



CURRICULUM COMMITTEE MEETING

Friday, September 6, 2019, 2:00 p.m.

City Park Campus, Student Life Center, ~~Bayou LaFourche~~ (Building 23, Second Floor)

Location Changed at Meeting time to: Lac Maurepas

MINUTES

I. Call to Order

The meeting was called to order by Harold Gaspard, Chair, at 2:05pm

II. Roll Call

Present Were:

Revaz Akirtava	Karen Muhsin
Sal Anselmo	Cheryl Myers
Malene Arnaud-Davis	Jim Newchurch
Jennifer Bennett	Jay Randolph
Jesse Boyd	Kenneth Ripberger
Jason Briggs	Patti Ross
Maria Cisneros	Vance Roux
Caitlin Cooper	Jeanne Samuel
Emily Cospier	Michael Santos
Raymond Duplessis	Deborah Skevington
Dorothy Elder	Jeffery Smith
Lilian Gamble	Tim Stamm
Harold Gaspard	Erin vonStueben
Sarah Inman	Kenneth Williams
Monecia Moody	

Attending to

Other Business:

John Arbour	Linda Kieffer
Abdelrahim Ayyad	Cherie Kay LaRocca
Peter Cho	Patrice Moore
Arnel Cosey	David Sanders
Lesha Coulon	Janet Gauthier Stephens
Emmett Davis	Sara Strickland
Tamika Duplessis	Tedd Walley
Marcus Etienne	Arlanda Williams
Michelle Greco	Kiedra Williams
John Hazzard	Theo Worrell
Larisia Jones	

Guests:

Traci King	Darlene Williams
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III. Call for Public Comments (LA R.S. 42:26, 2010, No. 861, sec 23)

IV. Minutes of meeting of May 3, 2019

The Minutes of the Meeting of May 3, 2019, were reviewed and accepted as presented.

V. 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
Note: Table *Statewide General Education Requirements*.

VI. General Education / Articulation Initiatives – Tim Stamm

- a) Board of Regents for Louisiana Higher Education: Transfer/Articulation Matrix and Common Course Catalog for AY: 2019-2020
- b) General Agreement: Southern University at New Orleans General Transfer Agreement
- c) Articulation Agreement: Southeastern Louisiana University: Associate of Science in Nursing to Bachelor of Science in Nursing
- d) Credit Eligibility Agreement: New Orleans Culinary and Hospitality Institute credit eligibility for Culinary Arts and Pastry Arts coursework.
- e) Articulation Agreement: Nunez Community College: Nunez to Delgado: Associate of Applied Science in Veterinary Technology; Associate of Applied Science in Respiratory Technology; Delgado to Nunez: Associate of Applied Science in Process Technology; Associate of Applied Science in Aerospace Manufacturing Technology

VII. Curriculum Operations Report – Tim Stamm

VIII. New Business

- a) *The agenda was reordered and items were combined for discussion. Original Placement Items VII.a to VII.j*

Communication/ENGL

Change of Course Description: ENGL-112: Writing for Business and Industry. Change the description of ENGL-112: Writing for Business and Industry to state: "LCCN: CENL 2513: Introduction to professional writing; may include technical writing, business writing, editing, and/or basic rhetorical forms." Current description: "Writing and communication skills for specialized technical areas. Research paper required." The change of description reflects State of Louisiana Common Course Titles, as required by Louisiana ACT 356 (2009); subsection 3164.

Communication/ENGL

Change of Course Title: ENGL-112: Writing for Business and Industry. Change the title of ENGL-112: Writing for Business and Industry *from* ENGL-112: Writing for Business and Industry *to* ENGL-112: Foundations of Professional Writing." The change of title reflects State of Louisiana Common Course Titles, as required by Louisiana ACT 356 (2009); subsection 3164.

Arts & Humanities/HIST

Change of Course Description: HIST-141: African-American History. Change the description of HIST-141: African-American History to state: "LCCN: CHIS 2103: Overview of African-American history from the early 17th century to the present." Current description: "Social, political, and cultural history of African-Americans." The change of description reflects State of Louisiana Common Course Titles, as required by Louisiana ACT 356 (2009); subsection 3164.

Science & Mathematics/MATH

Change of Course Description: MATH-123: Elementary Number Structure. Change the description of MATH-123: Elementary Number Structure to state: "LCCN: CMAT 1413: Topics include numeral systems, theory of arithmetic, whole numbers, integers, rational numbers, decimal representations, real numbers, probability, and statistics with an emphasis on problem solving." Current description: "Sets, logic, number systems, elementary number theory, real numbers, integers, rational numbers, basic algebra concepts, introduction to elementary probability and statistics, and computer literacy. Intended for students in Early Childhood and Elementary Education programs." The change of description reflects State of Louisiana Common Course Titles, as required by Louisiana ACT 356 (2009); subsection 3164.

Science & Mathematics/MATH

Change of Course Title: MATH-123: Elementary Number Structure. Change the title of MATH-123: Elementary Number Structure *from* MATH-123: Elementary Number Structure *to* MATH-123: Math for Elementary Teachers. The change of description reflects State of Louisiana Common Course Titles, as required by Louisiana ACT 356 (2009); subsection 3164.

Science & Mathematics/MATH

Change of Course Description: MATH-124: Elementary Geometry. Change the description of MATH-124: Elementary Geometry to state: “LCCN: CMAT-1423: A study of basic Euclidean geometry, measurement and probability and statistics, chosen to give the elementary school teacher the mathematical background necessary for the present elementary school curriculum.” Current description: “Probability, statistics, and experimental geometry of 2- and 3-dimensional space: points, lines, planes, space, measurement, congruence, similarity, symmetry, parallelism, perpendicularity, perimeter area, volume and coordinate geometry. Intended for students in Early Childhood and Elementary Education programs.” The change of description reflects State of Louisiana Common Course Titles, as required by Louisiana ACT 356 (2009); subsection 3164.

Science & Mathematics/MATH

Change of Course Title: MATH-124: Elementary Geometry. Change the title of MATH-124: Elementary Geometry *from* MATH-124: Elementary Geometry *to* MATH-124: Geometry for Elementary Teachers. The change of title reflects State of Louisiana Common Course Titles, as required by Louisiana ACT 356 (2009); subsection 3164.

Business & Technology/BUSG

Change of Course Description: BUSG-224: Business Computer Applications. Change the title of BUSG-224 to state: “LCCN: CBUS-2203: Business applications most commonly used for data driven decision making and presentations, particularly spreadsheets and databases.” Current description: “Course focuses on the business applications most commonly used by today’s business professionals for data-driven decision making. Extensive coverage of spreadsheets and databases and how they are used in business decisions. Students will also create simple presentations and web pages. Includes Visual BASIC for Applications and macros. Course assumes students have a working knowledge of Windows, Microsoft Word, and the World Wide Web.” The change of title reflects State of Louisiana Common Course Titles, as required by Louisiana ACT 356 (2009); subsection 3164.

Science & Mathematics/BIOL

Change of Course Description: BIOL-246: Genetics Laboratory. Change the description of BIOL-246: Genetics Laboratory to state: “LCCN: CBIO 2511. Laboratory designed to supplement Genetics.” Current description: “Laboratory designed to accompany Genetics.” The change of title reflects State of Louisiana Common Course Titles, as required by Louisiana ACT 356 (2009); subsection 3164.

Allied Health/HESC

Change of Course Description: HESC-111: Medical Terminology. Change the description of HESC-111: Medical Terminology to state: “LCCN: CHLT 1103: Language of health and medicine, to include word construction, pronunciation, spelling, definition and use of terms related to all areas of medical science, hospital service and health related professions: leads to basic knowledge of

abbreviations and terminology pertinent to anatomy, pathology, surgical procedures, diagnostic procedures and symptomatology.” Current description: “Terminology and vocabulary commonly used in health care field. Origin of words with emphasis on suffixes, prefixes, roots, abbreviations and terminology pertinent to body systems.” The change of title reflects State of Louisiana Common Course Titles, as required by Louisiana ACT 356 (2009); subsection 3164. Motion to accept proposals [**Motion: Lilian Gamble; Second: Ray Duplessis; Carried, Unanimously**].

- b) *The agenda was reordered. Original Placement Item VII.k.*

Business & Technology/BSMG

Final Approval of Curriculum: Associate of Applied Science in Business & Management, with a concentration in Banking and Lending Assistant.

Motion to accept proposal [**Motion: Deborah Skevington; Second: Maria Cisneros; Carried, Unanimously**].

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

Business & Technology/BSMG

Final Approval of Curriculum: Associate of Applied Science in Business & Management, with a concentration in Business Systems Design. Motion to accept proposal [**Motion: Michael Santos; Second: Jay Randolph; Carried, Unanimously**].

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

Science & Mathematics/MATH

New Course: MATH-097: Intensive Intermediate Algebra (5-0-5 / 75). Creation of a new course, MATH-097: Intensive Intermediate Algebra, designed to prepare the student for college-level Mathematics courses. Course description: “Concepts and techniques of elementary and intermediate algebra; solving and evaluating linear equations; evaluating expressions and polynomials; factoring polynomials; rational expressions: simplifying expressions containing radicals; radicals and quadratic equations; solving application problems.” Note: Course has been offered as a Special Topics in Science & Mathematics since Spring 2019, and is part of a Developmental Education redesign. Motion to accept proposal [**Motion: Raymond Duplessis; Second: Jennifer Bennett; Carried, Unanimously**].

- e) *The agenda was reordered. Original Placement Item VII.n*

Business & Technology/CMIN

New Course: CMIN-295: Internship (0-10-3 / 150). Creation of a new course, CMIN-295: Internship, designed to provide students with the opportunity to apply knowledge gained in the program to a work setting. Course description: “Capstone course designed to be completed in a student’s last semester of the degree program. Students will engage in supervised study in an approved area of the discipline to gain practical and work experience; or, to develop intensive

research, seminars, or reports in a specific computer information technology area of study.” Note: Course has been offered as a Special Topics in Business & Technology since Fall 2019. Motion to accept proposal [**Motion: Raymond Duplessis; Second: Lilian Gamble; Carried, Unanimously**].

- f) *The agenda was reordered and items were combined for discussion. Original Placement Items VII.o to VII.p.*

Allied Health/RADT

Change of Program Description: Associate of Applied Science in Radiologic Technology. Change the description of the A.A.S. in Radiologic Technology as follows: Add the following sentence to admission criteria: “Optional, but strongly recommended courses include: BIOL-251, BIOL-253, and ENGL-101.” Add the same information as a numbered category under the application criteria list as fourth entry.

Allied Health/RADT

Program Revision: Associate of Applied Science in Radiologic Technology. Revise the A.A.S. in Radiologic Technology as follows: Delete: ‘Prerequisite’ category. Total program hours remain the same. Adjust Suggested Sequence to reflect changes and to note all General Education courses are completed prior to program entry. Motion to accept proposals [**Motion: Jennifer Bennett; Second: Jay Randolph; Carried, Unanimously**].

- g) **Academic Affairs/Curriculum & Program Development**

Student Learning Outcomes: Progress report on the publication of Student Learning Outcomes in the College Catalog. Based on 2018-2019 Catalog: 69.7% Program Student Outcomes have been reviewed and published in the 2019-2020 Catalog (53 of 76 programs). By Credential Type: Associate Degree: 73.5% published (25 of 34); Technical Diploma: 100% published (4 of 4); Certificate programs: 63.1% published (24 of 38). Based on the 2019-2020 Catalog: 59.5% of Program Student Learning Outcomes have been reviewed and published (59 of 99 programs). By Credential Type: Associate Degree: 73.5% published (25 of 34); Technical Diploma: 100% published (4 of 4); Certificate programs: 50.8% published (31 of 61). [**Report Only: No action required**].

IX. Consent Agenda

- a) **Allied Health/FSED**

Change of Program Description: Certificate of Technical Studies in Funeral Service. Change the program description to add the following: “This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE

accredited program is required.” Additional statement is an Accrediting Agency requirement.

Motion to accept Consent Agenda [**Motion: Lilian Gamble; Second: Debbie Skevington; Carried, Unanimously**].

X. Old Business

a) **Business & Technology/ARCH**

Suspension of Approved Program Revisions: Associate of Applied Science in Architectural/Design Construction Technology. Suspend the comprehensive program revisions, as proposed and approved by the Curriculum Committee February 22, 2019. See Agenda item VII.k to item VII.u; note General Education/Humanities impact, Agenda item VII.l and VII.m. See Minutes of Meeting item VII.k to item VII.s. Note: request conditionally approved by Curriculum & Program Development and Vice Chancellor for Academic Affairs, pending Committee Review/Discussion. Motion to accept proposal [**Motion: Emily Cosper; Second: Michael Santos; Carried, Unanimously**].

b) **Business & Technology/ELET**

Suspension of Approved Program Revisions: Associate of Science in Electrical/Electronics Engineering Technology. Suspend the comprehensive program revisions, as proposed and approved by the Curriculum Committee February 1, 2019. See Agenda item VI.b to VI.ee. See Minutes of Meeting VI.b. to VI.y. Note: request conditionally approved by Curriculum & Program Development and Vice Chancellor for Academic Affairs, pending Committee Review/Discussion. Motion to accept proposals [**Motion: Jay Randolph; Second: Jennifer Bennett; Carried, Unanimously**].

XI. **Next Meeting** September 20, 2019

XII. **Adjournment** 3:05 p.m.