



CURRICULUM COMMITTEE MEETING

Friday, February 13, 2009 - 2:00 p.m.

City Park Campus – Lac Maurepas (Building 23, Second Floor)

MINUTES

I. Call to Order: The Meeting of the Curriculum Committee was called to order by Harold Gaspard, Chair at 2:03 p.m.

II. Roll Call

Present Were:	Lester Adelsberg	Sheila Hickman
	Sal Anselmo	Melissa LaCour
	Mary Bartholomew	Anne LaVance
	Jennifer Bennett	Claudia Martinez
	Wayne Chalona	Patrice Moore
	Ashley Chitwood	Cheryl Myers
	Janet Colletti	Warren Punekey
	Harolyn Cumlet	Sallye Raymond
	Greg Dawson	Tim Stamm
	Harold Gaspard	Lauren Tarantino
	Ray Gisclair	Dianne Thames
Absent/Attending To other business:	Donna Alley	Leroy Kendrick
	Rene Cintron	Mike Nixon
	Maria Cisneros	Suzanne Riche
	Arnel Cosey	Kim Rugon
	Chris Doyle	Vance Roux
	Patricia Egers	Deborah Skevington
	Thomas Gruber	Dolores Smith
	Sarah Inman	Antonette Tardo
Guests:	David Coughran	Judith Palomar
	Phil Denette	Jacqueline Wood
	Warren Duclos	Sharon Ziadeh
	Brett Heintz	

III. Minutes of meeting of November 21, 2008

The minutes of the meeting of November 21, 2008 were reviewed as accepted as written.

IV. Curriculum Operations Report – Tim Stamm

V. New Business

a) **Business & Technology/CULA**

Program Revision: Certificate of Applied Science in Culinary Arts. Revise the Certificate of Applied Science in Culinary Arts: Delete: CULA-106: Food Prep II: International Cuisine; CULA-207: Food Specialties I: Fundamentals of Baking; CULA-209: Culinary Seminar; and CULA-178-179-180: Introductory Work Experience from Required Courses in Major; Add: CULA-121: American Regional Cuisine; CULA-211: Bakeshop Fundamentals; and CULA-282: Supervised Work Experience to Required Courses in Major. Add an Approved Electives category to the Certificate program: Select one (1) of the following courses: ACCT-111: Fundamentals of Accounting, ADOT-105: Survey of Computer Applications, BUSG-115: Starting a New Business, or BUSG-224: Business Computer Applications. Total program hours increase from 37 to 39. Motion to accept proposal [**Motion: Ashley Chitwood; Second: Anne LaVance; Carried, Unanimously**].

b) **Business & Technology/ARCH**

Change of Co-requisite Requirement: ARCH-110: Architectural Design I. Delete the prerequisite requirement of CADD-125: Drafting I or permission of instructor from ARCH-110: Architectural Design I. Co-requisite experience to Drafting is not required for student enrolled in ARCH-110 as the fundamentals of Drafting and Design are introduced in the course. Motion to accept proposal [**Motion: Mary Bartholomew; Sheila Hickman; Carried, Unanimously**].

c) **Arts & Humanities/PSYC**

Revision of Course Master Syllabus: PSYC-240: Abnormal Psychology. Revise the Master Syllabus for PSYC-240: Abnormal Psychology with updated Student Learning Outcomes. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Sal Anselmo; Carried, Unanimously**].

d) **Science & Mathematics/BIOL**

Change of Course Prerequisite and Co-requisite Requirements: BIOL-108: Introductory Biology II Laboratory. Delete the co-requisite requirement of BIOL-102: Introductory Biology II from BIOL-108. Students may take the Biology II Laboratory at the same time or in a different semester from BIOL-102. Delete the pre-requisite requirement of BIOL-107: Introductory Biology I Laboratory from BIOL-108. The BIOL-101-102-107-108 series is designed to allow students to select courses and laboratory requirements to meet their transfer/program major needs. Deleting the co-requisite and

prerequisite is aligned with equivalent courses at other colleges and universities as represented on the Board of Regents' Articulation/Transfer Matrix. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Lauren Tarrantino; Carried, Unanimously**].

e) **Science & Mathematics/GEOL**

New Course: GEOL-106: History of Dinosaurs. Creation of a new course, GEOL-106: History of Dinosaurs(3-0-3/45). This lecture course investigates the history of Paleontology, dinosaurs, and other modern and extinct reptiles, and phylogeny. Theories about dinosaur life behavior, biology, extinction, and evolution are also covered. The course has been offered as a "Special Topics" in Science course with healthy enrollment. A similar course, EES-1006: Dinosaurs, is offered at the University of New Orleans and the content of both has been aligned. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Patrice Moore; Carried, Unanimously**].

f) *Note: An item was added to the agenda for discussion*

Science & Mathematics/GEOL/General Education/Natural Science

Addition to the list of courses approved to fulfill Natural Science General Education Requirements: GEOL-106: History of Dinosaurs. Add the course, GEOL-106: History of Dinosaurs to the list of courses that may be used to satisfy Natural Science General Education requirements for certificate and/or degree. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Sheila Hickman; Carried, by Majority Vote with six (6) Opposing votes; sixteen (16) supporting votes; and no Abstaining Votes**].

g) *The Agenda was reordered. Original Agenda Placement Item V. f.*

Allied Health/FSED

New Course: FSED-135: Funeral Service Merchandising. Creation of a new course, FSED-135: Funeral Service Merchandising (3-0-3/45). This course is designed to introduce the basics of merchandising including caskets, outer burial containers, creation products, and other items as they apply to the funeral profession. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Wayne Chalona; Carried, Unanimously**].

- h) *Note: The Agenda was reordered and items combined for discussion. Original Agenda Placement Items V. g. to V. h.*

Allied Health/FSED

Course Revision: FSED-145: Embalming Lab I. Increase the laboratory and credit hours of Embalming Lab I from 0-3-1/45 to 0-4-2/60 to address competencies required for success in the career field.

Allied Health/FSED

Course Revision: FSED-146: Embalming Lab II. Increase the laboratory and credit hours of Embalming Lab II from 0-3-1/45 to 0-4-2/60 to address competencies required for success in the career field.

Motion to accept proposals [**Motion: Mary Bartholomew; Second: Janet Colletti; Carried, Unanimously**].

- i) **Allied Health/FSED**

Program Revision: Associate of Applied Science in Funeral Service Education. Revise the Associate of Applied Science in Funeral Service Education as follows: Move the following general education courses to prerequisites prior to full acceptance into program: ENGL-101: English Composition I, and MATH-118: Algebra for College Students. Move the following courses from Required Courses in Major to prerequisites prior to full acceptance into program: BIOL-141: General Biology I and BIOL-143: General Biology I Laboratory. Delete: FSED-132: Business Law for Funeral Service, FSED-142: Advanced Procedures in Embalming, and FSED-165: Funeral Home Practicum from Required Courses in Major. Add: BUSL-250: Legal Environment of Business and FSED-135: Funeral Service Merchandising to Required Courses in Major. Delete: SPCH-131: Interpersonal Communication as an option to SPCH-130: Fundamentals of Speech Communication in Required Related Courses. Delete: PSYC-127: General Psychology from Required Related Courses. Add: MANG-222: Small Business Management to Required Related Courses. Delete: Humanities Requirement from General Education Courses as requirement is met in Required Related Courses (SPCH-130); Add: Social Science Requirement, 3 hours, to General Education Courses. Total Credit Hours remain the same. The revisions reflect curriculum content distribution for Funeral Service Education programs as identified by the American Board of Funeral Service Education. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Sheila Hickman; Carried, Unanimously**].

- j) **Business & Technology/ADOT**
Program Revision: Associate of Applied Science in Administrative Office Technology. Revise the Computer Applications Specialist Concentration of the Administrative Office Technology Associate of Applied Science degree program to allow the following: Either ACCT-221: Computerized Accounting Using Peachtree OR ACCT-222: Computerized Accounting Using Quickbooks, but not both. Motion to accept proposal [**Motion: Mary Bartholomew; Ashley Chitwood; Carried, Unanimously**].
- k) **Business & Technology/CMIN**
Program Description Revision: Associate of Applied Science in Computer Information Technology. Revise the catalog description of the Computer Information Technology Associate of Applied Science degree program to clearly delineate the multiple concentrations available in this degree program. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Anne Lavance; Carried, Unanimously**].
- l) **Business & Technology/CMIN**
New Course: CMIN-244: Introduction to Information Security. Creation of a new course, CMIN-244: Introduction to Information Security (3-0-3). This course teaches selected models for IS/IT security strategies and management. Knowledge of collaborating information security from inside and outside organizational perspectives is provided. Models, methods, and standards for information security, risk management, and approaches to different roles and trusts in IT systems are also presented. This course would be used as a possible elective in the Programmer/Analyst Concentration and the Web Design Concentration of the Associate of Applied Science in Computer Information Technology. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Janet Colletti; Carried, Unanimously**].

- m) **Business & Technology/CMIN**
New Course: CMIN-234: Programming for the Web (3-0-3). Creation of a new course, CMIN-234: Programming for the Web. This course teaches how automation and interactivity are produced for websites. It provides an introduction to some of the most widely used Web programming technologies, such as XML, JavaScript, Perl, Java servlets, and JSP. Introductions to the following ware are included: PHP, ASP, SQL, Ruby, Rails, and Ajax. This course would be used as a possible elective in the Web Design Concentration of the Associate of Applied Science degree program in Computer Information Technology. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Lester Adelsberg; Carried, Unanimously**].
- n) **Business & Technology/CMIN**
New Course: CMIN-236: Database for the Web (3-0-3). Creation of a new course, CMIN-236: Database for the Web. This course teaches how to design and develop databases to be used with a website. This course will include relational database design for websites, use of ODBC-compliant databases, and examples of techniques used to accomplish database connectivity. This course would be used as a possible elective in the Web Design Concentration of the Associate of Applied Science degree program in Computer Information Technology. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Ashley Chitwood; Carried, Unanimously**].
- o) **Business & Technology/CMIN/ADOT**
Change of Course Prefix: CMIN-225: Web Animation and Multimedia with Flash. Change the prefix of CMIN-225: Web Animation and Multimedia with Flash from CMIN-225 to ADOT-225. The ADOT prefix more accurately describes the application-based nature of this course. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Sheila Hickman; Carried, Unanimously**].

- p) **Distance Learning and Instructional Technology/HOST/INTD/ADOT (Legal Secretary)/CMIN (Website Design)**
Approval to offer programs at 50 percent or more via Distance Learning Technologies: Approval to offer the following programs at 50 percent or greater via distance learning technologies: Hospitality Management Associate of Applied Science; Interior Design Associate of Arts; Legal Secretary Certificate of Technical Studies; Website Design Certificate of Technical Studies. Each degree and certificate program is currently available through Distance Learning Technologies at 50 percent or greater of the total courses (courses required in major, required related courses, general education courses, and elective courses) comprising the program. Motion to accept proposal [**Motion: Mary Bartholomew; Second: Wayne Chalona; Carried, Unanimously**].
- q) **Business & Technology/ADOT**
New Course: ADOT-263: Project Management Applications. Creation of a new course, ADOT-263: Project Management Applications (3-0-3/45). Students will use critical thinking, problem-solving approach to gain a basic-to-intermediate knowledge of project management software skills. The current version of Microsoft Project is used in the course. Motion to accept proposal [**Motion Sheila Hickman; Second: Mary Bartholomew; Carried, Unanimously**].

VI. Old Business

- a) **Arts & Humanities/INTD**
Course Master Syllabus Review: INTD-243: Computers for Interior Design II (2-3-3/75). [**No action required**]

VII. Next Meeting: March 6, 2009 (Scheduled Meeting).

VIII. Adjournment 3:32 p.m.