



CURRICULUM COMMITTEE MEETING

Mindy Boucher, Transitional Studies
 Dave Cordero, Natural Science, Health & Engineering
 Darlene DeVida, Dean of Instruction
 Nicole DiGerlando, Language & Literature
 Jim Franz, Social Sciences
 Kyle Hammon, Dean of Instruction
 Mary Hebert, Math
 Karen Joiner, Chair, Executive Dean of Instruction, Director of Nursing Programs
 Corry Kile, Industrial Technology
 Tamara Norton, Nursing & Allied Health
 Betsy Richard, Humanities
 David Rosi, Business & Information Technology
 Melinda Weatherford, Associate Dean of Learning Resources
 ASLCC Student Representative

To: Committee Members	Copies to:
From: Karen Joiner	Library, Nichole Seroshek
Subject: Minutes from December 09, 2015 Meeting	Karla Rivers, Marisa Geier
Date: December 10, 2015	Dani Trimble, Wendy Hall

Members present: Mindy Boucher, Dave Cordero, Darlene DeVida, Nicole DiGerlando, Kyle Hammon, Mary Hebert, Karen Joiner, Corry Kile, Tamara Norton, Betsy Richard, and Melinda Weatherford
Also Attended: Sarah Griffith, Nadine Lemmons, Elena Ross, and Fran Nelson, Recorder

The Curriculum Committee met Wednesday, December 09 at 3 p.m. in HSB 235.

Opening remarks were made by Karen Joiner.

Reminder of timing of prerequisite changes – prerequisites go into effect at a specific date – but need to make allowances for students who may have begun a program at an earlier date and may not have taken the specific “new” courses.

Catalog Updates

- Certificate(s) or degree(s) revised at curriculum meeting
- Minutes reflect change(s) and effective date/quarter
- Online planner is updated but will not be viewable until June 01
 - Same as old catalog procedure – except – the program planners were in a separate file that were accessible by staff and faculty where updates were visible – but typically not effective until the next fall quarter. Note: This is no longer an option on our new website.
- Paper copies of all revisions are processed and kept on file as before. There is now an electronic ‘audit trail’ in our new website that tracks and dates all updates as they are made – even though you won’t see them on the website until June 01.
- Course plan updates are handled in the same manner as before. All course plans and Curriculum Committee documents are still accessible at: <http://lcc.ctc.edu/internal/courseplans/>

Informational items:
Communications requirement error:
INFO 1 – Registered Nurse AN-DTA/MRP , Communications requirements shall read: 10 credits-ENGL& 101 English Composition I AND ENGL& 102 English Composition II OR SPCH 110 Intro to Public Speaking (Option of SPCH 114 Small Group Communication is not accepted in this program) <i>Effective Fall 2015.</i>
INFO 2 – ABE 061, English Level B , CASAS Appraisal score = 201-220 (was 201-210)
INFO 3 – ABE 071, English Level C , CASAS Appraisal score = 221-235 (was 211-220)
INFO 4 – ABE 081, English Level D , CASAS Appraisal score = 236-245 (was 221-235)
INFO 5 – ABE 091, English Level E , CASAS Appraisal score = 246 and higher (was 236 and higher) <i>Effective Fall 2015.</i>
INFO 6 – CEO 090, Structured Study II (was Basic Skills Development), 1-15 cr, 22-330 lab (was 1-20 cr, 22-220 lab) <i>Effective Winter 2016.</i>

Proposals from Elena Ross:		
A. new course	HLTH 245 , Health and Exercise Behavior Change	3 cr, 33 lec
Rationale: This course is being created for the Health and Fitness Specialist Certificate but it could also be used as an elective course. This course is being created for this program at the request of the community advisory committee.		
Resolution: Darlene made a motion to approve with suggested amendments to description and outcomes; Mindy seconded. Motion carried. <i>Effective: Winter 2016</i>		
B. new course	PHED 285 , Fitness Marketing	3 cr, 33 lec
Rationale: This course is being created for the Health and Fitness Specialist Certificate but it could also be used as an elective course. This course is being created for this program at the request of the community advisory committee. Course could be cross-listed with BUS 268 (proposed new course shown below).		
Resolution: Darlene made a motion to approve (but not cross-list at this time) with suggested amendments to description and outcomes; Tamara seconded. Motion carried. <i>Effective: Winter 2016</i>		
C. new certificate	Fitness Instructor-COC	19 cr total
Rationale: This certificate will provide an avenue for students to be prepared and educated for a career working as a personal trainer and/or fitness class instructor at fitness clubs, on their own, or teaching community education classes. There are many job opportunities in this field of work within this community, however, there are no local avenues for training individuals seeking this type of position.		
Resolution: Kyle made a motion to approve; Nicole seconded. Motion carried. <i>Effective: Winter 2016</i>		
Proposals from Nadine Lemmons:		
D. new course	BTEC 156 , Intro to MS Visio	3 cr, 22 lec, 22 lab
Rationale: New course supported at Fall 2015 Advisory meeting. Students in the BTEC Admin Services Mgr AAS program, and any BUS/CS/IT program would benefit from taking this course as it is a growing application used in business planning, data modeling, and programming. This class will initially be offered as an elective option for both BTEC and BUS/CS/IT programs, but may become a prerequisite to courses in future curriculum revisions. Global Skills will reflect Communication and Critical Thinking.		
Resolution: Dave made a motion to approve with suggested amendment to description and Global Skills; Nicole seconded. Motion carried. <i>Effective: Summer 2016</i>		
E. new course	BTEC 157 , Intro to MS Project	3 cr, 22 lec, 22 lab
Rationale: New course supported at Fall 2015 Advisory meeting. Students in the BTEC Admin Services Mgr AAS program, and Business Mgmt AAS program would benefit from taking this course as it is a growing application used in business and project management. This class will initially be offered as an elective option for both BTEC and BUS, but may become a prerequisite to courses in future curriculum revisions, more specifically BUS 270 Intro to Project Management. This could also be used as possible elective for CS/IT or other Vocational programs. Global Skills will reflect Communication and Critical Thinking.		
Resolution: Nicole made a motion to approve with suggested amendments to Global Skills; Melinda seconded. Motion carried. <i>Effective: Summer 2016</i>		
Proposal from Tim Allwine presented by Elena Ross:		
F. new course	BUS 268 , Fitness Marketing	3 cr, 33 lec
Rationale: This course is being created for the Health and Fitness Specialist Certificate but it could also be used as an elective course. This course may be cross-listed with PHED 285.		
Resolution: Darlene made a motion table this course pending further investigation; Tamara seconded. Motion carried. <i>Effective: Spring 2016</i>		

The meeting adjourned at 3:40. The next meeting will be held Wednesday, January 13 @ 3:00 in HSB 235.