



CURRICULUM COMMITTEE MEETING

December 15, 2003 2:00-4:00 p.m.
South Campus – Building 72, Room 129

ANNOUNCEMENT

The *last date* for the Curriculum Committee to *pass*
NEW PROGRAMS, MAJOR PROGRAM REVISIONS and COURSE CHANGES
for the '04 -'05 catalog: **February 16th meeting.**

AGENDA

I. Call to Order

II. Approval of the December 15, 2003 Agenda

III. Approval of October 20, 2003 minutes

IV. OLD BUSINESS

A. None: October business passed on the first read; November meeting was canceled.

V. NEW BUSINESS

A. Medical Assisting

1. [Adie De La Guardia-Piz](#), Center for Health Sciences, *Central* **Request Waiver of First Read**
 - a. Five Course Revisions:
 1. *Medical Office Lab Procedure I*, (MEA0255)
 2. *Medical Office Lab Procedures II*, (MEA0255L)
 3. *Medical Office Procedures II*, (MEA0256)
 4. *Medical Office Procedures II Lab*, (MEA0256L)
 5. *Administrative Office Procedures*, (MEA0271)

B. Business Administration

1. [Jerry Schwartz](#), Business Administration, *North* **Request Waiver of First Read**
 - a. New Program:
 1. *Customer Service Technology*, (Certificate,)
 - b. Two New Courses:
 1. *Customer Assistance I*, (MKA0043C)
 2. *Customer Service Representative*, (MKA0047C)

VI. REPORTS/FYI

- A. **BG Thompson**, AVP of Academic Affair, *DTC*
 - 1. **SCNS Prefix/Number Change**

- B. **Elaine Cohen, Wanda Thomas and BG Thompson**, Sub-committee
 - 2. **Mandated/Discipline-Exclusive Curriculum Proposals**: Draft Procedure Language
Discussion of draft procedure language for mandated/discipline-exclusive types of proposals.

VII. ADJOURNMENT

The next Curriculum Committee meeting is scheduled as follows:
Central Campus, Building 3 – Room 100
January 26, 2004

Curriculum Committee Members

If you will *not* be able to attend the next meeting, please contact:
Hank Martel, B.G. Thompson or Barbara Piscitelli by email.

Thank you and *Happy Holidays!*