

Copy to:

Kirk Stephens, Chairperson
Linda Aiken
Dominique Barwatt
Erin Bock
Thom Brooks, ex-officio
Sayward Cabe
Lori Clancy
Betsy Clayton, recorder
Cheryl Contino-Conner
Cheryl Davids
Johnathan Dean
Bethany Emory
Mitch Fischer
Clyanne Hyde
Danell Moses
Meg Petty
Carolyn Porter
Barbara Putman
Marty Rowland
Hilary Seagle
Paul Wolf

cc:

Mark Ellison
April Fouweather
Ben Haines
Tony Johnson
April McNiff
Jill Wolfe

Committee: Curriculum & Instruction
Date: November 1, 2021
Time: 3 pm
Place: Burrell 102C

Members Attending: Linda Aiken, Dominique Barwatt, Jade Benavides for Clyanne Hyde, Erin Bock, Thom Brooks, Sayward Cabe, Lori Clancy, Betsy Clayton, Cheryl Contino-Conner, Cheryl Davids, Bethany Emory, Mitch Fischer, Danell Moses, Carolyn Porter, Barb Putman, Marty Rowland, Hilary Seagle, Paul Wolf, and Kirk Stephens, Chair.

I. Call to Order –Kirk Stephens called the meeting to order at 3 pm.

A. Approval of Minutes

The following minutes were provided prior to the meeting for review.

1. 2021_01_20 Regular Meeting
2. 2021_02_02 Special Meeting
3. 2021_06_01 Special Meeting

Kirk asked for amendments to the above-mentioned minutes. There was no discussion. A motion was made by Paul Wolf and seconded by Linda Aiken. The minutes were approved by the committee.

II. Open Issues

A. Arts & Sciences – Barb Putman

1. **Associate in Arts – AA, Fall 2022**
 - a) Delete ANT 210 and ANT 220 from the program and college offering
2. **Associate in Science – AS, Fall 2022**
 - a) Delete ANT 210 and ANT 220 from the program and college offering
 - b) Add SPA 211 Intermediate Spanish I to ‘other required hours’.
 1. Need to offer this for C Step.

Sayward Cabe motioned to accept the Arts & Sciences changes. Bethany Emory seconded the motion. The motion passed unanimously.

B. Career Technologies – Danell Moses

1. **Accounting – AAS, Fall 2022**
 - a) Move the following:
 1. BUS 110 to SU
 2. COM 120 to SU
 3. ECO 151, 251, and 252 to FA2
 4. BUS 115 to SP2
 5. BUS 125 to SP1

- 6. PSY 150/SOC 210 choice to SP1
 - b) Add the following: (all of these courses were part of a picklist, now required)
 - 1. ACC 140 to SP2
 - 2. ACC 150 to SP 1
 - 3. ACC 129 to FA2
 - 4. ACC 130 to FA2
 - c) Delete the following:
 - 1. MKT 120
 - 2. BUS 230
 - 3. ACC 180
2. **Accounting – Diploma, Fall 2022**
- a) Move the following:
 - 1. ECO 151, 251, 252 to FA2
 - 2. BUS 115 to SP1
 - b) Add the following:
 - 1. ACC 140 to SP1
 - 2. ACC 130 to FA2
 - 3. BUS 125 to SP1
 - c) Delete the following:
 - 1. ACC 180
 - 2. ACC 225
 - 3. ACC 227
3. **Accounting & Finance – Bookkeeping Certificate**
- a) Delete this certificate from program offering from lack of enrollment
4. **Accounting & Finance – Certificate, CCP, & Payroll Certificates, Fall 2022**
- a) Delete CIS 110
5. **Accounting & Finance – Tax Accounting Certificate, Fall 2022**
- a) Delete CIS 110
 - b) Add ACC 140
6. **Air Conditioning, Heating & Refrigeration – Diploma, Spring 2022**
- a) Add the following:
 - 1. ISC 112 to FA1
 - 2. BPR 130 to FA2
 - 3. COM 120 to SU
 - b) Delete the following:
 - 1. AHR 120
 - 2. AHR 210
 - 3. AHR 211
 - 4. AHR 212
 - 5. ELC 112
 - 6. ENG 111
 - 7. WLD 111
 - 8. ACA 122
7. **Air Conditioning, Heating & Refrigeration – Certificate & CCP, Spring 2022**
- a) Move AHR 113 to FA2
 - b) Delete AHR 120 and ELC 111

8. **Automotive Systems Technology – AAS, Fall 2022**
 - a) Move the following:
 1. TRN 130 to SP1
 2. CIS 110 to SU
 3. AUT 231 SP2
 - b) Add ATT 140 – Emerging Transportation Tech to FA2 (Hybrid/Electric Cars)
9. **Business Administration – AAS, Spring 2022**
 - a) Delete WEB 111 and WEB 140 from the electives list
10. **Cyber Crime Technology – Certificate & CCP, Fall 2022**
 - a) Add a traditional and CCP certificate of the following courses”
 1. CCT 110, CCT 112, CCT 121, and CTI 120 = 13 hour certificate
11. **Culinary Arts – Diploma, Spring 2022**
 - a) Add a 36 hour diploma to the program including the first 3 semester of the AAS. The second gen ed course will consist of a pick list of all the gen ed courses in the AAS. 18 month diploma.
 1. FA1 – ACA 111, CIS 110, CUL 110, CUL 112, CUL 140, CUL 160
 2. SP1 – CUL 170, CUL 240, CUL 260, ENG 111, GEN ED PICKLIST (COM 140, ENG 114, HUM 230, MAT 110, MAT 143 or PSY 150)
 3. SU – choose WBL 112 or WBL 111 & WBL 121
12. **Paralegal Technology – Certificate (General and CCP), Fall 2022**
 - a) Add a 13 hour certificate for traditional and CCP students consisting of courses LEX 110, LEX 130, LEX 140, LEX 141 and LEX 280
 - b) This certificate does not allow students to sit for the NC Paralegal Certification Exam given by the NC State Bar.
13. **Paralegal Technology – Civil Litigation Certificate, Fall 2022**
 - a) Add a 13 hour certificate for Civil Litigation including courses LEX 110, LEX 120, LEX 140, LEX 141, & LEX 270
 - b) This certificate does not allow students to sit for the NC Paralegal Certification Exam given by the NC State Bar.
14. **Paralegal Technology – Legal Assistant Certificate, Fall 2022**
 - a) Add a 12 hour certificate for Legal Assistant including courses LEX 110, LEX 140, LEX 141, LEX 271 & LEX 280
 - b) This certificate does not allow students to sit for the NC Paralegal Certification Exam given by the NC State Bar.
15. **Paralegal Technology – Real Estate Certificate, Fall 2022**
 - c) Add a 12 hour certificate for Real Estate including courses LEX 110, LEX 120, LEX 210, LEX 270, & LEX 271
 - d) This certificate does not allow students to sit for the NC Paralegal Certification Exam given by the NC State Bar.

Marty Rowland motioned to accept the program changes and additions provided by Moses. Hilary Seagle seconded the motion. The motion passed unanimously.

C. Health Sciences – Mitch Fischer

16. **Medical Laboratory Technology – AAS, Fall 2022**
 - a) ADD the following:
 1. CHM 130 and 130A to FA1

- b) DELETE the following:
 - 1. MLT 118
- 17. **Occupational Therapy Assistant – AAS, Fall 2022**
 - c) MOVE the following:
 - 1. PSY 281 to SP1
- 18. **Radiography – AAS, Summer 2022**
 - d) MOVE the following:
 - 1. RAD 141 to FA2
 - 2. PSY 150 to SU

Barb Putman motioned to accept the Health Science changes. Lori Clancy seconded the motion. The motion passed unanimously.

III. Other Business

A. Academic Policy Review

- 1. Dr. Brooks stated that many of the college policies have been reviewed and updated recently. He would like to have a subcommittee of faculty co-chaired by Cheryl Davids and Danell Moses to review Instructional policies and procedures found in chapter 5 of the policy manual and under 6.2 Students. The review should be completed by Spring for the March board meeting.
- 2. Hilary Seagle, Lori Clancy, Paul Wolf and Linda Aiken agreed to join this committee. They will report progress at the next C & I meeting.

B. Kirk Stephens' last meeting

- 1. Kirk will retire in December. This was his last meeting as Chair.

C. Next Meeting

- 1. Betsy will send out a poll/information regarding next meeting, likely in January.

IV. Adjournment

- A. **There being no other business, the meeting was adjourned at 3:23 pm.**

Recorded by:

 Betsy Clayton Date: 11/17/2021
 Chairperson:

 Date: 1/25/2022