



CURRICULUM COMMITTEE MEETING

November 18, 2002 2:00-4:00 p.m.

South Campus -- Building 72, Room 129

ANNOUNCEMENT

The *last date* for NEW Programs and/or MAJOR Program Revisions will be:
November 22, 2002 (for the December 9 meeting)

AGENDA

I. Call to Order

II. Approval of the November 18, 2002 Agenda

III. Approval of October 21, 2002 minutes

IV. OLD BUSINESS

A. None

V. NEW BUSINESS

A. Originator/Presenter: Ms. Mattie Roig, *Department Head, Biological Sciences, Central*
Mr. David McLean, *Faculty, Landscape Technology, Central*
Request Waiver of 1st Read

1. Program Revision

a. Inactivate: A.A.S. Degree Program: *Landscape Technology Program*

**B. Originator/Presenter: Dr. Deborah Hopkins, Department Head, Office Systems, Technology, South
Ms. Rene Lightner, Program Manager, Office Systems, Technology, South
Request Waiver of 1st Read**

1. Course Revisions

- a. OST 2501 *Office Management*: delete pre-requisite OST 1115
- b. OST 1355 *Records Management*: course description
- c. OST 1795 *Telecommunications*: course description
- d. OST 1831 *Windows*: course description
- e. OST 2764 *Information and Word Processing Application*: course description

2. New Courses

- a. OST 1100L Keyboarding & Document Processing I –
Replacing: OST 1103, OST 1104 and OST 1105
- b. OST 1110L Keyboarding & Document Processing II –
Replacing: OST 1113, OST 1114, OST 1115
- c. OST 2621L Legal Office Transcription
New elective for Specialization: Legal Office

3. Program and Specialization: Title Revisions

<u>Change</u>	<u>Title</u>	<u>To</u>
a. A.A.S. Program Title	Office Systems Technology	<i>Office Administration</i>
b. Specialization Title	Word Processing Technology (A024)	<i>Office Software Applications</i>
c. Specialization Title	Medical Office Systems (A022)	<i>Medical Office</i>
d. Specialization Title	Legal Office Systems (A021)	<i>Legal Office</i>
e. Specialization Title	Office Management Technology (A023)	<i>Office Management</i>

4. Program Revision: Office Specialist Technical Certificate

<u>Change</u>	<u>Title</u>	<u>To</u>
a. Specialist Certificate	Office Specialist (6237)	<i>Office Management.</i>
b. Remove ACG1003	Accounting Survey	
c. Total Credit Hours: from 30 to 27		

5. Proposed Technical Certificates: (3 New)

<u>Title</u>	<u>Credits</u>	<u>Program Code #</u>
a. <i>Office Support-</i>	12	TBA
b. <i>Office Specialist</i>	18	TBA
c. <i>Medical Office Mgm't</i>	34	TBA

C. **Originator/Presenter:** Mr. John Prince, Department Head, Respiratory Care, Central
Request Waiver of 1st Read

1. Program Revision: *Respiratory Care Technology Program (2132)*
 - a. Remove: *Interdisciplinary Communication For Health Care (HSC2660, 2 credit)*
 - b. Add New Course: *Special Topics in Respiratory Care (RET 2934, new, 1 credit)*
 - c. Revise Course: Change *Pediatric Respiratory Care (RET1714, 2 credit)* to
Pediatric and Neonatal Respiratory Care (RET2714, new 3 credit)
2. New Program: *Respiratory Care Technician (ATD, Program Code # TBA)*

VI. **REPORTS**

- A. **Dr. Eileen Holden**, Vice President for Academic
 1. Report on the Honor's designator.

VII. **ADJOURNMENT**

**The next Curriculum Committee meeting is scheduled on
North Campus, Building 52 – Room 106
December 9, 2002**

Curriculum Committee Members:

*** Please contact: M. Teslow, B.G. Thompson and Barbara Piscitelli by
email if you *will not* be able to attend any meetings.**

Thank you