

**MINUTES**

**COLLEGE CURRICULUM AND INSTRUCTION COMMITTEE**

**October 16, 2009**

Copy to:

Andrea Kennedy, Chairperson

Thom Brooks

Cheryl Contino-Conner

Gene Couch (ex-officio)

Christy Deaver

Mitch Fischer

Debra Klavohn

Melody Lawrence

Susan McCaskill

Delos Monteith

Fairley Pollock

Ron Poor

Barbara Putman

Kirk Stephens

Terry Tolle

Wilda Walker

Phil Weast

cc:

Sandra Bunn

Claudia Buchanan

Lisa Crawford

Darlene Peebles

## SOUTHWESTERN COMMUNITY COLLEGE

**Committee:** COLLEGE CURRICULUM AND INSTRUCTION

**Date:** October 16, 2009

**Time:** 11:00 a.m.

**Place:** Conference Room, Bradford Hall

**Members Attending:** Andrea Kennedy, Chair, Thom Brooks, Cheryl Contino-Conner, Gene Couch, Christy Deaver, Debra Klavohn, Melody Lawrence, Fairley Pollock, Ron Poor, Barbara Putman, Kirk Stephens, Wilda Walker, Phil Weast

**Guests Attending:** Penny Wells, Elizabeth Haynes

Andrea Kennedy brought the C & I meeting to order at 11:00

### Approval of Minutes

Minutes from January 30 and March 13 were approved.

Kirk Stephens motioned to approve, it was seconded and unanimously approved.

### Curriculum Changes

#### *Health Sciences*

1. Penny Wells brought a certificate program, Health Informatics to the committee for approval. The program will use new and existing HIT courses that are approved by the System Office. This program is set to be implemented Spring 2010.

Cheryl Contino-Conner made a motion to accept the program certificate in Health Informatics. The motion was seconded and passed unanimously.

2. Debra Klavohn stated that six (6) course descriptions for Radiography have been changed by the state (RAD 121, RAD 122, RAD 131, RAD 211, RAD 231, RAD 245). No action required. Informational only.

#### *Career Technologies*

Thom Brooks brought the following changes to the floor:

1. **Advertising and Graphic Design:** Move GRD 167 to Summer 1
2. **Automotive:** Swap semesters for AUT 281 and AUT 116
3. **Carpentry Certificate:** Add a course, CST 244, Sustainable Building Design, starting spring 2010. This will allow us to offer at a high school level and as a single course

4. **Computer Engineering Technology & Electronics Engineering Technology:** Propose to offer the Co Op Work Experience I as an option to EGR 285, Design Project
5. **Culinary Technology:** As a need for advanced culinary skills for our students, propose to eliminate ACC 115, CUL 130, HRM 135, HRM 110 and add CUL 250, Classical Cuisine. This will reduce the total credit hours to 66 from 68 but increase the total contact hours. Discussion developed about a diploma in this area-maybe next year.
6. **CyberCrime Technology:** Ask the System Office to remove CTS 120, Hardware/Software Support from the core-Propose a Standard change from core.
7. **Hotel & Restaurant Management:** Propose to delete HRM 115, Housekeeping and HRM 135, Facilities Management from the program while adding BUS 137, Principles of Management and changing BUS 153, Human Resource Management to a required course. This would be implemented Spring 2010.
8. **Networking Technology:** Delete NOS 240, Novel Admin from and add CSC 139, Visual Basic Programming and Web 230, Implementing Web Servers to “choose one” list in spring 2. Pursue modification of curriculum standard to allow CCT as an approved other major hours prefix.
9. **Early Childhood Education:** Add three (3) tracks: General, Special Education/Inclusion, and Administration. All first year courses are the same. Fall 2 changes per track. Discussion about Personal Finance rose but was solved. Questions also rose about the tracks-the goal is to choose and stay on one track. Barb Putman asked if Humanities elective and PSY 150 could swap because more Humanities are offered in the fall vs. summer. This was amended.
10. **Office Administration Programs:** Revise sequencing to align with other programs’ online offerings.
  - a. Office Administration, Legal : Move MAT 115,Mathematical Models; OST 136, Word Processing; and OST 236, Advanced Word Processing add BUS 125, Personal Finance and delete DBA 110, Database Concepts.
  - b. Office Administration Certificate: Add OST 289 Administrative Office Management, Delete CTS 130, Spreadsheet; OST 184, Records Management; and OST 233 Office Publications Design
  - c. Virtual Office Assistance: Move CTS 130, Spreadsheet, MAT 115 OST 136, and OST 162, Executive Terminology
  - d. Medical Office Administration: Move BUS 260, Business Communication, ENG 111, MAT 115, OST 136, OST 236. Add BUS 125, Personal Finance. Delete DBA 110.

Kirk Stephens made a motion to accept these changes. It was seconded and unanimously approved.

Thom Brooks also brought a revised Attendance Policy to the committee for approval. This policy outlines attendance expectations and “never attended” guidelines for students. There was discussion about financial aid issues. Ron Poor made a motion to accept the policy, it was seconded and unanimously passed.

#### *Arts & Sciences*

1. Barb Putman proposed to add PED 186, Dancing for Fitness
2. Add MAT 162A math lab that corresponds with MAT 162, College Trigonometry; does not intend on using this now, but possibly in the future.
3. Add MAT 165, Finite Mathematics and MAT 165A Finite Math Lab; does not intend on offering yet but could offer in the spring of 2011.

4. Proposed local prerequisite for ENG 085 of 56 or below on Reading Comprehension Accuplacer or below on Sentence Skills Accuplacer. Other colleges use this score. The Early Childhood cohort also needs this.
5. SAT-Propose to use writing score or critical reasoning of 500+ for ENG 111.
6. ACT-Use English, Reading and Math test scores of 21 for college level placement instead of composite score
7. Clarify local prereq for MAT 175, Precalculus and MAT 175A, lab. 95 on Algebra Accuplacer of 600 on SAT math

Kirk Stephens motioned to accept the proposals. It was seconded and unanimously passed.

Barb also proposed via email that we change from ART 222, Wood Design I and ART 223, Wood Design II to ART 281 and ART 282, Sculpture I and II so that a more broad and representative field of material and designs could be covered.

Thom Brooks made a motion to accept, it was seconded and unanimously voted for via email.

Informational from Barb Putman: Students who score 85 on Algebra Accuplacer can place directly into MAT 162 or MAT 172. Prereq waiver form required.

Age of Scores for SAT/ACT. Currently we have no limit. Some community colleges have a three year limit, others have five. Barb and Phil will continue to work together on researching this for an answer that best fits SCC.

The meeting concluded at 1:00.

Recorded by: \_\_\_\_\_  
Betsy Clayton

Date: \_\_\_\_\_

Chairperson: \_\_\_\_\_  
Andrea Kennedy

Date: \_\_\_\_\_