Ms. Ruth Charnay called the meeting to order at approximately 3:04 p.m. after a quorum was reached.

**Voting members in Attendance:** Ms. Ruth Charnay (chair), Ms. Myra Decker, Ms. Barbara Gowdy, Dr. Stephanie Hayes, Mr. Julian Hilliard, Ms. Kim Jameson, Mr. Haifeng Ji, Mr. Stephen Morrow, Ms. Beverly Schaeffer, Dr. Jim Schwark, Mr. Gary Tucker, Dr. Cecelia Yoder.

**Absent Voting Members:** Mr. Paul Buckelew, Ms. Vicky Davidson, Mr. John Hockett, Dr. Thomas Jones.

**Others in Attendance:** Ms. Lisa Adkins, Professor of Administrative Office Technology; Dr. Kristy Bailey, Professor of Chemistry; Mr. Larry Grummer, Professor of Automotive Technology; Ms. Molly Henderson, Director of Cooperative Technical Education; Mr. Greg Holland, Professor of Engineering; Ms. Jenean Jones, Professor of Administrative Office Technology; Ms. Alexa Mashlan, Coordinator of Cooperative Technical Education; Dr. Charlotte Mulvihill, Professor of Biotechnology; Mr. Max Simmons, Dean of Science and Mathematics.

**Welcome:** Ruth Charnay welcomed everyone to the meeting.

**Announcements:** Paul Buckelew informed Ruth Charnay that he will not be attending today’s meeting. The next meeting is scheduled for March 23, 2006.

- Julian Hilliard made the motion to approve the December 1, 2005 Curriculum Committee minutes.
  
  Jim Schwark seconded the motion. The motion was approved unanimously.

**Curriculum Proposal (AAS Degree in Electronics-Instrumentation and Control Emphasis) from the Business Division – Ms. Molly Henderson – Presenter**

Molly Henderson proposed that the course, **CS 1353 Microcomputer Operating Systems**, be modified to be removed from required support courses. Due to this course being used by other programs and a lack of information, the proposal will be represented at a later date.

- Julian Hilliard made the motion to approve the modification of the AAS degree program in **Electronics-Instrumentation and Control Emphasis** on pages 5-7.
  
  Stephanie Hayes seconded the motion. The motion was approved unanimously.
Stephanie Hayes made the motion to approve the modification of the course, **PRDT 2532 Robotics**, on page 12.

Kim Jameson seconded the motion. The motion was approve unanimously.

Haifeng Ji made the motion to approve the modification of the course, **PRDT 1223 Introduction to Computer Integrated Manufacturing**, on page 13 as amended.

Item 5 should read:

a. Writing: ( ) None (X) Assessment ( ) Prerequisite
b. Math: ( ) None (X) Assessment ( ) Prerequisite

Stephanie Hayes seconded the motion. The motion was approved unanimously.

Stephanie Hayes made the motion to approve the modification of the course, **PRDT 1534 Programmable Controller Programming**, on page 14 as amended.

Item 5 should read:

a. Writing: ( ) None (X) Assessment ( ) Prerequisite
b. Math: ( ) None (X) Assessment ( ) Prerequisite

The course description should read: *Following a study of the theory and operational characteristics of programmable control systems used in industry, the student will demonstrate the operation of a programmable controller by writing a program to control on-delay and off-delay timers, test the program for correct operation and apply troubleshooting techniques as necessary. Laboratory experience with equipment similar to that used in industry is an integral part of the course.*

Prerequisite should include: (R) (W) (M)

Gary Tucker seconded the motion. The motion was approved unanimously.

Julian Hilliard made the motion to approve the modification of the course, **PRDT 1542 Programmable Controller Interfacing**, on page 15 as amended.

Beverly Schaeffer seconded the motion. The motion was approved unanimously.

Julian Hilliard made the motion to approve the modification of the AAS degree program in **Manufacturing Technology Computer Integrated Manufacturing Emphasis** on pages 16-19 with the addition of PRDT 1233 Mechanical Systems being included in the catalog.

Julian Hilliard seconded the motion. The motion was approved unanimously.
Curriculum Proposal (AAS Degree and Certificate in Biotechnology) from the Division of Science and Mathematics – Dr. Charlotte Mulvihill; Mr. Max Simmons – Presenters

The proposed addition courses were approved with the amendment that Dr. Charlotte Mulvihill will meet with Dr. Jim DeChenne to get the correct course numbers.

- Julian Hilliard made the motion to approve the deletion of the course, BIOT 2816 Biotechnology Laboratory I, on page 24.
  Haifeng Ji seconded the motion. The motion was approved unanimously.

- Steve Morrow made the motion to approve the addition of the course, BIOT 28X3 Biotechnology Laboratory I, on page 25.
  Stephanie Hayes seconded the motion. The motion was approved unanimously.

- Haifeng Ji made the motion to approve the addition of the course, BIOT 28XX3 Advanced Nucleic Acid Techniques, on page 26 as amended.
  BIOT 2813 is not the correct course number; Prerequisite should include a 3 credit hour course with the correct number.
  Gary Tucker seconded the motion. The motion was approved unanimously.

- Julian Hilliard made the motion to approve the deletion of the course, BIOT 2914 Biotechnology Laboratory II, on page 27.
  Beverly Schaeffer seconded the motion. The motion was approved unanimously.

- Kim Jameson made the motion to approve the addition of the course, BIOT 29Y2 Biotechnology Laboratory II, on page 28 as amended.
  Item 5 should read:
    a. Writing: (X) None ( ) Assessment ( ) Prerequisite
    b. Math: ( ) None ( ) Assessment (X) Prerequisite
  The second sentence under course description should read: Immunochemistry **will be examined** including ELISA and Western Blot.
  Cecelia Yoder seconded the motion. The motion was approved unanimously.

- Kim Jameson made the motion to approve the addition of the course, BIOT 29YY2 Biomanufacturing, on page 29 as amended.
  Item 5 should read:
    a. Writing: (X) None ( ) Assessment ( ) Prerequisite
    b. Math: ( ) None ( ) Assessment (X) Prerequisite
Julian Hilliard seconded the motion. The motion was approved unanimously.

- Stephanie Hayes made the motion to approve the modification of the course, **BIOT 2993 Biotechnology Internship**, on page 30.

  Cecelia Yoder seconded the motion. The motion was approved unanimously.

- Steve Morrow made the motion to approve the modification of the AAS degree program in **Biotechnology** on pages 31-35 as amended.

  **From page 31:**
  
  Semester Hours Total should read: **66-67**
  
  BIO 2125 Microbiology credit hours should read: **5**

  **From page 32:**
  
  Freshman Year total credit hours should read: **18**
  
  HIST 1483 should read: **U.S. History to the Civil War**
  
  HIST 1493 should read: **U.S. History Since the Civil War**

  **From page 35:**
  
  CHEM 1215 title should read: **General Chemistry II**
  
  Total Credit Hours should read: **66-67**

  Kim Jameson seconded the motion. The motion was approved unanimously.

- Julian Hilliard made the motion to approve the modification of the certificate of mastery in **Biotechnology** on pages 36-38 with the inclusion of a disclaimer regarding prerequisite to be added in the catalog and as amended.

  BIOT 2802 Biotechnology Laboratory I credit hours should read: **2**

  Stephanie Hayes seconded the motion. The motion was approved unanimously.

**Curriculum Proposal (AS Degree in Science with Chemistry Concentration) from the Division of Science and Mathematics – Dr. Kristy Bailey; Mr. Max Simmons – Presenters**

- Myra Decker made the motion to approve the modification of the AS degree program in **Science with Chemistry Concentration** on pages 42-44 as amended.

  **From page 44:**
  
  Physics credit hours should read: **4**

  Julian Hilliard seconded the motion. The motion was approved unanimously.

- Julian Hilliard made the motion to approve the modification of the courses, **CHEM 1215 General Chemistry II, CHEM 2115 Organic Chemistry I**, and **CHEM 2125 Organic Chemistry II** on pages 45-50 as amended.
From page 45:
  Item 5 should read:
  a. Writing: ( ) None ( ) Assessment (X) Prerequisite
  b. Math: ( ) None ( ) Assessment (X) Prerequisite

From page 46:
  or Math 1533 should be added to prerequisite

From page 47:
  Item 5 should read:
  a. Writing: ( ) None ( ) Assessment (X) Prerequisite
  b. Math: ( ) None ( ) Assessment (X) Prerequisite

From page 49:
  Item 5 should read:
  a. Writing: ( ) None ( ) Assessment (X) Prerequisite
  b. Math: ( ) None ( ) Assessment (X) Prerequisite

Beverly Schaeffer seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AS Degree in Science with Physics Concentration) from the Division of Science and Mathematics – Mr. Max Simmons; Dr. Tad Thurston – Presenters

- Kim Jameson made the motion to approve the modification of the course, PHYS 2014 Engineering Physics I and PHYS 2114 Engineering Physics II on pages 54 and 55 as amended.

From pages 54 and 55:
  Item 5 should read:
  a. Writing: ( ) None ( ) Assessment (X) Prerequisite
  b. Math: ( ) None ( ) Assessment (X) Prerequisite
  Under prerequisite: MATH 2104 should read: MATH 2114

Julian Hilliard seconded the motion. The motion was approved unanimously.

- Haifeng Ji made the motion to approve the modification of the AS degree program in Science with Physics Concentration on pages 56-58 as amended.

From pages 57 and 58:
  Information about faculty advisor should read: Faculty Advisor approved Elective

Gary Tucker seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AS Degree in Pre-Engineering) from the Division of Science and Mathematics – Mr. Greg Holland; Mr. Max Simmons – Presenters

- Steve Morrow made the motion to approve the modification of the AS degree program in Pre-Engineering on pages 63-65 as amended.

From pages 64 and 65:
  Faculty Advisory approved Social Sciences should read: Social Sciences
Faculty Advisory approved Humanities should read: Humanities

From page 65:
ENGR 2133 should not be listed as an elective; it is a required course.

Myra Decker seconded the motion. The motion was approved unanimously.

Curriculum Proposal (Certificate of Mastery in Business/Administrative Office Technology) from the Division of Business – Ms. Lisa Adkins; Ms. Jenean Jones – Presenters

- Gary Tucker made the motion to approve the modification of the certificate of mastery in Medical Transcriptionist on pages 70-72.
  Stephanie Hayes seconded the motion. The motion was approved unanimously.

- Julian Hilliard made the motion to approve the addition of the course, AOT 1343 Beginning Access, on page 73.
  Kim Jameson seconded the motion. The motion was approved unanimously.

- Jim Schwark made the motion to approve the modification of the courses, AOT 2553 Automated Records Management, AOT 2443 Administrative Office Procedures, and AOT 2453 Office Information Processing, on pages 74-76 as amended.
  Steve Morrow seconded the motion. No vote was taken.

A committee member pointed out that the courses, AOT 2553 and AOT 2443 are being proposed as required courses, but are listed on programs as elective courses. It was highly emphasized that the courses should reflect the programs. It was suggested to look at the modification of the respective programs before considering the proposed courses. The courses, AOT 2553 Automated Records Management and AOT 2443 Administrative Office Procedures, were tabled.

- Julian Hilliard made the motion to approve the modification of the course, AOT 2453 Office Information Processing, on page 76.
  Gary Tucker seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AAS Degree in GM Automotive Service Educational Program) from the Division of Business – Mr. Larry Grummer – Presenter

- Gary Tucker made the motion to approve the modification of the AAS degree program in GM Automotive Service Education Program on pages 80-84 as amended.

From page 80:
Semester Hours General Education should read: 18
Semester Hours Elective should read: 0

From page 83:
A general education math course should be specifically listed under General Education Courses

Myra Decker seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AAS Degree in Automotive Technology Internship Program) from the Division of Business – Larry Grummer – Presenter

- Beverly Schaeffer made the motion to approve the modification of the AAS degree program in Automotive Technology Internship Program on pages 88-93 as amended.

From page 88:
   Semester Hours Elective should read: 0

From page 89 and 93:
   A general education math course should be specifically listed under General Education Courses

   Kim Jameson seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AS Degree in Business-Automotive Management Emphasis) from the Division of Business – Larry Grummer – Presenter

- Julian Hilliard made the motion to approve the addition of the AS degree program in Business-Automotive Management Emphasis on pages 97-100 as amended.

From page 97:
   HIST 1483 should read: U.S. History to the Civil War
   HIST 1493 should read: U.S. History Since the Civil War

A Committee member questioned why this proposal is not a Business degree since no automotive courses are included. Larry Grummer informed the Committee that the automotive advisory committee highly recommended this program. The program is designed to provide managerial knowledge and skills needed to successfully progress in automotive industry careers.

   Stephanie Hayes seconded the motion. Eight voted in favor. One opposed. The motion was approve.

The meeting adjourned at approximately 3:30 p.m.