

**CURRICULUM COMMITTEE MEETING MINUTES**  
**February 19, 2002**

The Curriculum Committee met Tuesday, February 19, 2002 at 1:30 p.m. in the Board Room of the Graham Elliott Building. Wesley Beddard, Betty Cochran, Sandra Edwards, Dell Enecks, Kay Walker Hauser, Dorothy Jordan, Doris King, Riley Mills, and Harold Smith were present. Dixon Boyles was present as our new Arts & Science Division Chair and Gregg Allinson was present until Sandra Edwards arrived. Doreen Richter and Penny Sermons were unable to attend. Wesley Beddard called the meeting to order and addressed the agenda as follows:

**I. Minutes of January 24, 2002 Meeting**

The January 24, 2002 minutes were approved with a motion by Kay Walker Hauser and seconded by Dorothy Jordan. Motion was carried.

Wesley welcomed Dixon Boyles as the Arts & Science Division Chair.

Wesley announced that the due date for the Catalog changes had been changed to March 29, 2002.

**II. Old Business**

- A. Drop Policy and Placement Testing – Wesley distributed a draft of proposed catalog changes for Placement Testing and Drop/Add/Withdrawals. This was presented for information only and will be an action item at the next meeting of the curriculum committee. (See Attachment 1)
- B. Certificate and Diplomas –A motion by Riley Mills and seconded by Harold Smith to accept all the Certificate and Diploma programs presented. Motion carried. (See Attachment 2)

**III. New Business**

- A. Human Services Technology Course Prerequisites – Sandra Edwards presented prerequisites changes for Human Services Technology courses for approval. Kay Walker Hauser made a motion and seconded by Clay Carter to accept the course prerequisites. Motion carried. (See Attachment 3)
- B. Human Services Technology Curriculum Recommendations – Gregg Allinson and Sandra Edwards discussed curriculum changes that were recommended by the Human Services Technology Advisory Committee. Betty Cochran made a motion and seconded by Dorothy Jordan to accept the recommendations. Motion carried. (See Attachment 4)

- C. Addition of courses to Early Childhood Curriculum – Sandra Edwards presented a memo from Jane McCotter, Lead Instructor to reconfirm the addition of EDU 119, Early Childhood Education and to add SOC 213, Sociology of the Family and/or SOC 225, Social Diversity to the list of acceptable sociology courses in the Early Childhood Curriculum. A motion made by Betty Cochran and seconded by Clay Carter to accept the additions. Motion carried. (See Attachment 5)
- D. Economics requirement in Business Division – Clay Carter made a motion and seconded by Dell Enecks to accept the changes as presented by Kay Walker Hauser to the economics requirement in the Business Division for the Business Administration, Accounting, Computer Programming, Information Systems, and Information Systems/Network Administration and Support programs. Motion carried. (See Attachment 6)
- E. Humanities/Fine Arts – Clay Carter made a motion and seconded by Riley Mills to add HUM 150 to the list of Humanities/Fine Arts elective in all the required programs. Motion carried.
- F. Office systems Technology Changes – A motion made by Sandra Edwards and seconded by Dell Enecks to accept the changes to the Office Systems Technology Curriculum. Motion carried. (See Attachment 7)
- G. Medical Office Administration Changes – Betty Cochran made a motion and seconded by Sandra Edwards to accept the changes to the Medical Office Administration Curriculum. Motion carried. (See Attachment 8)

**V. Other Items**

None

**VI. Adjournment**

There being no further business, the meeting was adjourned. The next meeting will be March 19, 2002 at 1:30 p.m. in the Board Room.