

**MINUTES OF THE CURRICULUM COMMITTEE MEETING
NOVEMBER 11, 2004
LIBRARY ROOM 407B**

Ms. Ruth Charnay called the meeting to order at approximately 3:06 p.m. after a quorum was reached.

Voting members in Attendance: Ms. Ruth Charnay (chair), Ms. Myra Decker, Ms. Barbara Gowdy, Mr. Julian Hilliard, Mr. John Hockett, Mr. Haifeng Ji, Dr. Thomas Jones, Mr. Steve Kamm, Mr. Paul Lewis, Ms. Nancy Pietroforte, Ms. Pam Stout, Ms. Bertha Wise.

Absent Members: Dr. Patti Buxton, Ms. Vicky Davidson, Ms. Carol Heitkamper, Dr. Marty Ludlum, Ms. Susan VanSchuyver.

Others in Attendance: Ms. Lisa Adkins, Professor of Administrative Office Technology; Mr. Paul Buckelew, Professor of Mathematics; Dr. Jim DeChenne, Dean of Instructional Resources; Mr. Ken Harrelson, Professor of Mathematics, Ms. Jenean Jones, Professor of Administrative Office Technology; Dr. Jim Schwark, Dean, Division of Business; Mr. Max Simmons, Dean, Division of Science and Mathematics.

Announcements: Susan VanSchuyver informed Ruth Charnay that she will not be attending today's meeting. The AA degree program in History proposal will be postponed until the Spring. The next meeting is November 18, 2004.

- Hafeng Ji made the motion to approve the November 4, 2004 Curriculum Committee minutes as amended.

From page 2, Composition I should read: **English Composition I**

The AA degree in Liberal Studies paragraph should read:
Richard Rouillard presented a proposal requesting the approval of an electronic media program to be offered at OKCCC. The committee had a lengthy discussion in expressing mixed concerns about students completing their own online work versus someone else completing the work for them. **Consensus was that item "I" does not address how this program will ensure integrity of student work and therefore credibility of degrees and credits awarded, and that this issue merits further consideration.**

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

Curriculum Proposal (AAS Degree in Administrative Office Technology) from the Business Division – Ms. Lisa Adkins, Professor of Administrative Office Technology – Presenter

- Steve Kamm made the motion to approve the modification of the **AAS Business-Administrative Office Technology – Administrative Office Specialist** degree program on pages 4-7 as amended.

From page 4

Under Freshman Year First Semester, the 6th row should read:
AOT Faculty **Approved** Major Elective

Under Freshman Year Second Semester the second row should read:
HIST 1483 **U.S. History to the Civil War**
HIST 1493 **U.S. History since the Civil War**

From page 6

Under Major Courses, the last row should read:
AOT Faculty **Approved** Major Elective

Under General Education Courses the 4th row should read:
HIST 1483 **U.S. History to the Civil War**
HIST 1493 **U.S. History since the Civil War**

The 6th row should read:
Faculty approved General Education Elective

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

- Pam Stout made the motion to approve the modification of the course, **AOT 2413 Medical Machine Transcription**, on page 8 as amended.

The last sentence of the course description should read: The student will be able to describe the knowledge, skills, and abilities required of a medical **transcriptionist**.

Paul Lewis seconded the motion. The motion was approved unanimously.

- Julian Hilliard made the motion to approve the modification of the course, **AOT 2323 Legal Terminology and Machine Transcription**, on page 9.

Paul Lewis seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AS Degree in Mathematics) from the Science and Mathematics Division – Mr. Paul Buckelew, Professor of Mathematics, Mr. Max Simmons, Dean, Division of Science and Mathematics - Presenters

- Thomas Jones made the motion to approve the addition of the course, **MATH 1533 Pre-Calculus and Analytic Geometry**, on page 20.

Steve Kamm seconded the motion. The motion was approved unanimously

- Steve Kamm reopened the motion to approve the addition of the course, **MATH 1533 Pre-Calculus and Analytic Geometry**, on page 20 as amended.

Prerequisite should read: **(R), (W), MATH 0123 or adequate Math Placement Test, either within the last year.**

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

- Haifeng Ji made the motion to approve the modification of the course, **MATH 1613 Trigonometry**, on page 21 as amended.

(AS) should follow Cyber/Information Security

Pam Stout seconded the motion. The motion was approved unanimously.

- Haifeng Ji made the motion to approve the modification of the course, **MATH 2103 Calculus and Analytic Geometry I**, on page 22 as amended.

(AS) should follow Cyber/Information Security

Steve Kamm seconded the motion. The motion was approved unanimously.

Curriculum Proposal (Mathematics – Varies) from the Science and Mathematics Division – Mr. Ken Harrelson, Professor of Mathematics; Mr. Max Simmons, Dean, Division of Science and Mathematics – Presenters

- Julian Hilliard made the motion to approve to change the wording of the prerequisite of the courses, **MATH 0113, APPM 1313, and APPM 1223** to read: **(R) MATH 0033 or adequate Math Placement Test Score, either within the last year** on page 26 as amended with the deletion of **, or equivalent**.

Pam Stout seconded the motion. The motion was approved unanimously.

- Bertha Wise made the motion to approve to change the wording of the prerequisite for the courses, **MATH 1513, MATH 1503, MATH 2013, and MATH 2023** to read: **(R) MATH 0123 or adequate Math Placement Test Score, either within the last year** on page 27 as amended with the deletion of **, or equivalent**.

Thomas Jones seconded the motion. The motion was approved unanimously.

- Pam Stout made the motion to approve the modification of the course, **MATH 0123 Intermediate Algebra**, on page 28 as amended.

Item 5 should read:

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

Paul Lewis seconded the motion. The motion was approved unanimously.

Other

Dr. Thomas Jones expressed concern about students receiving online advising of completing an online degree (this concern resulted from the Liberal Studies electronic degree program proposal from the November 4 meeting). John Hockett informed the Committee that the College has the capabilities, but they could be improved.

Concern was expressed about why the electronic degree program proposal was presented to the Curriculum Committee. Dr. Jim DeChenne stated that it is required that the OSRHE gives the authority to promote or offer online degrees.

Dr. Thomas Jones will inform Ruth Charnay on whether or not a recommendation will be made to present the electronic degree program issue to the Provost/Vice President for Academic Affairs.

Dr. Jim DeChenne informed the Committee that he will write an end of the semester report on all actions taken in the Curriculum Committee meeting for this semester.

The meeting adjourned at approximately 4:48 p.m.