



MINUTES

CURRICULUM AND INSTRUCTION COMMITTEE

October 7, 2015

Copy to:

Kirk Stephens, Chairperson
Linda Aiken
Delphia Birchfield
Thom Brooks, ex-officio
William Brothers
Betsy Clayton, recorder
Cheryl Contino-Conner
Cheryl Davids
Johnathan Dean
Mark Ellison
Bethany Emory
Mitch Fischer
Sandra Gladden
Melody Lawrence
Diane Page
Barbara Putman
Hilary Seagle
Cyndi Slocumb
Debbie Smith
Paul Wolf

cc:

Amanda Allen
Claudia Buchanan
Jelane Douglas
Polly Russell



Committee: Curriculum & Instruction

Date: October 7, 2015

Time: 3:00 PM

Place: Burrell 102D

Members Attending: Linda Aiken, Delphia Birchfield, Thom Brooks, William Brothers, Cheryl Contino Conner, Cheryl Davids, Johnathan Dean, Mark Ellison, Bethany Emory, Mitch Fischer, Sandra Gladden, Melody Lawrence, Diane Page, Barb Putman, Hilary Seagle, Cyndi Slocumb, Debbie Smith, Paul Wolf, and Kirk Stephens-Chair

I. Call to Order – Kirk Stephens called the meeting to order at 3:00 PM.

A. Kirk welcomed the new committee members and held roundtable introductions

Approval of Minutes – The minutes from 3-5-15 and 5-5-15 meetings were sent to the committee prior to meeting. Kirk asked if there were any comments or corrections. No corrections were made.

William Brothers motioned to accept the minutes as written. Melody Lawrence seconded the motion. The motion passed.

II. Open Issues

A. Arts & Sciences, Barbara Putman

1. Associate in Science – Spring 2016.

- a) Add BIO 168, BIO 169 and BIO 175 as additional elective options for students who plan to major in Biology, Nursing or pre-medical fields. These courses are already in the AS degree.

Mitch Fischer motioned to accept the proposed courses. Diane Page seconded. The motion passed.

B. Career Technologies, William Brothers

1. Accounting – Diploma, Spring 2016

- a) Add a diploma option to the credential offering for Accounting. This will not be financial aid eligible.
- b) The diploma will include 42 SHC (see attachment for course listing)

2. Accounting – AAS, Fall 2016.

- c) Add: BUS 270
- d) Delete: SEL 293 (also known as ACC 293) which is a temporary selected topics course

2. Business Administration – AAS, Diploma, Fall 2016

- a) Add: BUS 168, Electronic Business to SP 1

- b) Add: MKT 232, Social Media Marketing to SP 2
 - c) Delete: ECM 168, Electronic Business (archived by System Office) and EMC 210, Introduction to E-Commerce
3. **Business Administration, Electronic Commerce Track – AAS, Fall 2016**
 - a) Add: BUS 168, Electronic Business to SP 1
 - b) Add: MKT 232, Social Media Marketing to SP 2
 - c) Delete: ECM 168, Electronic Business (archived by System Office) and EMC 210, Introduction to E-Commerce
 4. **Business Administration, Entrepreneurship Track – AAS, Fall 2016**
 - a) Add: BUS 168, Electronic Business to SP 1
 - b) Add: MKT 232, Social Media Marketing to SP 2
 - c) Delete: ECM 168, Electronic Business (archived by System Office) and EMC 210, Introduction to E-Commerce
 5. **Business Administration, Office Administration – AAS, Fall 2016**
 - a) Add: BUS 168 to SP 2
 - b) Delete: ECM 210 from SP 2

Hilary Seagle motioned to accept all the changes for Career Technologies. Cheryl Contino Conner seconded. The motion passed.

C. Health Sciences, Mitch Fischer

1. **Emergency Medical Science – AAS, Fall 2016**
 - a) Move: EMS 270 to FA 2
 - b) Move: PSY 150 to SP 2
2. **Nursing – AAS, Fall 2016**
 - a) Move: PSY 241 to FA 2
 - b) Move: PSY 150 to FA 1
3. **EMS – Therapeutic & Diagnostic Diploma, and CCP Diploma, Spring 2016**
 - a) Add: MED 121 to FA 1
 - b) Add: MED 122 to SP 1
 - c) Add: ENG 114 to SU 1
 - d) Add: HUM 115 to SU 1
 - e) Delete: MED 120 (replace with MED 121 and 122), HSC 120
 - f) Increased hours to 47
4. **Medical Assisting – Therapeutic & Diagnostic Diploma, and CCP Diploma, Spring 2016**
 - a) Add: MED 121 to FA 1
 - b) Add: MED 122 to SP 1
 - c) Add: PSY 150 to SU 1
 - d) Add: option of BIO 163 **OR** BIO 168 and BIO 169. Exception is to CCP because CCP does not allow pick lists, BIO 163 will be the choice for D45920CP.
 - e) Delete: MED 120
 - f) Increased hours to 44

5. Nurse Aide – Therapeutic & Diagnostic Diploma, Spring 2016

- a) Add: MED 121 and MED 122 to FA 1
- b) Add: PSY 150 to SP 1
- c) Add: HUM 115 to SP 1
- d) Add: ENG 114 to SU 1
- e) Make a picklist of BIO 175 **OR** CHM 131 and CHM 131A (*original proposal was to remove CHM all together, but the group did not think this to be best. Asked Mitch to discuss with Betsy for an alternative approach).
- f) Delete: MED 120, NAS 105
- g) Increased hours to 46-47, depending on BIO/CHM pick.

6. Phlebotomy – Therapeutic & Diagnostic Diploma, Spring 2016

- a) Add: MED 121 and MED 122 to FA 1
- b) Add: ENG 112 or ENG 114 to SU 1
- c) Delete: MED 120, BIO 110, HSC 120, and HEA 110

Cheryl Contino Conner motioned to accept the proposed changes with the exception for Mitch to reconfigure Nurse Aide CHM situation. Diane Page seconded. The motion passed.

III. Other Business

A. Voting/Non-Voting Members – Thom Brooks

Thom explained the rationale behind having voting and non-voting members of the C&I Committee. The focus of the committee is for the will of faculty to have control of curriculum through vote. Instead of making a larger committee, we will give only the faculty the right to vote. Any member can make a motion but cannot vote. Kirk also clarified that the ex-officio has the right to vote as well.

B. Program Terminations – Thom Brooks, effective immediately


Thom brought a list of programs which have had no enrollment in two or more years to the table for official termination with the System Office. One program, Basic Law Enforcement Training (C55120) we will keep because there is hope to get enrollment in this one soon. Terminations are as follows:

- Building Construction Tech, A35140
- Cosmetology Instructor, C55160
- Criminal Justice/Latent Evidence, A5518A
- Esthetics Tech, C55230
- Gaming Management, A25250
- General Occupation Tech, A55280
- Hospitality Management, A25110
- Manicuring Instructor, C55380
- Masonry, D35280
- Medical Transcription, D25320
- Office Administration/Legal, A2537A
- Office Administration/Virtual Office Assistance, A2537B
- Plumbing, D35300
- Real Estate, A25400 (cont. next page)

- Real Estate Licensing, C25480

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

IV. Adjournment – Kirk Stephens adjourned at 3:52 PM.

Recorded by: 

Betsy Clayton

Date: 10/12/15

Chairperson: 

Kirk Stephens

Date: 10/12/15