

Fayetteville Technical Community College
Committee/Subcommittee: Curriculum

Meeting Minutes
Date: August 11, 2008

- I. Call to order
 - A. Meeting facilitator Anthony Cameron called the meeting to order.
 - B. The date of the meeting was August 11, 2008, the time was 2:00 pm, and the meeting was held in CUH 305.

- II. Roll call
 - A. The following committee members were present: Walter Brannen, Cheryl Campbell, Anthony Cameron, Belva Hawley-Demendoza, Shari Malin, David Martin, Susan Ritter, Ann Taylor, April Floyd, Laura Galvan, John Holloman, Doty Johnson, Richard Kugelmann, Ilona Pelerin, Martha Sisk, James Stephens, Tracy Welch, Bill Griffin, Eldon Meacham, Charles Sanchez, Karen Williams, Karen Atkinson.
 - B. The following committee members were unable to attend: Sharon Ellis, Elaine Cole, James Kelley, Harper Shackelford, John Wheelous.
 - C. The following guests were present: none.

- III. Old business – none

- IV. New business
 - A. Discussion of the following new business occurred.
 1. Election of officers was held.
 1. Chairperson -- Anthony Cameron
 2. Vice-Chairperson – Richard Kugelmann
 3. Secretary – Cheryl Campbell
 4. Assistant Secretary – Laura Galvan
 2. Eldon Meacham provided a brief description of the duties and responsibilities of the Curriculum Committee.

- V. Next meeting: TBA

- VI. Adjournment – meeting facilitator Anthony Cameron closed the meeting at 2:30 pm.

Minutes prepared by: Cheryl Campbell

Fayetteville Technical Community College
Curriculum Committee
Meeting Minutes
October 28, 2008

- I. Call to order
 - A. Meeting facilitator Anthony Cameron called the meeting to order.
 - B. The date of the meeting was October 28, 2008, the time was 2:00 p.m. and the meeting was held in ATC 246.

- II. Roll call
 - A. The following committee members were present: Karen Atkinson, Anthony Cameron, Cheryl Campbell, Laura Collins-Galvan, Sharon Ellis, April Floyd, Bill Griffin, Belva Harley, John Holloman, Doty Johnson, James Kelley, Richard Kugelmann, David Martin, Eldon Meachum, Carl Mitchell, Charles Sanchez, Martha Sisk, Ann Taylor
 - B. The following committee members were unable to attend: Walter Brannen (class conflict), Elaine Cole (illness), Shari Malin (illness), Ilona Pelerin, Susan Ritter (illness), Harper Shackelford (conflicting meeting), James Stephens (conflicting class), Tracy Welch (illness), John Wheelous
 - C. The following guests were present: Jim Black, Cindy Burns, Lauren Cole, Tony Harris, Dwain Joyce, Kenneth Kleiner, James Pilgrim, Ray Walters,

- III. Old business – none

- IV. New business
 - A. Eldon Meachum reviewed purpose of committee and presented information on administrative directive for 6 hour overall reduction in program degrees
 - B. Review of Programs
 - Action Item 1 – General Occupational Technology (A55280) was presented for local change due to new state standards. Required move of 18 semester core hours to other major hours, creating a total of 49 other major hours (hours to be selected from prefixes from curriculums (AAS, Certificates, Diplomas) of approved FTCC programs. State standard changed Spring, 2008, refer to Section 12 Curriculum Procedures Reference Manual. Motion to approve by Ray Walters, second by Charles Sanchez, unanimous approval with required SACS notification.

- Action Item 2 - Nuclear Medicine Technology (A45460) was presented to update AAS for consistency with Diploma. Nuclear Medicine Technology Diploma (D45460) was presented to add AAS degree or higher to list of approveable diploma candidate requirements, with AAS degree being an associate or bachelor degree in a patient related Allied Health Profession. COM 231 was deleted as a prerequisite requirement and added to diploma option. Motion to approve changes to both made by Ann Taylor, second by Belva Demendoza. Unanimous approval.
- Action Item 3 - Office Administration (A25370)/Office Systems Technology (A25360) – was presented with A25370 as replacement for A25360 due to new state standards. Upgrading of course hours of OST 136 and OST 137 to new state standards. Also due to state standards change, OST 130 replaces OST 131. OST 165 was added as a new course with a local statement added to course description in FTCC catalog. Course name changes for OST 289 and OST 223.

At this time discussion was given to SACS requirements regarding Substantive Change. While changes are required by state, documentation is still required to be submitted to SACS. Reasoning, SACS accredits school not system. Office System Administration/Basic Office Administration Certificate (C25370C1) submitted to replace Office System Technology/Basic Office Systems Technology Certificate (C25360C1). Decrease hours in certificate to 16 with deletion of OST 162, OST 181 and increase in credit hours of OST 136, OST 137 and OST 184. Motion made to approve by Ann Taylor, second by Richard Kugleman, unanimous approval with SACS notification.

- Action Item 4 – Architectural Technology (A40100) tabled until November 11 meeting.
- Action Item 5 – Building Construction Technology (A35140) program reduced by 3 hours by deleting CST 211. Semester sequencing changed and addition of Major Elective Options (BUS 110, ISC 112, COE 111, COE 112, COE 113, COE 121, COE 122, COE 123, COE 131, COE 132, DFT 119, ELC 118, ELC 121, PLU 120, PLU 150, ISC 115, AHR 120). This includes maximum Co-op option of no more than 6 hours approved by Department Chair and Co-op Director. Motion made to approve by Ann Taylor, second by Bill Griffin. Unanimous approval.
- Action Item 6 – Business Administration (A25120) – required state update to curriculum standards. Per administrative directive, 6 hour reduction in required hours (ENG 114

deleted and MKT 123 moved to major elective list), substitution of new course (BUS 255 for BUS 152). Motion to approve by Richard Kugelman, second by Karen Atkinson. Unanimous approval with SACS notification.

- Action Item 7 – Business Administration/Small Business Startup Certificate (C25120C1) – replace BUS 225 with MKT 223. Motion to approve by Charles Sanchez, second by Doty Johnson. Unanimous approval.
- Action Item 8 – Business Administration/Small Business Management Certificate (C25120C2) - replace BUS 110 with MKT 120. Motion to approve by Ann Taylor, second by Richard Kugelman. Unanimous approval.
- Action Item 9 – Business Administration/Entrepreneurship I Certificate (C25120C5) – State update to curriculum standards. Motion to approve by James Kelley, second by Carl Mitchell. Unanimous approval.
- Action Item 10 – Business Administration/Banking and Finance (A2512A) – Per administrative directive, reduction in required hours (ENG 114 deleted, reduction in required major elective hours). MKT 223 added to major electives. Motion to approve by Ann Taylor, second by Karen Atkinson. Unanimous approval.
- Action Item 11 – Business Administration/Banking and Finance/Fundamentals of Banking Certificate (C2512AC1) – Creation of new certificate. Discussion on course sequencing to benefit students. Motion to approve by Richard Kugelman, second by Doty Johnson. Unanimous approval with SACS notification.
- Action Item 12 – Business Administration/Banking and Finance/Bank Lending Certificate (C2512AC2) – Creation of new certificate. Motion to approve by Ann Taylor, second by David Martin. Unanimous approval with SACS notification.
- Action Item 13 – Business Administration/Human Resource Management (A2512C) – Delete BUS 152 and replace with new course BUS 255. Per administrative directive, reduction of 3 credit hours by deleting ENG 114 (memo attached to defend 3 hour reduction in lieu of 6 hour reduction). BUS 116 was added to major elective list. Motion to approve by Karen Atkinson, second by Charles Sanchez. Unanimous approval with SACS notification.
- Action Item 14 – Business Administration/Human Resource Management/Equal Opportunity Certificate (C2512CC1) – Replace BUS 152 with new course BUS 255. Motion to approve by Ann Taylor, second by Richard Kugelman. Unanimous approval with SACS notification.

- Action Item 15 – Business Administration/Human Resource Management/Payroll and Benefits Certificate (C2512CC2) – State update of curriculum standards. Motion to approve by Carl Mitchell, second by Richard Kugelman. Unanimous approval.
- Action Item 16 – Business Administration/Marketing and Retailing (A2512F) – Per administrative directive reduction of 6 hours by deleting ENG 114 and moving MKT 121 to major elective pick list. Deleting BUS 228 from major elective list. Motion to approve by Carl Mitchell, second by Ann Taylor. Unanimous approval.
- Action Item 17 – Business Administration/Marketing and Retailing/Marketing and Retailing Management Certificate (C2512FC1) and Business Administration/Marketing and Retailing/Sales and Customer Service Certificate (C2512FC2) – State update to curriculum standards. Motion to approve by Richard Kugelman, second by Karen Atkinson. Unanimous approval.
- Action Item 18 – Business Administration/Operations Management (A2512G) – Replace OMT 153 with BUS 135, replace BUS 152 with new course BUS 255. Prerequisite added of MAT 070 (or Accuplacer equivalent) for OMT 112. Per administrative directive, reduction in credit hours by moving OMT 156 and BUS 260 to major elective pick list. Motion to approve by Ann Taylor, second by Doty Johnson. Unanimous approval with SACS notification.
- Action Item 19 – Business Administration/Operations Management/Logistics Certificate (A2512GC1) – Creation of pick list to include BUS 252 and BUS 255. Proposal to change of CIS 111 required course to “CIS 111 or CIS 110.” Required hours for certificate would not exceed 18. Motion to approve by Doty Johnson, second by Bill Griffin. Unanimous approval with SACS notification.
- Action Item 20 – Addendum to Agenda – After approval of Item 19, proposal was made to amend all previously approved BA degree/certificate program changes (Items 6, 10, 13, 16, 17, 18) to reflect change of CIS 111 required course to “CIS 111 or CIS 110”. With reduction in required degree hours this addition is within state standards and eliminates need for substitution forms for students receiving VA benefits. Motion to approve by Carl Mitchell, second by Bill Griffin. Unanimous approval.
- Action Item 21 – Business Administration/Operations Management/Total Quality Management Certificate (A2512GC2) – State update of curriculum standards. Motion

to approve by David Martin, second by Bill Griffin.
Unanimous approval.

- Action Item 22 – Business Administration/Public Administration (A2512H) – Administrative directive to delete six hours from program (ENG 114 deleted, 3 hours deleted from major elective requirement). PAD 251 established as prerequisite for PAD 253 to increase student success in what is intended to be future capstone course. Change of CIS 111 required course to “CIS 111 or CIS 110”. Adjustment made to degree sequencing to correct Spring I to 16 hours and Spring II to 15 hours. Motion to approve by Carl Mitchell, second by Doty Johnson. Unanimous approval with SACS notification.
- Action Item 23 – Business Administration/Public Administration/Community Leadership Certificate (A2512HC1) – This certificate tabled to review for SACS requirements.
- Action Item 24 – Business Administration/Electronic Commerce (A2512I) – Tabled until November 11 due to change in DBA 110 prerequisite requirements. Business Administration/Electronic Commerce/E-Business for Small Business (C25121C1) – Tabled until November with parent degree.
- Action Item 25 – Advertising and Graphic Design (A30100) – Per administrative directive, deletion of 3 credit hours from program. (Moving MKT 220 to major elective list). Correction of Co-op statement to school standard statement. Change in prerequisite for GRD 265 to GRA 151. Motion to approved by James Kelley, second by Doty Johnson. Unanimous approval.
- Action Item 26 – Advertising and Graphic Design/Digital Graphics Certificate (C30100C1) – new certificate taught on campus. Due to prerequisite requirements, 8 week classes are required in first semester. Motion to approve by Doty Johnson, second by Ann Taylor. Unanimous approval with SACS notification.
- Action Item 27 – Web Technologies (A25290) – Additional options added to pick list for major electives (NOS 130, NOS 230, WEB 183, CSC 139 and CSC 239). Per administrative directive to reduce degree hours by 6, ITN 150 was moved to major elective list and ENG 114 was deleted. Due to collaborative agreement with Wake Tech, new courses were added to FTCC degree (SGD 158, SGD 163, SGD 212). Motion to approve by Doty Johnson, second by Carl Mitchell. Unanimous approval with SACS notification.

- Action Item 28 – Web Technologies/Web Basics Certificate (C25290C1), Web Technologies/Web Programming Certificate (C25290C2), Web Technologies/Web Management Certificate (A25290C3), Web Technologies/Web Back-Office Certificate (A25290C4), Web Technologies/Server Side Web Programming Certificate (A25290C5), Web Technologies/Web Database Certificate (A25290C6), Web Technologies/SGA Basics Certificate (C25290C7) – Date change required on all certificates listed in this Agenda Item. Motion made to approve collectively by James Kelley, second by Doty Johnson. Unanimous approval.
 - Action Item 29 – Web Technologies/Interactive 3D Certificate (C25290C8) – GIS 111 deleted and Web 111 added. Semester sequencing changed for student benefit. Motion to approve by Doty Johnson, second by Charles Sanchez. Unanimous approval.
 - Action Item 30 – Web Technologies/Interactive 3D Diploma (D25290) – New Diploma. Motion to approve by James Kelley, second by Doty Johnson. Unanimous approval with SACS notification.
- V. Next meeting: November 11, 2008; 2 p.m.; ATC 246. A GroupWise meeting notification will be sent for each member to approve or decline. Reason requested when declining.
- VI. Adjournment – Motion to adjourn by Bill Griffin, second by Ann Taylor. Meeting facilitator Anthony Cameron closed the meeting at 5:00 p.m.

Minutes prepared by: Cheryl Campbell

Curriculum Committee Minutes

For the meeting held March 26, 2007, at 3:00 pm in ATC 226 and officiated by the committee chairman, Anthony Cameron.

Committee Members Present: Eldon Meacham, Karen Williams, Anthony Cameron, Cathy Barkley, Beymer Bevill, Brad Goodrum, Anne Green, Bill Griffin, Anthony Hubert, Janet Jarrell, James Kelley, Brent Michaels, Lori Kiel, Sean McDaniel, J. Thomas Morley, Rudy Pait, Beverly Strickland, Tom Strommer, John Wheelous, and Jeffrey Zack.

Committee Members Absent: Richard Criste (in clinical at Cape Fear Valley Hospital until 4 PM), Lisa Daniels, Doty Johnson (not on campus on Mondays and lives an hour away).

Guests Attending: Lauren Cole (Dean of Engineering, Public Service, and Applied Technology), Gerald Daniels (Project Coordinator), Brian Oldham (Department Chair, Automotive Systems Technology), and John Philligin (Division Chair, Building Trades Technology)

New Business: Eldon Meacham (Associate Vice President for Curriculum Programs) presented fourteen program applications to the committee and one request for new CCL course. Details and results follow.

Topics and Discussions:

1. Advertising & Graphic Design (A30100)
2. Automotive Systems Technology (A60160)
3. Automotive Systems Technology/Automotive Electrical/Electronics Systems (C60160C4)
4. Automotive Systems Technology/Automotive Engine Performance (C60160C2)
5. Automotive Systems Technology/Automotive Power Trains (C60160C3)
6. Automotive Systems Technology/Automotive Suspension, Brakes, & Heating/Air Conditioning (C60160C1)
7. Business Administration/Human Resources Management/Equal Opportunity and Employee Relations Certificate (C2512CC1)
8. Computer Programming (A25130)
9. Culinary Technology/Baking Certificate (C55200C2)
10. Culinary Technology/Pantry Chef Certificate - Garde Manger (C55200C1)
11. Electrical/Electronics Technology (A35220)
12. Electrical/Electronics Technology (D35220)
13. Electronics Engineering Technology (A40200)
14. Electronics Engineering Technology (D40200)
15. Item for State Curriculum Review Committee: Request for New CCL Course OMT-224

Notes and Recommendations:

1. All approved program changes will become effective fall semester, 2007.
2. Major changes were proposed for Automotive Systems Technology (A60160), including course title changes and course content changes. Lab courses were introduced into CCL which will be required as local co-requisites. Local prerequisites were set for some courses as well. Need to phase-in new plan was discussed, and it was suggested that a guide similar to the crosswalk guide be developed to help with the transition.
3. Automotive Systems Technology/Automotive Engine Performance (C60160C2) was approved with the deletion of ACA 111 from the original application, since not included in other certificates under this program and no longer needed to reach 16 hours (16 hours is minimum for a certificate to qualify for financial aid).
4. Culinary Technology/Baking Certificate (C55200C2) and Culinary Technology/Pantry Chef Certificate - Garde Manger (C55200C1) had been tabled at last meeting to allow coordination of co-op sequence between the two certificates. Re-presented at this meeting with identical co-op courses in the two certificates and subsequently approved.
5. Electrical/Electronics Technology (A35220) was approved with changes. After lengthy discussion of proposal to replace MAT 121 with CIS 110, it was decided to replace MAT 121 with MAT 115 under general education courses and replace CIS 111 with CIS 110 under other major courses. Proposal also included the addition of several electives and a local prerequisite of MAT 070 for ELC 131.
6. All other program applications were approved as submitted.
7. New CCL course OMT 224 (Six Sigma for Managers) would be utilized in Business Administration/Operations Management program. Proposal made and approved to send request for this new course to State Curriculum Review Committee.

Adjournment: The meeting was adjourned at 5:00 PM.

Submitted by Lori Kiel

Curriculum Committee Minutes

For the meeting held August 13, 2007, at 3:00 pm in CUH 305 and officiated by the committee chairman, Anthony Cameron.

Committee Members Present: Eldon Meacham, Anthony Cameron, Karen Williams, Beymer Bevill, Anne Green, Bill Griffin, James Kelley, Brent Michaels, Sean McDaniel, Tom Strommer, John Wheelous, Richard Criste, Walter Brannen, Cheryl Campbell, Belva Hawley-Demendoza, David Martin, Susan Ritter, Ann Taylor, and Jeffrey Zack.

Committee Members Absent: James Kelly (another meeting), Charles Sanchez (doctors' appointment), Harper Shackelford, Shari Malin.

Guests Attending: None

Old Business: None

New Business: Election of officers for 2007 – 2008:

- Chairman: Anthony Cameron
- Vice Chairman: Brent Michaels
- Secretary: Jeffrey Zack
- Asst Secretary: Anne Taylor

Adjournment: The meeting was adjourned at 3:30 PM.

Submitted by Jeffrey Zack

Curriculum Committee Minutes

For the meeting held September 18, 2007, at 3:00 pm in ATC 246 and officiated by the committee chairman, Anthony Cameron.

Committee Members Present: Beymer Bevill, Anthony Cameron, Richard Criste, Sean McDaniel, , Brent Michaels, Tom Strommer, Jeffrey Zack , Walter Brannen, Cheryl Campbell, Belva Hawley-Demendoza, David Martin, Susan Ritter, Ann Taylor, Bill Griffin, James Kelley, Eldon Meacham, Charles Sanchez, Harper Shackelford, John Wheelous, and Karen Williams.

Committee Members Absent: Anne Greene (doctor's appointment), Shari Marlin

Guests Attending: Arthur Hall, Michael Landon, John Holloman, Terry Herring, Alisa Debnam, Larry Hogan, Lauren Cole, Ray Walters, Angela Simmons, and Kenneth Kleiner

Old Business: Review/Approved 8-13-2007 minutes

New Business:

Next meeting will be 10-16-2007 at 10 AM in ATC246

The following Programs were reviewed and approved:

1. Associate in Arts prerequisites (SOC210) A10100
2. Auto Body Repair D60100
3. Business Administration A25120
4. Bus. Adm./Entrepreneurship I C25120C3
5. Central Sterile Processing C45180 (NEW)
6. Dental Assisting D45240
7. Early Childhood Education A55220
8. Early Childhood Associate/Certificate in Child Care Administration C55220C1
9. Early Childhood Associate/Certificate in Child Care Development C55220C2
10. Early Childhood Associate/Certificate in Child Care Professional C55220C3
11. Early Childhood Associate/Certificate in Family Child Care C55220C4
12. Early Childhood/Special Education A5522A
13. Early Childhood Associate/Teacher Associate A5522B
14. Early Childhood Associate/Teacher Associate D5522B
15. Electronics Engineering Tech. A40200
16. Electronics Engineering Tech. D40200
17. Funeral Service Education A55260
18. Funeral Service Education Form 15-2's for FSE 120 and 215
19. Funeral Directors Diploma D55260
20. Nuclear Medicine Tech. A45460
21. Nuclear Medicine Tech. D45460
22. Respiratory Care A45720

23. Surgical Tech prerequisites A45740
24. Surgical Tech D45740
25. Surgical Tech D45740B
26. Web Technologies A25290
27. Web Tech/Web Basics Certificate C25290C1
28. Web Tech/Web Programming Certificate C25290C2
29. Web Tech/Web Management Certificate C25290C3
30. Web Tech/Web Back-Office Certificate C25290C4
31. Web Tech/Server Side Web Programming Certificate C25290C5
32. Web Tech/Database Certificate C25290C6 (NEW)
33. Web Tech/SGD Basics Certificate C25290C7 (NEW)

The following Programs were tabled:

1. Associate in Arts A10100
2. Associate in Arts prerequisites (SOC213 etc...) A10100
3. Paralegal Tech. A25380

The following Programs will be moved to next meeting on 10-16-2007 at 10am.

1. Accounting A25100
2. Advertising and Graphic Design A30100
3. Advertising and Graphic Design Form 15-2 for GRD 265
4. Civil Engineering Tech. A40140
5. Criminal Justice Tech. A55180
6. Criminal Justice Tech. Dual Enrollment with FSU A55180A
7. Medical Office Administration A25310
8. Networking Tech./Microsoft Networking Certificate C25340C1
9. Office Systems Tech. A25360
10. Physical Therapist Assistant Form 15-2's for PTA 110, 120, 130, 140, 150, 160, & 240
11. Surveying Tech. A40380

Adjournment: The meeting was adjourned at 6:15 PM.

Submitted by Jeffrey Zack

Curriculum Committee Minutes

For the meeting held August 14, 2006, at 3:00 pm in CUH 305

Committee Members Present: Cathy Barkley, Beymer Bevill, Anthony Cameron, Rick Criste, Lisa Daniels, Anne Greene, Anthony Hubert, Janet Jarrell, Doty Johnson, Lori Kiel, Sean McDaniel, Eldon Meacham, Brent Michaels, J. Thomas Morley, Rudy Pait, and Karen Williams.

Committee Members Absent: Brad Goodrum (working at HEC), Thomas Strommer (working registration), and Jeffrey Zack.

Topics and Discussions:

1. Officers were elected to serve this academic year.
2. Procedures for notification of meetings through Groupwise and for accepting or declining (with explanation) were detailed by Anthony Cameron. Meetings will generally be held on Wednesday afternoons at 3 PM.
3. Overview of duties and responsibilities of Curriculum Committee was presented by Eldon Meacham.

Actions Taken: The following officers were elected to serve 2006 - 2007:

Chairperson – Anthony Cameron.
Vice Chairperson – Brent Michaels
Secretary – Lori Kiel
Assistant Secretary – Rudy Pait

Adjournment: The meeting was adjourned at 3:30 PM.

Submitted by Lori Kiel

Curriculum Committee Minutes

For the meeting held October 2, 2006, at 3:00 pm in ATC 246 and officiated by the committee chairman, Anthony Cameron.

Committee Members Present: Eldon Meacham, Karen Williams, Anthony Cameron, Cathy Barkley, Beymer Bevill, Brad Goodrun, Anne Green, Bill Griffin, Janet Jarrell, James Kelley, Heidi Kidwell, Lori Kiel, Brent Michaels, J. Thomas Morley, Rudy Pait, Beverly Strickland, Tom Strommer, John Wheelous, and Jeff Zack.

Committee Members Absent: Rick Criste (attending conference in Greensboro), Lisa Daniels (business meeting), Anthony Hubert, Doty Johnson (not on campus on Mondays and lives an hour away), and Sean McDaniel.

Guests Attending: Alisa Debnam (Dean of Health Programs), Elaine Eckel (Department Chair, Physical Therapist Assistant), Susan Ellis (Program Coordinator, Dental Hygiene), Calton Hall (Division Chair, Science), Terry Herring (Surgical Technology Department Chair), Larry Hogan (Division Chair, Social Science/Humanities), Angela Simmons (Program Coordinator, Dental Assisting), and Ray Walters (Dean of College Transfer and General Education Programs).

Old Business: Minutes from the organizational meeting held on August 14 were approved with the addition of John Wheelous, Bill Griffin, and Beverly Strickland to the list of absent committee members.

New Business: Eldon Meacham (Associate Vice President for Curriculum Programs) presented most of the proposed changes to programs of study. Bill Griffin (Dean of Business Programs) took over for Mr. Meacham at about 5:30 so that Mr. Meacham could fulfill another obligation.

Topics and Discussions:

POS changes not requiring review:

1. Associate in Fine Arts (A10200) – CIS 115 and MAT 151 updates
2. Autobody Repair (D60100) – add ACA 115
3. Automotive Systems Technology (A60160) – add ACA 115
4. Civil Engineering Technology (A40140) – add ACA 115
5. Criminal Justice Technology/Dual Enrollment Agreement with FSU (A55180A) – add ACA 115
6. Early Childhood Associate (A55220) – add ACA 115
7. Early Childhood Associate/Dual Enrollment Agreement with FSU (A55220A) – add ACA 115
8. Early Childhood Associate/Special Education (A5522A) – add ACA 115
9. Early Childhood Associate/Teacher Associate (A5522B) – add ACA 115
10. Electronics Engineering Technology (A40200) – add ACA 115
11. Electronics Engineering Technology (D40200) – add ACA 115
12. Funeral Service Education (A55260) – CIS 113 and MAT 115 updates

13. Horticulture Technology/Management (A1524A) – MAT 115 update
14. Nuclear Medicine Technology (A45460) – CIS 110 description update
15. Pharmacy Technology (D45580) – CIS 113 update
16. Phlebotomy (C45600) – CIS 113 description update
17. Physical Therapist Assistant (A45620) – add COM 231

POS changes requiring review:

18. A/C, Heating, & Refrigeration Technology (A35100)
19. Architectural Technology (A40100)
20. Associate in Arts (A10100)
21. Associate in General Education (A10300)
22. Associate in Science (A10400)
23. Automotive Systems Technology/Medium/Heavy Truck Maintenance Certificate (C60160C5)
24. Business Administration (A25120)
25. BA/Banking and Finance (A2512A)
26. BA/Human Resources Management (A2512C)
27. BA/Marketing and Retailing (A2512F)
28. BA/Operations Management (A2512G)
29. BA/Operations Management Total Quality Management Certificate (A2512GC2)
30. BA/Public Administration (A2512H)
31. Biotechnology (A20100)
32. Carpentry (D35180)
33. Carpentry (C35180C1)
34. Community Spanish Interpreter (A55370)
35. Community Spanish Interpreter/Facilitator Certificate (A55370C1)
36. Community Spanish Interpreter/Spanish Language Certificate (A55370C2)
37. Criminal Justice Technology (A55180)
38. Criminal Justice Technology/Financial Crime/Computer Fraud (A5518B)
39. Criminal Justice Technology/Latent Evidence (A5518A)
40. Dental Assisting (D45240)
41. Dental Hygiene (A45260)
42. Electrical/Electronics Technology (A35220)
43. Electrical/Electronics Technology (D35220)
44. Emergency Preparedness Technology (A55420)
45. Fire Protection Technology (A55240)
46. Healthcare Management Technology (A25200)
47. Hotel & Restaurant Management (A25240)
48. Machining Technology (A50300)
49. Paralegal Technology (A25380)
50. Paralegal Technology (D25380)
51. Postal Service Technology (A55340)
52. Plumbing (D35300)
53. Speech Language Pathology (A45730)
54. Surgical Technology (A45740)
55. Surgical Technology (D45740)

56. Surgical Technology Bridge Program (D45740B)
57. Surveying Technology (A40380)
58. Welding Technology (D50420)

Notes and Recommendations:

1. Many of the proposals involved adding in “or ACA 115” as an option for completing the ACA requirement. ACA 115 has been re-created as a course geared to Huskins (high school) students and/or developmental students. In addition to ACA 111 material, it offers prep classes for Math, English, and Reading to help students prepare for placement testing.
2. Many of the proposals involved replacing a free elective with an elective pick list under Other Major Hours. This change is necessary to accommodate Datatel.
3. The committee made changes to the elective pick lists on several proposals to correct the listings of co-op courses available. In all these cases, co-op courses were added and/or omitted to reconcile with the maximum number of co-op hours allowed in the program.
4. Changes to Associate in Arts (A10100) expand DRA and MUS offerings.
5. Changes to Associate in General Education (A10300) included adding MAT 115 or a higher math course under Other Required Hours.
6. Changes to Dental Assisting (D45240) included the addition of ENG 111 and PSY 150 as options to ENG 102 and PSY 101, respectively. These changes were approved with the stipulation that a footnote be added stating that ENG 111 and PSY 150 require higher placement test scores.
7. Changes to Dental Hygiene (A45260) remove exploratory status on DEN 110.
8. Changes to Fire Protection Technology (A55240) tailor the program to FSU’s requirements.
9. New certificates approved were Automotive Systems Technology/Medium/Heavy Truck Maintenance Certificate (C60160C5) and BA/Operations Management Total Quality Management Certificate (A2512GC2).
10. Proposals for two new Community Spanish Interpreter certificates, C55370C1 and C55370C2, were tabled to allow the program area time to decide how to document proficiency in Spanish and English for entrance to the certificate programs
11. All proposals other than the creation of the two new certificates mentioned in the previous item (C55370C1 and C55370C2), were approved either “as is” or with minor corrections and/or additions.
12. All approved changes will become effective Fall semester, 2007.

Adjournment: The meeting was adjourned at 7:05 PM.

Submitted by Lori Kiel

Curriculum Committee Minutes

For the meeting held December 5, 2006, at 3:00 pm in ATC 246 and officiated by the committee chairman, Anthony Cameron.

Committee Members Present: Eldon Meacham, Karen Williams, Anthony Cameron, Cathy Barkley, Beymer Bevill, Richard Criste, Lisa Daniels, Anne Green, Bill Griffin, Doty Johnson, Heidi Kidwell, Lori Kiel, Sean McDaniel, J. Thomas Morley, Rudy Pait, Beverly Strickland, Tom Strommer, John Wheelous, and Jeffrey Zack.

Committee Members Absent: Brad Goodrum (in class until 4:50 PM), Anthony Hubert (in class beginning at 3:30 PM), Janet Jarrell, James Kelley (sick), and Brent Michaels.

Guests Attending: Lauren Cole (Dean of Engineering, Public Service, and Applied Technology), Alisa Debnam (Dean of Health Programs), Calton Hall (Division Chair, Science), Terry Herring (Surgical Technology Department Chair), Larry Hogan (Division Chair, Social Science/Humanities).

Old Business: Minutes from the meeting held on October 2 were approved.

New Business: Eldon Meacham (Associate Vice President for Curriculum Programs) presented thirteen applications to the committee. Details and results follow.

Topics and Discussions:

1. Accounting (A25100) – add ACC 225 to prerequisites for ACC 226
2. Associate in Arts Diploma (D10100) – built from General Education Core
3. Associate in Science Diploma (D10400) – built from General Education Core
4. Business Administration (new courses only) – 6 new courses related to procurement and contract management, motivated by BRAC
5. Central Sterile Processing (standard and course changes) – change titles and prerequisites of 3 courses to pull STP (sterile processing) out of Surgical Tech program and make a new STP certificate
6. Culinary Technology (A55200) – add COM 231 as alternative to ENG 115 and add/delete courses in elective pick list under Other Major Hours.
7. Culinary Technology/Baking Certificate (C55200C2) – See Notes and Recommendations
8. Culinary Technology/Pantry Chef Certificate (C55200C1) – See Notes and Recommendations
9. Funeral Service Education (D55260) – add new version of CIS 113
10. Machining Technology (A50300) – delete BPR 111 and BPR 121 and add MAC 131 and MAC 132
11. Machining Technology (C50300) – same changes as in item #10
12. Medical Office Administration (A25310) – See Notes and Recommendations
13. Web Technologies (A25290) – add/delete courses including adding NET 125 as alternative to NET 110 and adding ACA 115 as alternative to ACA 111

Notes and Recommendations:

1. All approved changes will become effective fall semester, 2007, but will not make it into fall catalog.
2. Associate in Arts Diploma (D10100) was approved with proposed changes to require CIS 110 as Mathematics elective and add ACA 111 (or ACA 115) as a required course. The diploma has a total of 45 hours with proposed changes.
3. Culinary Technology (A55200) was approved with addition of other eligible co-op courses.
4. Web Technologies (A25290) was approved with deletion of COE 123 and restoration of COE 131.
5. Culinary Technology/Baking Certificate (C55200C2) and Culinary Technology/Pantry Chef Certificate (C55200C1) applications were tabled due to problem with listing COE 111 on one certificate and COE 121 on the other. Program wants to require a one credit-hour co-op on each certificate without making one certificate a prerequisite for the other. Currently COE 111 is a local prerequisite for COE 121.
6. Medical Office Administration (A25310) application was tabled since it proposes deleting OST 192 and adding OST 287. OST 287 has not been approved by the system office yet.
7. All other applications were approved as submitted.

Adjournment: The meeting was adjourned at 5:15 PM.

Submitted by Lori Kiel