



**CURRICULUM COMMITTEE MEETING**

*Friday, November 20, 2015 - 2:00 p.m.*

*Student Life Center, Dolphin Den – (Building 23, First Floor)*

**MINUTES**

**I. Call to Order:** The Curriculum Committee meeting was called to order at 2:01 p.m. by Harold Gaspard, Chair.

**II. Roll Call**

Present Were:

Lester Adelsberg  
Revaz Akirtava  
Malene Arnaud-Davis  
Jennifer Bennett  
Vernell Briscoe  
Maria Cisneros  
Clint Coleman  
Caitlin Cooper  
Emmett Davis  
Linda Donahue  
Lilian Gamble  
Harold Gaspard  
Rhonda King

Anne LaVance  
Mark McLean  
Cheryl Myers  
Jim Newchurch  
Warren Punekey  
Jay Randolph  
Kenneth Ripberger  
Vance Roux  
Emily Rush  
Jeanne Samuel  
Dolores Smith  
Tim Stamm  
Tedd Walley

Attending to  
Other Business:

Sal Anselmo  
John Arbour  
Abdelrahim Ayyad  
Michael Brezinsky  
Ashley Chitwood  
Janet Colletti  
Arnel Cosey  
Leshia Coulon  
Sara Delozier  
Raymond Duplessis  
Danielle Gandolfo  
Thomas Gruber  
Larisia Jones

Linda Kieffer  
Larissa Littleton-Steib  
Claudia Martinez  
Rhett McNorton  
Patrice Moore  
David Sanders  
Deborah Skevington  
Janet Gauthier Stephens  
Kristine Strickland  
Thomas Lovince  
Darlene Williams  
Kiedra Williams  
Leah Wooden

Guests:

Carleen Boudreaux  
Ty Delger

Cherie Kay LaRocca  
Rebecca Mercer

**III. Minutes of meeting of October 30, 2015**

The minutes were reviewed and accepted as presented.

#### IV. Curriculum Operations Report – Tim Stamm

##### V. New Business

a) **Allied Health/FSED**

**New Course:** FSED-129: Funeral Services Management (4-0-4 / 60). Creation of a new course, FSED-129: Funeral Services Management, designed to provide students with the fundamentals of small business management as well as the criteria required to comply with the Funeral Rule. Course description: “Survey of the basic principles of Funeral Service Management. Emphasis is on general management technique and theory, and specific guidelines for funeral service management. The subject area guidelines are designed to familiarize the student with the Federal Trade Commission and the Trade Regulation Rule on Funeral Industry Practices.” Motion to accept proposal [**Motion: Anne LaVance; Second: Jeanne Samuel; Carried, Unanimously**].

b) **Allied Health/FSED**

**Change of Course Title:** FSED-131: Funeral Home Management and Directing. Change the name of FSED-131: Funeral Home Management and Directing *from* FSED-131: Funeral Home Management and Directing *to* FSED-131: Funeral Home Directing. Revised title better reflects student learning outcomes and course content. Motion to accept proposal [**Motion: Anne LaVance; Second: Lilian Gamble; Carried, Unanimously**].

c) **Allied Health/FSED**

**Change of Course Lecture, Credit, and Contact Hours:** FSED-134: Mortuary Law and Ethics. Change the lecture, credit, and contact hours of FSED-134: Mortuary Law and Ethics *from* 3-0-3 /45 *to* 4-0-4 / 60 to comply with American Board of Funeral Service Education requirements to increase (or include) introductory/overview content in Funeral Service Business Law. Motion to accept proposal [**Motion: Dolores Smith; Second: Maria Cisneros; Carried, Unanimously**].

d) **Allied Health/FSED**

**Change of Course Title:** FSED-152: Problems in Anatomy. Change the title of FSED-152: Problems in Anatomy *from* FSED-152: Problems in Anatomy *to* FSED-152: Funeral Service Anatomy and Physiology. The revised title better reflects the content and student learning outcomes of the course, as the course covers anatomy and physiology in general as these pertain to funeral service. Motion to accept proposal [**Motion: Lilian Gamble; Second: Mark McLean; Carried, Unanimously**].

e) **Allied Health/FSED**

**Reactivation of previously terminated course:** FSED-227: Funeral Service Microbiology (3-0-3 / 45). Reactivation of the course, FSED-227: Funeral Service Microbiology. This course was last offered in the Summer of 2008, and had been removed from the A.A.S. curriculum in Funeral Services at that time. Subsequent assessment and evaluation indicate need to include an applied microbiology course in the A.A.S. curriculum. Course description: "Microscopic forms of life from a morphological, cultural, and staining viewpoint. Detailed study of the causative agents of disease and their importance to a scientific approach to sanitation. Course instruction stresses the need for scientific knowledge concerning disease and its causes." Motion to accept proposal [**Motion: Lilian Gamble; Second: Anne LaVance; Carried, Unanimously**].

f) **Allied Health/FSED**

**Program Revision:** Associate of Applied Science in Funeral Service Education. Revise the A.A.S. in Funeral Service Education: Required Courses in Major: DELETE: BIOL-211: Microbiology of Human Pathogens and BUSL-250: Legal Environment of Business; ADD: FSED-129: Funeral Home Management and FSED-227: Funeral Service Microbiology. Required Related Courses: Delete: BUSG-115: Starting a New Business; ADD: HESC-111: Medical Terminology; General Education Requirements: DELETE: BIOL-141: General Biology I (Science Majors), BIOL-143: General Biology I Lab (Science Majors), ENGL-102: English Composition II OR ENGL-112: Writing for Business and Industry; ADD: Natural Science Requirement (three credit hours). Total Program Hours **decrease from 72 to 70**. (Note: Approval includes publication of suggested Program Sequence). Motion to accept proposal [**Motion: Lilian Gamble; Second: Lester Adelsberg; Carried, Unanimously**].

g) **Allied Health/FSED**

**Concept Proposal of New Instructional Program:** Certificate of Technical Studies in Funeral Service Education. The proposed C.T.S. in Funeral Service Education will be comprised of thirty-three (33) credit hours and the goal of the proposed program is to provide completers with skills necessary to serve in the role of funeral director. The proposed C.T.S. program is designed to prepare students to be successful in the business and public relations aspects of working in a funeral home, and does not include instruction in embalming. Students who complete the C.T.S. are eligible for licensure as funeral directors in the State of Louisiana, as outlined in Louisiana Revised Statute 37, subsection 842: Minimum qualifications for license. Funeral Service Managers are listed as a "four star" occupation in Louisiana. Motion to accept proposal. [**Motion: Anne LaVance; Second: Mark McLean; Carried, Unanimously**].

- h) **Business & Technology/BUSG**  
**Change of Course Prerequisite Requirements:** BUSG-224: Business Computer Applications. Addition of the following prerequisite requirements: “C” or better in MATH-093: Basic Algebra (now defunct: replaced with MATH-098: Algebra Foundations I). Motion to accept proposal. [**Motion: Rhonda King; Second: Jeanne Samuel; Carried, Unanimously**].
- i) *The agenda was reordered and items were combined for discussion. Original Placement Items V.i. to V.l*  
**Allied Health/RADT**  
**Change of Course Title:** RADT-281: Magnetic Resonance Imaging for Radiologic Technologists II. Change the title of RADT-281: Magnetic Resonance Imaging for Radiologic Technologists II *from* RADT-281: Magnetic Resonance Imaging for Radiologic Technologists II *to* RADT-281: Magnetic Resonance Imaging Practicum I.  
**Allied Health/RADT**  
**Change of Course lecture, lab, and contact hours:** RADT-281: Magnetic Resonance Imaging Practicum I. Change the lecture, lab, and contact hours of RADT-281: Magnetic Resonance Imaging Practicum I *from* 3-0-3 / 45 *to* 0-24-3 / 360. Revision of the course from a didactic course to a practicum based course.
- j) **Allied Health/RADT**  
**Change of Course Description:** RADT-281: Magnetic Resonance Imaging Practicum I. Change the course description of RADT-281: Magnetic Resonance Imaging Practicum I to state: “Clinical experience in all phases of fundamental Magnetic Resonance Imaging procedures and image critique of the studies submitted for interpretation.” Current description: “Preparation for advanced certification exam in MRI given by American Registry of Radiologic Technologists and for employment as an MRI technologist.”  
**Allied Health/RADT**  
**Change of Course Prerequisite Requirements:** RADT-281: Magnetic Resonance Imaging Practicum I. Change the prerequisite requirements of RADT-281: Magnetic Resonance Imaging Practicum I to state: “RADT-280: Magnetic Resonance Imaging for Radiologic Technologists I OR Permission of Instructor.” Current prerequisites: “Radiologic technologist certified by or eligible for certification by the ARRT with clinical knowledge of MRI.” Motion to accept proposals [**Motion: Anne LaVance; Second: Lilian Gamble; Carried, Unanimously**].
- k) *The agenda was reordered and items were combined for discussion. Original Placement Items V.m. to V.p*  
**Allied Health/RADT**  
**Change of Course Title:** RADT-271: Computed Tomography for

Radiologic Technologists II. Change the title of RADT-271: Computed Tomography for Radiologic Technologists II *from* RADT-271: Computed Tomography for Radiologic Technologists II *to* RADT-271: Computed Tomography Imaging Practicum.

**Allied Health/RADT**

**Change of Course lecture, lab, and contact hours:** RADT-271: Computed Tomography Imaging Practicum. Change the lecture, lab, and contact hours of RADT-271: Computed Tomography Imaging Practicum *from* 3-0-3 / 45 *to* 0-24-3 / 360. Revision of the course from a didactic course to a practicum based course.

**Allied Health/RADT**

**Change of Course Description:** RADT-271: Computed Tomography Imaging Practicum. Change the course description of RADT-271: Computed Tomography Imaging Practicum to state: "Clinical experiences in all phases of Computed Tomography procedures, including image critique and post processing procedures or all studies submitted for interpretation." Current description: "Preparation for advanced certification exam in CT given by the American Registry of Radiologic Technologists and for employment as a CT technologist."

**Allied Health/RADT**

**Change of Course Prerequisite Requirements:** RADT-271: Computed Tomography Imaging Practicum. Change the prerequisite requirements of RADT-271: Computed Tomography Imaging Practicum to state: "RADT-270: Computed Tomography for Radiologic Technologists I OR permission of instructor." Current prerequisites: "Radiologic technologist certified by or eligible for certification by the ARRT with clinical knowledge of CT." Motion to accept proposals [**Motion: Maria Cisneros; Second: Emily Rush; Carried, Unanimously**].

- l) *The agenda was reordered and items were combined for discussion. Original Placement Items V. q. to V. s*

**Nursing/NURS**

**Publication of Suggested Program Sequence:** Associate of Science in Nursing. Publication of Suggested Program Sequence in College Catalog.

**Business & Technology/ACCT**

**Publication of Suggested Program Sequence:** Associate of Applied Science in Accounting. Publication of Suggested Program Sequence in College Catalog.

**Business & Technology/ACCT**

**Publication of Suggested Program Sequence:** Certificate of Technical Studies in Accounting Technology: Account Clerk. Publication of Suggested Program Sequence in College Catalog. Motion to accept proposals [**Motion: Lilian Gamble; Second: Lester Adelsberg; Carried, Unanimously**].

- m) The agenda was reordered. Original Placement Item V.t.  
**Business & Technology/CULA**  
**Change of Course Prerequisite Requirements:** CULA-101: Introduction to Culinary Arts. Change the prerequisite requirements of CULA-101: Introduction to Culinary Arts to state: "Eligibility for MATH-098: Algebra Foundations I and ENGL-101: English Composition I." Current prerequisites: "Eligibility for ENGL 101 and MATH 120." Motion to accept proposal [**Motion: Mark McLean; Second: Maria Cisneros; Carried, Unanimously**].
- n) The agenda was reordered and items were combined for discussion. Original Placement Items V.u to V.v.  
**Business & Technology/CULA**  
**Change of Course Prerequisite Requirements:** CULA-102: Basic Culinary Skills. Change the prerequisite requirements of CULA-102: Basic Culinary Skills to state: "CULA-101 OR PAST-101 OR HOST-101; AND CULA-103 OR HOST-211."
- o) **Business & Technology/CULA**  
**Change of Course laboratory and contact hours:** CULA-102: CULA-102: Basic Culinary Skills. Change the laboratory and contact hours of CULA-102: Basic Culinary Skills *from* 1-3-2 / 60 *to* 1-4-2 / 75 to provide additional time for learning experiences in the laboratory/practical component of the course. Motion to accept proposals [**Motion: Clint Coleman; Second: Jeanne Samuel; Carried, Unanimously**].
- p) The item was removed from consideration by request of Author/Creator and Division Dean  
~~**Business & Technology/CULA**~~  
~~**Change of Course Prerequisite Requirements:** CULA-103: Food Safety and Sanitation. Add prerequisite requirements to CULA-103: Food Safety and Sanitation as follows: "Compass Reading Placement Score of 71 or higher (defunct nationally: ACT discontinued COMPASS placement test; will be replaced in Louisiana by the Acuplacer Product) and Eligibility for ENGL 101. Note: different Reading score for courses taken in same semester. Moved from agenda by author or creator & dean~~
- q) The agenda was reordered. Original Placement Item V. x.  
**Business & Technology/CULA**  
**Change of Course Lecture, Credit, and Contact Hours:** CULA-103: Food Safety and Sanitation. Change the Lecture, Credit, and Contact hours of CULA-103: Food Safety and Sanitation *from* 3-0-3 / 45 *to* 2-0-2 / 30. Motion to accept proposal [**Motion: Clint Coleman; Second: Maria Cisneros; Carried, Unanimously**].

- r) *The agenda was reordered and items were combined for discussion.*  
*Original Placement Items V.y. to V. aa.*

**Business & Technology/CULA**

**Change of Course Prerequisite Requirements:** CULA-105: Theory of Meat, Poultry, and Seafood. Change the prerequisite requirements of CULA-105: Theory of Meat, Poultry, and Seafood to state: "CULA-101 and CULA-102, and CULA-103." Current prerequisites: "CULA-101 and CULA-103."

**Business & Technology/CULA**

**Change of Course Lecture, Laboratory, Credit, and Contact Hours:** CULA-105: Theory of Meat, Poultry, and Seafood. Change the Lecture, Laboratory, Credit, and Contact Hours of CULA-105: Theory of Meat, Poultry, and Seafood *from* 3-0-3 / 45 *to* 2-2-3 / 60. Addition of a laboratory/practical component is necessary for success in achieving outcomes in basic butchering skills and meat science.

**Business & Technology/CULA**

**Change of Course Description:** CULA-105: Theory of Meat, Poultry, and Seafood. Change the description of CULA-105: Theory of Meat, Poultry, and Seafood to state: "Theoretical and hands-on study of various meats, seafood, and poultry products used in a commercial kitchen setting. Includes instruction in basic fabrication of common commercial cuts." Current description: "Meat, poultry, and seafood identification, grading, quality, and yield." Motion to accept proposals [**Motion: Mark McLean; Second: Emily Rush; Carried, Unanimously**].

- s) *The agenda was reordered and items were combined for discussion.*  
*Original Placement Items V. bb. To ee.*

**Business & Technology/CULA**

**Change of Course Title:** CULA-107: Foodservice Purchasing. Change the name of CULA-107: Foodservice Purchasing *from* CULA-107: Foodservice Purchasing *to* CULA-107: Foodservice Purchasing and Storeroom Operations to better reflect content and learning outcomes of the course.

**Business & Technology/CULA**

**Change of Course Lecture, Lab, and Contact Hours:** CULA-107: Purchasing and Storeroom Operations. Change the Lecture, Lab, and Contact Hours of CULA-107: Foodservice Purchasing and Storeroom Operations *from* 3-0-3 / 45 *to* 2-2-3 / 60. Addition of a laboratory component allows students to apply skills gained in the course to practical purchasing and storeroom operations.

**Business & Technology/CULA**

**Change of Course Prerequisite Requirements:** CULA-107: Foodservice Purchasing and Storeroom Operations. Change the prerequisite requirements of CULA-107: Foodservice Purchasing and Storeroom Operations to state: "CULA-101 and CULA-103." Current prerequisite: "CULA-101."

**Business & Technology/CULA**

**Change of Course Description:** CULA-107: Foodservice Purchasing and Storeroom Operations. Change the description of CULA-107: Foodservice Purchasing and Storeroom Operations to state: “Principles and practices of food, beverage, equipment, and supplies purchasing for hotel and restaurant operations. Proper procedures for inventory, ordering, setting par levels, filling requisitions, receiving, storage, rotation, and issuing product and production specifications are discussed. Students completing this course are eligible for National Restaurant Association certification.” Current description: “Principles and practices of food, beverage, equipment, and supply purchasing for hotel and restaurant operations. Covers USDA grades and yields for meats and produce.”  
**Motion to accept proposals [Motion: Anne LaVance; Second: Raymond Duplessis; Carried, Unanimously].**

- t) *The agenda was reordered. Original Placement Item V.ff.*  
**Business & Technology/CULA**  
**Change of Course Lecture, Lab, and Contact Hours:** CULA-121: American Regional Cuisine. Change the Lecture, Lab, and Contact Hours of CULA-121: American Regional Cuisine *from 1-3-2 / 60 to 1-4-2 / 75.*  
**Motion to accept proposal [Motion: Clint Coleman; Second: Jennifer Bennett; Carried, Unanimously].**
- u) *The agenda was reordered and items were combined for discussion. Original Placement Items V.gg to V.hh.*  
**Business & Technology/CULA**  
**Change of Course Lecture, Lab, and Contact Hours:** CULA-207: Fundamentals of Baking. Change the Lecture, Lab, and Contact Hours of CULA-207: Fundamentals of Baking *from 1-3-2 / 60 to 1-4-2 / 75.*  
**Business & Technology/CULA**  
**Change of Course Prerequisite Requirements:** CULA-207: Fundamentals of Baking. Change the prerequisite requirements and co-requisite requirements to state: “CULA-101 and CULA-102 and CULA-103; no co-requisite requirements.” Current requisite requirements: “Prerequisite(s): CULA 107. Co-requisite(s): CULA 208 and 283 or permission of instructor. Motion to accept proposal [Motion: Dolores Smith; Second: Jeanne Samuel; Carried, Unanimously].
- v) *The agenda was reordered and items were combined for discussion. Original Placement Items V. ii to V. jj.*  
**Business & Technology/CULA**  
**Change of Course Lab and Contact Hours:** CULA-208: Soups, Stocks, and Sauces. Change the Lab and Contact hours of CULA-208: Soups, Stocks, and Sauces *from 1-3-2 / 60 to 1-4-2 / 75.*  
**Business & Technology/CULA**  
**Change of Course Prerequisite Requirements:** CULA-208: Soups, Stocks, and Sauces. Change the prerequisite requirements of CULA-208:



Soups, Stocks, and Sauces to state: "CULA-101 and CULA-102 and CULA-103." Current prerequisites: "CULA 101, CULA 102, CULA 103, CULA 105, CULA 121, CULA 281." Motion to accept proposal [**Motion: Clint Coleman; Second: Mark McLean; Carried, Unanimously**].

w) *The agenda was reordered and items were combined for discussion.*

*Original Placement Items V. kk. to V. nn*

**Business & Technology/CULA**

**Change of Course Prerequisite Requirements:** CULA-209:

Culinary Seminar. Change the prerequisite requirements of CULA-209: Culinary Seminar to state: "CULA-101 OR HOST-101, AND CULA-102, AND CULA-103 OR HOST-211 OR Permission of Instructor. Current prerequisites: "CULA 101, CULA 102, CULA 103, CULA 105, CULA 121, CULA 281, CULA 282, CULA 283."

**Business & Technology/CULA**

**Change of Course Title:** CULA-209: Culinary Seminar. Change the title of CULA-209: Culinary Seminar *from* CULA-209: Culinary Seminar *to* CULA-209: Dining Room and Beverage Service" to better reflect course content and student learning outcomes.

**Business & Technology/CULA**

**Change of Course Description:** CULA-209: Dining Room and Beverage Service. Change the description of CULA-209: Dining Room and Beverage Service to state: "Front of house positions. Table setting, service styles, proper service etiquette, alcoholic and non-alcoholic beverages and their service are taught in a simulated restaurant setting." Current description: "Special topics course. Focus on trends and issues in the food service industry."

**Business & Technology/CULA**

**Change of Course Lecture, Lab and Contact Hours:** CULA-209: Dining Room and Beverage Service. Change the Lecture, Lab, and Contact Hours of CULA-209: Dining Room and Beverage Service *from* 3-0-3 / 45 *to* 2-3-3 / 75. Motion to accept proposal [**Motion: Dolores Smith; Second: Mark McLean; Carried, Unanimously**].

x) *The agenda was reordered and items were combined for discussion.*

*Original Placement Items V. oo to V.pp*

**Business & Technology/CULA**

**Change of Course Lab and Contact Hours:** CULA-210: Introduction to Garde Manger. Change the lab and contact hours of CULA-210: Introduction to Garde Manger *from* 1-3-2 / 60 *to* 1-4-2 / 75.

**Business & Technology/CULA**

**Change of Course Prerequisite Requirements:** CULA-210: Introduction to Garde Manger. Change the prerequisite requirements of CULA-210: Introduction to Garde Manger to state: "CULA-101 and CULA-102 and CULA-103 and CULA-105." Current prerequisites: "CULA 101, CULA 102, CULA 103, CULA 105, CULA 121, CULA 281, CULA 282."

Motion to accept proposals [**Motion: Anne LaVance; Second: Maria Cisneros; Carried, Unanimously**].

- y) The agenda was reordered and items were combined for discussion. Original Placement Items V.qq to V.ss  
**Business & Technology/CULA**  
**Change of Course Title:** CULA-211: Bakeshop Fundamentals. Change the title of CULA-211: Bakeshop Fundamentals *from* CULA-211: Bakeshop Fundamentals *to* CULA-211: Dessert Fundamentals to better reflect the subject matter of the course.  
**Business & Technology/CULA**  
**Change of Course Lab and Contact Hours** CULA-211: Dessert Fundamentals. Change the lab and contact hours of CULA-211: Dessert Fundamentals *from* 1-3-2 / 60 *to* 1-4-2 / 75.  
**Business & Technology/CULA**  
**Change of Course Prerequisite Requirements:** CULA-211: Dessert Fundamentals. Change the prerequisite requirements of CULA-211: Dessert Fundamentals to state: "CULA-101 and CULA-102 and CULA-103." Current prerequisites: "CULA 101, CULA 102, CULA 103, CULA 281, CULA 282." Motion to accept proposals [**Motion: Jeanne Samuel; Second: Emily Rush; Carried, Unanimously**].
- z) The item was removed from consideration by request of Author/Creator and Division Dean  
~~**Business & Technology/CULA**~~  
~~**Change of Course Level:** CULA 213: Nutrition for the Culinary Professional. Change the numerical level of CULA 213: Nutrition for the Culinary Professional *from* a 2XX level course *to* a 1XX level course.~~
- aa) The agenda was reordered. Original Placement Item V.uu.  
**Business & Technology/CULA**  
**Change of Course Lecture, Credit, and Contact Hours:** CULA-213: Nutrition for the Culinary Professional. Change the Lecture, Credit, and Contact hours of CULA-213: Nutrition for the Culinary Professional *from* 3-0-3 /45 *to* 2-0-2 / 45. Motion to accept proposal [**Motion: Maria Cisneros; Second: Emily Rush; Carried, Unanimously**].
- bb) The agenda was reordered. Original Placement Item V.vv.  
**Business & Technology/CULA**  
**Change of Course Prerequisite Requirements:** CULA-: Nutrition for the Culinary Professional. Change the prerequisite requirements of CULA-: Nutrition for the Culinary Professional to state: "ENGL-101." Current prerequisites: "CULA 101." Motion to accept proposal [**Motion: Anne LaVance; Second: Jay Randolph; Carried, Unanimously**].

- cc) *The agenda was reordered and items were combined for discussion.*  
*Original Placement Items V.vv. to V.xx*  
**Business & Technology/CULA**  
**Change of Course Lecture, Credit, and Contact Hours:** CULA-214: Restaurant and Hospitality Supervision. Change the Lecture, Credit, and Contact Hours of CULA-214: Restaurant and Hospitality Supervision *from* 3-0-3 / 45 *to* 2-0-2 / 30.  
**Business & Technology/CULA**  
**Change of Course Description:** CULA-214: Restaurant and Hospitality Supervision. Change the description of CULA-214: Restaurant and Hospitality Supervision to state: "National Restaurant Association Certification Course. Basic principles of effective supervision, including human relations, motivation, communication, correct training principles, interviewing of staff, and discipline. Emphasizes working with supervisors and subordinates in food service and hospitality industries." Current description: "Basic principles of effective supervision, including human relations, motivation, communication, correct training principles, interviewing of staff, and discipline. Emphasizes working with supervisors and subordinates in food service and hospitality industries." Motion to accept proposals [**Motion: Anne LaVance; Second: Maria Cisneros; Carried, Unanimously**].
- dd) *The agenda was reordered and items were combined for discussion.*  
*Original Placement Items V.yy.toV.aaa*  
**Business & Technology/CULA**  
**Change of Course Title:** CULA-217: Culinary Arts Practicum. Change the title of CULA-217: Culinary Arts Practicum *from* CULA-217: Culinary Arts Practicum *to* CULA-217: Culinary Café.  
**Business & Technology/CULA**  
**Change of Course Description:** CULA-217: Culinary Café. Change the description of CULA-217: Culinary Café to state: "Practical application in the use of theoretical, technical, and hands-on cooking skills as related to culinary arts. Students are provided opportunities to apply skills learned while operating in a simulated restaurant setting. Students will rotate to a variety of stations that are similar to those in the food service industry." Current description: "Kitchen and dining room area used to prepare and serve high quality lunches. Planning, preparation, service, and sanitation of every function. Includes managerial concepts of food and labor cost, scheduling, purchasing, and menu planning."  
**Business & Technology/CULA**  
**Change of Course Prerequisite Requirements:** CULA-217: Culinary Café. Change the prerequisites of CULA-217: Culinary Café to state: "CULA 101, CULA 102, CULA 103, CULA 105, CULA 107, CULA 121, CULA 208, CULA 209, CULA 210, CULA 211, CULA 213, CULA 214, CULA 215, CULA 226, and new course in Menu Design and Management." Current prerequisites: "CULA 101, CULA 102, CULA 103, CULA 105, CULA 107, CULA 121, CULA 208, CULA 209, CULA 210, CULA 211, CULA 213, CULA

214, CULA 215, CULA 226, CULA 281, CULA 282, CULA 283, CULA 284.”  
Motion to accept proposals [**Motion: Clint Coleman; Second: Jennifer Bennett; Carried, Unanimously**].

- ee) *The agenda was reordered and items were combined for discussion. Original Placement Items V.bbb. to V.eee*

**Business & Technology/CULA**

**Change of Course Title:** CULA-218: Culinary Arts Certification Preparation. Change the name of CULA-218: Culinary Arts Certification Preparation *from* CULA-218: Culinary Arts Certification Preparation *to* CULA-218: Culinary Capstone.

**Business & Technology/CULA**

**Change of Course Description:** CULA-218: Culinary Capstone. Change the description of CULA-218: Culinary Capstone to state: “Preparation for an assessment of the outcomes achieved in the Culinary Arts program. Synthesis and evaluation course to determine the student’s ability to enter the food service industry.” Current description: “A course to prepare Delgado apprentices to take both the American Culinary Federation Certified Culinarian written and practical exams. Both exams will be administered during the semester.”

**Business & Technology/CULA**

**Change of Course Lab, Credit, and Contact Hours:** CULA-218: Culinary Capstone. Change the lab, credit, and contact hours of CULA-218: Culinary Capstone *from* 2-3-2 / 75 *to* 2-4-3 / 90.

**Business & Technology/CULA**

**Change of Course Prerequisite Requirements:** CULA-218: Culinary Capstone. Change the prerequisite requirements of CULA-218: Culinary Capstone to state: “CULA 217 and new course in Culinary Internship.” Current Prerequisites: “CULA 101, CULA 102, CULA 103, CULA 105, CULA 107, CULA 121, CULA 208, CULA 209, CULA 210, CULA 211, CULA 213, CULA 214, CULA 215, CULA 217, CULA 226, CULA 281, CULA 282, CULA 283, CULA 284, CULA 285.” Motion to accept proposals [**Motion: Mark McLean; Second: Caitlin Cooper; Carried, Unanimously**].

- ff) *The agenda was reordered and items were combined for discussion. Original Placement Items V.fff. to V.hhh.*

**Business & Technology/CULA**

**Change of Course Description:** CULA-226: International Cuisine. Change the description of CULA-226: International Cuisine to state: “Fundamental concepts and techniques of food preparation utilizing the classical cooking methods, with an emphasis on international cuisines.” Current description: “Fundamental concepts and techniques of food preparation utilizing the classical cooking methods, with an emphasis on international cuisines. A complementary course to CULA 105 Theory of Meat, Poultry, & Seafood.”

**Business & Technology/CULA**

**Change of Course Lab and Contact Hours:** CULA-226: International

Cuisine. Change the Lab and Contact Hours of CULA-226: International Cuisine *from 1-3-2 / 60 to 1-4-2 / 75.*

**Business & Technology/CULA**

**Change of Course Prerequisite Requirements:** CULA-226: International Cuisine. Change the Prerequisite Requirements of CULA-226: International Cuisine to state: “CULA 101, CULA 102, CULA 103” Current prerequisites: “CULA 101, CULA 102, CULA 103, CULA 105, CULA 121, CULA 208, CULA 281, CULA 282, CULA 283.” Motion to accept proposals [**Motion: Dolores Smith; Second: Linda Donahue; Carried, Unanimously**].

gg) *The agenda was reordered. Original Placement Item V.iii*

**Business & Technology/PAST**

**Change of Course Prerequisite Requirements:** PAST-101: Introduction to Baking and Pastry. Change the prerequisite requirements of PAST-101: Introduction to Baking and Pastry to state “Eligibility for ENGL-101 and MATH-098.” Current Prerequisites: “Eligibility for ENGL-101 and MATH-120.” Motion to accept proposal [**Motion: Jeanne Samuel; Second: Maria Cisneros; Carried, Unanimously**].

hh) *The agenda was reordered and combined for discussion. Original Placement Item V.iii. to V.III*

**Business & Technology/PAST**

**Change of Course Lab, Credit, and Contact Hours:** PAST-102: Baking and Pastry Skills Lab I. Change the Lab, Credit, and Contact Hours of PAST-102: Baking and Pastry Skills Lab I *from 1-5-3 / 90 to 1-4-2 / 75.*

**Business & Technology/PAST**

**Change of Course Description:** PAST-102: Baking and Pastry Skills Lab I. Change the description of PAST-102: Baking and Pastry Skills Lab I to state: “Fundamental concepts and techniques in basic baking and pastry production. Weight, volume, and measurement practices, proper sanitation procedures, tool and equipment safety and usage will be covered. Production items will include quick and yeast breads, cookies, pies, cakes, icing, and basic pastries.” Current description: “Includes the development of manipulative skills, measurement practice, sanitation, equipment safety and usage, the many uses of puff pastry, and production of breads, cookies, pies, cakes, and basic pastries.”

**Business & Technology/PAST**

**Change of Course Prerequisite Requirements:** PAST-102: Baking and Pastry Skills Lab I. Change the prerequisite requirements of PAST-102: Baking and Pastry Skills Lab I to state: “PAST 101, CULA 103, and Eligibility for ENGL 101 and MATH 098.” Current prerequisites: PAST 101, CULA 103, and Eligibility for ENGL 101 and MATH 118.” Motion to accept proposals [**Motion: Lilian Gamble; Second: Caitlin Cooper; Carried, Unanimously**].

- ii) *The agenda was reordered and items were combined for discussion.*  
*Original Placement Items V. mmm to V.ooo*  
**Business & Technology/PAST**  
**Change of Course Lab and Contact Hours:** PAST-103: Baking and Pastry Skills Lab II. Revise the Lab and Contact Hours of PAST-103: Baking and Pastry Skills Lab II *from* 1-3-2 / 60 *to* 1-4-2 / 75.  
**Business & Technology/PAST**  
**Change of Course Description:** PAST-103: Baking and Pastry Skills Lab II. Change the description of PAST-103: Baking and Pastry Skills Lab II to state: "Skill level work to include higher level mastery of skills and techniques introduced in earlier courses. Production of pastry mise en place, dessert preparation of pate a choux, meringues, sauces, international cakes, light desserts, frozen desserts, custards, mousses, chocolate and sugar work, plate design, and buffet presentations." Current Description: "Covers the use of the following standard set up items: ganache, butter cream, frangipane, pastry cream, simple syrup and finishing items for decorating products, dessert prep, pate a choux, meringues, puddings, sauces, cake sponges, tarts, cake decorating, mousse cakes, Bavarians, charlottes, coupes and trifles, ice cream and frozen desserts, chocolate and sugar garnish work, plate design, and buffet presentation."  
**Business & Technology/PAST**  
**Change of Course Prerequisite Requirements:** PAST-103: Baking and Pastry Skills Lab II. Change the prerequisite requirements of PAST-103: Baking and Pastry Skills Lab II to state: "PAST-102." Current prerequisites: "CULA 103, PAST 101, and PAST 102." Motion to accept proposals [**Motion: Maria Cisneros; Second: Lester Adelsberg; Carried, Unanimously**].
- jj) *The agenda was reordered and items were combined for discussion.*  
*Original Placement Items V.ppp. to V.qqq*  
**Business & Technology/PAST**  
**Change of Course Lab and Contact Hours:** PAST-200: Contemporary Desserts. Change the Lab and Contact Hours of PAST-200: Contemporary Desserts *from* 1-3-2 / 60 *to* 1-4-2 / 75.  
**Business & Technology/PAST**  
**Change of Course Prerequisite Requirements:** PAST-200: Contemporary Desserts. Change the prerequisite requirements of PAST-200: Contemporary Desserts to state: "CULA-102 and PAST-103." Current Prerequisites: "CULA 103, PAST 101, 103, and 150." Motion to accept proposals [**Motion: Lester Adelsberg; Second: Jennifer Bennett; Carried, Unanimously**].

- kk) *The agenda was reordered and items were combined for discussion.*  
*Original Placement Items V. rrr.to V. ttt*  
**Business & Technology/PAST**  
**Change of Course Lecture, Lab, Credit, and Contact Hours:**  
PAST-204: Specialty Decoration and Showpiece Design. Change the Lecture, Lab, Credit, and Contact Hours of PAST-204: Specialty Decoration and Showpiece Design *from 2-6-4 / 120 to 1-4-2 / 75.*  
**Business & Technology/PAST**  
**Change of Course Description:** PAST-204: Specialty Decoration and Showpiece Design. Change the description of PAST-204: Specialty Decoration and Showpiece Design to state: “Comprehensive study of products available to the pastry/baking industry. Design, fabricate, support, and set-up of showpieces, amenities, and displays. Includes the mediums of cookie and bread dough, marzipan, gum paste, cocoa painting, royal icing, sugar, fondant, chocolate work, and candies.” Current description: “Covers products available to the pastry/baking industry and how to design, fabricate, support, and set up showpieces and displays. Students will work in mediums of cookie and bread dough, marzipan, gum paste, cocoa painting, royal icing, sugar in many forms, rolled fondant chocolate work, chocolate candies, and wedding cake design and assembly.”  
**Business & Technology/PAST**  
**Change of Course Prerequisite Requirements:** PAST-204: Specialty Decoration and Showpiece Design. Change the prerequisite requirements of PAST-204: Specialty Decoration and Showpiece Design to state: “PAST-103.” Current prerequisites: “PAST-200 and PAST-250.” Motion to accept proposals [**Motion: Lester Adelsberg; Second: Jeanne Samuel; Carried, Unanimously**].
- ll) *The item was removed from consideration by request of Author/Creator and Division Dean, at recommendation of Executive Director of Curriculum and Program Development, Curriculum Committee Chair, and Curriculum Committee Members*  
**Business & Technology/PAST**  
**Change of Course Title:** ~~PAST 217: Pastry Arts Capstone.~~ Change the title of ~~PAST 217: Pastry Arts Capstone~~ *from PAST 217: Pastry Arts Capstone to PAST 217: Baking and Pastry Café.*
- mm) *The agenda was reordered and items were combined for discussion.*  
*Original Placement Items V. vvv. To V. www.*  
**Business & Technology/PAST**  
~~**Change of Course Description:**~~  
**New Course:** PAST-218: Baking and Pastry Café. “Practical application in the use of theoretical, technical, and hands-on cooking skills as related to baking and pastry arts. Students are provided with opportunities to apply skills acquired while operating in a simulated restaurant setting.

Students will rotate to a variety of stations similar to those in the baking and pastry industry.”

**Business & Technology/PAST**

**Course Prerequisites:** PAST-218: Baking and Pastry Café. “PAST-200 and PAST-204.” Motion to accept proposal [**Motion: Anne LaVance; Second: Emily Rush; Carried, Unanimously**].

nn) *Agenda was reordered. Original Placement Item V. xxx.*

**Business & Technology/CULA**

**Program Revision:** Associate of Applied Science in Culinary Arts, Concentration in Catering. Delete the Concentration in Catering from the Associate of Applied Science in Culinary Arts. Motion to accept proposal [**Motion: Jennifer Bennett; Second: Linda Donahue; Carried, Unanimously**].

oo) *The agenda was reordered. Original Placement Item V. yyy.*

**Business & Technology/CULA**

**Change of Concentration Title** Associate of Applied Science in Culinary Arts, Concentration in Chef Apprenticeship. Change the Title of the Concentration in Chef Apprenticeship of the Associate of Applied Science in Culinary Arts to the Concentration in ~~Professional Cooking~~ Professional Culinarian. Motion to accept proposal [**Motion: Clint Coleman; Second: Maria Cisneros; Carried, Unanimously**].

pp) *The agenda was reordered. Original Placement Item V. zzz*

**Business & Technology/CULA**

**Change of Concentration Title:** Associate of Applied Science in Culinary Arts, Concentration in Pastry Arts. Change the Title of the Concentration in Pastry Arts of the Associate of Applied Science in Culinary Arts to the Concentration in Baking and Pastry Arts Motion to accept proposal. [**Motion: Jay Randolph; Second: Caitlin Cooper; Carried, Unanimously**].

qq) *The agenda was reordered. Original Placement Item V. aaaa*

**Business & Technology/CULA**

**Program Revision:** Associate of Applied Science in Culinary Arts. Revise the A.A.S. in Culinary Arts: Comprehensive Revision and review of suggested sequences. Motion to accept proposal. [**Motion: Lilian Gamble; Second: Anne LaVance; Carried, Unanimously**].

**VI. Old Business**

**VII. Next Meeting**      **January 29, 2016** (Scheduled Meeting)

**VIII. Adjournment**      The meeting was adjourned at 3:45 p.m.