Minutes

College Curriculum and Instruction Committee

October 21, 2005

copy to:

Gene Norton, Chairperson
Gene Couch, ex-officio
Linda Talbott, Faculty Senate President
Dr. Cecil Groves
Library
Thom Brooks
Tracy Chapple
Scott Cline
Cheryl Contino-Conner
Christy Deaver
Gary Dillard
Liz Guertin
Debra Klavohn
Melody Lawrence
Susan McCaskill
Wanda Morris - Faculty Senate Representative
Ron Poor
Barbara Putman
Andrea Rowland
Hilary Seagle
Phil Weast
SOUTHWESTERN COMMUNITY COLLEGE

Committee: COLLEGE CURRICULUM AND INSTRUCTION

Date: October 21, 2005

Time: 12:30 p.m.

Place: Room CC100, Bradford Hall


Members Absent: Tracy Chapple and Susan McCaskill.

Guests Attending: Linda Talbott (for a portion of the meeting), Wilda Walker (for a portion of the meeting), and Paul Wolf.

Call to Order: Gene Norton, Chair, called the meeting to order at 12:30 p.m.

Approval of Minutes
The minutes of the March 16, 2005, meeting were corrected as follows:

Page 1, last sentence should read, “Thom’s response was that this is being corrected, and they will be in the same semester by Fall 2004.”

Minutes were accepted as corrected. Motion to accept by Hilary Seagle; seconded by Phil Weast. Passed.

Curriculum Program Changes

Career Technologies

Office Systems Technology

Move: OST 284, Emerging Technologies, from Spring 2 to Fall 2
Add: MKT 223, Customer Service, to Spring 1; OST 138, Advanced Office Applications, to Spring 2; OST 162, Executive Terminology, to Fall 2
Delete: CIS 260, Business Graphics, from Spring 1; OST 122, Office Computations, from Spring 1; OST 192, Selected Topics, from Fall 2
Linda gave background information and reasons for changes. Deletions: OST 192, Selected Topics, was deleted from the program at the suggestion of the System Program Auditor. OST 122, Office Computations, can be covered in Keyboarding. CIS 260, Business Graphics, basically PowerPoint, is taught in introductory courses. Additions were made at the suggestions of the Advisory Committee and in consultation with other business programs.

Motion to accept changes was made by Hilary Seagle; seconded by Cheryl Contino-Conner. Passed.

**Business Administration**

**Move:** ECO 151 or 251 or 252 from Spring 2 to Spring 1  
**Add:** BUS 125, Personal Finance, to Spring 2; BUS 253, Leadership & Managerial Skills, to Spring 2; MKT 223, Customer Service, to Spring 1; BUS 239, Business Applications Seminar, to Spring 2  
**Delete:** BUS 225, Business Finance, from Spring 2, BUS 255, Organizational Behavior, from Spring 2, CIS 260, Business Graphics, from Spring 1, BUS 237, Current Management Issues, from Spring 1

Background information and reasons for changes were presented by Wilda Walker. Students requested economics classes be offered earlier in the program. The area of service, students usually working in small business or starting their own business, and being a two-year degree program, plus topics covered were reasons given for deleting BUS 223, Business Finance, and replacing with BUS 125, Personal Finance. If student goes on for four-year degree, they will be taking more advanced business classes. Wilda also mentioned that the Advisory Committee has been recommending these changes for the last couple of years.

Motion to accept changes was made by Hilary Seagle; seconded by Ron Poor. Passed.

At this point, Chair, Gene Norton asked to have the following statement placed in the minutes: Since the committee normally defers to the divisional explanations for requested changes, the chair will not always require motions for each item unless members of the committee appear divided.

**Arts and Sciences**

**Chemistry**  
Barbara Putman presented Deanne Oppermann’s suggestion that a local prerequisite be added to CHM 131. The prerequisite for CHM 131 would be MAT 070. The information to support this change is as follows:

1) CHM 131 covers a number of chapters associated with algebra;  
2) All SCC full-time college transfer math and natural science instructors support this prerequisite;  
3) Data from Spring 2003-Spring 2005 indicates that 41% of students receiving an F in CHM 131 were lacking MAT 060 and MAT 070 (or failed to pass these courses);  
4) Other community colleges in the system have prerequisites for this course.
Physical Education
Tracy Chapple requested that PED 122, Yoga II, be added to the Arts and Sciences Program of Study. Students are requesting this course. The plan would be to offer two sections of Yoga I in fall semester, and offer one section of Yoga I and one section of Yoga II each spring.

Mathematics
Hilary Seagle presented a chart of math courses and Test Score requirements that the department has been using for placement in math courses. This is being documented for auditing purposes. Hilary pointed out that the only change is in the higher-level courses, which have the wording, “Exceptions by permission of a mathematics instructor.”

A discussion ensued regarding Common Course Library prerequisites. Common Course Library prerequisites cannot be waived at the community college level.

It was suggested that a local prerequisite be added to MAT 162 and MAT 271 to read “or equivalent.” Hilary Seagle will write a paragraph explaining the rationale for this change.

There was a motion to pursue altering the prerequisites for MAT 162 and MAT 271 at the state level to include “or equivalent, or satisfactory scores.” Moved by Phil Weast, seconded by Ron Poor. Passed.

Thom Brooks moved that MAT 175 and MAT 175A be added to catalog and to course listings for the Arts and Sciences program. Phil Weast seconded. Passed.

Health Sciences

Radiography
Change: RAD 245, Radiographic Analysis, hours changed at System level from 2-3-0-3 to 1-3-0-2.
Add: RAD 271, Radiography Capstone, 0-3-01, to Spring 2 for additional hour credit.

Changes were approved.

Medical Transcription
Add: MED 134, Medical Transcription I, to Fall 1 (second session); OST 203, Fundamentals of Medical Documentation, to Summer 1.

These changes were proposed to the Medical Transcription Diploma program of study to facilitate offering them at the certificate level. Since changes were requested at the certificate level, a question arose regarding the prerequisites for OST 203. Debra Klavohn will check on this and bring the request back to the committee at the next meeting.
The changes to the diploma program of study were approved.

Outdoor Leadership
Add: Certificate (see attached course listings).
Paul Wolf requested that a certificate level be added to the Outdoor Leadership Program. This is primarily designed for students who already have a degree in another area (i.e. Human Services) and would like to have the Outdoor Leadership Certificate for specific job qualifications. The certificate is designed for either water-based or land-based skills.

Melody Lawrence moved to accept; seconded by Christy Deaver. Passed.

SACS-related Concerns

AP Credit
Christy Deaver presented a listing of AP Credit showing AP Examination/Scores/Credit/SCC Course(s) Satisfied. She explained that these are in line with what Western Carolina University offers.

Phil Weast moved to accept listing; Hilary Seagle seconded. Passed.

Pre-Major in Arts Listings for Business and Business/Marketing Education
Barbara Putman presented corrected copies of course listings for both the Pre-Majors in Business and Business/Marketing Education.

Pre-Major in Business
Move: ECO 251, Principles of Microeconomics from Other Required Hours to Required course under Social/Behavioral Science
Change: Three additional courses required under Social/Behavioral Science to Two additional courses required.
Delete: MAT 171, Precalculus, from math choice.
Add: MAT 151A and MAT 175A to Other Required Hours
Correct: Total Semester Hour Credits to 65

Pre-Major in Business/Marketing Education
Correct: Hours listings from 64-67 to 64-65
Delete: MAT 171, Precalculus, from math choice; Phrase (or ECON 231 at WCU)

Barb also asked permission to review all the Pre-Major in Arts listings for accuracy to be corrected for the 2006-07 College Catalog.
Thom Brooks moved to accept; Phil Weast seconded. Passed.
**Academic Forgiveness**

Gene Couch presented a revised form for requesting Academic Forgiveness. He explained there are few students each semester who request forgiveness. The current procedure is to remove all grades during the forgiven period. The new proposal is to only remove the grades of D and F and leave in the grades of A, B, and C. This would be more consistent with Western Carolina University’s procedure.

Discussion followed regarding giving credit for the grades of A, B, and C, but not calculating for Grade Point Average. It was suggested that the wording be changed to read:

*The credit earned for grades of C or higher will be awarded towards graduation, but they will not be factored into the GPA calculation.*

**New Curriculum Change Form**

A draft of the New Curriculum Change Form was given to committee members to review and will be discussed at the next meeting. A section will be added to the form to indicate SACS requirements for general education courses.

The next meeting will be on Friday, November 11, at 12:30 p.m.

The meeting adjourned at 2:30 p.m.

Recorded by: _____________________________ Date: _____________________________

Elizabeth Guertin

Chairperson: _____________________________ Date: _____________________________

Gene Norton