



Minutes of the Curriculum Committee Meeting

Monday, September 15, 2003
South Campus, Building 69, Room 133

Members Present

Hank Martel, *Chair*; Jim Amato, Michelle Apps, Beau Beadel, Elaine Cohen, Deborah Hefferin, Barbara Klemm, Steve Obenauf, Deborah Papa, and Jan Shakespeare

Students: Debra Adams

Members Absent

Mike Hart, Theresa Hodge, Linda Liberman, Mike Minassian, Susan Smith, and Leo Stitsky

Students: Carolyn Reiter and Stephen Sexton

Ex-Officio's Present

Eileen Holden, Ken Ross and Wanda Thomas

Visitors Present

B.G. Thompson

I. Call to Order

Chair Martel called the meeting to order at 2:03 p.m.

II. Approval of the September 15, 2003 Agenda

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

III. Approval of the April 28, 2003 Minutes

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

IV. OLD BUSINESS

None

V. NEW BUSINESS

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

1. New Course

- a. Motion was made, seconded and unanimously approved the **Request Waiver of First Read** for *Advanced Dental Hygiene Clinic*, new course.
- b. Motion was made, seconded and unanimously approved the new course, *Advanced Dental Hygiene Clinic*, (DEH2944L).

VI. REPORTS

A. Dr. Hank Martel, Chair, *Curriculum Committee*

1. Steven Obenauf volunteered to be the Vice-Chair for Curriculum Committee and will preside over meetings in the event Dr. Martel is absent.

B. Mr. B.G. Thompson, AVPAA Staff, *Downtown Campus*

1. Mr. Thompson gave a 'navigational tour' of the Curriculum Services website introducing various revised and new forms. The Committee was ask to review the Curriculum Committee's Procedure Manual (located on the Curriculum Services website under menu item '*CC Procedure Manual*').

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

1. The state is reviewing the Gordon Rule and may eliminate the arbitrary 24,000 word count. Students will still be required to take 6 hours of English and 6 hours of courses in which they demonstrate writing skills.
2. A committee will be formed in the next month to review BCC's general education requirements. Committee meeting minutes, review documents, etc. will be posted to and a link will be provided on the Curriculum Services website.
3. Technology based curriculum special fee costs have escalated and there is a question of what type of special fee(s) a community college can pass on to their students. State statutes/policies addressing these fees are currently under review and a recommendation to the Council of Presidents should be made soon.

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

1. The '*New Technical Program/Program Expansion*' form was developed to insure that prior to the Curriculum Committee review/action on new programs or program expansion, that appropriate college personnel acknowledge the development/curriculum/cost of the new program/expansion. This will be the only document that will be sent to the Office of Curriculum Services in hard copy format.

VII. ADJOURNMENT

The meeting was adjourned at 2:58 p.m.

**The next scheduled Curriculum Committee meeting is:
October 20, 2003 2:00pm
Central Campus, Building 3 – Room 100**

Respectively submitted by:
Barbara Piscitelli
September 19, 2003