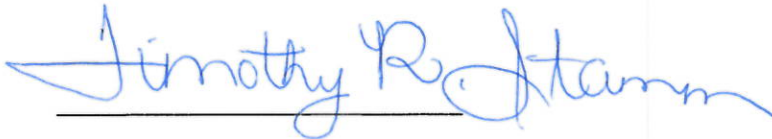## LA-R.S. 42.171 CERTIFICATION

I certify that the February 26, 2021, Delgado Community College Curriculum Committee meeting will be held via videoconference in accordance with LA R.S. 42.17.1.

The State of Louisiana continues to operate under a state of public health emergency declared by the governor, as most recently renewed in Proclamations 171 JBE 2020 and 118 JBE 2020 (September 11, 2020). As a result, a traditional public meeting would be detrimental to the health, safety, and welfare of the public. The February 26, 2021, meeting of the Curriculum Committee concerns matters directly related to the Committee's Charter, PPM: AA-1622.1D: Charter: Committee on Curriculum; specifically, the role of the Committee to evaluate recommended curriculum changes.

Pursuant to LA-R.S. 42.17.1, Delgado Community College will provide for attendance by the public at the meeting of February 26, 2021, via video or teleconference, in a manner that allows for observation and input by members of the public, including a mechanism to receive electronic comment both prior to and during the meeting, as set forth in this notice, posted February 19, 2021.

Public comments can be made prior to the meeting, using an on-line form. **More information about the Public Comment Form**.

The meeting may be viewed via a live stream. **More information about the Live Stream**.

Timothy R. Stamm
Executive Director, Curriculum & Program Development

Delgado
COMMUNITY COLLEGE

CURRICULUM COMMITTEE MEETING
Friday, February 26, 2021, 2:00 p.m.
Virtual Meeting (via Zoom)**

MINUTES

I. **Call to Order**
The meeting was called to order at 2:05 p.m, by Tim Stamm, Assistant Chair.

II. **Roll Call**

Present Were:

Revaz Akirtava	Linda Hueschen
Cristina Alvardo-Suarez	Sarah Inman
Malene Arnaud-Davis	Karen Muhsin
Abdelrahim Ayyad	Patty Ross
Jennifer Bennett	Vance Roux
Jesse Boyd	Michael Santos
Jason Briggs	Deborah Skevington
Peter Cho	Tim Stamm
Maria Cisneros	Janet Gauthier Stephens
Caitlin Cooper	Sara Strickland
Lesha Coulon	Tedd Walley
Lilian Gamble	Angela Wilson
Harold Gaspard	

Attending to
Other Business:

Sal Anselmo	Monecia Moody
John Arbour	Patrice Moore
Emily Cosper	Jim Newchurch
Emmett Davis	Kenneth Ripberger
Ty Delger	David Sanders
Tamika Duplessis	Mostofa Sarwar
Michelle Greco	Erin vonSteuben
Larisia Jones	Kenneth Williams
Cherie Kay LaRocca	Arlanda Williams
Mavis Larrimer	

III. **Call for Public Comments (LA R.S. 42:26, 2010, No. 861, sec 23)**
**Governor's temporary approval for virtual meetings in light of COVID-19 'shelter-at-home'

IV. **Minutes of meeting of November 20, 2021**
The minutes of the meeting were reviewed and accepted as presented

V.   Curriculum Operations Report – Tim Stamm

VI.   New Business

a) *The agenda was reordered and items were combined for discussion. Original Placement Items VIa. to VIb.*
Business & Technology/CULA/PAST
Change of Course Prerequisite Requirements: PAST-218: Baking and Pastry Café. Change the prerequisites of PAST-218: Baking and Pastry Café to PAST-200: Contemporary Desserts and CULA-214: Restaurant and Hospitality Supervision. Current Prerequisites: PAST-200: Contemporary Desserts and PAST-204: Specialty Decoration and Showpiece Design.
Business & Technology/CULA/PAST
Change of Course Laboratory and/Contact Hours: PAST-218: Baking and Pastry Café. Laboratory and/Contact hours of PAST-218: Baking and Pastry Café *from* 2-4-3 / 80 *to* 2-7-3 /135 (Laboratory hours **increase** *from* 4 *to* 7; Contact hours **increase** *from* 80 *to* 135). Motion to accept proposals **[Motion: Harold Gaspard; Second: Lilian Gamble; Carried, Unanimously].**

b) *The agenda was reordered and items were combined for discussion. Original Placement Items VI.c. to VI. d.*
Business & Technology/CULA
Change of Course Requisite Requirements: CULA-217: Culinary Café. Change the prerequisites of CULA-217: Culinary Café to CULA-210: Introduction to Garde Manger and CULA-214: Restaurant and Hospitality Supervision. Current prerequisites are too voluminous to list (fourteen courses listed).
Business & Technology/CULA
Change of Course Laboratory and/Contact Hours: CULA-217: Culinary Café. Change the lecture, laboratory and credit of CULA-217: Culinary Café *from* 2-7-4 / 135 *to* 2-7-3 / 135. Motion to accept proposals **[Motion: Peter Cho; Second: Harold Gaspard; Carried, Unanimously].**

c) *Agenda was reordered. Original Placement Item VI. e*
Business & Technology/CULA
Program Revision: Associate of Applied Science in Culinary Arts. Revise the A.A.S. in Culinary Arts: Required Courses in Major: **Reduce** Area of Concentration *from* 22 *to* 18; concentrations remain within definition at 38 percent. Concentration in Professional Culinarian: DELETE: CULA-218: Culinary Capstone; Concentration in Baking and Pastry Arts: DELETE: PAST-217: Pastry Arts Capstone. Total program hours **decrease** *from* 66 *to* 62. Adjust Suggested Sequence to reflect changes: Professional Culinarian, Fifth Semester reduces from 9 to 8, as a result of course hours changes; DELETE: Sixth Semester; Sequence **reduces** *from* six semesters *to* five semesters. Concentration in Baking and Pastry Arts, DELETE: Sixth Semester; Sequence **reduces** *from* six semesters *to*

five semesters. Motion to accept proposal **[Motion: Lilian Gamble; Second: Harold Gaspard; Carried, Unanimously].**

d) *Agenda was reordered. Original Placement Item VI. f*
Business & Technology/CULA
Program Revision: Certificate of Technical Studies in Culinary Management. Revise the C.T.S. in Culinary Management: Required Courses in Major: DELETE: PAST-101: Introduction to Baking and Pastry as an OR choice with CULA-101: Introduction to Culinary Arts; DELETE: PAST-102: Baking and Pastry Skills Lab I as an OR choice with CULA-102: Basic Culinary Skills. ADD: CULA-109: Concepts in Culinary Arts as an OR choice with CULA-102: Basic Culinary Skills. DELETE: CULA-213: Nutrition for the Culinary Professional; ADD: BUSG-115: Starting a New Business. Approved Electives: Delete: BUSG-252: Entrepreneurial Finance from the list of options. Total program hours **increase** *from* 27 *to* 28-29. Adjust suggested sequence to reflect changes, specifically First Semester: Delete: PAST-101 as an OR choice with CULA-101; Second Semester: Delete: PAST-102 as an OR choice with CULA-102; ADD: CULA-109 as an OR choice with CULA-102; Delete: CULA-213: Nutrition for the Culinary Professional and ADD: BUSG-115: Starting A New Business. Semester hours increase *from* 13 *to* 14 or 15. Total program hours **increase** *from* 27 *to* 28-29. Motion to accept proposal **[Motion: Harold Gaspard; Second: Peter Cho; Carried, Unanimously].**

e) *The agenda was reordered and items were combined for discussion. Original Placement Items VI. g. to VI. l*
Business & Technology/BUSL/Paralegal
New Course: BUSL-165: Legal Research (3-0-3 / 45). Creation of a new course, BUSL-165: Legal Research, designed develop skills in conducting and using legal research. Course description: "Introduction to the skills necessary for effective identification, analysis, and research of legal issues. Students will formulate and execute research strategies effectively utilizing contemporary information resources." Prerequisite: BUSL-202: Introduction to the Legal Profession.
Business & Technology/BUSL/Paralegal
New Course: BUSL-175: Legal Writing (3-0-3 / 45). Creation of a new course, BUSL-175: Legal Writing, designed to develop specialized legal writing skills. Course description: "Effective legal writing is emphasized through research projects requiring students to draft legal memoranda and opinion letters which meet professional standards in format, style, and quality." Prerequisite: BUSL-202: Introduction to the Legal Profession.
Business & Technology/BUSL/Paralegal
New Course: BUSL-180: Litigation & Trial Preparation (3-0-3 / 45). Creation of a new course, BUSL-180: Litigation & Trial Preparation, designed to provide an overview of the legal case process. Course description: "Focuses on drafting skills and the procedural rules and statutes governing state and federal civil courts. It is designed to take the student through all facets of a case: the initial

client interview, the initiation of a case (or alternative dispute remedies), preparation of pleadings and discovery, motion practice, drafting of settlement and trial documents, and the appellate process." Prerequisite: BUSL-202: Introduction to the Legal Profession.

Business & Technology/BUSL/Paralegal

New Course: BUSL-185: Technology in the Law Office (3-0-3 / 45). Creation of a new course, BUSL-185: Technology in the Law Office, designed to provide an overview of specialty computer programs used in the modern law office. Course description: "Overview of the use of computers and legal specialty computer software programs in the modern law office. Students use hands on computer exercises using professional software programs frequently used by paralegals, including billing software, spreadsheets and litigation support software."

Business & Technology/BUSL/Paralegal

New Course: BUSL-195: Legal Ethics (3-0-3 / 45). Creation of a new course, BUSL-195: Legal Ethics, designed to provide an overview of the ethical duties and responsibilities of those working in the legal profession. Course description: "In-depth study of the Code of Professional Responsibility, legal ethics and necessary requirements for paralegal to properly function in the modern law office. Emphasis will be upon legal ethical consideration, disciplinary rules for attorneys and the relationship of the paralegal to the supervising attorney, the client, and the community." Prerequisite: Prerequisite: BUSL-202: Introduction to the Legal Profession.

Business & Technology/BUSL/Paralegal

New Course: BUSL-275: Legal Internship/Practicum (0-10-3 / 150). Creation of a new course, BUSL-275: Legal Internship/Practicum, designed as a capstone/application course taken prior to program completion. Course description: "Capstone course where students apply and further develop skills and knowledge learned on the job. In addition to completing readings and assignments, student must be employed a total of 120 hours in an approved job setting related to their major." Prerequisite: Permission of Department Chair/Division." Motion to accept proposals **[Motion: Lilian Gamble; Second: Janet Gauthier Stephens; Carried, Unanimously].**

f) *The agenda was reordered. Original Placement Item VI. m.*
   Business & Technology/BUSL/Paralegal
   Final Approval of Curriculum: Associate of Applied Science in Paralegal Studies. Final approval of the A.A.S. in Paralegal Studies, to include program description, course outline, suggested sequence, and program student learning outcomes. Program Description: "~~The goal of the Paralegal Studies program is to provide students with an educational experience that will prepare them for a life-long career in the Paralegal profession. Paralegals are found in all types of organizations, but most are employed by law firms, corporate legal departments, and various government offices.~~ **The curriculum for an Associate of Applied Science in Paralegal Studies is a sixty (60) credit hour program. It is designed to**

meet the requirements of the American Bar Association (ABA) and the national Federated Paralegals Association (NFPA). It offers students a background in the legal fundamentals, appropriate skills, and practical experience necessary for professional development. While lawyers assume ultimate responsibility for legal work, they often delegate many of their tasks to paralegals. Paralegals are continuing to assume a growing range of tasks in the contemporary legal office. Paralegals assist lawyers prepare for closings, hearings, trials, and corporate meetings. Paralegals might investigate the facts of cases and ensure all relevant information is considered. They also identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases. Student Learning Outcomes: Upon successful completion of the Paralegal Studies Associate of Applied Science degree program, the graduate will be able to: Apply analytic, critical thinking and research skills to fact situations within a legal context. ~~Demonstrate professional skills necessary to a paralegal career, including~~ **Use** oral and written communication and technology skills. ~~Adhere to~~ **Identify and explain** professional and ethical standards appropriate to the legal profession. Use effective personal, interpersonal, time and project management skills required in the legal profession. Apply legal concepts including jurisdiction, contract law, property law, agency and business organization types.. Motion to accept proposal **[Motion: Harold Gaspard; Second: Peter Cho; Carried, Unanimously].**

g) *The agenda was reordered and items were combined for discussion. Original Placement Items VI. n. to VI. o*
Business & Technology/ARCH
Change of Course Prerequisite Requirement: ARCH-210: Architectural Design III. Change the prerequisite of ARCH-210: Architectural Design III to ARH-120: Architectural Design II. Current prerequisite: ARCH-110: Architectural Design I.

Business & Technology/ARCH
Change of Course Prerequisite Requirement: ARCH-285: Architectural Design IV. Change the prerequisite of ARCH-285: Architectural Design IV to ARCH-210: Architectural Design III. Current prerequisite: ARCH-110: Architectural Design I. Motion to accept proposals **[Motion: Peter Cho; Second: Lilian Gamble; Carried, Unanimously].**

h) *The agenda was reordered and items were combined for discussion. Original Placement Items VI. p. to VI. q*
Business & Technology/ARCH
Course Termination: ARCH-212: Computer-Aided Architectural Drawing. Terminate the course, ARCH-212: Computer-Aided Architectural Drawing, which will no longer be used in the A.A.S. in Architectural Design/Construction Technology degree program (or any other degree/certificate program).

Business & Technology/ARCH
Course Termination: ARCH-235: Environmental Technology II. Terminate the course, ARCH-235: Environmental Technology II, which will no longer be used in the A.A.S. in Architectural Design/Construction Technology degree program (or any other degree/certificate program). Motion to accept proposals **[Motion: Harold Gaspard; Second: Lilian Gamble; Carried, Unanimously].**

i) *The agenda was reordered. Original Placement Item VI. r.*
    Business & Technology/ARCH
    Change of Course Name/Title: ARCH-230: Environmental Technology I. Change the name of ARCH-230: Environmental Technology I *from* ARCH-230: Environmental Technology I *to* ARCH-230: Environmental Technology. Note: numeric identifier is not necessary, based on termination of ARCH-235. Motion to accept proposals **[Motion: Harold Gaspard; Second: Tedd Walley; Carried, Unanimously].**

j) *The agenda was reordered. Original Placement Item VI. s.*
    Business & Technology/ARCH
    Program Revision: Associate of Applied Science in Architectural Design/Construction Technology. Revise the A.A.S. in Architectural Design/Construction Technology: Required Courses in Major: ADD: CADD-110: Blueprint Reading; CADD-231: Structural/Civil Applications in CADD; CADD-245: Special Topics in CADD; DELETE: ARCH-212: Computer-Aided Architectural Drawing as an "OR" choice with CADD-212: Architectural Applications in CADD; ARCH-235: Environmental Technology II; DELETE: Approved Electives category. Total program hours **increase** *from* 61 *to* 64. Adjust Suggested Sequence to reflect changes, specifically, First Semester: ADD: CADD-110: Blueprint Reading, with semester increase *from* 15 *to* 18; Third Semester: DELETE: ARCH-235: Environmental Technology II, replace with: CADD-231: Structural/Civil Applications in CADD; Fourth Semester: DELETE: ARCH-212: Computer-Aided Architectural Drawing as an "OR" choice with CADD-212: Architectural Applications in CADD; ADD: CADD-245: Special Topics in CADD; DELETE: Approved Electives, 3 credit hours. Motion to accept proposal **[Motion: Harold Gaspard; Second: Lilian Gamble; Carried, Unanimously].**

k) *Agenda was reordered. Original Placement Item VI. t.*
    Business & Technology/ARCH
    Concept Proposal for a New Instructional Program: Certificate of Technical Studies in Architectural Design/Construction Technology. The purpose of the 7-course, 21-credit hour C.T.S. program is to provide students with the opportunity to gain skills required for entry-level support positions in design and design-related professions. The proposed C.T.S. may be offered at no additional cost to the College, as all coursework is existing and will be contained within the existing Associate of Applied Science in Architectural Design/Construction Technology.

[STAR 3] [STAR 0] Motion to accept proposal **[Motion: Harold Gaspard; Second: Lilian Gamble; Carried, Unanimously].**

VII. **Consent Agenda**

VIII. **Old Business**

    a) Updated Membership list

IX. **Next Meeting**   March 26, 2021

X. **Adjournment**   The meeting was adjourned at 3:00 p.m.