

MINUTES OF THE CURRICULUM COMMITTEE

March 12, 2015

Library 407

Ms. Jennifer Peters called meeting to order at 3:05 PM after a quorum was reached.

Voting Members in Attendance: Dr. Haining Chen, Greg Mellott, Dr. Germain Pichop, Mark Zindelo, Ruth Charnay, Dr. Steven Shore, Alan Stringfellow, Stephanie Wallace, Robyn Senter, Lori Farr, Dr. Greg Holland, Cecilia Pittman Jill Lindblad, and Tammy Madden

Absent Voting Members: Mathew Price, Lisa Buckelew, Dr. Stephanie Hayes, Dr. Susan Tabor, and Joy Cole

Non-Voting Members in Attendance: Jennifer Peters, Catherine Kinyon

Ex-Officio Members in Attendance: Sonya Gore, Rachel Butler

Absent Ex-Officio Members: Greg Gardner, Dr. Marion Paden

Others in Attendance: Anita Williams, Brad Walker, Lisa Adkins, Jenean Jones, Steven Bloomberg, Myra Decker, Tamala, Zolicoffer, Laura Newton, and Ron Feller

Approval of Minutes: February 12th minutes were approved as amended by silent assent.

Announcements: None

General Education Committee: No updates

Non-Substantive: No updates

Curriculum Proposals:

1. Associate in Applied Science in Business

The Business faculty underwent a deep review of their programs. Anita Williams, as representative of the program faculty proposed the following changes:

After careful review of data over a two year period and with the support of their advisory board and Institutional Effectiveness, the program faculty propose to suspend three options: Accounting; Finance/Banking; and Finance/General for the full three year period. At the end of the three year period (if the program faculty have not already addressed the options in some other way), these options will be permanently deleted.

Motion to approve the suspension of the three options: Accounting; Finance/Banking; and Finance/General was made by Ms. Ruth Charnay and seconded by Dr. Greg Holland.

For; 13 Against; 0 Abstained; 1 Motion carried

Ms. Williams proposed the creation of two new options: Accounting/Finance Support Specialist and General Business. The first option has elements of the suspended options and has been developed to address the current needs expressed by students and employers. The second option was developed to allow students to customize their educational experience; provide a flexible option that would permit a business to work with the college to design a specialized curriculum; and finally, provide the business division flexible curriculum to develop certificates.

Motion to approve two new options: Accounting/Finance Support Specialist and General Business was made by Dr. Steven Shore and seconded by Ms. Ruth Charnay.

For; 13 Against; 0 Abstained; 1 Motion carried

Ms. Williams proposed changes to the Vehicle Service Management option: BUS 1323, BUS 2073, MGMT 2663, and MGMT 2453 will be deleted and replaced with BUS 1013, BUS 2043, BUS 2473 and MGMT 2953. The curriculum pattern will be reordered to realign the option with the parent program. All students in all options are required to take the same general education courses, the same major courses (24 credits), and 18 credit hours specific to the option. The minimum grade of "C" in major courses was made consistent in all options.

Motion to approve the modification to the Vehicle Service Management option was made by Mr. Mark Zindelo and seconded by Ms. Cecilia Pittman.

For; 13 Against; 0 Abstained; 1 Motion carried

Ms. Williams proposed the general education elective within the Certificate of Mastery in General Office Support will now be a course with an ENGL or COM prefix.

Motion to approve the modification to the Certificate of Mastery in General Office Support was made by Dr. Steven Shore and seconded by Ms. Jill Lindblad.

For; 13 Against; 0 Abstained; 1 Motion carried

Ms. Williams proposed the suspension of the Certificate of Mastery in Insurance. The insurance industry has changed and various insurance agencies are doing their own education programs. Insurance courses have canceled for insufficient enrollment.

Motion to approve the suspension of the Certificate of Mastery in Insurance was made by Ms. Jill Lindblad and seconded by Dr. Steven Shore.

For; 13 Against; 0 Abstained; 1 Motion carried

Ms. Williams proposed the addition of a new certificate: Certificate of Mastery in Vehicle Service Adviser. These courses for this certificate would fold into the Vehicle Service Management option of the AAS in Business.

Motion to approve the addition of the Certificate of Mastery in Vehicle Service Adviser was made by Dr. Steven Shore and seconded by Ms. Lori Farr.

For; 13 Against; 0 Abstained; 1 Motion carried

Ms. Williams proposed the deletion of INS and AOT classes. Most AOT classes will be retained as courses under a BUS prefix. Courses with an * are not being reassigned with BUS numbers. They will be deleted.

INS 1103 - Principles of Insurance
INS 1113 - Principles of Personal Insurance
INS 1203 - Principles of Commercial Insurance
INS 1213 - Ethics and Adjusting Practices
INS 1243 - Workers Compensation
INS 1253 - Property Insurance Adjusting
INS 1263 - Liability Insurance Adjusting
INS 2000 - Special Topics
AOT 1000 Special Topics
AOT 1113 Computer Keyboarding
AOT 1123* Shorthand I
AOT 1223* Shorthand II
AOT 1713 Beginning Word Processing Applications
AOT 1813 Legal Office Procedures
AOT 2000 Special Topics
AOT 2013 Legal Billing
AOT 2039 Medical Coding
AOT 2143 Administrative Office Systems
AOT 2253 Medical Office Procedures
AOT 2313 Intermediate Word Processing Applications
AOT 2323 Legal Terminology and Machine Transcription
AOT 2413 Medical Machine Transcription
AOT 2443 Administrative Office Procedures
AOT 2453 Office Information Processing
AOT 2463 Applied Graphics With Desktop Publishing
AOT 2473 Office/Accounting Spreadsheet
AOT 2553 Automated Records Management
AOT 2663 Career Education/Internship

Motion to approve the deletion of INS 1103, INS 1113, INS 1203, INS 1213, INS 1243, INS 1253, INS 1263, INS 2000, AOT 1000, AOT 1113, AOT 1123*, AOT 1223*, AOT 1713, AOT 1813, AOT 2000, AOT 2013, AOT 2039, AOT 2143, AOT 2253, AOT 2313, AOT 2323, AOT 2413, AOT 2443, AOT 2453, AOT 2463, AOT 2473, AOT 2553, AOT 2663 was made by Mr. Mark Zindelo and seconded by Ms. Robyn Senter.

For; 13 Against; 0 Abstained; 1 Motion carried

Ms. Williams proposed the addition of the following BUS courses:

BUS 1113 Computer Keyboarding
BUS 1713** Beginning Word Processing
BUS 1813** Legal Office Procedures and Billing
BUS 2039 Medical Coding
BUS 2123 Administrative Office Systems
BUS 2263 Medical Office Procedures
BUS 2323** Legal Terminology and Transcription
BUS 2363** Intermediate Word Processing
BUS 2413** Medical Transcription
BUS 2423 Administrative Office Procedures
BUS 2433 Office Information Processing
BUS 2463** Applied Graphics for Business
BUS 2473** Business Spreadsheet Applications
BUS 2523** *** Automated Records Management
BUS 2663 Career Education/Internship

Courses with ** have been given a new name. Courses with *** have had their course description updated.

The following are new Business courses:

BUS 1083 Employment Transitions
BUS 2493 Advanced Excel

The following Business course description is being modified:

BUS 2033 Business Communication

Motion to approve the addition of BUS 1113, BUS 1713, BUS 1813, BUS 2039, BUS 2123, BUS 2263, BUS 2323, BUS 2363, BUS 2413, BUS 2423, BUS 2433, BUS 2463, BUS 2473, BUS 2523, 2663, BUS 1083, and BUS 2493, as well as the modification of the course modification to BUS 2033 was made by Ms. Robyn Senter and seconded by Ms. Ruth Charnay.

For; 13 Against; 0 Abstained; 1 Motion carried

Ms. Williams proposed the following changes to other courses as a result of the curricular restructuring:

The following ACCT courses are being deleted:

ACCT 2303 Cost Accounting
ACCT 2603 Intermediate Accounting I
ACCT 2703 Intermediate Accounting II

The following ACCT class is being modified:
ACCT 2213

The following new Management course is being added:
MGMT 2023

The following course with has been renamed and the course description updated.
MGMT 2453

The following Management course description has been updated to align with the transfer matrix:
MGMT 2053

The following FIN course is being deleted:
FIN 2123

Motion to approve the deletion of ACCT 2303, ACCT 2603, ACCT 2703, and FIN 2123; the addition of MGMT 2023; and the modification of ACCT 2213, MGMT 2453, and MGMT 2053 was made by Ms. Jill Lindblad and seconded by Ms. Lori Farr.

For; 13 Against; 0 Abstained; 1 Motion carried

2. Associate in Science in Business—Curriculum Pattern Modification

The changes proposed by the Business faculty are an effort to provide more awareness for students for their nine electives in the AS Business degree - three credit hours of general education elective and six credit hours of support electives. The current degree plan lists those nine electives as Faculty Approved Electives, and are selected based on where the student plans to transfer as universities have different requirements. Although this is an effective plan when the student actually meets with a faculty advisor, many students self-advise, thus creating a barrier to degree completion. Therefore, the Business faculty have specifically indicated which courses transfer to which institutions. These selections can be built into degree plans and students can self-enroll. Students are encouraged to meet with faculty advisors.

Motion to approve the modification the Associate in Science in Business was made by Dr. Steven Shore and seconded by Ms. Ruth Charnay.

For; 13 Against; 0 Abstained; 1 Motion carried

3. Associate in Arts – Journalism and Broadcasting

Ms. Ruth Charnay proposed clean-up paperwork as a result of the curricular redesign of Graphic Communications (now Digital Media Design-DMD). The Associate in Arts in Journalism and Broadcasting requires one GCOM class in all three options. The class is not specified. The proposed change is that the curriculum pattern will now read: "any DMD course."

Motion to approve the modification to options of the Associate in Arts in Journalism and Broadcasting was made by Ms. Robyn Senter and seconded by Dr. Germain Pichop.

For; 13 Against; 0 Abstained; 1 Motion carried

4. Associate in Arts – Visual Arts

For the Associate in Arts in Visual Arts, Ms. Ruth Charnay proposed under the guided electives of the Visual Arts curriculum, two CAT courses should be eliminated because they are now DMD courses and the "any GCOM prefix" should be changed to "any DMD prefix." The two courses removed from the list would fall under the DMD prefix group. In addition, ENGL 2000 is being deleted from the list. This course is a special topics and may or may not work with the program.

Motion to approve the modification the Associate in Arts in Visual Arts was made by Dr. Steven Shore and seconded by Ms. Robyn Senter.

For; 13 Against; 0 Abstained; 1 Motion carried

5. Associate in Applied Science in Emergency Medical Sciences

Mr. Feller proposed the addition of a formal application process for the Emergency Medical Sciences (EMS) Paramedic Program. The addition of an EMS application will ensure that all students applying are appropriately prepared for the program. If the program enrollment increases beyond the seating capacity, the application process will allow for an easy transition into the selection process.

Motion to approve the application for the Emergency Medical Sciences (EMS) Paramedic Program process was made by Dr. Steven Shore and seconded by Ms. Tammy Madden.

For; 14 Against; 0 Motion carried

Mr. Feller also proposed the addition of Certificate of Mastery in Advanced Emergency Medical Technician. This certificate will allow students to be eligible to test for the National Registry Examination midway through the paramedic program.

Motion to approve to the Certificate of Mastery in Advanced Emergency Medical Technician was made by Ms. Jill Lindblad and seconded by Ms. Tammy Madden.

For; 13 Against; 0 Abstained; 1 Motion carried

The meeting was adjourned at approximately 4:18 PM