



CURRICULUM COMMITTEE MEETING

Friday, October 21, 2011 - 2:00 p.m.

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

MINUTES

I. Call to Order

The meeting of the Curriculum Committee was called to order at 2:05pm by Lester Adelsberg, Chair.

II. Roll Call

Present were:

Lester Adelsberg
Sal Anselmo
Jennifer Bennett
Douglas Brewster
Ashley Chitwood
Janet Colletti
Leshia Coulon
Sara DeLozier
Linda Donahue
Lilian Gamble
Ray Gisclair
Alaina Hebert
Joan Hodge

Larisia Jones
Anne LaVance
Claudia Martinez
Cheryl Myers
Jerrie Protti
Warren Punecky
Kenneth Ripberger
Kim Rugon
Vance Roux
Deborah Skevington
Dolores Smith
Tim Stamm

Attending to
Other Business:

Malene Arnaud-Davis
Mary Bartholomew
Maria Cisneros
Arnel Cosey
Thomas Gruber
Leroy Kendrick

Melissa LaCour
Larissa Littleton-Steib
Patrice Moore
Sallye Raymond
Diane Thames

Guests:

DeShon Berry
Donald Davenport
Tony Devillier
Warren Duclos
William Gray

Daryl Hippensteel
Vivian Kain
Krista Lawrence
Jeffrey Scanlan
Richard W. Vargas

III. Minutes of meeting of September 16, 2011

IV. Curriculum Operations Report – Tim Stamm

V. General Education / Articulation Initiatives – Tim Stamm

- a) General Articulation Agreement: Delgado Community College and Xavier University

VI. Developmental Education:

- a) Louisiana Act 187 (2011):
Established a Remedial Education Commission

“The need for clear entrance and exit standards for all remedial courses and the transferability of credit for such courses to all public postsecondary education institutions in the state.”

VII. New Business

- a) **Business & Technology/ADOT**
Concept Proposal of a New Program: Technical Competency Area (T.C.A.) in Information Technology Support. The proposed TCA is designed to provide students with specific technical competencies needed for entry level employment opportunities in the field of Information Technology User Support. The proposed TCA is comprised of four (4) existing courses totaling twelve (12) credit hours, and may be offered at no additional cost to the institution. The instructional program prepares students for careers classified in Occupational Network Code 15-1041.00: Computer Support Specialists. Motion to accept proposals [**Motion: Cheryl Myers; Second: Ashley Chitwood; Carried, Unanimously**].

- b) *The agenda was reordered and the items were combined for discussion. Original Placement Items V. b. to V. d*
Business & Technology/ADOT
Program Revision: Certificate of Technical Studies in Office Systems Technology. Revise the Certificate of Technical Studies in Office Systems Technology to include the following courses: ADOT-101: Keyboarding, ADOT-102: Keyboarding II, ADOT-105: Survey of Computer Applications, ADOT-106: Word Processing, ADOT-172: Spelling and Word Concepts, ADOT-178: General Office Procedures, ADOT-208: Presentations with Powerpoint, ADOT-265: Spreadsheet Applications, BUSG-121: Business Mathematics, ENGL-100: Applied Writing or ENGL-101: English Composition I, MANG-101: Human Relations in Business. Total Program Hours: 33. All courses comprising the Certificate of Technical Studies Program are contained within the related Associate of Applied Science degree program in Administrative Office Technology.
Business & Technology/ADOT
Change of Program Title: Certificate of Technical Studies in Office Systems Technology – Office Assistant. Change the title *from* Certificate

of Technical Studies in Office Systems Technology – Office Assistant to Certificate of Technical Studies in Administrative Office Technology – Office Assistant. The change in title is more reflective of instructional content, and better aligns with the related Associate of Applied Science degree program.

Business & Technology/ADOT

Change of Program Description: Certificate of Technical Studies in Administrative Office Technology – Office Assistant. Change the description of the Administrative Office Technology – Office Assistant Certificate of Technical Studies program to state: “The Certificate of Technical Studies program in Administrative Office Technology – Office Assistant prepares students/individuals to perform the duties of entry level personnel in general office environments. It includes instruction in business office functions and communications, computer software tools to perform business office tasks, and procedures needed to participate professionally in a business environment. All courses comprising the C.T.S. may be applied to the Administrative Specialist Concentration of the Associate of Applied Science degree program in Administrative Office Technology.” Motion to accept proposal [**Motion: Janet Colletti; Second: Ashley Chitwood; Carried, Unanimously**].

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

Technical Division/MOVH

New Course: MOVH-101: Introduction to Motor Vehicle Technology (3-0-3 / 45). Creation of a new course, MOVH-101: Introduction to Motor Vehicle Technology. Course Description: “Introduction to the Automotive Service Industry. Includes a brief history of the automobile, professional automotive service careers, safety practices, environmental and health concerns, shop equipment and measuring tools, scientific principles and math calculations, vehicle service information, routine maintenance, basic engine operation and supporting engine sub-systems.” Motion to accept proposal [**Motion: Janet Colletti; Second: Cheryl Meyers; Carried, Unanimously**].

- d) *The agenda was reordered and items were combined for discussion. Original Placement Items V. f. to V. g.*

Technical Division/MOVH

New Course: MOVH-162: Advanced Brake / Steering & Suspension Systems (3-0-3 / 45). Creation of a new course, MOVH-162: Advanced Brake / Steering & Suspension Systems. Course Description: “Variable electronic control of dynamic vehicle systems. Includes anti-lock brake systems, electronic stability control systems, variable assist steering systems and electronic control of the suspension system for height and ride control.”

Technical Division/MOVH

New Course: MOVH-164: Advanced Brake / Steering & Suspension Systems Laboratory (0-3-1 / 45). Creation of a new course, MOVH-164:

Advanced Brake / Steering & Suspension Systems Laboratory. Course Description: “Variable electronic control of dynamic vehicle systems. Includes anti-lock brake systems, electronic stability control systems, variable assist steering systems and electronic control of the suspension system for height and ride control. Laboratory component to accompany MOVH-162.” Motion to accept proposal [**Motion: Warren Puneky; Second: Larisia Jones; Carried, Unanimously**].

- e) *The agenda was reordered. Original Placement Item V. h.*

Technical Division/MOVH

New Course: MOVH-270: Advanced Automotive Technologies (3-0-3 / 45). Creation of new course, MOVH-270: Advanced Automotive Technologies. Course Description: “Emerging automotive technologies. Students learn: 1) various levels of Hybrid vehicle propulsion, the Atkinson Cycle and special Hybrid vehicle components. 2) Hybrid electric power, electrical system cooling, and regenerative braking. 3) Distinctive climate control systems. 4) Special service procedures, safety procedures and powertrain features. 5) Fuel cell technologies.” Motion to accept proposal [**Motion: Larisia Jones; Second: Deborah Skevington; Carried, Unanimously**].

- f) *The agenda was reordered. Original Placement Item V. i.*

Technical Division/MOVH

Change of Course Description: MOVH-130: Fundamentals of Electricity. Change the course description of MOVH-130: Fundamentals of Electricity to state: “Simple automotive electrical systems. Includes electrical fundamentals, Ohm’s Law, circuit identification, electrical schematic diagrams, automotive wire repair, circuit testers and digital multi-meters, and circuit problem diagnosis on simple electrical accessories, starting and charging systems.” Current description: “Alternating and direct current, series and parallel circuits, magnets and electromagnets, and dynamic electrical energy sources.” Motion to accept proposal [**Motion: Ashley Chitwood; Second: Ray Gisclair; Carried, Unanimously**].

- g) *The agenda was reordered and items were combined for discussion. Original Placement Items V. j. to V. n*

Technical Division/MOVH

Change of Course Title: MOVH-154: Auto Brakes. Change the title of MOVH-154: Auto Brakes *from* MOVH-154: Auto Brakes *to* MOVH-154: Brake Systems. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Credit/Contact Hours: MOVH-154: Brake Systems. Change course lecture –lab –credit and/contact hours *from* 3-0-3/45 *to* 2-0-2/30. Reduction in lecture-credit and contact hours is due to revised course content.

Technical Division/MOVH

Change of Course Description: MOVH-154: Brake Systems. Change the course description of MOVH-154: Brake Systems to state: “Basic automotive Brake System skills. Includes disc and drum brake components; operation, diagnosis and service; and normal maintenance procedures.” Current description: “Hydraulic and pneumatic systems and principles of modern automotive applications. Emphasizes late model drum and disc brake systems, vacuum assist power brake boosters, antiskid (ABS) systems, and power steering pumps and gear box units.”

Technical Division/MOVH

Change of Course Title: MOVH-156: Auto Brakes Laboratory. Change the title of MOVH-156: Auto Brakes Laboratory *from* MOVH-156: Auto Brakes Laboratory *to* MOVH-156: Brake Systems Laboratory. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Description: MOVH-156: Brake Systems Laboratory. Change the course description of MOVH-156: Brake Systems Laboratory to state: “Laboratory component to accompany MOVH-154: Brake Systems. Basic automotive Brake System skills. Includes disc and drum brake components; operation, diagnosis and service; and normal maintenance procedures.” Current description: “Practical application of principles and theory of MOVH 154. “Live jobs” used for laboratory demonstration and student projects.” Motion to accept proposal [**Motion: Deborah Skevington; Second: Ashley Chitwood; Carried, Unanimously**].

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

Technical Division/MOVH

Change of Course Title: MOVH-160: Automotive Service Business. Change the title of MOVH-160: Automotive Service Business *from* MOVH-160: Automotive Service Business *to* MOVH-160: Auto Service Professionalism. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Description: MOVH-160: Auto Service Professionalism. Change the course description of MOVH-160: Auto Service Professionalism to state: “Workplace behavior skills. Students integrate soft skills within the framework of a formal business structure. Interactive discussion topics and activities, improve the student’s written and oral communication skills. This course teaches realistic survival skills; and motivates individuals toward improving their personal and professional performance.” Current description: “Automotive businesses and job opportunities, including automotive parts businesses, new car dealerships, service stations, independent garages, specialty shops doing transmission or body work, fleets and others. Included are how to operate

and manage a service business, how to hire and train help, how to meet and greet customers, how to eliminate service jobs, tools, and equipment, and how to open a business.” Motion to accept proposal [**Motion: Jennifer Bennett; Second: Sal Anselmo; Carried, Unanimously**].

- i) The agenda was reordered and items were combined for discussion.
Original Placement Items V. q. to V.t.

Technical Division/MOVH

Change of Course Title: MOVH-206: Fuel Systems. Change the title of MOVH-206: Fuel Systems *from* MOVH-206: Fuel Systems *to* MOVH-206: Engine Performance I: Components and Systems. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Description: MOVH-206: Engine Performance I: Components and Systems. Change the description of MOVH-206: Engine Performance I: Components and Systems to state: “Computerized ignition, fuel and emission control skills. Students learn: ignition and fuel system component function; circuit operation and testing; PCM input and output controls; basic operating systems and scan tool usage.” Current description: “Theory and principles of motor vehicle fuel system. Discusses single, two-barrel, and four-barrel carburetors, fuel injection systems, emission control systems, and other components of fuel system.”

Technical Division/MOVH

Change of Course Title: MOVH-208: Fuel Systems Laboratory. Change the title of MOVH-208: Fuel Systems Laboratory *from* MOVH-208: Fuel Systems Laboratory *to* MOVH-208: Engine Performance I: Components and Systems Laboratory. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Description: MOVH-208: Engine Performance I: Components and Systems Laboratory. Change the description of MOVH-208: Engine Performance I: Components and Systems Laboratory to state: “Laboratory component to accompany MOVH-206: Engine Performance I. Computerized ignition, fuel and emission control skills. Students learn: ignition and fuel system component function; circuit operation and testing; PCM input and output controls; basic operating systems and scan tool usage.” Current description: “Practical application of principles and theory of MOVH 206. Emphasis on using test equipment to troubleshoot fuel problems. Fuel pumps and carburetors are disassembled and rebuilt.” Motion to accept proposal [**Motion: Jerri Protti; Second: Ray Gisclair; Carried, Unanimously**].

- j) The agenda was reordered and items were combined for discussion.
Original Placement Items V. u. to V. x.

Technical Division/MOVH

Change of Course Title: MOVH-211: Engine Reconditioning. Change the title of MOVH-211: Engine Reconditioning *from* MOVH-211: Engine

Reconditioning *to* MOVH-211: Engine Diagnosis and Repair. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Description: MOVH-211: Engine Reconditioning. Change the description of MOVH-211: Engine Reconditioning to state: “Automotive engine diagnosis and repair skills. Students learn basic engine diagnostic tests; perform these tests and interpret the results; remove and replace an engine assembly; dis-assemble and re-assemble major engine components; and measure components for wear.” Current description: “Principles, practices, and theory of automotive engine rebuilding. Covers proper testing and diagnostic procedures to determine engine condition before engine is disassembled.”

Technical Division/MOVH

Change of Course Title: MOVH-213: Engine Reconditioning Laboratory. Change the title of MOVH-213: Engine Reconditioning Laboratory *from* MOVH-213: Engine Reconditioning Laboratory *to* MOVH-213: Engine Diagnosis and Repair Laboratory. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Description: MOVH-213: Engine Reconditioning Laboratory. Change the description of MOVH-213: Engine Reconditioning Laboratory to state: “Laboratory component to accompany MOVH-211: Engine Diagnosis and Repair. Automotive engine diagnosis and repair skills. Students learn basic engine diagnostic tests; perform these tests and interpret the results; remove and replace an engine assembly; dis-assemble and re-assemble major engine components; and measure components for wear.” Current description: “Practical application of principles and theory of MOVH 211. Engines are tested to determine condition before disassembly. Engine is disassembled; all parts are inspected, replaced, and brought back to manufacturer’s specification. Engine is reassembled, adjusted, and replaced in vehicle.” Motion to accept proposal [**Motion: Anne LaVance; Second: Sal Anselmo; Carried, Unanimously**].

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

Technical Division/MOVH

Change of Course Title: MOVH-217: Auto Chassis. Change the title of MOVH-217: Auto Chassis *from* MOVH-217: Auto Chassis *to* MOVH-217: Steering and Suspension Systems. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Credit/Contact Hours: MOVH-217: Steering and Suspension Systems. Change course lecture –lab –credit and/contact hours *from* 3-0-3/45 *to* 2-0-2/30. Reduction in lecture-credit and contact hours is due to revised course content.

Technical Division/MOVH

Change of Course Description: MOVH-217: Steering and Suspension Systems. Change the description of MOVH-217: Steering and Suspension Systems to state: “Basic Automotive Steering and Suspension System skills. Includes tire and wheel service, steering & suspension system component service, and wheel alignment principles & corrections for various steering & handling complaints.” Current description: “Theory, principles and practices of servicing the motor vehicle suspension. Emphasis is on front suspensions, wheel alignment, wheel balancing and manual steering gear assemblies.”

Technical Division/MOVH

Change of Course Title: MOVH-219: Auto Chassis Laboratory. Change the title of MOVH-219: Auto Chassis Laboratory *from* MOVH-219: Auto Chassis Laboratory *to* MOVH-219: Steering and Suspension Systems Laboratory. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Description: MOVH-219: Steering and Suspension Systems Laboratory. Change the description of MOVH-219: Steering and Suspension Systems Laboratory to state: “Laboratory component to accompany MOVH 217: Steering and Suspension Systems. Basic Automotive Steering and Suspension System skills. Includes tire and wheel service, steering & suspension system component service, and wheel alignment principles & corrections for various steering & handling complaints.” Motion to accept proposal [**Motion: Ashley Chitwood; Second Jerri Protti; Carried, Unanimously**].

- l) *The agenda was reordered and items were combined for discussion. Original Placement Items V. dd. To V. gg.*

Technical Division/MOVH

Change of Course Title: MOVH-231: Motor Vehicle Electrical Systems. Change the title of MOVH-231: Motor Vehicle Electrical Systems *from* MOVH-231: Motor Vehicle Electrical Systems *to* MOVH-231: Advanced Electrical and Electronics. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Description: MOVH-231: Advanced Electrical and Electronics. Change the description of MOVH-231: Advanced Electrical and Electronics to state: “Computer control of automotive electrical systems. Includes analog and digital inputs, computer processing, direct and indirect control of output relays, solenoids, motors and actuators. Participants use digital multi-meters and scan tools to test system operation and diagnose vehicle concerns.” Current description: “Principles of the storage battery, alternator, cranking motor, instruments, lighting circuits, solid state electronics, and computers.”

Technical Division/MOVH

Change of Course Title: MOVH-233: Motor Vehicle Electrical Systems

Laboratory. Change the title of MOVH-233: Motor Vehicle Electrical Systems Laboratory *from* MOVH-233: Motor Vehicle Electrical Systems Laboratory *to* MOVH-233: Advanced Electrical and Electronics Laboratory. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Description: MOVH-233: Advanced Electrical and Electronics Laboratory. Change the description of MOVH-233: Advanced Electrical and Electronics Laboratory to state: “Laboratory component to accompany MOVH 231. Computer control of automotive electrical systems. Includes analog and digital inputs, computer processing, direct and indirect control of output relays, solenoids, motors and actuators. Participants use digital multi-meters and scan tools to test system operation and diagnose vehicle concerns.” Current description: “Application of principles and theory of MOVH 231. Vehicle electrical problems are diagnosed and necessary repairs are made.” Motion to accept proposal [**Motion: Warren Punecky; Second: Larisia Jones; Carried, Unanimously**].

- m) *The agenda was reordered and items were combined for discussion. Original Placement Items V. hh. To V. kk.*

Technical Division/MOVH

Change of Course Title: MOVH-232: Ignition and Test Equipment. Change the title of MOVH-232: Ignition and Test Equipment *from* MOVH-232: Ignition and Test Equipment *to* MOVH-232: Engine Performance II: Advanced Drivability. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Description: MOVH-232: Engine Performance II: Advanced Drivability. Change the course description of MOVH-232: Engine Performance II: Advanced Drivability to state: “Advanced drivability skills. Students learn fuel injection diagnosis, testing and service; gasoline direct-injection principles; electronic throttle control; EGR, PCV, evaporative emission and exhaust system controls; OBD II operation and diagnosis using a scan tool, DMM and oscilloscope.” Current description: “Battery and transistorized and high energy ignition systems. Emphasizes operation, diagnosis, and repair.”

Technical Division/MOVH

Change of Course Title: MOVH-234: Ignition and Test Equipment Laboratory. Change the title of MOVH-234: Ignition and Test Equipment Laboratory *from* MOVH-234: Ignition and Test Equipment Laboratory *to* MOVH-234: Engine Performance II: Advanced Drivability Laboratory. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Description: MOVH-234: Engine Performance II: Advanced Drivability Laboratory. Change the description of MOVH-234:

Engine Performance II: Advanced Drivability Laboratory to state: “: Laboratory component to accompany MOVH 234. Advanced drivability skills. Students learn fuel injection diagnosis, testing and service; gasoline direct-injection principles; electronic throttle control; EGR, PCV, evaporative emission and exhaust system controls; OBD II operation and diagnosis using a scan tool, DMM and oscilloscope.” Current description: “Application and use of the engine analyzer (Oscilloscope) and other diagnostic equipment.” Motion to accept proposal [**Motion: Linda Donahue; Second: Jerri Protti; Carried, Unanimously**].

- n) *The agenda was reordered and items were combined for discussion. Original Placement Items V. II. to V.oo.*

Technical Division/MOVH

Change of Course Title: MOVH-240: Standard Transmissions. Change the title of MOVH-240: Standard Transmissions *from* MOVH-240: Standard Transmissions *to* MOVH-240: Manual Drivetrain and Axles. The new title more accurately reflects the instructional content and intent of the course.

- o) **Technical Division/MOVH**

Change of Course Description: MOVH-240: Manual Drivetrain and Axles. Change the description of MOVH-240: Manual Drivetrain and Axles to state: “Clutch, manual drivetrain and axle skills. Students learn basic diagnostic tests, perform these tests and interpret the results on clutch components, synchronizer assemblies and shifter mechanisms; gear and bearing noises; drive axle shafts and cv-joints; transfer cases, and differentials.” Current description: “Operating theory of standard three-, four-, and five-speed transmissions, clutches, overdrives, transaxles, differentials and front-wheel drive lines.”

- p) **Technical Division/MOVH**

Change of Course Title: MOVH-242: Standard Transmissions Laboratory. Change the title of MOVH-242: Standard Transmissions Laboratory *from* MOVH-242: Standard Transmissions Laboratory *to* MOVH-242: Manual Drivetrain and Axle Laboratory. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Description: MOVH-242: Manual Drivetrain and Axles Laboratory. Change the description of MOVH-242: Manual Drivetrain and Axles Laboratory to state: “Laboratory component to accompany MOVH 240. Clutch, manual drivetrain and axle skills. Students learn basic diagnostic tests, perform these tests and interpret the results on clutch components, synchronizer assemblies and shifter mechanisms; gear and bearing noises; drive axle shafts and cv-joints; transfer cases, and differentials.” Current description: “Application of principles and theory of MOVH 240. Emphasizes diagnosis of problems, rebuilding, and proper adjustments.” Motion to accept proposal [**Motion: Jennifer Bennett; Second: Anne LaVance; Carried, Unanimously**].

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

Technical Division/MOVH

Change of Course Description: MOVH-244: Automatic Transmissions. Change the description of MOVH-244: Automatic Transmissions to state: “General automatic transmission/transaxle skills. Students learn theory of operation, hydraulic principles and torque convertor operation; planetary gear set operation, band/servo, one-way clutch and multiple disc clutch operation. Students check and adjust clutch pack clearance and endplay; use component application charts, a scan tool, DMM and pressure gauges to diagnose electronic transmission concerns.” Current description: “Operating principles and theory of two- and three-speed automatic transmissions and transaxles. Each model is explained and demonstrated.”

Technical Division/MOVH

Change of Course Description: MOVH-246: Automatic Transmissions Laboratory. Change the description of MOVH-246: Automatic Transmissions Laboratory to state: “Laboratory component to accompany MOVH-244. General automatic transmission/transaxle skills. Students learn theory of operation, hydraulic principles and torque convertor operation; planetary gear set operation, band/servo, one-way clutch and multiple disc clutch operation. Students check and adjust clutch pack clearance and endplay; use component application charts, a scan tool, DMM and pressure gauges to diagnose electronic transmission concerns.” Current description: “Application of principles and theory of MOVH 244. Each model is disassembled, inspected, reassembled, and adjusted.” Motion to accept proposal [**Motion: Deborah Skevington; Second Ashley Chitwood; Carried, Unanimously**].

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

Technical Division/MOVH

Change of Course Title: MOVH-260: Auto Air Conditioning. Change the title of MOVH-260: Auto Air Conditioning *from* MOVH-260: Auto Air Conditioning *to* MOVH-260: Climate Control Systems. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Description: MOVH-260: Climate Control Systems. Change the description of MOVH-260: Climate Control System to state: “Automotive heating and air conditioning skills. Students integrate the need for driver and passenger comfort with the principles of latent heat. Refrigerant systems operation, controls, diagnosis, repair and service procedures include cycling clutch orifice tube and thermostatic expansion valve systems.” Current description: “Theory and operation of

factory and add-on units. Major areas covered are compressors, evaporators, and condensers, controls, automatic temperature controls, and drives.”

Technical Division/MOVH

Change of Course Title: MOVH-262: Auto Air Conditioning Laboratory. Change the title of MOVH-262: Auto Air Conditioning Laboratory *from* MOVH-262: Auto Air Conditioning Laboratory *to* MOVH-262: Climate Control Systems Laboratory. The new title more accurately reflects the instructional content and intent of the course.

Technical Division/MOVH

Change of Course Description: MOVH-262: Climate Control Systems Laboratory. Change the description of MOVH-262: Climate Control Systems Laboratory to state: “Laboratory component to accompany MOVH 260. Automotive heating and air conditioning skills. Students integrate the need for driver and passenger comfort with the principles of latent heat. Refrigerant systems operation, controls, diagnosis, repair and service procedures include cycling clutch orifice tube and thermostatic expansion valve systems.” Current description: “Application of MOVH 260. Includes diagnosis of problems and repairs of a unit.” Motion to accept proposal [**Motion: Sal Anselmo; Second: Anne LaVance; Carried, Unanimously**].

- s) *The agenda was reordered. Original Placement Item V. vv.*

Technical Division/MOVH

Change of Course Prefix: COOP: Cooperative Education: Business and Technology. Migrate COOP courses from the COOP prefix to the MOVH prefix as follows: MOVH-180, 181, 182, 183, 184, 185, 186, 187, 188: Motor Vehicle Technology Work Experience. The change in prefix better reflects the instructional content of the courses, and placement within the Motor Vehicle Technology subject area. Motion to accept proposal [**Motion: Ashley Chitwood; Second: Ray Gisclair; Carried, Unanimously**].

- t) *The agenda was reordered. Original Placement Item V. ww.*

Technical Division/MOVH

Program Revision: Associate of Applied Science in Motor Vehicle Technology. Revise the Associate of Applied Science degree program to reflect revised course descriptions. Add: MOVH-101: Introduction to Motor Vehicle Technology, MOVH-270: Advanced Automotive Technologies, and three (3) hours of Motor Vehicle Work Experience courses to “Courses Required in Major.” Add: MOVH-162: Advanced Brake/Steering and Suspension and MOVH-164: Advanced Brake/Steering and Suspension Laboratory to General Automotive Concentration. Reduce concentration range from 16-17 to 15-16. Total Program Hours remain the same. Motion to accept proposal [**Motion: Jerri Protti; Second: Sal Anselmo; Carried, Unanimously**].

- u) The agenda was reordered. Original Placement Item V. xx.
Technical Division/MOVH
Program Revision: Certificate of Technical Studies in Motor Vehicle Technology. Revise the Certificate of Technical Studies program to reflect revised course descriptions. Add: MOVH-101: Introduction to Motor Vehicle Technology to “Courses Required in Major.” Reduce concentration range from 16-17 to 15-16. Total Program Hours reduce from 23-24 to 21-22. Motion to accept proposal [**Motion: Ashley Chitwood; Second: Ray Gisclair; Carried Unanimously**].
- v) The agenda was reordered and items were combined for discussion. Original Placement Items V. yy. to V. aaa.
Technical Division/MOVH
Program Termination: Certificate of Technical Studies in Auto Tech: Electrical Technician. Terminate the Certificate of Technical Studies in Auto Tech: Electrical Technician. The related C.T.S. in Motor Vehicle Technology remains active, and is adequate to meet student interest and local workforce employment need.
Technical Division/MOVH
Program Termination: Certificate of Technical Studies in Auto Tech: Engine Performance Technician. Terminate the Certificate of Technical Studies in Auto Tech: Engine Performance Technician. The related C.T.S. in Motor Vehicle Technology remains active, and is adequate to meet student interest and local workforce employment need.
Technical Division/MOVH
Program Termination: Certificate of Technical Studies in Auto Tech: Power Train Technician. Terminate the Certificate of Technical Studies in Auto Tech: Power Train Technician. The related C.T.S. in Motor Vehicle Technology remains active, and is adequate to meet student interest and local workforce employment need. Motion to accept proposal [**Motion: Anne LaVance; Second: Douglas Brewster; Carried, Unanimously**].
- w) The agenda was reordered. Original Placement Item V. bbb.
Arts & Humanities/CRJU
Change of Course Title: CRJU-101: Police Process. Change the title of CRJU-101: Police Process from CRJU-101: Police Process to CRJU-101: Introduction to Police Process and Practices. The new title more accurately reflects the instructional content of the course. Motion to accept proposal [**Motion: Sal Anselmo; Second: Jerrie Protti; Carried, Unanimously**].
- x) The agenda was reordered. Original Placement Item V. ccc.
Arts & Humanities/CRJU
Change of Course Title: CRJU-103: Corrections Process. Change the title of CRJU-103: Corrections Process from CRJU-103: Corrections

Process to CRJU-103: Introduction to Correctional Systems. The new title more accurately reflects the instructional content of the course. Motion to accept proposal [**Motion: Kim Rugon; Second: Sal Anselmo; Carried, Unanimously**].

y) The agenda was reordered. Original Placement Item V. ddd.

Arts & Humanities/CRJU

Change of Course Title: CRJU-105: The Criminal Justice System. Change the title of CRJU-105: The Criminal Justice System from CRJU-105: The Criminal Justice System to CRJU-105: Introduction to Criminal Justice. The new title more accurately reflects the instructional content of the course. Motion to accept proposal [**Motion: Janet Colletti; Second: Jerrie Protti; Carried, Unanimously**].

z) The agenda was reordered and items were combined for discussion. Original Placement Items V. eee. to V. jjj

Arts & Humanities/CRJU

Change of Course Prerequisite Requirement: CRJU-203: Evidence. Delete the prerequisite requirement of CRJU-103: Introduction to Correctional Systems from CRJU-203: Evidence. Note: CRJU-105: Introduction to Criminal Justice remains as a prerequisite requirement.

Arts & Humanities/CRJU

Change of Course Prerequisite Requirement: CRJU-209: Criminology. Delete the prerequisite requirement of CRJU-103: Introduction to Correctional Systems from CRJU-209: Criminology. Note: CRJU-105: Introduction to Criminal Justice remains as a prerequisite requirement.

Arts & Humanities/CRJU

Change of Course Prerequisite Requirement: CRJU-222: Drug Abuse. Delete the prerequisite requirement of CRJU-103: Introduction to Correctional Systems from CRJU-222: Drug Abuse. Note: CRJU-105: Introduction to Criminal Justice remains as a prerequisite requirement.

Arts & Humanities/CRJU

Change of Course Prerequisite Requirement: CRJU-261: Constitutional Law. Delete the prerequisite requirement of CRJU-103: Introduction to Correctional Systems from CRJU-261: Constitutional Law. Note: CRJU-105: Introduction to Criminal Justice remains as a prerequisite requirement.

Arts & Humanities/CRJU

Change of Course Prerequisite Requirement: CRJU-270: Victimology. Delete the prerequisite requirement of CRJU-103: Introduction to Correctional Systems from CRJU-270: Victimology. Note: CRJU-105: Introduction to Criminal Justice remains as a prerequisite requirement.

Arts & Humanities/CRJU

Change of Course Prerequisite Requirement: CRJU-298: Criminal Justice Practicum. Delete the prerequisite requirement of CRJU-103:

Introduction to Correctional Systems from CRJU-298: Criminal Justice Practicum. Note: CRJU-105: Introduction to Criminal Justice remains as a prerequisite requirement. Motion to accept proposal [**Motion: Jennifer Bennett; Second: Douglas Brewster; Carried, Unanimously**].

- aa) The agenda was reordered and items were combined for discussion. Original Placement Items V. kkk. to V. III.
Arts & Humanities/CRJU
Change of Course Prefix: CRJU-295: Criminal Justice Research. Change the prefix (Rubric) of CRJU-295: Criminal Justice Research from CRJU-295: Criminal Justice Research to SOCI-295: Criminal Justice Research.
Arts & Humanities/CRJU
Change of Course Title: SOCI-295: Criminal Justice Research. Change the title of SOCI-295: Criminal Justice Research from SOCI-295: Criminal Justice Research to SOCI-295: Social Science Research. The new title and prefix more accurately reflect course content and intended purpose. Motion to accept proposal [**Motion: Jerrie Protti; Second: Sal Anselmo; Carried, Unanimously**].
- bb) The agenda was reordered. Original Placement Item V. mmm.
Arts & Humanities/CRJU
New Course: CRJU-246: Juvenile Justice System (3-0-3 / 45). Creation of a new course, CRJU-246: Juvenile Justice System. The goal of this course is to provide students with an overview of the juvenile justice system, and to clarify how it differs from the adult criminal justice system. Course description: "History, development, theories, current themes, underlying assumption, and language of juvenile justice in the United States." Motion to accept proposal [**Motion: Delores Smith; Second: Kim Rugon; Carried, Unanimously**].
- cc) The agenda was reordered. Original Placement Item V. nnn.
Arts & Humanities/CRJU
New Course: CRJU-110: Introduction to Terrorism (3-0-3 / 45). Creation of a new course, CRJU-110: Introduction to Terrorism. The goal of this course is to provide students with an opportunity to adopt a realist world-view of terrorism and counter-terrorism measures. Course description: "Analysis of terrorist acts in the context of foundations and aims of terrorist organizations, types of terrorism, tactics and strengths of terrorists, and counter-terrorism measures." Motion to accept proposal [**Motion: Jennifer Bennett; Second: Sal Anselmo; Carried, by Majority Vote, with one (1) Opposing Vote**].
- dd) The agenda was reordered. Original Placement Item V. ooo.
Arts & Humanities/CRJU
Program Revision: Associate of Arts in Criminal Justice. Revise the

Associate of Arts in Criminal Justice. ADD: CRJU-101: Introduction to Police Process and Practices and CRJU-162: The Judicial Process to Courses Required in Major; Reduce choice of additional coursework *from* fifteen credit hours *to* nine credit hours. DELETE: CRJU-101: Introduction to Police Process and Practices and CRJU-162: The Judicial Process from this category; ADD: CRJU-264: Juvenile Justice System to this category; Delete SOCI cross-referenced courses. Total Program Hours remain the same. Motion to accept proposal [**Motion: Kenneth Ripberger; Second: Jennifer Bennett; Carried, Unanimously**].

- ee) *Removed from Consideration by Division Dean:*
Business & Technology/CULA
~~**New Course:** CULA 108: A La Carte Preparations (3-9-3 / 180). Creation of a new course, CULA 108: A La Carte Preparations. The goal of the course is to teach students to prepare a la carte items for the restaurant industry. Course description: "Includes the study of salad, sandwich, fry, grill, and breakfast stations, and the duties of station workers."~~
- ff) ~~**Business & Technology/CULA**~~
~~**New Course:** CULA 110: Food & Beverage Operation (2-0-2 / 30). Creation of a new course, CULA 110: Food & Beverage Operation. The goal of the course is to prepare students to identify the operation aspects of the foodservice industry and how they play a vital role in these operations. Course description: "Maintaining food quality by implementing appropriate procedures for purchasing, receiving, and issuing food, food products, and cooking supplies. Includes menu development and management."~~
- gg) ~~**Business & Technology/CULA**~~
~~**New Course:** CULA 112: Food and Beverage Service (1-0-1 / 15). Creation of a new course, CULA 112: Food and Beverage Service. The goal of this course is to prepare students to serve food and beverages in the restaurant industry. Course description: "A study of the types of service used to enhance dining pleasure, as well as the preparation and service of beverages."~~
- hh) ~~**Business & Technology/CULA**~~
~~**New Course:** CULA 113: Culinary Calculations (3-0-3 / 45). Creation of a new course, CULA 113: Culinary Calculations. This course is designed to prepare student use basic food service math. Course description: "Solving culinary problems using fundamental math skills including cost per serving, adjusting recipe yields, and total cost and quantity of recipes."~~
- ii) ~~**Business & Technology/CULA**~~
~~**New Course:** CULA 114: Basic Food Preparation. Creation of a new course, CULA 114: Basic Food Preparation. This course is designed to teach food preparation fundamentals. Course description:~~

~~“Tools/equipment, recipe use, menu making, as well as the “mise en place” preparation principles for effective execution in the culinary industry.”~~

jj) — ~~**Business & Technology/CULA**~~

~~**New Course:** CULA 200: International Foods (3-9-3 / 180). Creation of a new course, CULA 200: International Foods. The goal of this course is to teach students to prepare a multi-course meal, working as a team, using international foods. Course description: “Team preparation of a specified number and variety of international meals using advanced skills.”~~

kk) — ~~**Business & Technology/CULA**~~

~~**New Course:** CULA 204: Baking I (3-9-3 / 180). Creation of a new course, CULA 204: Baking I. The goal of this course is to teach student to prepare breads, doughs, cakes, and pies. Course description: “Preparation of yeast dough products, quick breads, cakes and icings, and pies.”~~

ll) — ~~**Business & Technology/CULA**~~

~~**New Course:** CULA 222: Pantry Preparations (3-9-3 / 180). Creation of a new course, CULA 222: Pantry Preparations. The goal of this course is to teach students to prepare a wide variety of cold appetizers, salads, dressings, sandwiches, pasta, dumplings, and to investigate molecular gastronomy. Course description: “To prepare a wide variety of cold appetizers, salads, dressings, sandwiches, pasta, dumplings using appropriate preparation, holding, and serving procedures to maintain a quality product while investigating molecular gastronomy.”~~

mm) — ~~**Business & Technology/CULA**~~

~~**New Course:** CULA 223: Volume Food Production (3-9-3 / 180). Creation of a new course, CULA 223: Volume Food Production. The goal of this course is to teach quantity food preparation skills that are required in the restaurant industry. Course description: “Preparing large quantities of hot and cold foods using appropriate preparation, holding, and serving procedures to maintain a quality food product.”~~

nn) — ~~**Business & Technology/CULA**~~

~~**Change of Program Title:** Certificate of Technical Studies in Culinary Arts: Entry Level Line Cook. Change the title of the Certificate of Technical Studies in Culinary Arts: Entry Level Line Cook *from* Certificate of Technical Studies in Culinary Arts: Entry Level Line Cook *to* Certificate of Technical Studies in Culinary Arts: Line Cook.~~

oo) — ~~**Business & Technology/CULA**~~

~~**Program Revision:** Certificate of Technical Studies in Culinary Arts: Line Cook.~~

pp) — ~~**Business & Technology/CULA**~~

~~**Program Termination:** Certificate of Technical Studies in Culinary~~

~~Arts: Production Cook. Terminate the Certificate of Technical Studies in Culinary Arts: Production Cook. The related C.T.S. in Culinary Arts: Line Cook remains active, and is adequate to meet student interest and local workforce employment need.~~

- qq) The agenda was reordered. Original Placement Item V. bbbb.
Technical Division/COSM
Program Revision: Technical Diploma in Cosmetology. Revise the Technical Diploma in Cosmetology as follows: Delete: ACCT-111, BUSG-115, MARK-201, and SPCH-132 from Required Related Courses. Total Program Hours decrease *from 58 to 46*. Motion to accept proposal [Motion: Ashley Chitwood; Second: Anne LaVance; Carried, Unanimously].
- rr) The agenda was reordered and items were combined for discussion. Original Placement Items V. cccc. to V. dddd.
Business & Technology/AERO
Change of Course Credit/Contact Hours: AERO-101: Foundations of the U.S. Air Force I. Change the lab and contact hours of AERO-101: Foundations of the U.S. Air Force I *from 1-2-1 /45 to 1-0-1 / 15*.
Business & Technology/AERO
Change of Course Description: AERO-101: Foundations of the U.S. Air Force I. Change the description of AERO-101: Foundations of the U.S. Air Force I to state: "Survey course designed to introduce students to the United States Air Force and encourage participation in Air Force Reserve Officer Training Corps. Topics include: overview of ROTC, special program offered through ROTC, mission and organization of ROTC, brief history of the Air Force, introduction to leadership and leadership related issues, Air Force Core Values, Air Force officer training opportunities, and an introduction to communication studies. Leadership Laboratory is mandatory for AFROTC cadets, and compliments this course by providing cadets with followership experiences. Co-requisite: AERO-103." Motion to accept proposal [Motion: Jerrie Protti; Second: Kim Rugon; Carried, Unanimously].
- ss) The agenda was reordered and items were combined for discussion. Original Placement Items V. gggg. to V. hhhh
Business & Technology/AERO
Change of Course Credit/Contact Hours: AERO-102: Foundations of the U.S. Air Force II. Change the lab and contact hours of AERO-102: Foundations of the U.S. Air Force I *from 1-2-1 /45 to 1-0-1 / 15*.
Business & Technology/AERO
Change of Course Description: AERO-102: Foundations of the U.S. Air Force II. Change the description of AERO-102: Foundations of the U.S. Air Force II to state: "Continuation survey course, introducing students to the United States Air Force and Air Force Reserve Officer Training Corps. Topics include: U.S. Air Force installations, and

professions; geographical awareness; U.S. defense policy; military balance; terrorism and communication skills. Leadership Laboratory II is mandatory for AFROTC cadets and complements this course by providing cadets with followership experience. Prerequisite: AERO-101; Co-requisite: AERO-104. Motion to accept proposal [**Motion: Deborah Skevington; Second: Jennifer Bennett; Carried, Unanimously**].

- tt) *The agenda was reordered and items were combined for discussion. Original Placement Items V. gggg. to V. hhhh.*
Business & Technology/AERO
Reactivation of a previously terminated course: AERO-103: Foundations of U.S. Air Force I Leadership Laboratory (0-2-0).
Business & Technology/AERO
Reactivation of a previously terminated course: AERO-104: Foundations of U.S. Air Force II Leadership Laboratory (0-2-0). Motion to accept proposal [**Motion: Jennifer Bennett; Second: Anne LaVance; Carried, Unanimously**].
- uu) *The agenda was reordered and items were combined for discussion. Original Placement Items V. iiiii. to V. jjjj.*
Business & Technology/AERO
Change of Course Credit/Contact Hours: AERO-201: The Evolution of USAF and Space Power I. Change the lab and contact hours of AERO-201: The Evolution of USAF and Space Power I *from* 1-2-1 /45 *to* 1-0-1 / 15.
Business & Technology/AERO
Change of Course Credit/Contact Hours: AERO-202: The Evolution of USAF and Space Power II. Change the lab and contact hours of AERO-20: The Evolution of USAF and Space Power II *from* 1-2-1 /45 *to* 1-0-1 / 15. Motion to accept proposal [**Motion: Anne LaVance; Second: Ray Gisclair; Carried, Unanimously**].
- vv) *The agenda was reordered and items were combined for discussion. Original Placement Items V. kkkk. to V. llll.*
Business & Technology/AERO
Reactivation of a previously terminated course: AERO-203: The Evolution of USAF and Space Power I Leadership Laboratory (0-2-0).
Business & Technology/AERO
Reactivation of a previously terminated course: AERO-204: The Evolution of USAF and Space Power II Leadership Laboratory (0-2-0). Motion to accept proposal [**Motion: Jennifer Bennett; Second: Jerrie Protti; Carried, Unanimously**].

ww)

The agenda was reordered. Original Placement Item V. mmmm

Arts & Humanities/INTD

Concept Proposal of a New Instructional Program: Certificate of Technical Studies in Kitchen and Bath Design. The thirty (30) credit hour Certificate of Technical Studies program will prepare students to specialize in Kitchen and Bath Design, and is a specialty sub-set of the Interior Design/Interior Architecture discipline. All courses comprising the proposed C.T.S. may be applied to the current A.A. in Interior Design, with the exception of one (1) three-credit hour Portfolio course. The program plans to seek accreditation by the National Kitchen and Bath Association, an agency that has been the sole accreditor of Kitchen and Bath Designers for the past 45 years. Motion to accept proposal [**Motion: Ashley Chitwood; Second: Ray Gisclair; Carried, Unanimously.**]

VIII. Old Business

IX. Next Meeting November 18, 2011 (Scheduled Meeting)

X. Adjournment 4:00pm