

**MINUTES OF THE CURRICULUM COMMITTEE MEETING
DECEMBER 2, 2004
LIBRARY ROOM 401**

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

Voting members in Attendance: Dr. Patti Buxton, Ms. Ruth Charnay (chair), Ms. Vicky Davidson, Mr. Larry Grummer, Ms. Carol Heitkamper, Mr. Julian Hilliard, Mr. John Hockett, Mr. Haifeng Ji, Dr. Thomas Jones, Mr. Steve Kamm, Ms. Pam Stout, Ms. Susan VanSchuyver, Ms. Bertha Wise.

Absent Members: Ms. Myra Decker, Ms. Barbara Gowdy, Mr. Paul Lewis, Ms. Nancy Pietroforte.

Others in Attendance: Dr. Jo Ann Cobble, Dean, Division of Health Professions; Ms. Peggy Newman, Professor of Physical Therapist Assistant/Program Director; Dr. Jim Schwark, Dean, Division of Business; Mr. Gary Tucker, Professor of Automotive Technology.

Announcements: Myra Decker, Paul Lewis and Nancy Peitroforte informed Ruth Charnay that they will not be attending today's meeting. Larry Grummer replaced Marty Ludlum on the Committee. The next meeting is March 3, 2005.

- Haifeng Ji made the motion to approve the November 18, 2004 Curriculum Committee minutes as amended.

The motion to approve the minutes should read: Haifeng Ji made the motion to approve the November **11**, 2004...

Bertha Wise seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AAS Degree in Physical Therapist Assistant) from the Health Professions Division – Dr. Jo Ann Cobble, Dean, Division of Health Professions and Ms. Peggy Newman, Professor of Physical Therapist Assistant/Program Director – Presenters

- Pam Stout made the motion to approve the modification of the AAS degree program in **Physical Therapist Assistant** from the revised handout as amended.

Under Sophomore Year Third Semester and General Education Courses, PS should read:
POLSC

Under Freshman Year Third Semester and General Education Courses, HIST 1483 and 1493 should read: U.S. History to the Civil War OR U.S. History **Since the** Civil War

Bertha Wise seconded the motion. The motion was approved unanimously.

- Carol Heitkamper made the motion to approve the modification of the course, **PTA 1112 Pathology for Physical Rehabilitation**, from the revised handout as amended.
Credit Hours should read: **2**
In the course description “&” should read: **and**

Susan VanSchuyver seconded the motion. The motion was approved unanimously.

- Bertha Wise made the motion to approve the modification of the course, **PTA 1013 Introduction to Physical Therapy**, from the revised handout as amended.

Item 5 should read:

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

Carol Heitkamper seconded the motion. The motion was approved unanimously.

- Patti Buxton made the motion to approve the modification of the course, **PTA 1023 Dynamics of Human Motion**, from the revised handout as amended.

Item 5 should read:

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

Prerequisite should read:

(R)(W)(M), BIO 1314, Anatomy and Physiology I and **admissions to the PTA Program**

Carol Heitkamper seconded the motion. The motion was approved unanimously.

- Pam Stout made the motion to approve the modification of the course, **PTA 1202 Development, Conditions and Treatment Across the Lifespan**, from the revised handout as amended.

Credit Hours should read: **2**

Under Prerequisite, PTA 112 should read: **PTA 1112**

Bertha Wise seconded the motion. The motion was approved unanimously.

- Steve Kamm made the motion to modify the prerequisite of the courses, **PTA 1013 Introduction to Physical Therapy** and **PTA 1112 Pathology for Physical Rehabilitation** to read: Prerequisite: (R)(W)(M) BIO 1314 Anatomy and Physiology I and **admission to the PTA Program**; and to modify the corequisite of the course **PTA 1013 Introduction to Physical Therapy** to read: PTA 1112, PTA 1023.

Susan VanSchuyver seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AAS Degree in Business-Automotive Service Management Option) from the Business Division – Mr. Larry Grummer, Professor of Automotive – Presenter

- Bertha Wise made the motion to approve the addition of the degree program in **Business-Automotive Service Management** from the revised handout as amended.

Under Freshman Year Second Semester, **BUS 2033** should be moved under Sophomore Year Second Semester and ENGL should be moved under Freshmen Year Second Semester to read: ENGL 1213 English Composition II OR **ENGL 1233** Reporting Writing OR COM 1123 Interpersonal Communication OR **COM 2213** Public Address

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

- Pam Stout made the motion to approve the addition of the course, **AT 1733 Body and Electrical Service**, from the revised handout as amended.

Item 5 should read:

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|----|----------|--|--|---------------------------------------|
| 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 |

Carol Heitkamper seconded the motion. The motion was approved unanimously.

- Susan VanSchuyver made the motion to approve the addition of the course, **AT 1773 Powertrain Service**, from the revised handout as amended.

Item 5 should read:

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|----|----------|--|--|---------------------------------------|
| 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 |

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

- Haifeng Ji made the motion to approve the course, **AT 1753 Under-Car Service**, from the revised handout as amended.

Item 4 should read: yes no

Item 5 should read:

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|----|----------|--|--|---------------------------------------|
| 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 |

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

- Thomas Jones made the motion to approve the addition of the course, **MGMT 1533 Introduction to Automotive Management**, from the revised handout as amended.

Item 5 should read:

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|----|----------|--|--|---------------------------------------|
| 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 |

Carol Heitkamper seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AS Degree in Business-Automotive Management Option) from the Business Division – Mr. Larry Grummer, Professor of Automotive – Presenter

- Carol Heitkamper made the motion to approve the addition of the AS degree program in **Business-Automotive Management Option** from the revised handout.

Julian Hilliard seconded the motion.

- Due to a **MATH** prefix not being included in the **Business-Automotive Management Option** proposal, Steve Kamm made the motion to table the proposal.

John Hockett seconded the motion. The motion was approved unanimously.

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

- Bertha Wise made the motion to approve the modification of the AAS degree program in **GM Automotive Service Educational Program** from the revised handout as amended.

Under Freshman Year Second Semester, AT 1304 should read: **AT 1324**;
under Freshman Year Second Semester and General Education Courses, PS should read **POLSC**; Under Freshman Year Summer and General Education Courses, HIST 1483 should read: **U.S. History to the Civil War**; HIST 1493 should read: **U.S. History Since the Civil War**

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

- Thomas Jones made the motion to approve the addition of the course, **AT 1013 Automotive Student Success Initiative**, from the revised handout.

Susan VanSchuyver seconded the motion. The motion was approved unanimously.

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

- Steve Kamm made the motion to approve the modification of the AAS degree program in **Business-Automotive Technology Internship Program** from the revised handout as amended.

Under Freshman Year First Semester CS 1103 should read: Introduction to **Computers/ Applications**; under Freshman Year Second Semester, PS should read: **POLSC**; under Sophomore Year Summer HIST 1483 should read: **U.S. History to the Civil War**; HIST 1493 should read: **U.S. History Since the Civil War**

Carol Heitkamper seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AS Degree in Business-Aviation Management) from the Business Division – Mr. Larry Grummer, Professor of Automotive – Presenter

- Pam Stout made the motion to approve the addition of the course, **BUS 1033 Introduction to Occupational Safety and Health**, from the revised handout as amended.

Item 5 should read:

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

Credit Hours should read: 3

John Hockett seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AAS Degree Program in Graphic Communications) from the Arts and Humanities Division – Ms. Susan VanSchuyver, Dean, Division of Arts and Humanities - Presenter

- Carol Heitkamper made the motion to replace **GCOM 1033 Electronic Publishing: PageMaker I** with **GCOM 1053 Electronic Publishing: InDesign I** as a prerequisite course for the following courses on page 5.

GCOM 2323 Publication Design
GCOM 2353 Applied Graphic Art
GCOM 2803 Portfolio Preparation and Presentation

Patti Buxton seconded the motion. The motion was approved unanimously.

- Steve Kamm made the motion to approve the deletion of the course, **GCOM 1033 Electronic Publishing: PageMaker I**, on page 6.

Bertha Wise seconded the motion. The motion was approved unanimously.

- Bertha Wise made the motion to approve the modification of the course, **GCOM 1223 Advertising Layout**, on page 7.

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

- Patti Buxton made the motion to approve the addition of the course, **GCOM 1153 Digital Photography**, on page 8.

Carol Heitkamper seconded the motion. The motion was approved unanimously.

- Patti Buxton made the motion to approve the deletion of the course, **GCOM 2033 Electronic Publishing: PageMaker II**, on page 9.

Carol Heitkamper seconded the motion. The motion was approved unanimously.

- Patti Buxton made the motion to approve the modification of the course, **GCOM 2813 Web Page Animation I**, on page 10.

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

- Bertha Wise made the motion to approve the modification of the AAS degree program in **Graphic Communications-Print Media Emphasis** on pages 11-14 as amended.

Degree or Certificate conferred should read: Associate **in** Applied Science
Under Sophomore Year Second Semester HIST 1493 should read: U.S. **History** Since...

Patti Buxton seconded the motion. The motion was approved unanimously.

- Patti Buxton made the motion to approve the modification of the AAS degree program in **Graphic Communications: Photography/Digital Imaging Emphasis** on pages 15-18 as amended.

Degree or Certificate conferred should read: Associate **in** Applied Science
Under Sophomore Year First Semester, Humanities should read: **Humanities**

Carol Heitkamper seconded the motion. The motion was approved unanimously.

The meeting adjourned at approximately 4:34 p.m.