

MINUTES OF THE CURRICULUM COMMITTEE MEETING FEBRUARY 28, 2002

Ms. Sue Hinton called the meeting to order at approximately 3:01 p.m. after a quorum was reached.

Voting members in Attendance: Dr. Kristy Bailey, Ms. Trish Bilcik, Dr. Debra Burris, Dr. David Charlson, Dr. Jo Ann Cobble, Ms. Kathy Cupp, Ms. Vicky Davidson, Ms. Myra Decker, Ms. Sue Hinton (Chair), Mr. John Hockett, Mr. Jon Inglett, Mr. Chris Oehrlein, Ms. Vicki Rankin, Mr. Jim Schwark, Dr. Jessica Sheetz-Nguyen, Ms. Laura Weaver.

Others in Attendance: Ms. Lisa Adkins, Department Chair and Professor of Administrative Office Technology; Mr. Dustin Blessum, Curriculum Committee Student Representative; Ms. Dianne Broyles, Professor of Modern Languages; Dr. Jim DeChenne, Dean of Learning Resources; Ms. Monica Gallamore, Curriculum Committee Student Representative; Ms. Jenean Jones, Professor of Administrative Office Technology; Ms. Lea Ann Loftis, Director of Nursing Program; Dr. Charlotte Mulvihill, Professor of Biotechnology; Ms. Susan VanSchuyver, Dean of Arts & Humanities; Ms. Anita Williams, Professor of Business.

Welcome: Sue Hinton welcomed everyone to the Curriculum Committee meeting.

Announcements: Jim DeChenne informed the Committee that all proposals have been approved by the President and have been sent to the State Regents for approval. The next meeting will be March 28, 2002.

- Myra Decker made the motion to approve the November 29, 2001 minutes as amended.

Under announcements, the last sentence should read:

The next meeting will be February 21, **2002**

David Charlson seconded the motion. The motion was approved unanimously.

Curriculum Proposal (Biotechnology) from the Science and Mathematics Division – Dr. Charlotte Mulvihill - Presenter

- Kristy Bailey made the motion to approve **BIOT 2816** and **BIOT 2914** as meeting the College's computer proficiency requirement and be put on the list of approved courses (page 1).

Debra Burris seconded the motion. The motion was approved unanimously

Curriculum Proposal (Certificate and AA Degree in Modern Languages) from the Arts and Humanities Division – Dianne Broyles, Professor of Modern Languages; Patricia Brooks, Professor of Modern Languages – Presenters

- Jo Ann Cobble made the motion to approve the modification of the courses, **SPAN 1000 Special Topics in Spanish** and **SPAN 2000 Special Topics in Spanish** on pages 5 & 6 as amended.

From page 6

Item #4 should read:

- a. Writing: None Assessment Prerequisite
- b. Math: None Assessment Prerequisite

Jessica Sheetz-Nguyen seconded the motion. The motion was approved unanimously.

- Trish Bilcik made the motion to approve the modification of the courses, SPAN 1010 Conversational Spanish I and SPAN 1120 Conversational Spanish II, on pages 7 & 8 as amended.

From page 8

Item #4 should read:

- a. Writing: None Assessment Prerequisite
- b. Math: None Assessment Prerequisite

Jon Inglett seconded the motion. The motion was approved unanimously.

- Kristy Bailey made the motion to approve the addition of the following courses on pages 9-12 as amended.

From pages 9-12

Item #4 should read:

- a. Writing: None Assessment Prerequisite
- b. Math: None Assessment Prerequisite

SPAN 1150 Spanish Immersion I
SPAN 2050 Spanish Immersion II
SPAN 1160 International Study I
SPAN 2060 International Study II

Chris Oehrlein seconded the motion. The motion was approved unanimously.

- Chris Oehrlein made the motion to approve the addition of the certificate of masteries in **Spanish: Conversational Track** and **Spanish: Traditional Track** on pages 13-18 as amended.

From page 17

Under Sophomore Year Second Semester, the third line should read:

SPAN 2051 Spanish Immersion II	1
Total	4

David Charlson seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AAS Degree in Business-Administrative Office Technology and Certificate of Mastery in Legal Office Procedures) from the Business Division – Lisa Adkins, Department Chair and Professor of Administrative Office Technology, Jenean Jones, Professor of Administrative Office Technology – Presenters

- Trish Bilcik made the motion to approve the deletion of the courses, **AOT 1513 Introduction to Law Office Procedures** and **AOT 2513 Advanced Law Office Procedures**, on pages 28 & 29.

David Charlson seconded the motion. The motion was approved unanimously.

- Jon Inglett made the motion to approve the addition of the course, **AOT 1813 Legal Office Procedures**, on page 30.

Kathy Cupp seconded the motion. The motion was approved unanimously.

- Chris Oehrlein made the motion to approve the modification of the following courses on pages 32-36 as amended

From pages 34 & 36

Item #4 should read:

a. Writing:	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Assessment	<input type="checkbox"/> Prerequisite
b. Math:	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Assessment	<input type="checkbox"/> Prerequisite

AOT 2013 Legal Billing

AOT 2323 Legal Terminology and Machine Transcription

AOT 2443 Administrative Office Procedures

David Charlson seconded the motion. The motion was approved unanimously.

- Kathy Cupp made the motion to approve the modification of the AAS degree in **Business-Administrative Office Technology-Legal Secretary** on pages 38-41 as amended.

From page 38

Degree or Certificate conferred should read: **AA Degree in Business- Legal Secretary**

Jo Ann Cobble seconded the motion. The motion was approved unanimously.

- Kathy Cupp made the motion to approve the modification of the certificate of mastery in **Business - Legal Office Procedures** on pages 45-47 as amended.

From page 45

Degree or Certificate conferred should read: **Certificate of Mastery in Business - Legal Office Procedures**

Kristy Bailey seconded the motion. The motion was approved unanimously.

Curriculum Proposal (Nursing) from the Health Professions Division – Lea Ann Loftis, Director of Nursing Program – Presenter

Concerned was expressed about a math course not being included in the Nursing curriculum. The Committee agreed to table this proposal until the next meeting.

The meeting adjourned at approximately 3:49 p.m.