Minutes of the Curriculum Committee Meeting

Monday, April 28, 2003
Central Campus, Building 3, Room 100

Members Present
Mary Teslow, *Chair*; Michele Apps, Deborah Hefferin, Ed Henn, Barbara Klemm, Hank Martel
John Rogers, Ken Ross, Jerry Schwartz, Jan Shakespeare, and Rod Taylor

Members Absent
Blaine Browne, Osmond Duffis-Sjogren, George Hurt, Marshall Nance and Deborah Papa
Students: Ivan Barrios, Michael Gomez and Candice Jagessar

Ex-Officio's Present
Debra Allen, Eileen Holden, Linda Liberman, Carol Ross-Black and Wanda Thomas

Visitors Present
Tom Burke, Elaine Cohen, Lorenzo Harrison, Deborah Hopkins, Paula Neisner, and Dennis Romance

I. Call to Order

Chair Teslow called the meeting to order at 2:04 p.m.

II. Approval of the April 28, 2003 Agenda

Motion was made, seconded and the agenda was approved with a correction to be made in New Business, line B. Professor Harrison; b. should read NMT2863

III. Approval of the March 17, 2003 Minutes

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

IV. Old Business

A. None

V. New Business

A. Institute of Public Safety

Dr. Elaine Cohen, *Central*

1. Three state mandated changes to four courses

a. Motion was made, seconded and unanimously approved the **Request Waiver of First Read** for three state mandated changes to four ROTC courses.

b. Motion was made, seconded and unanimously approved the prefix, number and credit hour revisions to four ROTC (MIS) courses.

c. The Committee suggested that the Contact Hours per Week be corrected from 6 to 2 hours.

B. Health Sciences

Lorenzo Harrison, *North*

1. Program Revision/New Course

a. Motion was made, seconded and unanimously approved the **Request Waiver of First Read** for *Nuclear Medicine Technology,* program revisions and *Nuclear Medicine Clinical Education,* new course.

b. Motion was made, seconded and unanimously approved the program revisions for *Nuclear Medicine Technology, (T.C.,6224)* and *Nuclear Medicine Clinical Education, (NMT2863), new course.*

C. Wellness Education

Professor Tom Burke, *Central*

1. Program Revisions

a. Motion was made, seconded and unanimously approved the **Request Waiver of First Read** for *Recreation Technology*.

b. Motion was made, seconded and unanimously approved the *either/or option* program revision for *Recreation Technology*, (A.S., 1910).

D. Office Systems Technology

Dr. Deborah Hopkins, *South*

1. Course Deletions

a. Motion was made, seconded and unanimously approved the **Request Waiver of First Read** for seventeen course deletions from the OST program of studies.

b. Motion was made, seconded and unanimously approved three Court Reporting, six Word Processing, and eight Shorthand course deletions to the OST program of studies.

E. Business Administration

Professor Dennis Romance, *North*

1. Program Revisions

a. Motion was made, seconded and unanimously approved the **Request Waiver of First Read** for program revisions to the *Business Administration* program sheet, (A.S.,2119.

b. Motion was made, seconded and unanimously approved the *Business Administration* (A.S.,2119), program revisions.

c. The Committee suggested that the (A.S., 2119) "Proposed" program sheet be revised using a asterisk (*) in the credit hours section and the prerequisites need to be placed in numerical order.

VL MISCELLANEOUS

A. The Committee agreed to continue with the proposal procedure: First and Second Reads.

VII. REPORTS

A. Dr. Eileen Holden, *VPAA, Downtown Campus*

Eileen Holden thanked Chair Mary Teslow for her many years of leadership with the Curriculum Committee and wished her well on her new position in North Carolina. She extended her gratitude to BG Thompson and Barbara Piscitelli for the tremendous strides they have taken to enhance the Curriculum Services Office, Curriculum Procedures, and the Course Dictionary.

Eileen Holden gave a brief summary of the upcoming review of General Education. In August, a notice will go out to faculty asking for volunteers to serve on the committee. A committee will be named in the fall and the review will officially commence in January, 2004.

B. Dr. Wanda Thomas, *VPTE, Central*

A review of all forms is underway by the staff of Curriculum Service; Barbara Piscitelli, BG Thompson, and Vice President's Dr. Holden and Dr. Thomas. The review will take into consideration the necessary information that is needed to satisfy the College Integrated Database (CID), the Statewide Course Numbering System (SCNS), and the college catalog. The completion will result in consolidation of various forms.

Program Sheets will no longer be separate documents. They will be stored on the "S" drive as word documents, accessible for downloading and for program revisions. An announcement will be sent college-wide when the procedure is completed.

Dr. Thomas acknowledged that BCC's curriculum procedures has progressed tremendously in one year. She extended to Barbara Piscitelli and BG Thompson her admiration for their innovative ideas and dedicated hard work in accomplishing this task.

Chair Mary Teslow was presented with a token of appreciation from Dr. Thomas for her many years of dedicated service to the Curriculum Committee and Broward Community College.

VIII. ADJOURNMENT

The meeting was adjourned at 3:02 p.m.

The next scheduled Curriculum Committee meeting is:
September 15, 2003 2:00pm
Location: TBA

Respectfully submitted by:
Barbara Piscitelli
May 5, 2003