

MINUTES

CURRICULUM AND INSTRUCTION COMMITTEE

November 1, 2013

Copy to:

Kirk Stephens, Chairperson
Darlene Anderson
Scott Baker
Thom Brooks, ex-officio
William Brothers
Matt Cass
Betsy Clayton, recorder
Barbara Connell
Cheryl Contino-Conner
Cheryl Davids
Johnathan Dean
Christy Deaver
Mitch Fischer
Melody Lawrence
Diane Page
Ron Poor
Barbara Putman
Hilary Seagle
Cindy Thompson
Phil Weast

cc:

Webmaster
Claudia Buchanan
Nancy Dills
Amanda Pressley
Angie Winchester



Committee: Curriculum & Instruction
Date: November 1, 2013
Time: 10:00 AM
Place: Bradford Hall Conference Room

Members Attending: Darlene Anderson, Scott Baker, Thom Brooks, William Brothers, Matt Cass, Barbara Connell, Cheryl Contino Conner, Cheryl Davids, Johnathan Dean, Christy Deaver, Mitch Fischer, Melody Lawrence, Diane Page, Barb Putman, Hilary Seagle, Cindy Thompson

I. Call to Order – Kirk Stephens called the meeting to order at 10:00 AM.

A. **Approval of Minutes** – The minutes from April 19, 2013 were sent to the committee prior to meeting. Scott Baker motioned to accept the minutes as written. William Brothers seconded the motion. The motion passed.

B. Kirk informed the group that agendas and minutes can be found on the shared Google Drive.

II. Open Issues

A. Math CIP results, Kirk Stephens

1. As a result of the statewide math CIP changes, all programs that have a Math course were required to choose a new Math. Program Coordinators discussed the possibilities with CIP representative, Hilary Seagle prior to the meeting and submitted their choices on a spreadsheet (attached and passed out to committee). Effective Fall 2014.

Mitch Fischer motioned to approve all the Math selections. Cindy Thompson seconded the motion. The motion passed.

B. Arts & Sciences, Barb Putman

1. Proposed to add French Labs 181 and 182 to the existing French courses for the AA and AS programs, not as AAS Humanities. Effective Spring 2014.
2. Add local prerequisite of high school chemistry or CHM 090 to CHM 151. Effective Fall 2014.

Hilary Seagle motioned to approve the French Lab proposal. Diane Page seconded the motion. The motion passed.

C. Career Technologies, Scott Baker

1. Accounting - AAS. Proposed to make the following changes. Program total would remain at 70SHC, effective Spring 2014.
 - a) Add ACC 293, Selected Topics in Accounting to Spring 2. The SCC prerequisite for this course would be ACC 220.
 - b) Add ACC 140, Payroll Accounting to Spring 1
 - c) Add ACC 130, Business Income Tax and ACC 180, Practices in Bookkeeping as a pick option to ACC 240 in Fall 2
 - d) Delete BUS 270, Professional Development from the program
2. Accounting. Proposed to add three (3) new Accounting certificates using courses from AAS: Bookkeeping, Payroll Accounting, and Tax Accounting effective Spring 2014
 - a) Bookkeeping will include ACC 120, ACC 121, ACC 150, ACC 180, & CIS 110, with a total of 16 SHC.
 - b) Payroll Accounting will include ACC 120, ACC 121, ACC 140, ACC 150, & CIS 110, with a total of 15 SHC.
 - c) Tax Accounting will include ACC 120, ACC 129, ACC 130, & CIS 110, with a total of 13 SHC.
3. Criminal Justice. Proposed to add a Career & College Promise Certificate, effective Fall 2014.
 - a) Includes CJC 111, CJC 112, CJC 113, CJC 131, CJC 212, CJC 231 all of which are offered in the AAS and three of them are included in the Articulation Agreement with WCU.

William Brothers motioned to accept the proposals. Barb Putman seconded. The motion passed.

D. Health Sciences, Mitch Fischer

1. Emergency Medical Science – Certificate and CCP. Proposed the following changes effective Fall 2014:
 - a) Add EMS 235, EMS Management
 - b) Delete EMS 115, Defense Tactics
2. Health Information Technology – AAS. Proposed the following changes effective Spring 2014:
 - a) Move MED 122 to Fall 1 and CIS 110 to Spring 1
 - b) Add HIT 225 and HIT 227 as a pick list to Spring 2
3. Health Information Technology – Certificate. Proposed the following change effective Spring 2014:
 - a) Move HIT 225 from Fall 1 to Spring 1
4. Human Services. Propose to add a certificate, effective Fall 2014:
 - a) Includes HSE 110, HSE 123, HSE, 125, HSE, 225, SAB 137, & SOC 213 with a total of 18 SHC.
5. Nursing Assistant – Certificate & CCP. Proposed the following, effective Spring 2014:
 - a) Move NAS 103 to Spring 1.
 - b) Add NAS 106, Geriatrics to Fall 1
 - c) Add NAS 107, Medication Aide to Spring 1
 - d) Delete HSC 110, Orientation to Health Careers
6. Outdoor Leadership – certificate C55330. Effective Fall 2014. Clarified with Paul Wolf via email on 10/22/13 that he only wants to remove this course from the certificate, and leave it as an option for the elective in the AAS.
 - a) Delete MED 182, CPR, First Aid and Emergency

7. Respiratory Therapy – AAS. Propose the following, effective Spring 2014.
 - a) Add RCP 122, Special Practice Lab 0.2.01
 - b) Delete RCP 123, Special Practice Lab 0.3.0.1

Scott Baker motioned to accept the proposals. Diane Page seconded the motion. The motion passed.

E. Cooperative Experience Courses, Thom Brooks

1. COE courses have been archived by the System Office and replaced by Work Based Learning (WBL) courses. Programs of study that have COE courses (attached and provided to committee) will be updated with WBL courses, effective Fall 2014.

Hilary Seagle motioned to accept the state mandated changes. Barb Connell seconded. The motion passed.

F. Other Issues

1. Melody Lawrence asked Mitch Fischer about the possibility of certificates or diplomas instead of AGE. Mitch confirmed that the State just approved pathways and will be working on this for next meeting.
2. The subject of Administrative Withdrawals came to the surface. Scott Baker suggested adding this to the next meeting agenda.

III. Adjournment - Scott Baker motioned an adjournment. Cindy Thompson seconded. Next meeting will be held on Friday, December 6.

Recorded by: Betsy Clayton
Betsy Clayton

Date: 11-18-2013

Chairperson: Kirk Stephens
Kirk Stephens

Date: 15 Nov 2013