

Curriculum Committee

April 16, 2014

Noon

Conference Room of Building 1

Chair: Ben Morris

Vice-chair: Camille Richardson

Secretary: Jo Linda Cooper

**Members
Attending:**

Ben Morris, Bryan Van Gyzen, Dell Enecks, Jo Linda Cooper, Kalesha James, Kent Dickerson, Camille Richardson
Resource: Sandria McFadden, Crystal Ange, Bebe Major

**Members
Absent:**

Minutes from Meeting April 16, 2014

Agenda

I. Approval of Minutes

Presenter Ben Morris

Dell Enecks made a motion to approve the March 12, 2014 minutes with a noted correction to remove a strikeout. Bryan Van Gyzen seconded the motion. The motion carried. (attachment 1)

II. Old Business

Presenter Ben Morris

- Ben Morris informed us of approval from the state for Accounting, ADN, Agribusiness Technology, Associates in, Arts Automotive Systems Technology CTE, Automotive Technology Diploma, Business Administration, Computer Information and Computer Programming, Construction Equipment System Technology, Cosmetology, Criminal Justice, Early Childhood, Health and Fitness Science, Human Services Technology, Medical Laboratory Technology, Machinist Diploma, Medical Office Administration, Network Certificate, Office Administration, Practical Nursing Diploma, Welding Technology, and Welding Technology Diploma. These are the change packets presented to and approved by the committee at the last few meetings that senior staff had approved; Terri Bergevin sent them to the state for approval and now they will be entered into our catalog.

III. Arts & Sciences

Presenter Ben Morris

- Ben Morris presented the change application packet for the Agricultural Applications Certificate (C15100CP) seeking CTE approval to be offered to high school students. The major hours for this certificate come from the technical core of the Agribusiness degree. A correction was made to three subtotal hours on the program of study format. (attachment 2)

Dell Enecks made a motion to accept the Agricultural Applications Certificate (C15100CP) **effective Fall 2014** with the noted change. Camille Richardson seconded the motion. The motion carried.

- Ben Morris presented the change application packet to add the state mandated Associate in Arts (A10100) Curriculum Standard with a minimum of 60 semester hours of credit of college transfer **effective Fall 2014**. The Universal General Education Transfer Component (UGETC) guarantees 45 hours of any grades "C" or better will transfer within the University of North Carolina system. There are state mandated changes in math and English courses.

Some of the prefixes will remain the same, but the courses will be different For example. ENG 111 which was Expository Writing is now Writing & Inquiry and the new ENG 112, Writing /Research in the Disciplines, replaced ENG 114, Professional Research and Reporting). Math courses 110, 161, 161A, 155 and 155A will no longer be offered. It was also noted that three of the classes (PHI 215, PHI 240, and GEL111) listed in the disciplines are not taught on this campus and should not be inserted into the catalog until they can be offered. (attachment 3)

Camille Richardson made a motion accept the Associate in Arts (A10100) Curriculum Standard with deletions of the three courses not taught on this campus **effective Fall 2014**. Dell Enecks seconded the motion. The motion carried.

- Ben Morris presented the change application packet to add the Associate in Science (A10400) Curriculum Standard with a minimum of 60 semester hours of credit of college transfer **effective Fall 2014**. It also has the Universal General Education Transfer Component (UGETC) that guarantees 45 hours of any grades “C” or better will transfer within the University of North Carolina system. We will remove the three courses not taught on this campus. (attachment 4)

Dell Enecks made a motion to accept the Associate in Science (A10400) Curriculum Standard with deletions of the three courses not taught on this campus **effective Fall 2014**. Kent Dickerson seconded the motion. The motion carried.

- Ben Morris presented the change application packet to add the Associate in Arts College Transfer Pathway (P1042C). The AACTP is state mandated and allows junior and senior high school students to take 31-32 hours from the UGETC. (attachment 5)

Camille Richardson made a motion accept the Associate in Arts College Transfer Pathway (P1042C) with deletions of the three courses not taught on this campus **effective Fall 2014**. Dell Enecks seconded the motion. The motion carried.

- Ben Morris presented the change application packet to add the Associate in Science College Transfer Pathway (P1042C). The ASCTP is state mandated and allows junior and senior high school students to take 34 hours from the UGETC. (attachment 6)

Kent Dickerson made a motion accept the Associate in Science College Transfer Pathway (P1042C) with deletions of the three courses not taught on this campus **effective Fall 2014**. Kalesha James seconded the motion. The motion carried.

IV. Online Offerings

Presenter Crystal Ange

- Crystal Ange stated that several degrees, including the Associate in Arts and Medical Office Technology Degree will be offered completely online **effective Fall 2014**. There are many business degrees, diplomas, and certificates in the Business and Industrial Technology program that can be offered totally online. The college is losing students to other colleges that offer completely online degrees. Although it is not required, we should strongly encourage any online degrees, diplomas, and certificates that we can offer.
- Crystal Ange discussed the change application packet that was created for a consistent method of requesting changes within a program of study or courses. Within the packet, is a question about whether the change triggers a SACS notification letter or prospectus.

She went on to say that anything that is brand new or different to our college or anything that is being taught off-site to our college is a substantive change, and we must notify SACS. An example of a small change that was substantive occurred when BLET stopped driving in Washington and began driving in Edenton. SACS notified the college that we need processes and procedures in place so that we don't miss any substantive changes. SACS requires us to have a Substantive Change Procedure Manual. A shorter version was presented for our review. (attachment 7)

- **Other Information**

Ben Morris asked the committee for permission to draft a report for the presentation that will be given on April 29-30 to the SACSCOC Leadership Committee about what this committee has done over the past year. The report cannot be more than three pages but must address the purpose of charter of the Curriculum Committee, what we have done this year, and what parts of the process has worked, what has not worked, and any recommended changes. He will send the committee a draft for review.

No other business was discussed. The meeting adjourned at 12:35.

Next Meeting: Wednesday, May 7, 2014 at noon in the Conference Room of Building 1