



## Minutes of the Curriculum Committee Meeting

Monday, November 18, 2002

South Campus, Building 71, Room 129 (MMR)

### Members Present

Mary Teslow, *Chair*; Deborah Hefferin, Ed Henn, Barbara Klemm, Hank Martel, Deborah Papa, John Rogers, Ken Ross, Jerry Schwartz and Rod Taylor

**Students:** Michael Gomez and Candice Jagessar

### Members Absent

Michelle Apps, Blaine Browne, Osmond Duffis-Sjogren, George Hurt, Marshall Nance, and Jan Shakespeare

**Students:** Ivan Barrios

### Ex-Officio's Present

Debra Allen, Eileen Holden, Linda Liberman, Melba Ramos, Carol Ross-Black, and Wanda Thomas

### Visitors Present

Irmgard Bocchino, Deborah Hopkins, Renee Lightner, John Prince, and B.G. Thompson

**Students:** Oriena Ricci, A.A. staff

#### **I. Call to Order**

*Chair* Teslow called the meeting to order at 2:00 p.m.

#### **II. Approval of the November 18, 2002 Agenda**

Motion was made, seconded and the agenda was approved as written.

#### **III. Approval of the October 21, 2002 Minutes**

Motion was made, seconded and the minutes were approved as written.

#### **IV. Old Business**

None

#### **V. New Business**

##### **A. Dr. Ken Ross, *Academic Dean, Central Campus***

##### **1. Program Revision:**

Motion was made, seconded and unanimously approved to *Table* the proposal to inactivate A.A.S. Degree Program: "***Landscape Technology Program.***" **Request Waiver of First Read** will not be necessary when proposal is resubmitted.

##### **B. Ms. Renee Lightner, *Program Manager, Office Systems Technology, South Campus***

##### **1. Course Revisions:**

- a. Motion was made, seconded and unanimously approved the **Request Waiver of First Read** for "**Office Management**" (OST 2501), deletion of pre-requisite:OST1115.
- b. Motion was made, seconded and unanimously approved the **Request Waiver of First Read** for "**Records Management**" (OST 1355), course description.
- c. Motion was made, seconded and unanimously approved the **Request Waiver of First Read** for "**Telecommunications**" (OST 1795), course description.
- d. Motion was made, seconded and unanimously approved the **Request Waiver of First Read** for "**Windows**" (OST 1831), course description.
- e. Motion was made, seconded and unanimously approved the **Request Waiver of First Read** for "**Information and Word Processing Application**" (OST 2764), course description.  
Motion was made, seconded and unanimously approved to accept the above five course revisions.

Motion was made, seconded and unanimously approved the **Request Waiver of First Read** for Ms. Renee Lightner's proposal packet (numbers 2-5).

**2. New Courses:**

- A. Motion was made, seconded and unanimously approved to accept the two new Courses;
  - 1. **“Keyboarding & Document Processing I”** (OST 1100L), Replacing: OST 1103, OST 1104 and OST 1105.
  - 2. **“Keyboarding & Document Processing II”**, (OST 1110L), Replacing: OST 1113, OST 1114, OST 1115.
- B. Motion was made, seconded and unanimously approved to accept the new elective:
  - 1. **“Law Office Transcription”** (OST 2621L), new elective for Specialization: Legal Office.

**3. Program and Specialization: Title Revisions:**

- A. Motion was made, seconded and unanimously approved to accept the six title revisions, deletion and credit hour changes for: **3. Program and Specialization** and **4. Program Revision.**

	<u>From</u>	<u>To</u>
a. A.A.S.Program Title	<i>Office Systems Technology</i>	<i>Office Administration</i>
b. Specialization Title	<i>Word Processing Technology (A024)</i>	<i>Office Software Applications</i>
c. Specialization Title	<i>Medical Office Systems (1345)</i>	<i>Medical Office</i>
d. Specialization Title	<i>Legal Office Systems (A021)</i>	<i>Legal Office</i>
e. Specialization Title	<i>Office Management Technology (A023)</i>	<i>Office Management</i>

**4. Program Revision:**

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

**5. Proposed Technical Certificates: (3 New)**

- A. Motion was made, seconded and unanimously approved to accept the three new Technical Certificates.

	<u>Credits</u>	<u>Program Number #</u>
a. <i>Office Support</i>	12	6279 (New)
b. <i>Office Specialist</i>	18	6280 (New)
c. <i>Medical Office Management</i>	34	6281 (New)

**C. Mr. John Prince, Department Head, Respiratory Care, Central Campus**

- A. Motion was made, seconded and unanimously approved the **Request Waiver of First Read** for the **Respiratory Care** proposal.

**1. Program Revision: “Respiratory Care Technology Program” (2132).**

Motion was made, seconded and unanimously approved to accept the program revisions:

- a. Removal: **“Interdisciplinary Communication for Health Care”** (HSC2660)
- b. New course: **“Special Topics in Respiratory Care”** (RET2934)
- c. Course revision: **“Pediatric Respiratory Care”** (RET1714, 2-credit), to **“Pediatric and Neonatal Respiratory Care”** (RET2714, new 3-credit)

**2. New Program**

Motion was made, seconded and unanimously approved to accept **“Respiratory Care Technician”** (ATD), Program Code #B006.

## VL. MISCELLANEOUS

1. **Mr. John Rogers**, *Department Chairman, Engineering/Technology/Computer Science, North Campus*  
Requested the Committee review the relative merits of the policy to have first and second reads for proposals. It was agreed that the technical program revisions, with little or no impact on other areas of the college, a single vote on Waiver of the First Read would be sufficient, as compared to voting on each proposal component. The Committee agreed to formally review this policy toward the end of the academic year.
- 2.. **Ms. Oriena Ricci**, *Phi Theta Kappa student*, disseminated a flyer announcing a presentation on **“What are the Impacts on the US Economy if the Government Decides to Attack Iraq?”** presented by Dr. Albert Williams, professor of the University of Phoenix and Nova Southeastern University.

## VII. REPORTS

- A. **Dr. Eileen Thomas**, *VPAA, Downtown Campus*  
**Dr. Irmgard Bocchino**, *Director of Honor’s Institute, Central Campus*  
Eileen Holden reported to the Committee on how Honor’s courses are determined. Honor’s coordinators work with the deans of each campus and Irmgard Bocchino to determine, by looking at the content and criteria, which courses are Honor’s. Honor’s instructors have 3 options to bubble 1) letter grade, 2) writing credit and/or 3) Honor’s credit. A letter grade of (A or B) will determine whether the student receives a Honor’s credit or writing credit.  
Irmgard Bocchino disseminated a “draft” of the *BCC Honor’s Course Criteria*, and stated that a Honor’s policy and procedure manual for faculty is under development. Regarding writing criteria, the standard rule is that all the writing courses be 3,000 words and instructors should encourage students to investigate research paper options for example: working with Institutional Technology to create a web page for a student or instructor.
- B. **Mr. B.G. Thompson**, *AVPAA Staff, Downtown Campus*
  1. Introduced the procedure to access the online Permanent Course Information (PCI) data available to BCC Administrator’s, Faculty and Staff from the Office of Curriculum Services web page.

## VIII. ADJOURNMENT

The meeting was adjourned at 2:48 p.m.

**The next scheduled Curriculum Committee meeting is:  
December 9, 2002 2:00pm  
North Campus, Building 52 – Room 106**

Respectfully submitted by:  
**Barbara Piscitelli**  
November 19, 2002