

**Curriculum Minutes for
Monday, October 18, 2010
Central Campus: Building 17, Room 425**

Members Present

Deborah Hefferin, Chair, Carol Brinson, Deborah Martin, Jan Shakespeare, Julia Vattiato, Linda Fields, Linda Washington-Brown, Lisa Rubin, Mario Toussaint, Matthew Mayberry, Michelle Apps, Peggy Turcotte, and Rick Mccawley

Members Absent

Gregory Lindeblom, Leo Stitsky, and Nandan Choksi

Ex-Officio's Present

Avis Proctor, Kevin Keating and Willie Alexander

Visitors Present

South: Mary Rousseau

Central: Michael Fenick, Michele Marshall, Jure Rozman, Mark Tromans and Scott Miller

WHC: Martin McClinton, Linda Howdyshell and Russ Atkins

- I. Chair Hefferin called the meeting to order at 2:35p.m.
- II. Motion was made, seconded and unanimously approved the October 18, 2010 agenda.
- III. Ms. Hefferin informed the committee that minor corrections to the minutes have been forwarded to the Curriculum Services. The corrected version will be reflected in the September 20, 2010 minutes.

Motion was made and seconded to approve the September 20, 2010 minutes as read.

Ms. Hefferin introduced and welcomed Dr. Linda Howdyshell as the VP Academic Affairs. Ms. Howdyshell was excited to meet with the Curriculum Committee and thanked the committee for their hard work and support for the students.

IV. FYI Business (non-voting presentations)

Martin McClinton, District Director for Academic Affairs, Curriculum, WHC

a. Course ID Changes for Aviation Courses

The Curriculum Committee was made aware of changes relating to course IDs at the state level and emphasis was given to one of the tasks underway, specifically, to ensure that the college data base precisely matches the state data base. As per the State data base, the Aircraft Maintenance classes reflected the classes with 'C' as the suffix. Also the course ID ASC2470 was changed to ASC2472 to align with the State's database.

AMT0001C, AMT0010C, AMT0020C, AMT0030C, AMT0040C, AMT0050C, AMT0060C, AMT0070C, AMT0081C, AMT0090C, AMT0110C, AMT0115C, AMT0120C, AMT0130C, AMT0140C, AMT0155C, AMT0160C, AMT0200C, AMT0210C, AMT0220C, AMT0230C, AMT0240C, AMT0250C, AMT0260C, AMT0270C, AMT0285C, AMT0300C, AMT0312C, AMT0320C, AMT0400C, AMT0410C, AMT0420C, AMT0435C, AMT0440C, AMT0450C, AMT0451C, AMT0060C, AMT0475C, AMT0490C, ASC2472

Action taken

Dr. McClinton pointed out that changes have been made in CID, indicating the classes offered by the Aircraft Maintenance signifying 'C' as the suffix.

b. Course Title Adjustment – “Radiographic Physics 1”

Current Course ID - RTE1613

The Radiography department initially offered courses namely, Radiographic Physics I and Radiographic Physics II. Over the years, Radiographic Physics II was not removed from the curriculum and the only course Radiographic Physics I existed.

The Radiographic Physics department requested that since 'Radiographic Physics II' is deleted from the College's offerings, *Radiographic Physics 1* should be replaced with the new name *Radiographic Physics*.

Action taken

Dr. McClinton informed that the change indicating the course as *Radiographic Physics* (RTE1613) is reflected in CID per agreement by the Chair of the Curriculum Committee that this minor correction could be made without a full proposal to the Committee.

c. Course ID change – “MEA1233 Anatomy And Physiology For M.A.”

An update was provided to the Committee that the state numbering system indicated an Anatomy and Physiology course as MEA1233 whereas the College data base displayed the course number as MEA0233.

Action taken

Dr. McClinton stated that the required correction has been made to the system to reflect the Anatomy and Physiology course ID was changed to MEA0233.

d. Course ID changes in Computer Science

William Minervini worked on the Computer Science courses that were approved last year; however after SCNS provided different Course ID's for some computer courses. Dr. McClinton and Dr. Minervini worked in collaboration with staff from the state to reflect a numbering system that is in sync with the state system.

Ongoing process

Going forward, Dr. Minervini and Dr. McClinton will mirror the numbering system by the state. The following changes have been implemented for the Winter term.

CTS2463C, Microsoft .Net Web Application Development is now CTS2423C
CTS2460C, Microsoft .Net Foundations is now CTS 2420C

e. Course "Purge List" (Attachment)

As per College procedure, all courses that were identified as not being taught in the last five years are forwarded for review by the appropriate Deans on all three campuses. Courses are reviewed, if a plan is made to offer a course or a course is identified as being utilized for experiential learning, that course is retained.

Ms. Hefferin reminded the Curriculum Committee that through college-wide e-mails, Ms. Avis Proctor provided information regarding the 'Purge List'. Ms. Hefferin further reiterated that the Associate Deans on all three campuses had reviewed the purge list thus making a unanimous decision regarding the courses that need to be retained or purged.

Action taken

As per Dr. McClinton, courses not taught in five year and for which no plan to offer them was provided will be recommended for termination to the Board of Trustees.

V. Old Business

- 1. Greg Lindeblom, Assistant Professor, Business Administration, South Campus **SR**
Mary Rousseau, Associate Dean, Office Systems Technology, South Campus**

Mary Rousseau returned for a **Second Read** of ECO2220, *Money and Banking*.

Recommendation/Approval

Motion was made, seconded and unanimously approved the Revision and Course Description for ECO2220, Money and Banking.

2. **Michele Marshall, Assistant Professor, Office Systems Technology, North Campus** **SR/FR**

Michele Marshall presented a **Second Read** of the Program Revisions.

6281 *Office Administration- Medical Office Management Technical Certificate*

A024 *Office Administration- Office Software Specialization AAS Degree*

Mary Rousseau requested that in addition to the (CGS1557C) Internet Site Design, as an equivalent the (DIG2100) Web Development 1 course, is added as an option to the program sheet of (A024) Office Administration – Office Software Specialization AA Degree. A discussion ensued with various suggestions/options - It was unanimously decided to waive the First Read for the new changes requested at the November 15, 2010 meeting, but to move forward with the changes as stated in the September 2010 Request.

Recommendation/Approval

Motion was made, seconded and unanimously approved the requested changed to (A024) Office Administration – Office Software Specialization AAS Degree It may be noted that the additional changes to the Program A024 Office Administration – Office Software Specialization AAS Degree will be considered as a **Second Read** at the November 15th, 2010 meeting.

Motion was made, seconded and unanimously approved the requested changed to (6281) Office Administration- Medical Office Management Technical Certificate.

3. **Julia Vattiato, Associate Dean, Tep & Educ Prep In South Campus** **SR**

Julia returned for a **Second Read** on the following Teacher Education Program Changes.

EDF3280, EDF4430, EDG4410, EXX3601, EEX4293, EEX4843, EEX4945, MAE3143, MAE3941
MAE4310, MAE4320, MAE4330, MAE4945, RED3342, RED3352, RED4519, SCE3320,
SCE3941, SCE4945, TSL3080, TSL4081

Recommendation/Approval

Motion was made, seconded and unanimously approved course revisions for the twenty-one (21) Teacher Education Program.

4. Mary Rousseau, Associate Dean, Office Systems Technology, South Campus

SR

Ms. Rousseau returned for a **Second Read** on the New Course, TRA2131 Purchasing for Logistics Managers; Course Revision, TRA1010 Transportation and Logistics; and New Program International Trade and Logistics. There were Changes made since the September 18, 2010 meeting:

Name Change

Ms. Rousseau requested that as per the Advisory Board, the New AS Program International Trade and Logistics name should become *Global Trade and Logistics*.

Issue - Meeting the 64 credit limit

The Advisory Board recommended inclusion of an Ethics course. This was achieved by using the PHI 2600 Introduction to Ethics , which would also meet the AS degree's General Education Area 2 requirement.

Changes/Solution

Ms. Rousseau explained that the Foreign Language course has 4 credits which exceeded the credit limit by 1. With the approval of the Advisory Board it was decided to forego the Foreign Language for the 3 credits. The course did not signify the need for two Ethics Courses, therefore, one credit Business Ethics Course has been replaced with Successful Job Search Course to meet the 64 credit requirement by the state.

Recommendation/Approval

Motion was made, seconded and unanimously approved the New Course TRA2131; Course Revision TRA1010 and New Program International Trade and Logistics changed to *Global Trade and Logistics*.

VI. New Business

1. **Jure Rozman, Assistant Professor, VPA/Music, Central Campus**
Request for Action: MUL2010 Revision

FR

Revised Course and Description Change

MUL2010 [Music Appreciation](#)

Summary of Proposal

This course had not been revised for the past five years. The proposal will update in line with General Education assessments and NASM standards. In addition, instructors require updated content guidelines.

Rationale for Proposal

MUL2010 should be revised in order to better comply with the General Education Assessment Task Force, with NASM standards and to provide instructors with updated content description.

Presentation

Mr. Rozman gave a brief explanation of the proposed revision for the (MUL2010) Music Appreciation Course. It was pointed out that the course was revised during the academic year 2004/2005 and requires an update to be in compliance with the General Education assessment task force and to provide the instructors with an updated content description. The committee was also informed that the content of the course has been modified but not changed. Prior to making MUL2010 course revision changes to comply with the text book used, appropriate Deans, Adjuncts were consulted and approval obtained by full time Faculty. A question was brought to the presenter, "Is it meeting the area 8 international and cultural requirement", which must be indicated on the form, in order to fulfill student requirements.

Dr. McClinton further elaborated on the discussion informing the Committee that as progress is made in purchasing CurricuNet curriculum approval system and that BC's approval process for course characteristics such as International/Intercultural status will need to be addressed.

The committee was updated with the information that an assessment report is in the process of being formulated based on the new course outline, which will be presented to SACS in April 2010.

Deborah Hefferin spoke on behalf of Greg Lindeblom, who was not able to attend the meeting and serves on both the Curriculum Committee and the General Education taskforce. Greg Lindeblom wanted the Proposer and Committee to know that the general Education task force had not completed its definitions of the various General Education Areas; while this course might be approved for General Education status no, it may have to be reapproved through any process approved by the General Education taskforce. If any changes are then required to the course, the course may have to come back to the Curriculum Committee for approval.

Action

Mr. Rozman will review the documentation based on program revision changes for (MUL2010) Music Appreciation, to ensure that the program sheets provide the required information as discussed.

Avis Proctor stated that the forms would be updated to ensure that General Education requirements are included.

Recommendation/Approval

Mr. Rozman will return for a 'Second Read' at the November 15, 2010 Curriculum Meeting.

Request for Action: Reactivate inadvertently purged course

Reactivation of purged course

DAA1505 [Jazz Dance II](#)

Summary of Proposal

DAA1505 Jazz Dance II was inadvertently purged during a time of administrative turnover in the Visual & Performing Arts Department. The process of reactivation is initiated in an attempt to offer the class for the winter term.

Rationale for Proposal

Reactivation of the course will meet student demands.

Presentation

Mr. Miller requested that the inadvertently purged course DAA1505 be reinstated on the basis that it meets the minimum number of applicants and is offered twice annually. Mr. Miller was informed by Faculty that the class DAA1505 could be a cognate for the modern dance classes.

Responding to a question by Ms. Hefferin, Dr. McClinton mentioned that CID indicated that the course has not been offered for the past five years. A discussion ensued regarding the CID program; Dr. McClinton noted that procedural steps are taken prior to courses deleted from the list; however, the course was deleted from the system.

In addition, Ms. Hefferin mentioned that the Policy and Procedure manual did not provide any specification for 'Unpurging' courses. Also, it may be highlighted that courses that are not offered during a five year period are purged and if the need to offer the course is recommended, the course must be reviewed and presented to the Curriculum Committee. Initially, to presenting the course DA1505 to the Board to get 'Unpurged', it is imperative that the course is reviewed and presented to the Curriculum Committee.

Ms. Hefferin also reminded the committee that 'First Read' is not waived unless there is one of two conditions that is, state mandate agency professional association issue or extenuating circumstances.

Recommendation/Approval

Motion was made to '*Waive the First Read*'.

Motion was made, seconded, and unanimously approved the reactivation of the purged course DAA1505 Jazz Dance II.

3. Michael Fenick, Assistant Professor, Business Administration, Central Campus
Request for Action: Electronic Commerce Program Deletion

Program Terminations

A0171 [Electronic Commerce \(AAS\)](#)
6278 [Electronic Commerce \(TC\)](#)

Summary of Proposal:

As per the Advisory Board decision, the programs AAS and TC should be deleted and removed from the catalog.

Rationale for Proposal:

These programs are low enrollment and a duplication of efforts with other programs that currently exist at the College.

Presentation

Mr. Fenick requested that both programs namely, (A0171) Electronic Commerce (AAS) and (6278) Electronic Commerce (TC) be deleted as per directive of the Advisory Board. It was highlighted that by this sequence of action, no courses will be deleted and Faculty will be not be affected. The courses are not being scheduled however the courses will be available, unless if **inactive** for the five year period, the courses will be purged. It was pointed out that Work Force One has the programs on their list. Presently, only one student is in the program and every effort is being made to guide the student toward the graduating process.

Recommendation

Michael Fenick will return for a '*Second Read*' at the November 15, 2010 Curriculum Meeting.

VII. Reports / Announcements

1. Deborah Hefferin, Assistant Professor, Communication/Fine Arts, North Campus

Ms. Hefferin announced that Debbie Martin will be acting as Vice Chair for the November 2010 meeting, and will be officiating during Ms. Hefferin's absence.

VIII. Adjournment

There being no further business, the meeting adjourned at 3:18 p.m.

The next Curriculum meeting will be held on
November 15, 2010
South Campus, Building 68, Room 175
Please confirm your attendance with
Debbie Martin, dmartin@broward.edu

Respectfully submitted on