



**CURRICULUM COMMITTEE MEETING**

*Friday, April 11, 2014 - 2:00 p.m.*

*Student Life Center, Faculty Dining Room – (Building 23, First Floor Floor)*

**MINUTES**

**I. Call to Order**

The meeting was called to order at 2:00 pm by Lester Adelsberg, Assistant Chair.

**II. Roll Call**

Present	Lester Adelsberg	Lilian Gamble
Were:	Sal Anselmo	Danielle Gandolfo
	Abdelrahim Ayyad	Larisia Jones
	Jennifer Bennett	Anne LaVance
	Douglas Brewster	Cheryl Myers
	Monique Cola	Warren Punekey
	Janet Colletti	Rhonda King
	Caitlin Cooper	Deborah Skevington
	Arnel Cosey	Dolores Smith
	Sara DeLozier	Tim Stamm
	Linda Donahue	Janet Gauthier Stephens
Attending to	John Arbour	Mark McLean
Other Business:	Malene Arnaud-Davis	Rhett McNorton
	Vernell Briscoe	Claudia Martinez
	Ashley Chitwood	Patrice Moore
	Maria Cisneros	Kenneth Ripberger
	Lesha Coulon	Vance Roux
	Raymond Duplessis	David Sanders
	Meredith Feike	Kristine Strickland
	Thomas Gruber	Tedd Walley
	Joan Hodge	Darlene Williams
	Linda Kieffer	Keidra Williams
	Melissa LaCour	Theophilieus Worrell
	Larissa Littleton-Steib	
Guest:	Leslie Knowles	

**III. Minutes of the Meeting of March 28, 2014**

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

## V. Common Course Names/Numbers

- a) Louisiana ACT 356 (2009); subsection 3164:

*“...the Board of Regents shall develop, coordinate, and maintain a statewide course numbering system for postsecondary .... Education in all public ... postsecondary institutions as a means to facilitate program planning and transfer of students and course credits between and among ... postsecondary educational institutions.”*

- b) Mathematics – Review – October 9, 2013  
c) English – Review – November 5, 2013  
d) Biological Sciences – Review – March 18, 2014  
e) Physical Sciences – Review – April 8, 2014

## VI. New Business

- a) **Allied Health/PHAR**

**Change of Course Laboratory and Contact Hours:** PHAR-106: Pharmacy Practice Laboratory. Revise the laboratory and contact hours of PHAR-106: Pharmacy Practice Laboratory *from* 0-3-4 / 45 *to* 0-4-1 / 60. Changes incorporate the following new content: automated dispensing, medical equipment and supplies, and CPR, and are initiated as a result of accrediting requirements. Motion to accept proposal [**Motion: Larisia Jones; Second: Deborah Skevington; Carried, Unanimously**].

- b) **Business & Technology/BUSG**

**Change of Course Prerequisite Requirements:** BUSG-224: Business Computer Applications. Change the prerequisite of BUSG-224: Business Computer Applications to state: “Eligibility for MATH-120: Contemporary Mathematics.” Current prerequisite: “Eligibility for MATH-118: Algebra for College Students.” Motion to accept proposal [**Motion: Cheryl Myers; Second: Anne LaVance; Carried, Unanimously**].

- c) **Communication/ASLS**

**Program Revision:** Associate of Arts in American Sign Language Studies. Delete: MATH-118: Algebra for College Students; Add: MATH-120: Contemporary Mathematics. Total program hours remain the same. Motion to accept proposal [**Motion: Janet Colletti; Second: Lilian Gamble; Carried, Unanimously**].

- d) **Communication/ASLS**

**Change of Course Prerequisite Requirements:** ASLS-205: ASL Narratives. Change the prerequisite requirement of ASLS-205: ASL Narratives to state: “ASLS-202: American Sign Language IV.” Current prerequisites: “ASLS-102, ASLS-110, and ASLS-150.” Motion to accept

proposal. **[Motion: Lilian Gamble; Second: Larisia Jones; Carried, Unanimously].**

e) **Business & Technology/ACCT**

**Change of Course Prerequisite Requirements:** ASLS-222: Computerized Accounting Using Quickbooks. Change the prerequisite requirements of ACCT-222: Computerized Accounting Using Quickbooks to state: "ACCT-111: Fundamentals of Accounting, or ACCT-201: Accounting I, or ACCT-205: Principles of Financial Accounting. Note: may be taken concurrently with ACCT-222." Currently, the course has no prerequisite requirements. Motion to accept proposal. **[Motion: Anne LaVance; Second: Douglas Brewster; Carried, Unanimously].**

f) *Items VI. f. to VI. z. Removed from Consideration by Division Dean*

~~**Business & Technology/DIGM**~~

~~**New Course:** DIGM 101: Screenwriting I (1-2-2 / 45). Creation of a new course: DIGM 101: Screenwriting I. Course description: "Basic understanding of Screenplay formatting and Dramatic structure for narrative cinema."~~

~~**Business & Technology/DIGM**~~

~~**New Course:** DIGM 102: Screenwriting II (1-2-2 / 45). Creation of a new course: DIGM 102: Screenwriting II. Course description: "Building on knowledge gain in DIGM 101 Screenwriting I, students complete a short narrative screenplay. Screenplays completed in this class will be eligible to be produced and shot in DIGM 122 Cinema Production II."~~

~~**Business & Technology/DIGM**~~

~~**New Course:** DIGM 121: Cinema Production I (2-4-3 / 90). Creation of a new course: DIGM 121: Cinema Production I. Course description: "Fundamentals of Digital Cinema techniques, terminology, and visual grammar. Basic industry positions, protocols and procedures will be emphasized during the development of several short narrative motion pictures."~~

~~**Business & Technology/DIGM**~~

~~**New Course:** DIGM 131: Image Manipulation I (1-2-2 / 45). Creation of a new course: DIGM 131: Image Manipulation I. Course description: "introduction to basic theory and practice of computerized photo retouching and compositing, and the creation of digital graphic elements for the motion picture industries. The projects in this class will be geared toward motion picture industry deliverables including TV graphic elements, movie posters, one sheets, and DVD covers."~~

~~**Business & Technology/DIGM**~~

~~**New Course:** DIGM 132: Image Manipulation II (1-2-2 / 45). Creation of a new course: DIGM 132: Image Manipulation II. Course description: "Building on knowledge gained in DIGM 131 Image Manipulation I, this course emphasizes techniques and applications prevalent in the fields of motion graphics and game design animation. The course emphasizes basic standard industry workflow."~~

**Business & Technology/DIGM**

~~**New Course:** DIGM-222: Cinema Production II (2-4-3 / 90). Creation of a new course: DIGM-222: Cinema Production II. Course description: "Building on the basic concepts of Cinema Production I, Students continue to develop their knowledge of professional Digital Cinema Production with the addition of basic lighting and sound for cinematic storytelling. Industry positions, protocols and procedures will be emphasized during the development of several short narrative motion pictures."~~

**Business & Technology/DIGM**

~~**New Course:** DIGM-223: Cinema Production III (2-4-3 / 90). Creation of a new course: DIGM-223: Cinema Production III. Course description: "Explores more advanced camera and lighting techniques and concepts used in digital filmmaking and video production. Industry positions, protocols and procedures will be emphasized during the development of several short narrative motion pictures."~~

**Business & Technology/DIGM**

~~**New Course:** DIGM-231: 2D Animation and Compositing I (1-2-2 / 45). Creation of a new course: DIGM-231: 2D Animation and Compositing I. Course description: "Basic theory and practice of digital video compositing and the creation of effects and motion graphics for the motion picture industries. The course will emphasize basic standard industry workflow."~~

**Business & Technology/DIGM**

~~**New Course:** DIGM-232: 2D Animation and Compositing II (2-4-3 / 90). Creation of a new course: DIGM-232: 2D Animation and Compositing II. Course description: "Advanced theory and practice of digital video compositing and the creation of effects and motion graphics for the motion picture industries. The course will emphasize basic standard industry workflow."~~

**Business & Technology/DIGM**

~~**New Course:** DIGM-261: Cinema Production IV: Capstone Project (3-3-4 / 90). Creation of a new course: DIGM-261: Cinema Production IV: Capstone Project. Course description: "Synthesis of knowledge gained from all previous Digital Cinema classes. Students will produce one or more capstone movies, taking the project from script, through pre-production, production, and post production processes, to exhibition. Industry positions, protocols and procedures will be emphasized during all phases of the capstone project."~~

**Business & Technology/DIGM**

~~**New Course:** DIGM-111: Motion Picture Editing I (1-2-2 / 45). Creation of a new course: DIGM-111: Motion Picture Editing I. Course description: "Basic theory and practice of nonlinear editing for narrative motion pictures. Use of industry based software."~~

**Business & Technology/DIGM**

~~**New Course:** DIGM-112: Motion Picture Editing II (1-2-2 / 45). Creation of a new course: DIGM-112: Motion Picture Editing II. Course~~

~~description: "Additional fundamental concepts of nonlinear editing for narrative motion pictures. Use of industry based software."~~

~~**Business & Technology/DIGM**~~

~~**New Course:** DIGM-135: Vector Based Illustration (1-2-2/45).~~

~~Creation of a new course: DIGM-135: Vector Based Illustration. Course description: "Introduction to industry standard, vector based digital drawing software used to create and modify illustrations, typographic elements, and creative assets for motion graphics. Proficiency with the Windows operating system and with application software is recommended, prior to taking this course."~~

~~**Business & Technology/DIGM**~~

~~**New Course:** DIGM-136: Typography for Motion Graphics (1-2-2/45).~~

~~Creation of a new course: DIGM-136: Typography for Motion Pictures. Course description: "The art, craft and process of using existing letterforms, and composing new ones, as a means of creative and effective communication in the field of Motion Graphics."~~

~~**Business & Technology/DIGM**~~

~~**New Course:** DIGM-137: Lighting for 3D Animation and Game Design (1-2-2/45). Creation of a new course: DIGM-137: Lighting for 3D~~

~~Animation and Game Design. Course description: "Hands on basic approach in the use of hardware and software involved in lighting systems for game production and simulation. Processes and products are designed to teach students use of high demand software for the gaming industry."~~

~~**Business & Technology/DIGM**~~

~~**New Course:** DIGM-138: 3D Modeling (1-2-2/45). Creation of a new~~

~~course: DIGM-138: 3D Modeling. Course description: "Hands on basic approach in the use of hardware and software involved in 3-dimensional modeling for game production. Processes and products are designed to teach students use of high demand software for the gaming industry."~~

~~**Business & Technology/DIGM**~~

~~**New Course:** DIGM-151: Design Principles for Motion Graphics (2-4-3/90). Creation of a new course: DIGM-151: Design Principles for Motion~~

~~Graphics. Course description: "In depth study of the design principles and color theory as it applies to motion graphics."~~

~~**Business & Technology/DIGM**~~

~~**New Course:** DIGM-242: Advanced Compositing (2-4-3/90). Creation~~

~~of a new course: DIGM-242: Advanced Compositing. Course description: "Hands on advanced method on the use of hardware and software involved in producing a well executed motion graphic project. Processes and products are designed to teach students use of high demand software for the motion graphic industry."~~

~~**Business & Technology/DIGM**~~

~~**New Course:** DIGM-244: E-Publishing (2-4-3/90). Creation of a new~~

~~course: DIGM-244: E-Publishing. Course description: "Exploration of the Industry standard software, Adobe InDesign, as an interactive software platform for producing websites, designing interactive forms and creating~~

~~publications for the iPad and other tablet devices. The software will be used to create layouts with images, illustration and typography, then those layouts will be redefined as websites and mobile applications for publication on the web and mobile devices.”~~

~~**Business & Technology/DIGM**~~

~~**New Course:** DIGM-245: Digital Media Marketing and Promotion (2-4-3 / 90). Creation of a new course: DIGM-245: Digital Media Marketing and Promotion. Course description: “Production of a demo reel and identity package for distribution and exhibition. Industry positions, protocols and procedures will be emphasized during all phases of the capstone project.”~~

~~**Business & Technology/DIGM**~~

~~**New Course:** DIGM-262: Advanced Titling and Effects for Cinema (2-4-3 / 90). Creation of a new course: DIGM-262: Advanced Titling and Effects for Cinema. Course description: “Students will produce creative and relevant front and end credits for assigned projects, which may include capstone projects produced in the Digital Cinema program. Students may also be responsible for creating additional digital effects for the capstone Cinema projects. During the completion of assigned projects, students may be required to work both individually, and as a member of a team. Industry positions, protocols and procedures will be emphasized during all phases of the capstone project(s).”~~

- g) *The Agenda was reordered, and items combined for discussion, original agenda placement VI.aa to VI.bb.*

**Allied Health/EKG**

**Final Notification/Approval of Curriculum:** Technical Competency Area in Electrocardiographic Technician (EKG).

**Allied Health/EKG**

**Final Notification/Approval of Curriculum:** Technical Competency Area in Dialysis Technician. Motion to accept proposals [**Motion: Anne LaVance; Second: Cheryl Myers; Carried, Unanimously**]

- h) **Curriculum & Program Development**

**Report:** Transferrable Mathematics Courses in degree (and certificate) programs. Summary report regarding the progress and timeline for replacing MATH-118: Algebra for College Students, a course not listed on the Board of Regents’ Master Course Articulation Matrix or included in the Louisiana Common Course Catalog, with transferrable courses included on the Board of Regents’ Master Course Articulation Matrix and included in the Louisiana Common Course Catalog to remain in compliance with the Board of Regents for Louisiana Higher Education’s Academic Affairs Policy 2.18: Minimum Requirements for Placement Into Entry-Level, College Level Mathematics and English and Louisiana Act 356 (2009): Common Course Names and Numbers to facilitate transfer/articulation between and among Colleges/Universities. [**Informational only; no action required**]

**VII. Old Business**

**VIII. Next Meeting**      May 2, 2014 (Scheduled Meeting)

**IX. Adjournment**      2:15 p.m.