

## CURRICULUM COMMITTEE

### Minutes February 13, 2013

The Curriculum Committee met on Wednesday, February 13, 2013 at 2:00 p.m. in the Conference Room of Building 1. Jo Linda Cooper, Dell Enecks, Carolyn Lee, Ben Morris, Bryan Van Gyzen and Jay Sullivan were present. Jay Sullivan replaced Wesley Beddard as the resource for this committee. Camille Richardson and Megan Sommers were absent. Dell Enecks called the meeting to order and addressed the agenda as follows.

#### I. New Business

##### Allied Health

Dell Enecks presented proposed changes to the Cosmetology Program. Ben Morris made a motion to change the prerequisite for COS 111 and COS 112 to DRE-096 or RED 070 or placement test score and COS 113 and COS 114 to DRE-097 or RED 080 or placement test score in the catalog **effective Fall 2013**. Carolyn Lee seconded the motion. The motion carried. (See attachment 1)

##### Arts & Sciences

Dell Enecks presented proposed changes to the Arts & Sciences curriculum. Ben Morris made a motion to add ART 118 (Art by Women) and ART 121 (Two-Dimensional Design) to the Arts & Sciences curriculum as an elective specifically toward the AA and AS degrees **effective Fall 2013**. Jo Linda Cooper seconded the motion. The motion carried.

Ben Morris made a motion to add HUM 180 (Internat Cultural Explor) to the Arts & Sciences curriculum **effective Summer 2013**. Jo Linda Cooper seconded the motion. The motion carried. (See attachment 2)

##### Business/Technology

Ben Morris presented proposed changes to the Criminal Justice program to include certificates. Carolyn Lee made a motion to add Essential Police Operations (13 SHC), Basics of Criminal Justice (12 SHC), and Corrections (12 SHC) certificates to the Criminal Justice program **effective Fall 2013**. Jo Linda Cooper seconded the motion. The motion carried. (See attachment 3)

Ben Morris presented proposed changes to the Criminal Justice Technology curriculum. Carol Lee made a motion allow COE-113 to sub for either CJC-121 (Law Enforcement Operations) or CJC-141 (Corrections) in the Criminal Justice Technology curriculum **effective Fall 2013**. Jo Linda Cooper seconded the motion. The motion carried. (See attachment 4)

Ben Morris presented proposed changes to Business Administration curriculum **effective Fall 2013**. Dell Enecks interjected to make a motion that we will all assume that unless otherwise stated, the effective date for all motions will be **effective Fall 2013**. Ben Morris seconded the motion. The motion carried. Ben Morris presented the following motions for approval.

1. Delete OST 130 (Comp. Keyboard) and its substitute, BUS 251 (Business Psychology) from the Business Administration curriculum, keeping both in the catalog. Carolyn Lee seconded the motion. The motion carried.
2. Add BUS 139 to catalog. Carolyn Lee seconded the motion. The motion carried.
3. Add BUS 139 – Entrepreneurship I (3 SHC) to the Business Administration curriculum. Carolyn Lee seconded the motion. The motion carried.
4. Add Local prerequisite of BUS 110. Carolyn Lee seconded the motion. The motion carried.
5. Add BUS 153 – Human Resources Management (3 SHC) to catalog.
6. Add BUS 153 – Human Resources Management to the Business Administration curriculum. Carolyn Lee seconded the motion. The motion carried.
7. Add ACC 122 –Principles of Financial Accounting II to the Business Administration curriculum. The prerequisite is ACC 120 which is already in the catalog. Carolyn Lee seconded the motion. The motion carried.
8. Delete BUS 285 (Business Management Issues) from the Business Administration curriculum and keep in the catalog. Carolyn Lee seconded the motion. The motion carried.
9. Table changing the prerequisites for BUS 225 (Business Finance) to list ACC 120, ACC 121, ACC 122, and BUS 121 in the catalog *as local prerequisites* for further discussion. Carolyn Lee seconded the motion. The motion carried. (See attachment 5)

Ben Morris presented proposed changes to the Accounting curriculum **effective Fall 2013**. He presented the following motions for approval:

1. Students may substitute three hours of coop work experience COE 113 (3 credit hours, 30 contact hours) for ACC 225 Cost Accounting. Carolyn Lee seconded the motion. The motion carried. (See attachment 6)
2. Delete OST 130 -Comp. Keyboarding from the Accounting curriculum and replace it with BUS 153. Carolyn Lee seconded the motion. The motion carried
3. Delete ACC 149-Introduction to Accounting Spreadsheets from the Accounting curriculum, but leave it in the catalog. Carolyn Lee seconded the motion. The motion carried.
4. Add ACC 240 (Governmental and Not-For-Profit Accounting, 3 SHC) to the catalog. Bryan Van Gyzen seconded the motion. The motion carried.

5. Add ACC 240 to the Accounting curriculum. Carolyn Lee seconded the motion. The motion carried. (See attachment 7)

Bryan Van Gyzen presented proposed changes to the Automotive Technology Associate Degree **effective Fall 2013**. He presented the following motions for approval:

1. Remove CIS 113 (Computer Basics, 2 SHC) from the curriculum and replace it with AUT 186 (PC Skills) for Automotive Technology. Carolyn Lee seconded the motion. The motion carried.
2. Allow CIS 110, CIS 111, or CIS 113 to substitute for AUT 186. Carolyn Lee seconded the motion. The motion carried. (See attachment 8)

Ben Morris presented proposed changes to the **MOA Program** curriculum **effective Fall 2013**. He presented the following motion for approval:

1. Delete CIS 111 Basic PC Literacy and add OST 137 Office Software Applications. Carolyn Lee seconded the motion. The motion carried.
2. Delete BUS 260 Business Communications and add OST 286- Professional Development. Carolyn Lee seconded the motion. The motion carried.
3. Add OST 247 Procedure Coding to the catalog. Carolyn Lee seconded the motion. The motion carried.
4. Delete OST 242-Medical Office Transcription II from the MOA curriculum and add OST 247 Procedure Coding to the curriculum. Bryan Van Gyzen seconded the motion. The motion carried.
5. Students may substitute three hours of approved coop work experience COE for OST 184- Records Management. Bryan Van Gyzen seconded the motion. The motion carried.
6. Change the prerequisite for OST 164 Text Editing Applications to DRE 097 or ENG 090 or Placement test score. Bryan Van Gyzen seconded the motion. The motion carried. (See attachment 9)

Ben Morris presented proposed changes to OA Program curriculum **effective Fall 2013**. He presented the following motion for approval:

1. Delete CIS 111 Basic PC Literacy and add OST 137 Office Software Applications. Carolyn Lee seconded the motion. The motion carried.
2. Delete OST 223 Administrative Office Transcript I and add OST 286 Professional Development. Dell Enecks seconded the motion. The motion carried.
3. Students may substitute three hours of approved coop work experience (COE 113) for BUS 260 Records Management. Carolyn Lee seconded the motion. The motion carried. (See attachment 10)

Ben Morris made a motion to add MAT 161 or MAT 140 as math options for the Criminal Justice program. Bryan Van Gyzen seconded the motion. The motion carried.

Bryan Van Gyzen made a motion to approve all the memorandums on the Crosswalks (due to Code Green CIP) as approved by the State Board of Community Colleges guidelines to the catalog **effective Fall 2013**. Ben Morris seconded the motion. The motion carried. (See attachment 11)

- a. Electrical/Electronics Technology Curriculum
- b. MET/Machinist Curriculum
- c. Welding Curriculum
- d. Mechanical Engineering Technology/Drafting & Design
- e. Automotive Technology Curriculum
- f. Construction Equipment Systems

## II. Other Business

Jay Sullivan presented a proposal to replace the existing prerequisites for listed math courses with the updated prerequisites reflecting the DMAs in the catalog **effective Fall 2013**. Dell Enecks made a motion to approve the changes. Jo Linda Cooper seconded the motion. The motion carried. (See attachment 12)

Jay Sullivan presented a proposal for approval to change the “Curriculum Programs” section of the catalog for the *AA degree*. Bryan Van Gyzen made a motion to add 161+ 162A College Trigonometry and College Trigonometry Lab as a math option choice for the Associates in Arts degree **effective Fall 2013**. Ben Morris seconded the motion. The motion carried. (See attachment 12)

Jay Sullivan presented a proposal for approval to change the “Curriculum Programs” section of the catalog for the *AS degree* to delete MAT 162+162A. Carolyn Lee made a motion to delete 162+162A from the first line of the course offerings of the AS degree **effective Fall 2013**. Ben Morris seconded the motion. The motion carried. (See attachment 12) *Note: It is an elective option but is not the required option.*

Jay presented a proposal to add a Health & Fitness Science program to the catalog pending approval by the Board of Trustees. Ben Morris made a motion to accept and include all of the courses for the Health & Fitness Science program into the catalog **effective Fall 2013** *pending* the approval of the new curriculum by the Board of Trustees. Bryan Van Gyzen seconded the motion. The motion carried. (See attachment 13)

The meeting adjourned at 3:35 p.m.

Respectfully submitted

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Jo Linda Cooper, Secretary