [Technical Division/COSM](#)
[Change of Program Description: Student Learning Outcomes: Technical Diploma in Cosmetology.](#) Review and approval of publication for the Student Learning Outcomes for the T.D. in Cosmetology. Student Learning Outcomes: Apply sufficient knowledge to pass the Louisiana State Board of Cosmetology; Demonstrate an understanding of basic business, record-keeping and accounting skills and the ability to succeed as a small business owner; Analyze client needs and information to provide a professional, customized client service; Demonstrate customer service skills, professional skills, and behaviors commensurate with industry expectations; Apply appropriate cosmetology techniques dependent upon client needs, including hair analysis, haircutting, hair coloring, hair styling, perming and relaxing hair, and installing artificial hair; Apply safety and sanitation procedures in accordance with Louisiana State Board of Cosmetology regulations; Use and maintain a variety of cosmetology tools and equipment; Perform basic skin and nail care services including manicuring, pedicuring, facials, superfluous hair removal, and makeup application; Demonstrate salon management skills include front desk operations, dispensary inventory and loss prevention, and self-marketing.
- vv) [Technical Division/BARB](#)
[Change of Program Description: Student Learning Outcomes: Technical Diploma in Barber-Styling.](#) Review and approval of publication for the Student Learning Outcomes for the T.D. in Barber-Styling. Student Learning Outcomes: Apply sufficient knowledge to pass the Louisiana State Board of Barber Examiners; Demonstrate an understanding of basic business, record-keeping and accounting skills and the ability to succeed as a small business owner; Analyze

client needs and information to provide a professional, customized client service; Demonstrate customer service skills, professional skills, and behaviors commensurate with industry expectations; Apply appropriate cosmetology techniques dependent upon client needs, including hair analysis, haircutting, facial massage, beard and moustache trimming, shaving and designing, installing hairpieces, hair coloring, hair styling, perming and relaxing hair and other chemical services; Apply safety and sanitation procedures in accordance with Louisiana State Board of Cosmetology regulations; Use and maintain a variety of cosmetology tools and equipment; Perform basic skin and nail care services including manicuring, pedicuring, facials, superfluous hair removal, and makeup application; Demonstrate salon management skills include front desk operations, dispensary inventory and loss prevention, and self-marketing.

ww) **Technical Division/MTTC**

Change of Program Description: Student Learning Outcomes: Certificate of Technical Studies in Precision Machining. Review and approval of publication for the Student Learning Outcomes for the C.T.S. in Precision Machining. Student Learning Outcomes: Demonstrate responsible and ethical safety practices in a manufacturing environment; Interpret blueprints for machining; Demonstrate accuracy in measurements and calculations required to produce precision parts; Complete manual machine part production to industry standards; Complete computer numerical machine part production to industry standards; Demonstrate proficiency in troubleshooting applications; Set-up and operate CNC machines.

xx) **Business & Technology/BSMG**

Concept Proposal for a new Instructional Program: Certificate of Technical Studies in Business Systems Design. Creation of a new instructional program, the C.T.S. in Business Systems Design. The 10-course, 30-credit hour Certificate of Technical Studies program in Business Systems Design is mapped to outcomes and competencies developed by industry. The proposed program was created in conjunction with DXC Technologies, who plan to hire 2000 employees in the New Orleans area over the next five year period. Business System Designers typically design, develop, and manage complex solutions and systems over their lifecycle. Drawing on an interdisciplinary systems design approach that can be applied to any field, the proposed program provides an overview of the process of developing documentation for any system, from initial scoping through detailed design. Instruction will include defining the systems design challenges, defining functional requirements, and objectively measuring the value of any potential systems design solution. Note: all courses, with the exception of one are existing at the College, and plans are in place to create a concentration with the existing A.A.S. in Business & Management where the proposed certificate may be completed as an exit point.

- yy) **Business & Technology/BSMG**
Program Revision: Associate of Applied Science in Business & Management. Creation of a new concentration within the A.A.S. in Business & Management. Concentration in Business Systems Design. The goal of the Concentration is to provide students with knowledge required to work in a professional environment contributing to the design of business systems.
- zz) **Business & Technology/BUSG**
New Course: BUSG-145: Principles of Banking (3-0-3 / 45). Creation of a new course, BUSG-145: Principles of Banking. The goal of the course is to provide foundational knowledge necessary for a career in banking and/or financial services. Course description: "An overview the banking industry. Topics include the language and documents of banking, checking process, teller functions, deposit functions and the role of the bank in the community. Course may be offered on campus, hybrid or online."
- aaa) **Business & Technology/BUSG**
New Course: BUSG-165: Consumer Lending (3-0-3 / 45). Creation of a new course, BUSG-165: Consumer Lending. The goal of the course is to provide an overview of consumer credit for students interested in careers in consumer lending, consumer credit as well as current bank employees who need to understand consumer credit. Course description: "Forming a loan policy, generating applications, learning about the credit investigation, and understanding the evaluation of and decisions that go into every loan application. May be offered in a traditional classroom setting, hybrid or online."
- bbb) **Business & Technology/BUMG**
Concept Proposal for a new Instructional Program: Certificate of Technical Studies in Banking and Lending Assistant. Creation of a new instructional program, the C.T.S. in Banking and Lending Assistant. The six-course, 18-hours C.T.S. is designed to provide fundamental knowledge and skills to individuals seeking entry-level positions in the retail banking industry - primarily in branch banking and direct customer service/sales. Career options include: bank teller, new account clerk, statement clerks, bill and account collectors and loan interviewers.
- ccc) **Business & Technology/BSMG**
Program Revision: Associate of Applied Science in Business & Management. Creation of a new concentration within the A.A.S. in Business & Management. Concentration in Banking and Finance. The goal of the Concentration is to prepare students to succeed in a variety of positions in the retail banking industry, primarily in branch banking, consumer lending, and direct customer service and sales. Career options include: loan officers and interviewers, bank tellers, new account clerks, statement clerks, and credit analysts.

VII. Consent Agenda

a) **Business & Technology/ACCT**

Change of Prerequisite Requirements: ACCT-205: Introduction to Financial Accounting: Change the prerequisites to state: "Readiness for MATH-130."
Current prerequisites: "Completion of MATH-094 or MATH-120."

VIII. Old Business

IX. Next Meeting November 16, 2018

X. Adjournment